



Microsoft Office Technology & Customer Service Specialist

Gain the skills, attributes, and applications necessary to build your resume and enhance your career options.
Expand your skills and prepare for remote work experiences - TRAINING WILL BE CONDUCTED ONLINE.

**Training starts October 30 and runs
Monday – Friday, 8:30am – 1:30pm**

**Attend an Information Session
to Learn More and Apply:**

August 22 • 1:00 p.m. Online

or August 31 • 1:00 p.m.

*Center for Advanced Technologies
1302 Veteran's Highway, Bristol, PA.*

Please email or call to pre-register.

For more information and to register:

 267.685.4884 or

 bridget.hughes@bucks.edu.

 www.bucks.edu/WFD

Tuition: \$6,000 or FREE to those who qualify
through the PA CareerLink.

This 8-week online training program provides you with the skills necessary to work effectively in any business environment with the perfect combination of technical and essential soft skills.

Learn typical office technology including Microsoft Word, Excel, PowerPoint and Outlook. The course also covers business professionalism, customer service and workplace employability skills. Work one-on-one with a job coach for job search assistance.

Participants must have access to a Windows-based computer with internet, webcam & microphone and be able to download current MS Office software.

Opportunity to take the Microsoft Office Specialist (MOS) certification exams for Word and Excel included.

All candidates will undergo an interview to determine program suitability.



bucks.edu/businesscareer/microsofttech



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