



# MICROSOFT WORD 2021/365



## Continuing Education



**REGISTER HERE**



### Course Overview

- Objective: Validate proficiency with Microsoft Office programs, ideal for careers in Office Administration or Operational Support.
- Description: Prepares you for the MOS certification exam for Word 2021/365 through real-world exercises.
- Prerequisites: No prerequisites, but familiarity with Windows Office software is recommended.

### Competencies

- Navigating, formatting, saving, and sharing documents.
- Inspecting documents for issues.
- Inserting and formatting text, paragraphs



**TOTAL COST OF PROGRAM: \$950.00**



**OCTOBER 1 - OCTOBER 27, 2025**



**MONDAY - THURSDAY 5:00 PM - 8:00 PM**



**IN PERSON OR ZOOM**

**1351 S REDONDO CENTER DR YUMA, AZ 85365**

\*Zoom link will be provided upon registration



**Email:** ContinuingEd@azwestern.edu

**To Register and Pay:** (928) 317-7674

**Registration Hours:** Mon - Thurs 8AM - 5PM, Fri 8AM - 4PM payments accepted via phone or walk in. Please make checks payable to AWC. Visa, MasterCard, and Discover cards accepted

**\*Financial Assistance** is available through AZ@Work programs. Please contact your local AZ@Work office or AWC Continuing Education for more information on eligibility requirements.

**Refund Policy:** No refund will be granted after the first day of the registered course.