



News Release

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January 1, 2010
NR10003

Certificate in Microsoft Office Applications to be offered at NMCC

Aroostook County - In today's business environment, the use of computers has virtually replaced many office functions previously done manually or using less sophisticated equipment—word processing, bookkeeping, recordkeeping, data processing and typesetting. More and more employees at a variety of levels—clerical, technical and professional—are required to learn a wide range of computer applications for their jobs.

With this in mind, Northern Maine Community College has designed a certificate level basic course in Microsoft Office Applications. Microsoft Office Applications encompasses Microsoft Word, Microsoft Excel, Microsoft Access and PowerPoint. *Basic Microsoft Office Applications* will run on Wednesday evenings from 6:00 pm to 9:00 pm, January 13 through March 31. The cost of the course is \$325. Group discounts are available for businesses with three or more employees attending. An advanced certificate series is planned for April 14 – June 30 for those who would like to continue their training to the advanced level.

For more information or to register for *Basic Microsoft Applications*, please call the College's continuing education office at 768-2849.

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