



MICROSOFT OFFICE SPECIALIST- WORD



Continuing Education



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 2019 through real-world exercises.
- Prerequisites: No prerequisites, but familiarity with Windows Office software is recommended.
- Course Length: Self-paced, online, with up to 6 months to complete 70 course hours.

Competencies

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



TOTAL COST OF PROGRAM: \$950.00



ZOOM/IN PERSON

**CALL (928)317-7674 OR
EMAIL CONTINUINGED@AZWESTERN.EDU
FOR REGISTRATION & FINANCIAL ASSISTANCE**

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.

Refund Cancellation Policy: A 100% refund will be granted if a request is made 2 business days prior to the start of class. A 50% refund will be issued if notice is received less than 2 business days prior to class. No refunds will be issued after the first day of class. If a class is canceled due to low registration we will contact you 2 business days prior.