



Microsoft Office Boot Camp

Dates: October 1, 3, 8 and 10, 2019

Location: CLC Lake Shore Campus

Room S208

**33 N. Genesee Street
Waukegan, IL**

Time: 6:00pm – 8:30pm

FREE! to WIOA Program Youth/Young Adults

- ❖ Learn how to use Excel, Word and PowerPoint to create professional looking reports, papers, resumes and presentations for your education and career/employment projects.
- ❖ Increase your chances for landing that next job with these computer soft skills.
- ❖ Receive a College of Lake County Certificate of Completion for this class
- ❖ Seating is Limited

To Register and Attend this Boot Camp...

- ❖ Email your request to attend to regina@myemployeeconnections.com or fax to: (847) 406-3106. In the Subject Line put "Employee Connections WIOA Microsoft Booth Camp Registration"
- ❖ In the email state that you will be attending all four Boot Camp sessions **October 1, 3, 8 and 10**.
- ❖ Provide a correct contact email address and phone number.
- ❖ You will receive a confirmation email with the training room location.

Registration Deadline - Thursday, September 26, 2019

For more information - contact Mrs. Packard at (847) 360-7177

This Training Funded By

