

**RAMAPO COLLEGE OF NEW JERSEY**  
**Office of Communications and Public Affairs**  
**Press Release**  
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**Ramapo College Offers Two-week Microsoft Office 2010 Certification in Outlook®**  
***Information Sessions Scheduled***

(MAHWAH, NJ) – Ramapo College is hosting Information Sessions on its new Microsoft Office 2010 Certification **for Outlook®** on Tuesday, May 21 and Wednesday, May 29, 2013 at 1 p.m. and 7 p.m. on both days in the Academic Complex, B-224. The two-week program runs June 17-27, 2013 with class meetings Mondays, Wednesdays and Thursdays, from 6 to 10 p.m.

“Outlook® is widely used in area businesses and organizations and is very popular with adult learners. The Ramapo Outlook® certifying course offers 24 classroom hours, more hours than similar programs in the region, so students have an increased opportunity to master the learning and put it into practice before they sit for the certifying exam,” said Rosa Diaz-Mulryan, assistant vice president for the Center for Innovative and Professional Learning at the College.

“Unemployed persons should contact our office to learn about grant funding for the program.”

Adult learners and students alike choose the Microsoft Office Certification credential to validate their skills and to advance their career prospects in a competitive job market. Successfully earning the certification results in increased academic and job performance by enabling individuals to tap the full features and functionality of the Microsoft Office 2010 software. Employers welcome employees with these credentials that assure accelerated productivity and improved organizational performance.

Students may pursue Microsoft Word, Excel®, PowerPoint® or Outlook® or full suite Microsoft Office Certification credentials as a Microsoft Office Specialist, Microsoft Office Expert or Microsoft Office Master. Visit the Web site to learn the details of the requirements and to review the full schedule for each Microsoft® application.

For more information, please visit [www.ramapo.edu/cipl/certificates/msoffice.html](http://www.ramapo.edu/cipl/certificates/msoffice.html) or contact the Ramapo College Center for Innovative and Professional Learning at [cipl@ramapo.edu](mailto:cipl@ramapo.edu) or 201.684.7370.

The Ramapo College of New Jersey Center for Innovative and Professional Learning (CIPL) supports postgraduate professional education, workforce development, and alternative learning. The Center also engages in internal and external educational partnerships to advance the College, and provides innovative continuous learning opportunities for community members of all ages.

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Ranked by *U.S. News & World Report* as sixth in the Best Regional Universities North category, Ramapo College of New Jersey is sometimes mistaken for a private college. This is, in part, due to its unique interdisciplinary academic structure, its size of approximately 6,008 students and its

pastoral setting in the foothills of the Ramapo Mountains on the New Jersey/New York border.

Established in 1969, Ramapo College offers bachelor's degrees in the arts, business, humanities, social sciences and the sciences, as well as in professional studies, which include nursing and social work. In addition, Ramapo College offers courses leading to teacher certification at the elementary and secondary levels. The College also offers six graduate programs as well as articulated programs with the University of Medicine and Dentistry of New Jersey, New York Chiropractic College, New York University College of Dentistry, SUNY State College of Optometry and New York College of Podiatric Medicine.