



# Take Ten!

Classes  
begin  
Monday,  
April 15,  
2019!

## Learn English and Start Training for a Career!

### CompTIA A+ Certification

Learn how to install software, perform preventative maintenance, networking, security and troubleshooting.

### Medical Administrative Assistant Certification

Learn medical terminology and skills to help you find work.

### Microsoft Office Specialist Certification

Enhance your computer skills by learning Microsoft Office Programs such as Word, PowerPoint, Excel and Outlook.

### For more details and how to apply:

[GwinnettTech.edu/programs/TakeTen](http://GwinnettTech.edu/programs/TakeTen)

### Important Dates to Know!

#### When to Apply:

Wednesday, February 6, 2019 – Wednesday, February 20, 2019

#### Classes:

April 15 - June 28, 2019

Monday - Friday

9 a.m. - 4 p.m.



#### Important Information:

Applicants are required to take a TABE test to determine eligibility.

\*The cost of this class is \$5,000. However, if you are eligible for WIOA funding, the tuition will be covered.\*

Equal Opportunity Institution

**Take Ten Weeks to Train for a Career While Learning English!**