

FREE MICROSOFT SPECIALIST ONLINE TRAINING PROGRAM FOR HI-LEVEL ESOL



***Want to earn a Microsoft Specialist Certification?
Interested in acquiring in-demand office skills while
improving your English?***

The Borough of Manhattan Community College's Center for Continuing Education in partnership with the Manhattan Educational Opportunity Center (MEOC) is offering a **FREE** Integrated English Language and Microsoft Specialist Training Program.

The 18 weeks training will combine English language instruction with Microsoft training. Assistance with job readiness and resume preparation will be provided.

Eligibility Requirements:

- Interest in receiving Microsoft Specialist Certification
- High Intermediate or Advanced level of English (ESOL)
- Have a working computer
- Ability to use a mouse and keyboard
- Time to work on HW and projects using Excel
- Experience or desire to be employed in a job using Excel
- Proof of NYS residency: 1 year minimum (mail, lease, etc.)
- Proof of Income (federal tax return etc.)
- Valid photo ID (NYS or US Government ID only)
- Accepted students will register with the NYSDOL Job Zone

According to a recent Burning Glass Technologies report, Microsoft Excel is one of the skills most valued by employers.



**Classes meet 4 evenings from 6-9pm or 4 days from 9am-1pm,
from September 21, 2020 – June 25, 2021.**

Interested?

**Please contact Rosa if
you have any questions
at (201) 986-6450
or at rciudad@bmcc.cuny.edu**



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