

Take Your
Life to the
Next Level!



#LevelUpYourCareer

Level Up Your Career in Office Technology

Get Certified in 12 weeks! Professionals with a specialist credential gain the competitive edge to take their career to the next level.

- ▶ Attend **online classes 3 days a week** to be eligible to take the Microsoft Office Specialist credential exams in Word, Excel, and PowerPoint.
- ▶ Skills and expertise in **Microsoft Office applications are critical for any job**. Career opportunities as **word processor, computer user support specialist, helpdesk analyst, or data specialist** are available. Source: onetonline.org
- ▶ **Over 88,000 jobs in Texas** required skills in Microsoft Office. Source: indeed.com
- ▶ Learn the most popular computer applications used in every company in the world. Students will develop knowledge of office technology and the ability to be proficient in Microsoft Office features and functions.
- ▶ The program includes **4-Month subscription to Microsoft 365 Personal online software** to complete simulation projects and class assignments.
- ▶ **Median Salary with Experience: \$44,030** (\$21.17/hr.) Source: onetonline.org

Cohort Date(s)	Class Days	Class Time
Jan. 30th, 2023 - Apr. 26th, 2023	Mondays, Tuesdays, Wednesdays	6:00PM - 9:00PM
May 2nd, 2023 - Jul. 19th, 2023	Tuesdays, Wednesdays, Thursdays	

Ready for the Next Level? Register Now for 2023!

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