

YOU WANT A CAREER.

Technology skills will
help you reach the
next level.

perscholas.org/apply



“I was at a very low point, I quit one job, and I got fired from another. If I wanted things to get better, Per Scholas was my big shot. It was the most affordable option, the most comprehensive option and it was the best opportunity to get the experience and certification I needed to not let those circumstances happen again.”

A Snapshot

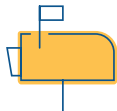
- 10 Week Course: Monday-Friday, 9:00-4:00
- Earn a Microsoft Office Specialist (MOS) Certification
- Master valuable workplace skills and improve your reading and writing ability
- Tuition, books, and certification at no cost to you
- Career counseling & job placement assistance

Basic Requirements:

- Ages 18 and older
- 8th to 10th grade reading level
- High school diploma or Equivalent
- U.S. citizen or authorized to work in the U.S.
- Women and U.S. Veterans strongly encouraged to apply
- Unemployed or underemployed

Become fully versed in Microsoft Office:

- Word: Create, manage, format and customize word documents
- Excel: Generate spreadsheets, workbooks, charts and tables
- Outlook: Create, format, and manage messages and schedules
- PowerPoint: Create and edit dynamic presentations
- Access: Create and modify databases, and manage relationships and keys



LEARN MORE AND APPLY ONLINE: perscholas.org/apply

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