

COMPUTER APPLICATIONS

CREDENTIAL: Ontario College Certificate (if all courses successfully obtained), OR Register in courses applicable to you

PROGRAM LENGTH: varies, course by course

START DATE: February 2020

PROGRAM OVERVIEW

This certificate program is designed to develop proficiency in various areas of computer application. The curriculum concentrates on software applications and techniques currently in use in business.

PROGRAM OUTCOMES

An Ontario College Certificate will be granted after successful completion of curriculum (all courses), or, if courses taken individually on a modular basis, a certificate of completion for the individual course will be provided.

Students may opt to continue with their studies at any post-secondary institution and transfer credits can apply, depending on student's chosen program/path.

ADMISSION REQUIREMENTS

Participants can register in one or more of these courses if they are 19 years of age or older or if they have earned an Ontario Secondary School Diploma/Ontario Secondary School Graduation Diploma or equivalent.

In partnership with:



PROGRAM OF STUDY

CIS130	MS Word (45 hr/3 cr)
OAD216	Advanced Word Processing Applications (Advanced MS Word) (36 hr/3 cr)
APP176	MS PowerPoint (30 hr/2 cr)
CIS131	MS Excel (45 hr/3 cr)
OAD218	Advanced Spreadsheet Applications (Advanced MS Excel) (42 hr/3 cr)
ITT117	Fundamentals of Operating Systems (56 hr/4 cr)

SCHEDULE

Courses will begin February 11th, and will take place on Tuesdays and Thursdays, 5:00 – 8:00 p.m. in the order listed above.

**detailed program/course schedule will be provided upon successful registration.*

***no class sessions in July or August 2020*

TUITION FEES

\$250.00 per course plus textbooks, if required

To inquire/register, visit:

WWW.KENJGEWINTEG.CA

705-377-4342

Every attempt is made to ensure the accuracy of information provided in this fact sheet with our valued post-secondary partners. Kenjgewin Teg and its partners reserve the right to modify any course, program, curriculum, fee, timetable or location at any time. As a community-based delivery program with its partner, this program offering is subject to approved funding and sufficient enrolment.