

Hector B. Basora
SUNY ATTAIN Lab
 @
CUNY IN THE HEIGHTS
DIVISION OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
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MICROSOFT OFFICE SPECIALIST CERTIFICATIONS

Hector B. Basora SUNY Attain Lab



Cost-Free
 Industry-Standard
 Technology
 Certifications



**Be a step ahead of the competition!
 Get CERTIFIED Today!!**

For Students, Administrative Professionals,
 Small Business Owners and Intermediate to Advanced users.

HRA Approved Programs

Microsoft Office Specialist 2016 Certifications

77-725: Word	77-726: Word Expert
77-727: Excel	77-728: Excel Expert
77-729: PowerPoint	
77-730: Access	
77-731: Outlook	
<i>Certificate will be provided by Microsoft®</i>	

Pre-requisite: Microsoft Digital Literacy Certificate, A+ Certification or Equivalent.
 Resources and materials will be provided. Time may vary per participant to acquire desired certification.

LAB HOURS	REGISTRATION
MONDAY	CLOSED Every Wednesday
TUES, THURS, FRIDAY	Session 1 1pm-2pm
WEDNESDAY	Session 2 5pm-6pm
SATURDAY	CLOSED

Lab hours are subject to change.

TRAINING
 EDUCATION KNOWLEDGE GOAL SKILLS
 VOCATIONAL SOFTWARE SCHOOL FEEDBACK IMPROVEMENT COMPETENCIES
 RESULT TEACHING PROFESSIONAL
 JOBS DEVELOPMENT QUALIFICATION CAPACITY

All courses and certifications are
AT NO COST
 to participant and are offered through self-paced instruction.

