

Increase your income potential by learning essential spreadsheet skills

Microsoft Office Specialist Excel

FREE* for Goodwill clients who meet the requirements.

*\$1,100 value. This includes the Microsoft Official Study Guide and the certification exam via Certiport. Check with a Goodwill team member to see if you qualify.

Certified candidates will demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects. This program provides practical, performance-based scenarios to gauge their real-world capabilities with project and standards-based outcome testing, thus confirming that certified individuals have demonstrated the ability to complete a realistic Microsoft Office Specialist Excel 2013 project.

Certiport makes Excel certification as easy as 1-2-3 with a unique, 3-step pathway:

1. **LEARN** how to use Microsoft Office using content-rich materials including textbooks, online eCourseware, and video resources.
2. **PRACTICE** using interactive exam preparation tools and practice exams.
3. **CERTIFY** and validate skills taking Certiport performance-based exams.

Before registering:

1. Successfully complete Goodwill University's Customer, Administrative and Business Services training program; or score 70% or higher on the Prove It!® Microsoft Excel test.
2. Have a valid picture identification (required at the time of the testing for the certification).

For assistance in registering for this industry-recognized certification program, call 704-372-3434 or visit the Goodwill Opportunity Campus. Ask for a Goodwill team member in the Job Resource Center.



2017 CLASS SCHEDULE

5:30 p.m. - 8:30 p.m.

Weeks 1, 2: Tues, Weds & Thurs
Weeks 3, 4, 5: Tues & Thurs
Test is on the Thursday during the week after class ends.

CLASS BEGINS	CLASS ENDS
March 28	May 4
May 16	June 15
August 22	September 21