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News Release

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For immediate release

SCC to Offer ‘Advanced Microsoft Word’ courses

Southeastern Community College’s Continuing Education Division will offer two classes in “Advanced Microsoft Word” on the college campus in T-124. The first class will meet on Wednesdays, October 28 through December 16 from 9 a.m. to 12 noon and the second class will meet Thursdays, October 29 through December 17 from 6:00 to 9:00 p.m. A \$65 registration fee is required for each class and must be paid at the first class meeting.

This advanced course is designed to build on the efficiency of your skills using Microsoft Word 2007. The students will learn through hands on instruction and helpful classroom examples. Topics include: mail merge, working with Microsoft templates, adding graphics to labels, using styles, and working with a master documents.

Participants of this course will be offered a free voucher to take the Microsoft Word Business Certification Exam offered through the Elevate America-North Carolina. This initiative is a partnership with Microsoft® Corporation being administered through the North Carolina Community College System.

The course requires pre-registration. To pre-register, call Southeastern Community College at (910) 642-7141, ext. 296, 397 or 425.

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