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News Release

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Certificate in Microsoft Office 2007 Applications offered at NMCC

Aroostook County - 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 2007 Applications. The 36 hour course encompasses Microsoft Word, Excel, Access and PowerPoint; it will provide participants with the skills essential for success in the workplace.

“There is no doubt that you need good computer skills to compete in today’s job market,” said Leah Buck, NMCC assisting dean of continuing education. “This course offering will provide individuals with the opportunity to be more effective in their current employment, as well as provide others the opportunity to be more marketable in a very competitive environment for job seekers.”

Basic Microsoft Office 2007 Applications will run on Monday evenings from 5:00-8:00 p.m. beginning on January 24 through April 25. 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 the summer for those who would like to continue their training to the advanced level. Upon successful completion, participants will receive a certificate of professional development reflecting their skill level.

For more information or to register for *Basic Microsoft Office 2007 Applications*, please call the College’s continuing education office at 768-2849.

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