

# Microsoft Office Specialist Certification Training

METRO EAST  
**CAREER**  
PATHWAYS



Earn Industry Recognized Credentials in Word, Excel and/or PowerPoint 365 from your home in this supported independent study!

**New students onboard  
1p – 4p on Zoom on the  
following dates:**

- ✓ Wednesday, 9/24/2025
- ✓ Wednesday, 11/12/25
- ✓ Wednesday, 1/14/26
- ✓ Wednesday, 5/13/26

*Seats fill quickly so don't delay!*

Scan here to get started!



Or click this link:  
<https://forms.gle/vg8G7GQTFbFSvSg2A>

## Student Requirements

- Commit at least 10 hours/week to studying independently
- Attend a weekly one-hour Zoom meeting
- Read at the 6<sup>th</sup> grade level in English
- Be comfortable with computers, internet & online tools like Zoom
- Have some experience with Microsoft
- Have access to reliable, high-speed internet
- Have access to a fully featured computer (PC or Mac) for this course
  - A phone is not sufficient

## Questions?

Contact [adult.education@moundsvIEWSchools.org](mailto:adult.education@moundsvIEWSchools.org)