



WOMEN'S  
RIGHTS  
INFORMATION  
CENTER

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[WWW.WOMENSRIGHTS.ORG](http://WWW.WOMENSRIGHTS.ORG)

## **Certified Microsoft Office Specialist**

The **Certified Microsoft Office Specialist Program** at the Women's Rights Information Center is an intensive course featuring Word and Excel 2010. It is designed to train students in real-world examples on how they would use the programs on the job and to prepare them for the workplace.

The **ten-week course (120 hours)** covers:

- **Word 2010 training** in preparation for the Microsoft Office Specialist Exam
- **Excel 2010 training** in preparation for the Microsoft Office Specialist Exam
- Access to GMetrix training software (simulates certification testing)
- Access to computer lab (by appointment) for certification practice

*Only one certification is included with the class. There is a fee for additional certifications exams.*

The program also provides job search and employment-directed assistance, including:

- **Career Counseling**
- **Resume Development**
- **Interview Preparation**
- **Job Leads**
- **Job Fairs/Hiring Events and Networking Sessions with employers and HR professionals**
- **Access to Career Closet for job interviews**

Upon completion of the 10 week program, students are ready to re-enter the workplace equipped with the skills, knowledge and credentials to compete in today's job market with confidence.

*Minimum requirements:*

- *Ability to type*
- *Familiarity with computers (internet searching, email)*

**January 14<sup>th</sup> – March 19<sup>th</sup>, 2020**

***Tuesdays and Thursdays***

***9:30 - 4:30***

*(1 hour lunch break)*

***Mondays & Wednesdays - Lab time available 9:30 - 2:30***

**Contact: Martha Velez at 201-568-1166**

or email: [mvelez@womensrights.org](mailto:mvelez@womensrights.org)

**\$2200**

***Funding available for Displaced Homemakers***

*(Women transitioning from home to paid workforce following separation, divorce, disability or death of a spouse or significant other.)*

**Call for Details**