OAKLAND COMMUNITY COLLEGE

Microsoft Office 2016 *and* Windows 10 Boot Camp

Returning to work and need to update those computer skills? Intimidated by those applicant screening on-line skills tests?

This weeklong robust boot camp is an opportunity to gain a working knowledge of Windows 10 and Microsoft Office 2016: Outlook, Word, Excel, PowerPoint, and Access, and LinkedIn to create a profile and upload your resume! This class is intended for students who have some knowledge of Word, Excel and PowerPoint and would like to learn the computer skills to make them successful in the workplace.
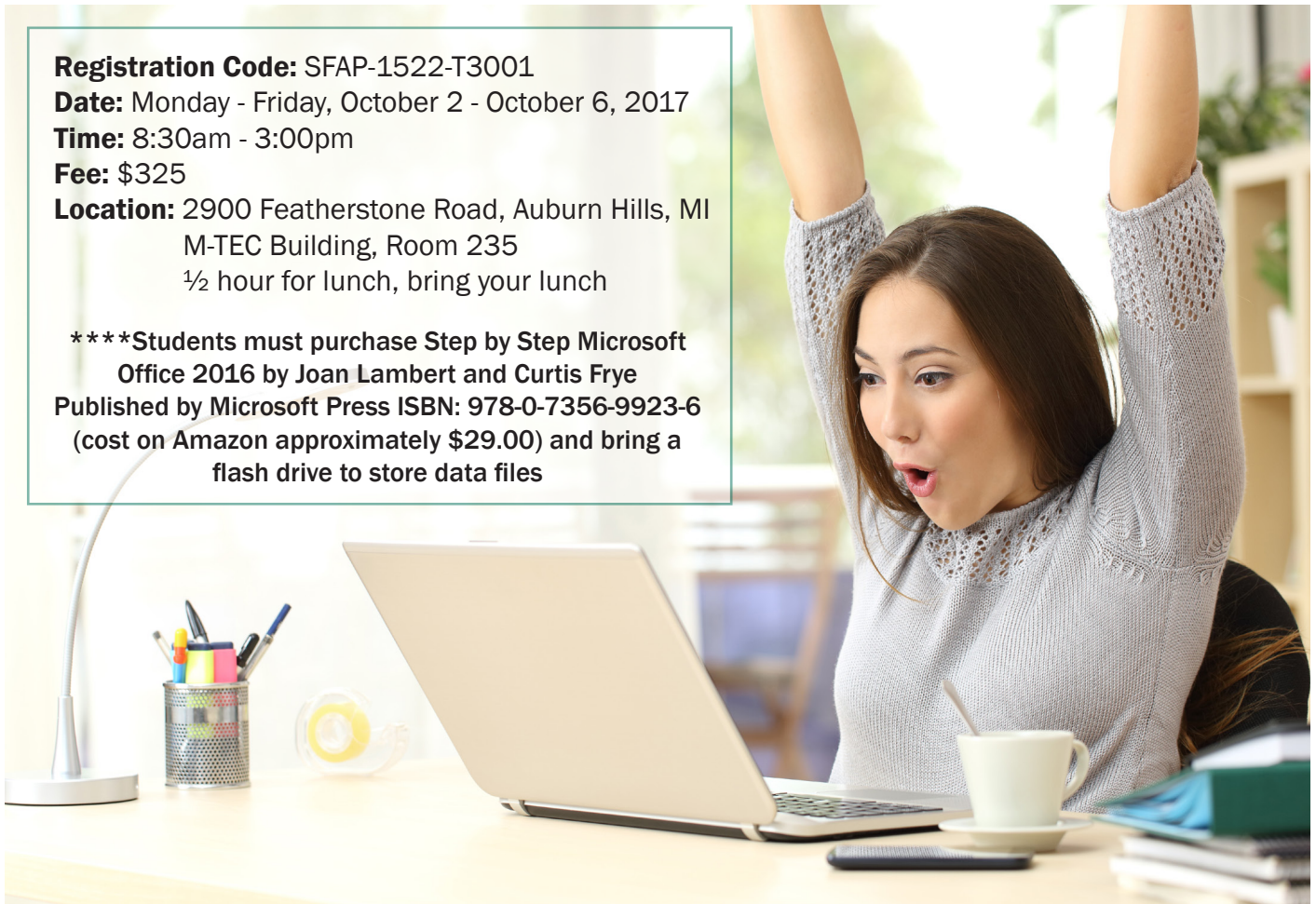
Registration Code: SFAP-1522-T3001
Date: Monday - Friday, October 2 - October 6, 2017
Time: 8:30am - 3:00pm
Fee: $325
Location: 2900 Featherstone Road, Auburn Hills, MI
M-TEC Building, Room 235
½ hour for lunch, bring your lunch

****Students must purchase Step by Step Microsoft Office 2016 by Joan Lambert and Curtis Frye Published by Microsoft Press ISBN: 978-0-7356-9923-6 (cost on Amazon approximately $29.00) and bring a flash drive to store data files

VIEW MAP   REGISTER ONLINE

Register online or call
(248) 232-4167

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