

BOOST BUSINESS PRODUCTIVITY

with Staff Training in Microsoft Office

WORD • EXCEL • POWERPOINT • PUBLISHER • ACCESS • OUTLOOK

**Winter 2018 Program:
January 8 - April 13**

Register now!

Program Features

- Learn the fundamentals and more, including shortcuts, techniques and functions to work smarter and faster
- Two 3-hour sessions per week for 12 weeks
- Campus locations in West Bloomfield and Southfield
- Call for day and evening class times
- Certificate of completion upon passing the course

A Wise Investment

- Increase workforce productivity
- Build employee confidence
- Only \$720 for over 72 hours of class time



AFFORDABLE

HANDS-ON

INSTRUCTOR-LED