

OFFICE ADVANCED

FREE CERTIFICATE PROGRAM
FOR AGES 16 & UP

Required Orientations are Mondays in room 204
& Fridays in room 202 at 3PM at MTC



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www.mtcollege.org



Monday & Wednesday
1/5 - 3/11



2:30 PM - 5:00 PM

ADVANTAGES:

- ✓ Microsoft Office
- ✓ Google Apps
- ✓ Computer Security & Safety
- ✓ Typing
- ✓ Computer Literacy
- ✓ Information management
- ✓ Certification
- ✓ Resume Building



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Course Information

Course Content	Test	Comment
Keyboarding	Yes	35 WPM
Technology Basics Digital Citizenship Information Management Content Creation Communication Collaboration Security & Safety	Yes	IC3
Financial Literacy	No	
Native Leadership	No	Attend at least one session