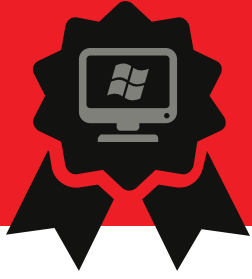


Microsoft Office Specialist Certification in Excel



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 six weeks, from March 8th to April 15th
 - 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 March 8th 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 have questions or are interested in applying, email Anu at apulikkan@peoplesrc.org