



Community and Continuing Education



Word
2016

Word Certification Class – EVENING

Location: Northview Middle School: 8401 Westfield Blvd, Indianapolis, IN 46240
(Enter via door # 4 on the backside of Northview Middle School)

Date: February 19 – May 11, 2020

Days/Time: Monday's & Wednesday's 6:00 pm – 9:00 pm

Instructor: Keneisha Etheridge

New student enrollment will begin in November – Please come in soon as you MUST pre-register for one of our enrollment dates/time

Week	Monday 6 pm – 9 pm	Wednesday 6 pm – 9 pm
1		February 19
2	February 24	February 26
3	March 2	March 4
4	March 9	March 11
5	March 16	March 18
6	March 23	March 25
7	March 30 – NO Class (SB)	April 1 – NO Class (SB)
8	April 6	April 8
9	April 13- required TABE /LAB	April 15
10	April 20	April 22
11	April 27	April 29
12	May 4	May 6
13	May 11	

TABE test requirements: Reading- 536 Math- 496 Language-511

Requirements: High school diploma or working towards HSED **Must have** some keyboarding skills, mouse skills and basic working knowledge of *Word*-- navigating around a word document, cutting and pasting, \$20 book deposit and great attendance.