

MICROSOFT™ OFFICE SPECIALIST PROGRAM

CERTIFY YOUR SKILLS—ADD REAL DEPTH TO YOUR EXPERIENCE



Students participating in Full Circle's Microsoft Office Specialist Program are gaining skills that are relevant and in-demand! This program prepares you to be competitive in today's computerized office. Gain hands-on experience with the most sought after applications, such as Word for professional correspondence, marketing materials and mailings; Excel for spreadsheets; PowerPoint for dynamic presentations; Outlook for email communications and calendar management; and Access for data management and reporting. Round out your training with electives like QuickBooks, Publisher, Photoshop, and a host of other choices. Upon completion of this program, you may have the option to take one or more Microsoft Certification exams to certify your knowledge in powerful software applications programs.

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, work experience and personal talents. Our training experts will help you choose which applications will best prepare you for the broadest range of opportunities.

*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!

