

# Microsoft Office Specialist Certification in Word



## This FREE virtual certification course will:

- Validate your Microsoft Office skills to employers with recognized certification on your resume
  - Differentiate yourself in the job market
  - Increase your skill level in Microsoft Office
  - Broaden your abilities and increase opportunities for advancement
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- Classes will run for five weeks, from May 10th to June 11th
  - Classes will meet virtually Tuesday and Thursday from 10-11:30 AM
  - Independent study will be required for approximately 3 hours per day, 4-5 days per week
  - Spots are limited

There will be an additional virtual meeting on May 10th  
from 10-11:30 AM to kick-off the class session.

Applicants will be screened for basic computer skills and technology  
access before being accepted into the program.

Students must have Microsoft Office 2016, 2019, or a paid Office 365  
subscription to take the class.

If you are interested in applying, scan the QR code or fill out our interest form here:  
<https://forms.gle/pHLwHyBMSEUke2zGA>



If you have questions, please email Amy at [azurita@peoplesrc.org](mailto:azurita@peoplesrc.org)