

# Office Skills Training and Certified Business Professional®

Warren County Career Center  
Adult & Community Education  
3525 North State Route 48  
Lebanon, OH 45036

## Program Includes:

Keyboarding  
Computer Basics  
Microsoft™ Word 2010 (includes MOS exam voucher)  
Microsoft™ Excel 2010 (includes MOS exam voucher)  
Microsoft™ Outlook 2010 (includes MOS exam voucher)  
Microsoft™ PowerPoint 2010 (includes MOS exam voucher)  
Microsoft™ Access 2010 (includes MOS exam voucher)  
Certified Business Professional® Business Etiquette (includes exam voucher)  
Certified Business Professional® Business Communication (includes exam voucher)  
Certified Business Professional® Customer Service (includes exam voucher)

Number of Training Hours: 328  
Days of Week: Monday-Thursday  
Time of Training: 10:00 a.m. – 2:00 p.m.  
Start Date: 9/12/2011-2/21/2012  
3/5/2012-8/6/2012  
Location: Warren County Career Center South Campus  
Cost of Program: \$4300 (includes tuition, textbooks, and exam vouchers)

For information or to register, contact (513) 932-8145.