

# MICROSOFT OFFICE SPECIALIST- WORD



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## 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**



**APRIL 7 2025 - MAY 1, 2025**



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



**ZOOM/ONLINE**



**CALL (928)317-7674  
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.