

## **FOR IMMEDIATE RELEASE**

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### **Ramapo College Initiates Microsoft Office Certification Program**

(MAHWAH, NJ) - Ramapo College of New Jersey is pleased to offer the official Microsoft Office 2010 curriculum and practice examinations for pursuing Microsoft Office Certification. In affiliation with Certiport, the sole provider of Microsoft Office Certification exams, Ramapo College is also an established Certiport Authorized Testing Center. This means students and adult learners interested in advancing their skills, entering the workforce or changing jobs are able to attend training to effectively and efficiently use the Microsoft Office suite *and* take the certifying exams all in one location.

The College is offering Microsoft Office Certification training in an evening format beginning on February 4, 2013 in Microsoft Word, Excel®, PowerPoint® and Outlook® and students may pursue individual application 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:

[www.ramapo.edu/cipl/certificates/msoffice.html](http://www.ramapo.edu/cipl/certificates/msoffice.html)

“We have bundled together the Microsoft® applications training, practice exams and certifying exams into one cost so there are no surprises,” said Rosa Diaz-Mulryan, assistant vice president for the Center for Innovative and Professional Learning at the college. “The Ramapo Microsoft Office Certification program also offers additional classroom hours over 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.”

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. And, employers welcome employees with these credentials that assure accelerated productivity and improved organizational performance.

Registration is completed online at the Web site’s “Register Online” link. Payment may be made online, by check, by purchase order, or by contract with unemployment organizations.

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.

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Ranked by *U.S. News & World Report* as sixth in the Best Regional Universities North category for public institutions, 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 five 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.