

COMPUTER APPLICATIONS PROGRAM MICROSOFT WORD

START DATE: September 17, 2024

END DATE: October 24, 2024

PROGRAM OVERVIEW

This 45-hour/3 credit course introduces students to the word processing software, Microsoft Word. Students will create, edit and format documents using various tools in Microsoft Word. The skills learned in this course will enable students to produce high-quality assignments and reports. Students need to have a working familiarity with Microsoft Windows and access to Microsoft Word 2016 (or newer) to complete this course.

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

PROGRAM OF STUDY:

- MS Word functions
- Manage documents and utilize proofreading features
- Formatting options with text, paragraphs and pages
- Tables and charts
- Work with graphics

FEE:

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

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 September 17 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.*

In Partnership With



SCAN TO REGISTER



To inquire/register, visit:

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

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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