

# Join our **FREE** class this fall!

- **Earn a Microsoft® Office Specialist Certification !**
- Learn Microsoft® Excel 2019
- Prepare to take the Microsoft® Excel Associates Exam
- Earn a FREE exam voucher and scheduling upon course completion
- Learn professional business and administrative skills



**ASPIRE**

Learn more. Earn more.

**OHIO MEANS JOBS BUILDING  
WARREN COUNTY ASPIRE  
300 EAST SILVER STREET  
LEBANON, OHIO 45036**

 (513) 695-2987

## REGISTRATION

(You must attend **ONE** of these times)

**Tuesday, August 20, 2024**

9:30 a.m. - 12:30 p.m. OR 5:00 p.m. - 8:00 p.m.

**Tuesday, August 27, 2024**

9:30 a.m. - 12:30 p.m. OR 5:00 p.m. - 8:00 p.m.

## CLASS MEETING TIMES:

September 3 - December 5, 2024

***Tuesdays and Thursdays***

1:00 p.m. - 4:00 p.m.

Regular attendance is necessary.

**OFFICE  
SKILLS  
AND  
TECHNOLOGY**

