

# Microsoft Office Technology & Customer Service Specialist



Gain the skills, attributes, and applications necessary to build your resume and enhance your career options. Expand your skills and prepare for remote work experiences - TRAINING WILL BE CONDUCTED ONLINE.

## Gain New Skills in 8 Weeks!

Training runs Monday – Friday,  
8:30am – 1:30pm

Training runs periodically throughout  
the year.

For more information and to register,

 267.685.4884 or

 [bridget.hughes@bucks.edu](mailto:bridget.hughes@bucks.edu).

 [www.bucks.edu/WFD](http://www.bucks.edu/WFD)

**Tuition:** FREE to Bucks County residents.  
Funded by the County of Bucks.



This 8-week online training program provides you with the skills necessary to work effectively in any business environment with the perfect combination of technical and essential soft skills.

Learn typical office technology including Microsoft Word, Excel, PowerPoint and Outlook. The course also covers business professionalism, customer service and workplace employability skills. Work one-on-one with a job coach for job search assistance.

Participants must have access to a computer with a webcam, microphone and internet connection.

Opportunity to take the Microsoft Office Specialist (MOS) certification exams for Word and Excel included.

*All candidates will undergo interview to determine program and funding suitability & eligibility.*

