

# Microsoft Office Specialist Certification Training



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This **FREE** online course will prepare students for work in office environments.

- Earn industry recognized credentials
- Obtain up to three certificates:
  - Word | Excel | Powerpoint
- 3 college credits per certificate

## **Requirements:**

Students must have a computer or device, computers are available in an open computer lab if you do not have computer access.

## **Class Meeting Information:**

This class is an online class. It is asynchronous as well as required weekly 1 hour Learning Circles. Students pick one of 3 options.

Students must attend a online onboarding session offered monthly.

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For more information or to sign up for the class, call or text us at 651-380-6407, email [abeteacher@rwps.org](mailto:abeteacher@rwps.org) or complete the Class Interest form at [hvae.org](http://hvae.org).