



**Full Day Classes \$175
One on One \$50/hr.**

SESSION TIMES

Full Day Classes - 8:30 to 4:30 pm

Days without a listed schedule can be utilized to suit your individual training needs!

Classes offered:

- Microsoft Excel (2010, 2013 & 2016)
- Microsoft Word (2010, 2013 & 2016)
- Microsoft PowerPoint (2010, 2013 & 2016)
- Microsoft Outlook (2010, 2013 & 2016)
- Introduction to Windows 10

**Need WorkKeys® Testing?
We have a flexible Schedule
and great prices!**

**Located right on M-20! ETC
Midland Campus
884 East Isabella Road
Midland, MI 48640**

ETC offers a wide range of training opportunities for individuals and companies. Choices may be made from a beginner, intermediate or advanced level. Don't see the class you need from our list?

A customized training program can be developed to meet your needs.

All Training sessions have a manual and cd for an additional cost

Have you seen these statements in job postings?

**Must be highly proficient in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook*

**Competent with Microsoft Office Suite tools (Word and Excel)*

ETC can provide this training!!!

Contact us to schedule your training today!

Call 1-888-3U-LEARN ext. 247 *or send an email to:*

jeff.cole@etc-1.com

1-888-3U-LEARN

<http://www.etc-1.com/training-services.php>

