

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

- 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