

Microsoft Office Specialist

- ✓ Includes English instruction
- ✓ Virtual and in person classes
- ✓ Completely free

Are you looking for a job where
you need to use Word & Excel?

Knowledge + Skills = Work

This training course for English (ESL) students will be a combination of online and in person classes. You can study, improve your English, and get certified as a Microsoft Office Specialist! We are now enrolling new students online and offering virtual orientations.

Class schedule:

May 4 - August 12, 2021

For more information, call:

Linda Muñoz

Director of Workforce Development

972-284-0323

To enroll, you must:

- ✓ Have a laptop, tablet, or desktop computer
- ✓ Have internet
- ✓ Attend an online orientation
- ✓ Be an English language learner (intermediate or advance level)
- ✓ Have a High School diploma or GED
- ✓ Have basic computer skills
- ✓ Have a Texas ID and Social Security



Click on the link to schedule an appointment for an orientation: <https://cutt.ly/newclient>