



Unemployed or Underemployed?

Have You Considered Becoming a Certified Microsoft Office Specialist?

Microsoft Office proficiency can help prospective workers land employment or advance an existing career. Most job listings mention Microsoft Office and require an individual to have a working knowledge of Windows, Internet, Word, Excel, PowerPoint, etc. Sign up today for this new and exciting program: **Professional Office Skills**.

The importance of building and maintaining your computer skills is critical to having success in your workplace and professional life. Check out what you can learn in our face-to-face classes in order to enhance your Microsoft computer knowledge in this eight-week program:

- Windows
- Internet Explorer
- Microsoft Office
- Customized video tutorials
- Microsoft's official E-book

Advance your education! Students will be awarded a certificate of completion upon successfully meeting course requirements and be prepared to sit for the Microsoft Office Specialist (MOS) Certification exam for Word.

Program Length: 8 weeks

Start Date: October 17, 2016

Prerequisites for program: GED & English proficiency, 8th grade reading and math levels

Program Fee: This program is free for those deemed eligible by:

- RI Department of Human Services- RI Works (RIW) Program
- RI Department of Labor & Training (this training is an EPTL program)

To inquire about participating, please follow up with your case worker today! Or if you are unemployed or underemployed and not currently participating in a career pathway program, you may still be eligible to participate. To determine your eligibility for training, please visit one of the statewide DHS offices or *netWORKri* centers.

Courses will be held at RWU School of Continuing Studies - One Empire Plaza • Providence, RI 02903

Parking will be validated for participants.

Program Contact: Adriana Dawson, (401) 254-3840, cwpd@rwu.edu



Roger Williams
University
SCHOOL OF CONTINUING STUDIES

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OUR PURPOSE**

**WE MEET
YOU
WHERE
YOU ARE.**