



*We look forward to
seeing you
participate in the
Microsoft Office
Certification
Summer Program*



**Clearview Regional
High School**

Clearview Regional High School
625 Breakneck Road
Mullica Hill, New Jersey 08062

Phone: 856-223-2790

Fax: 856-478-6705

E-mail: uhorchukro@clearviewregional.edu

**Clearview Regional
High School**



*Microsoft Office
Certification
Summer
Course**

**For students entering
10th, 11th and 12th grade*

Tel: 856-223-2790
(Pending Board Approval in May)

**Microsoft Office
Certification
Summer Course
What You'll Learn?**



The class will give you information and skills you can use in school, college, and or work.

Microsoft Office 2013 Certification:
Word, Excel, PowerPoint, Access, or
Outlook

Session #1 **and/or** Session #2

Students will be given time to take the Microsoft Office practice exams with the Gmetrix program with assistance. Actual exam testing for the program(s) of your choice will be on the last day of the session for that week or when ready. The programs available are Version 2013 Microsoft Office--Word, Excel, PowerPoint, Access, and/or Outlook.

Students that are proficient in any one or all of these programs and would like to become certified-- should take this 1st **and/or** 2nd summer sessions.

Each individual's skill level is different and the passing score for each exam is a 700 out of 1000. Clearview Regional High School has had a lot of success in previous years of student certification of either one or all of the certifications.

One college credit for each exam you pass is transferrable to over 2,000 colleges.

WHERE: Clearview Regional High School,
Room #603

WHEN: Session #1: July 6th to July 9th:
(Mon.to Thurs.) 8:00 to 11:00 am

Session #2: July 13th to July 16th:
(Mon. to Thurs.) 8:00 to 11:00 am

***Registration cost. \$45.00** First come, first served, mail this form back to reserve spot.

(27 Spots Available for each session)

This course is available for those students that have knowledge of Microsoft Office Word, Excel, PowerPoint or Outlook.

Please note, students will **not** earn credits for this summer course, but will receive one college credit for each Microsoft Office Exam they pass with a 700 or better.

**Registration Form
High School
Microsoft Office Certification
Summer Course**

Submit this form to Mrs. Uhorchuk in the High School by June 1st. Payments due June 10th.

Student Name: _____

Phone Number: _____

Email : _____

Grade as of Sept. 2015: (circle): 10th, 11th, or 12th

Student Signature: _____

Parent Signature: _____

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Mrs. Uhorchuk
Phone: 856-223-2790
Fax: 856-478-6705
E-mail:

uhorchukro@clearviewregional.edu
if you have any questions or concerns.



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