

COMPUTER APPLICATIONS PROGRAM POWERPOINT

START DATE: February 18, 2025

END DATE: March 6, 2025

PROGRAM OVERVIEW:

This 30 hour/2 credit course will cover the theoretical and hands-on skills required to design, create, edit and customize a professional presentation using the presentation software, Microsoft PowerPoint. Students will also learn how to integrate presentations with other applications in the Microsoft Office Suite. Students need to have a working familiarity with Microsoft Windows and access to Microsoft PowerPoint 2016 (or newer) to complete this course.

Note: Students will require access to a computer and the Internet during class sessions.

PROGRAM OF STUDY:

- Design a PowerPoint presentation
- Create a PowerPoint presentation
- Edit and enhance slides
- Customize a presentation; and
- Integrate Microsoft Office applications

FEE:

\$50.00 per course, plus textbook (if required)

In Partnership With



**SCAN TO
REGISTER**

To inquire/register, visit:

WWW.KENJGEWINTEG.CA 705-370-4342 ext. 220

ADMISSION REQUIREMENTS:

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

SCHEDULE:

The course will begin on February 18 and will be held on Tuesdays and Thursdays from 6:00 pm to 8:30 pm.

Students can choose to attend in person at Kenjgewin Teg main campus or attend virtually.

**ACCUMULATE COURSES &
EARN COLLEGE CERTIFICATE!**

Participants may choose to register for individual courses such as this one for professional development purposes (successful participants will receive college course credits).

Alternatively, participants may register for the entire program and receive the Computer Applications Certificate through Canadore College upon successful completion.

**All courses required (254 credit hours) to obtain Computer Applications Certificate.*

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.

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