



For more information and to apply contact
Jurupa Adult School
4041 Pacific Ave, Jurupa Valley, CA 92509 • (951) 222-7739

JURUPA ADULT SCHOOL

BUSINESS OFFICE TECHNOLOGY CERTIFICATION BY iCEV

February 04, 2020 – May 28, 2020
Tuesday & Thursday, 4pm – 6pm

Class Fee: \$30

**Fee waived for JUSD employees*

Location: The Learning Center

Limited Spaces Available

COURSE DESCRIPTION

This is a 16-week course focusing on 6 Microsoft Office programs: Word, PowerPoint, Excel, Access, Outlook, and Publisher. You will become Microsoft Office Certified/Business Office Technology Certified by iCEV.

Prerequisites: Basic Computer Skills and High School Diploma or CASAS Test Score above 231