



Microsoft Office Administrative Training

Take the next steps toward your future

Class date

September 26 – December 22

12 weeks

Monday – Thursday

9:30 AM – 2:30 PM

Fridays

9:30 AM – 12:30 PM

**Ideal candidate must be able and
willing to work**

For more information or to schedule and
appointment, please call Leah at (617)
375-8196 or email lsamura@uses.org

Eligibility Requirements:

- Be a Boston resident
- Have a high school diploma or equivalent
- Pass assessments in reading, typing and computer literacy
- Be able to type at least 18 wpm
- Have at least 12 months of work experience
- Provide 2 professional references
- Job placement services for students

Located at:

United South End Settlements
Harriet Tubman House
566 Columbus Avenue
Boston, MA 02118

T Accessible: Orange, Green, and Silver lines

**This program is Food Stamps, DTA and Section 30 approved*

The mission of United South End Settlements is to build a strong community by improving the education, health, safety and economic security of low-income individuals and families in Boston's historic South End/Lower Roxbury and to serve as a national model of successful neighborhood engagement. Learn more at www.uses.org