

# COMPUTER APPLICATIONS CERTIFICATE PROGRAM

**CREDENTIAL:** College Certificate (with successful completion of the program of study) or register for individual courses applicable to you for a certificate of course completion.

**PROGRAM LENGTH:** Ten Months for entire certificate, or can be taken on a course by course basis

**START DATE:** September 17, 2024

**PROGRAM OVERVIEW:**

This certificate program is designed to develop proficiency in various computer application areas. The curriculum is concentrated on software applications and techniques currently in use in employment. Students can choose to attend classes online or in person at Kenjgewin Teg.

**PROGRAM OUTCOMES:**

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

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

**FEES:**

\$50 per course, plus textbooks (if required)

**ADMISSION REQUIREMENTS:**

Participants must be 19 or older or have earned an Ontario Secondary School Diploma/Ontario Secondary School Graduation Diploma or equivalent.

**PROGRAM OF STUDY:**

CIS130 - Microsoft Word  
CIS131 - Microsoft Excel  
ITT117 - Fundamentals of Operating Systems  
APP176 - Microsoft PowerPoint  
OAD216 - Advanced Microsoft Word  
OAD218 - Advanced Excel Applications

**NOTE:**

Students have up to 7 years to complete certificate requirements (successfully completing all courses in the program to obtain College Certificate).

**SCHEDULE:**

The program will be offered from September 2024 to June 2025, with the option to attend in-person classes at Kenjgewin Teg in M'Chigeeng or join virtually via Microsoft Teams. Classes will be held every Tuesday and Thursday from 6:00 to 8:30 pm.

**SCAN TO REGISTER**



In Partnership With



To inquire/register, visit:

<https://www.kenjgewinteg.ca/programs/business-technology>

*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.*