

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.

Upon completion, certified individuals 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.

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

1. **LEARN** how to use Microsoft Excel using content-rich materials, which includes 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.

How to register for this class:

1. Registration Period will be open a month before class begins.
2. To register for this class, all these requirements need to be met:
 - a) Be a Goodwill Client.
 - b) Have taken the Microsoft Excel Assessment (IBM Assess) and score 70% or higher. This assessment is valid for 90 days.
 - c) Have a valid picture identification.
3. Enrollment is contingent upon seats availability.

UPCOMING SESSIONS

Six-week program

Weeks 1 & 2: Tues, Weds & Thurs
Weeks 3, 4, 5, 6: Tues & Thurs

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

Class Begins

Tues., Feb. 5
Tues., May 7
Tues., Aug. 6
Tues., Nov. 5

Class Ends

Thurs., Mar. 14
Thurs., June 13
Thurs., Sept. 12
Thurs., Dec. 12

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.

