

# MICROSOFT™ OFFICE SPECIALIST ADVANCED CERTIFICATION BEYOND THE BASICS!



Full Circle's Microsoft Office Specialist Advanced Certification program goes beyond basic levels and allows you to take the most challenging courses we have to offer in Microsoft Office. You'll have the opportunity to take courses in advanced Word, Excel, PowerPoint and Access concepts, which will give you a competitive advantage in the workplace. Your program can also include challenging modules in Project Management, Programming and Reporting, and more. Upon completion of this program, you will be prepared to take certification exams in one or more Office applications, and will have been exposed to advanced level software techniques in today's most powerful applications through hands-on experience. Pre-entrance consultation with a program specialist will ensure that you start at the appropriate course level, select just the right blend of Microsoft Office and other courses, and finish where you need to be.

## GET THE COMPETITIVE EDGE WITH MICROSOFT OFFICE SKILLS!



At Full Circle we recognize and respect the individual. Our program specialists meet with you individually to determine your career goals, and create a training program that is targeted to your specific needs, prior experience and personal talents. You can choose which certifications best meet your needs so that you will qualify for a wide variety of employment opportunities using PC Applications.

\*Program content is subject to change without notice. Certification exams may or may not be included in program cost, depending on funding source.

## WHY CHOOSE FULL CIRCLE COMPUTING?

At Full Circle we have a unique combination of technical expertise and personal communication skills that combine to make each of our training programs a complete success. When you train at Full Circle you benefit from:

- The smallest possible class sizes
- Unsurpassed, individual attention from instructors who care about your success
- Flexible scheduling options
- Bright, comfortable environment
- Hands on training
- State of the art labs with individual student workstations
- Clear, concise training materials
- Career coaching, resume writing and interviewing skills workshops
- Central location at Business 30 & Ship Road, ½ mile east of the Exton Mall, easily accessible from Route 202, the PA Turnpike, Route 100, and public transportation
- State approved career training programs approved by the PA Department of Education
- Career training programs approved for G.I. Bill benefits



Open enrollment for this program is going on now!  
Call 610-594-9510  
to speak to a career specialist today!

