

# COURSE



## OFFICE OCCUPATIONS SPECIALIST

**MICROSOFT WORD CERTIFICATION /  
NRF CUSTOMER SERVICE CREDENTIAL**



**NO COST TO VETERANS,  
AND THOSE WHO QUALIFY!**

## COURSE SCOPE

- OFFICE TRAINING MODULES
  - PROFESSIONAL OFFICE CUSTOMER SERVICE
  - PROFESSIONAL SALES
  - MS WORD 2019 EXAM TRAINING
  - MS POWERPOINT OVERVIEW
  - MS EXCEL OVERVIEW
  - QUICKBOOKS OVERVIEW
- (ALL COURSE TAUGHT BY CERTIFIED TRAINERS)



**Microsoft**  
CERTIFIED  
Professional



**NRF** NATIONAL  
RETAIL  
FEDERATION

**VOCATIONAL TRAINING  
&  
JOB PLACEMENT  
FOR  
VETERANS**

**For More Information,  
Please Contact:  
[admin@usavest.org](mailto:admin@usavest.org)  
424-266-9532**

**Veterans Stand Together**  
19401 S Vermont Ave Suite B102  
Torrance, CA 90502

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