



Continuing Education & Customized Training

Microsoft Office Word Specialist Certificate Program

Five Easy Registration Options

- **Online:** century.augusoft.net
- **Phone:** 651.779.3341
- **Fax:** 651.779.5802
- **Mail to:** Century College, CECT Dept.
3300 Century Avenue North
White Bear Lake, MN 55110
- **In Person:** East Campus, Rm E2330
Mon–Thu 8:00am–7:00pm
Fri 8:00am–4:00pm

Questions?

Contact **Joan Peterson**,
at joan.peterson@century.edu
or **651.773.1743**.

These programs can also be brought to your business/organization! Call Joan for more details.



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. **Prerequisite:** Familiarity with Windows, keyboard and mouse.

Upon completion, please email cassie.morrisette@century.edu to receive your Computer Competency Certificate

Microsoft Certified Application Specialist (MCAS)

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

Contact Joan Peterson if you want a list of the metro area MCAS testing sites - joan.peterson@century.edu.

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.

East Campus, Rm 2207 **\$139**

Wednesday, Sept 22 8:30am-4:00pm
Tue & Thu, Oct 5 & 7 5:30pm-9:00pm
Tuesday, Oct 26 8:30am-4:00pm
Wednesday, Nov 17 8:30am-4:00pm
Wednesday, Jan 19 8:30am-4:00pm
Tue & Thu, Jan 25 & 27 5:30pm-9:00pm
Tuesday, Feb 22 8:30am-4:00pm
Tue & Thu, Mar 1 & 3 5:30pm-9:00pm
Wednesday, Mar 16 8:30am-4:00pm
Tue & Thu, Apr 5 & 7 5:30pm-9:00pm
Thursday, Apr 7 8:30am-4:00pm
Tuesday, Apr 26 8:30am-4:00pm
Tuesday, May 31 8:30am-4:00pm
Tuesday, Jul 12 8:30am-4:00pm
Tuesday, Aug 2 8:30am-4:00pm

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.

East Campus, Rm 2207 **\$139**

Wednesday, Sept 29 8:30am-4:00pm
Tuesday, Nov 2 8:30am-4:00pm
Wednesday, Nov 24 8:30am-4:00pm
Wednesday, Jan 26 8:30am-4:00pm
Tuesday, Mar 1 8:30am-4:00pm
Wednesday, Mar 23 8:30am-4:00pm
Thursday, Apr 14 8:30am-4:00pm
Tuesday, May 3 8:30am-4:00pm
Tuesday, Jun 7 8:30am-4:00pm
Tuesday, Jul 19 8:30am-4:00pm
Tuesday, Aug 9 8:30am-4:00pm

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.

East Campus, Rm 2207 **\$139**

Wednesday, Oct 6 8:30am-4:00pm
Tuesday, Nov 9 8:30am-4:00pm
Wednesday, Dec 1 8:30am-4:00pm
Wednesday, Feb 2 8:30am-4:00pm
Tuesday, Mar 8 8:30am-4:00pm
Wednesday, Mar 30 8:30am-4:00pm
Thursday, Apr 21 8:30am-4:00pm
Tuesday, May 10 8:30am-4:00pm
Tuesday, Jun 14 8:30am-4:00pm
Tuesday, Jul 26 8:30am-4:00pm
Tuesday, Aug 16 8:30am-4:00pm





Textbook Information

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>

Century College is a member of the Minnesota State Colleges and Universities system. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.779.3354 or 1.800.228-1978 x 3354 or Minnesota Relay Service at 1.800.627.3529.

Microsoft Office Word Specialist Certificate Program Registration Form

Please fill out all information completely. Date of birth **or** social security number is required. This data is for student tracking purposes only, and will not be released or used for any other purpose.

Name _____ Date of Birth ____/____/____ Home Phone (____) _____

Home Address _____ City _____ State _____ Zip _____

Social Security # _____ - _____ - _____ (Confidential—to be used in registration system as your Student ID.) ___ Male ___ Female

Business Name _____ Business Phone (____) _____

Business Address _____ City _____ State _____ Zip _____

E-mail address _____

Course Name	Course Date	Course Fee
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____

Total Course Fees: \$ _____

PAYMENT INFORMATION

Check(s) Enclosed (Please write a separate check for the exact amount of each course, payable to Century College).

Business purchase order attached

Please charge to my: ___ VISA ___ MasterCard ___ Discover Account # _____ - _____ - _____ - _____

Cardholder's Name _____ Exp. Date ____/____/____