EAST CENTRAL
COMMUNITY COLLEGE

Bradford J. Tucker Applied Technology Center

NOW OFFERING:

Office Proficiency Assessment & Certification

REGISTRATION AND START DATE
Tuesday, January 30, 2018
Class will meet each Tuesday for 8 weeks.

COST
$75.00 Per Person

TIME
5:00 p.m. to 8:00 p.m.

INSTRUCTOR
Christy Ferguson

CLASS LOCATION
Bradford J. Tucker Applied Technology Center
72 Ninth Street, Room 201
Decatur, MS 39327

CLASS INFOMATION
The OPAC System is a comprehensive office, clerical, and software skills testing and certification program. The software tests for skills & abilites in all of the MS Office word processing, spreadsheet, and database applications, including Microsoft Word, Excel, PowerPoint and Access. The following are the different areas a person taking this class could receive an OPAC certification: Windows, Basic Word, Basic Excel, Intermediate Word, Intermediate Excel, PowerPoint, Database, and Quickbooks.

CONTACT INFORMATION:

Chris Clark
ECCC Workforce Development Coordinator
Phone: 601.635.6245 • Email: cclark@eccc.edu

East Central Community College Workforce Development Center
Lucretia Williams, Director
P.O. Box 129 • Decatur, MS 39327
Phone: 601.635.2111, Ext. 432 • Phone: 1.877.462.3222 , Ext. 432
Fax: 601.635.4031 • www.eccc.edu/workforce-development