



The **Microsoft Word 2007 Specialist Certificate** is for those whose responsibilities include the use of Microsoft Office Word to manage, format and communicate information in businesses/organizations of every size. You will build a solid foundation with Word Basic fundamentals 2007 and Word Intermediate 2007 before moving on to more advanced topics in Word Advanced 2007. **Once completed, email cynthia.jahnke@century.edu to receive your Century College Microsoft Word 2007 Specialist Certificate.**

Prerequisite: Familiarity with Windows, keyboard and mouse. To register, call 651-779-3341. For Program Information, call Joan Peterson at 651-773-1743 or email: joan.peterson@century.edu.

All classes take place at Century College - East Campus, Room 2207; Class fee: \$139 + textbook

■ Microsoft Office Word 2007: Basic

Getting started with Word 2007 includes: creating documents, formatting text and paragraphs, and formatting/editing documents. **Required Textbook:** *Illustrated Course Guide: Microsoft Office Word 2007 Basic*, approximately \$25. Online book code 1CPT 0061. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651-779-3281 or online at <http://centurycollegebookstore.com/>

- Wednesday, September 23, 2009, 8:30am-4:00pm
Course Number: 20103-001577
- Tue. & Thur., October 6 & 8, 2009, 5:30-9:00pm
Course Number: 20103-001584
- Tuesday, October 27, 2009, 8:30am-4:00pm
Course Number: 20103-001596
- Wednesday, November 18, 2009, 8:30am-4:00pm
Course Number: 20103-001607
- Wednesday, January 20, 2010, 8:30am-4:00pm
Course Number: 20105-000057
- Tuesday, February 23, 2010, 8:30am-4:00pm
Course Number: 20105-000132
- Wednesday, March 17, 2010, 8:30am-4:00pm
Course Number: 20105-000142
- Thursday, April 8, 2010, 8:30am-4:00pm
Course Number: 20105-000153
- Tuesday, April 27, 2010, 8:30am-4:00pm
Course Number: 20105-000159
- Tuesday, June 1, 2010, 8:30am-4:00pm
Course Number: 20105-000175
- Tuesday, July 13, 2010, 8:30am-4:00pm
Course Number: 20111-000009
- Tuesday, August 3, 2010, 8:30am-4:00pm
Course Number: 20111-000019

■ Microsoft Office Word 2007: Intermediate

Learn how to illustrate a document with graphics, build a document using themes, merge Word documents, work with styles and templates and develop multi-page documents. **Required Textbook:** *Illustrated Course Guide: Microsoft Office Word 2007 Intermediate*, approximately \$25. Online book code 1CPT 0062. Textbooks should be purchased before the first class and are available at the Century College Bookstore, located on the West Campus, 651-779-3281 or online at <http://centurycollegebookstore.com/>

- Wednesday, September 30, 2009, 8:30am-4:00pm
Course Number: 20103-001582
- Tuesday, November 3, 2009, 8:30am-4:00pm
Course Number: 20103-001599
- Wednesday, November 25, 2009, 8:30am-4:00pm
Course Number: 20103-001609
- Wednesday, January 27, 2010, 8:30am-4:00pm
Course Number: 20105-000060
- Monday, March 1, 2010, 8:30am-4:00pm
Course Number: 20105-000134
- Wednesday, March 24, 2010, 8:30am-4:00pm
Course Number: 20105-000145
- Thursday, April 15, 2010, 8:30am-4:00pm
Course Number: 20105-000156
- Tuesday, May 4, 2010, 8:30am-4:00pm
Course Number: 20105-000163
- Tuesday, June 8, 2010, 8:30am-4:00pm
Course Number: 20105-000178
- Tuesday, July 20, 2010, 8:30am-4:00pm
Course Number: 20111-000012
- Tuesday, August 10, 2010, 8:30am-4:00pm
Course Number: 20111-000023

■ Microsoft Office Word 2007: Advanced

Learn to work with references, integrate Word with other programs, explore advanced graphics, build forms, collaborate with co-workers, and customize Word. **Required Textbook:** *Illustrated Course Guide: Microsoft Office Word 2007 Advanced*, approximately \$25. Online book code 1CPT 0104. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651-779-3281 or online at <http://centurycollegebookstore.com/>

- Wednesday, October 7, 2009, 8:30am-4:00pm
Course Number: 20103-001585



- Tuesday, November 10, 2009, 8:30am-4:00pm
Course Number: 20103-001603
- Wednesday, December 2, 2009, 8:30am-4:00pm
Course Number: 20103-001612
- Wednesday, February 3, 2010, 8:30am-4:00pm
Course Number: 20105-000063
- Tuesday, March 9, 2010, 8:30am-4:00pm
Course Number: 20105-000137
- Wednesday, March 31, 2010, 8:30am-4:00pm
Course Number: 20105-000148
- Thursday, April 22, 2010, 8:30am-4:00pm
Course Number: 20105-000158
- Tuesday, May 11, 2010, 8:30am-4:00pm
Course Number: 20105-000168
- Tuesday, June 15, 2010, 8:30am-4:00pm
Course Number: 20105-000181
- Tuesday, July 27, 2010, 8:30am-4:00pm
Course Number: 20111-000016
- Tuesday, August 17, 2010, 8:30am-4:00pm
Course Number: 20111-000027

Microsoft Office Specialist Certification

After completing the Microsoft Office Word 2007 Basic, Intermediate and Advanced classes, you should be prepared to take the **Microsoft Office Word 2007 Exam**

This document can be made available in alternative formats to individuals with disabilities by calling 651-779-3354, 1-800-228-1978 or through the Minnesota Relay Service at 1-800-627-3529.

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