



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

Prince William County Public Schools Introduces a New Career Pathway Course!

Would you like to improve your Microsoft Office skills and prepare to advance in the job market with credentials as a Microsoft Office Specialist?

This **PWCS Career Pathway course** leads to industry certification in Microsoft Office Outlook and Excel.



This course prepares individuals to become certified with the necessary skills to pursue positions in the Microsoft Office Specialist career field. At the end of the course, individuals will take the Microsoft Office Outlook and Excel certification exams.

- **Registration is NOW OPEN!**
- Students must register before class begins
- Classes are held October 26, 2020 through January 21, 2021
- Classes will meet virtually Monday through Thursday from 6-8:30 p.m., for a total of 90 hours of class instruction
- Course registration is \$350 and includes necessary certification exams
- Additional textbook fees may apply
- For registration forms or more information, call 703.791.7357 or email adultEd@pwcs.edu

Visit PWCS Adult Education at <http://adultEd.pwcs.edu> or www.facebook.com/adultEd.pwcs for more details.

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