



- WORD • EXCEL
- POWERPOINT • ACCESS



MS OFFICE 2007

PURPOSE OF THE WORKSHOP: PRE-VOCATIONAL TRAINING TO IMPROVE COMPUTER SKILLS (FROM BEGINNING TO INTERMEDIATE LEVEL). PARTICIPANTS WHO COMPLETE THIS WORKSHOP WILL BE ELIGIBLE TO TAKE MS OFFICE CERTIFICATION EXAMS.

DATES FOR WORKSHOP: 3/8/2010-4/1/2010
(4 WEEK SESSION)

FACILITATOR: DAN EDWARDS

TIME OF CLASS: 9 A.M. – 12:30 P.M. (MON-THURS)

WHERE? OHLONE COLLEGE NEWARK CENTER, NC1310
39399, CHERRY STREET, NEWARK, CA 94560

WHO CAN ATTEND? MUST BE REFERED BY A WIA COUNSELOR.*

COST: \$0 --SPONSORED BY THE ALAMEDA COUNTY
WORKFORCE INVESTMENT BOARD

OHLONE CONTACT: OHLONE COLLEGE COMMUNITY EDUCATION
COMMED@OHLONE.EDU
(510-742-2303)

Course Description:

Topics covered in this course include programs for word processing, spreadsheets, database, presentation graphics, and information management. Participants in this course will have access to an online companion interactive web site to enhance their learning experience. In-class sessions will combine both lecture and real-world application components.

**WIA COUNSELORS-REGISTER YOUR CLIENT W/ PALLABI DUTTA FROM OHLONE. HER CONTACT INFO IS LISTED ABOVE.*



Ohlone College Newark
Center for Health
Sciences and
Technology

