

Intermediate Microsoft Office

Fall of 2007

Limited Enrolment
Apply Immediately!!
Call **345-6595**
for more information

Objective

To provide unemployed individuals with the training, skills and experience necessary to put them on the path to furthering their education to be able to obtain long-term, stable employment and a career.



Overview

This hands-on course is for the intermediate learner who has the introductory level program understanding of MS Office. The software learned will include an introduction to the following:

- Microsoft Word 2003
- Microsoft Excel 2003
- Microsoft PowerPoint 2003
- Microsoft Outlook 2003

150 Hours
5 hours per day
25 hours per week
(9 a.m. – 3 p.m.)

Attendance is mandatory and will be taken on a daily basis. Students will be assessed throughout the program by tests and demonstration of skills. For more detailed information visit our web site at <http://rc.dimes.org/courses>.

Admission Requirements

Applicants must have at least grade 10 education level or mature student status (defined as minimum of 19 years of age and one year away from school) and have successfully completed the Introductory Level MS Office program. Consideration will be given to applicants who have not completed the Introductory Level but are able to demonstrate an Introductory skill level. Upon successful completion of this adult training program, students will be provided a "Recognition of Achievement" certificate from Confederation College.

FREE TO INDIVIDUALS
THAT MEET THE
FINANCIAL
ASSISTANCE CRITERIA

Ontario March of Dimes
807-345-6595
<http://rc.dimes.org/courses>

Ontario March of Dimes
807-345-6595
<http://rc.dimes.org/courses>

Ontario March of Dimes
807-345-6595
<http://rc.dimes.org/courses>

Ontario March of Dimes
807-345-6595
<http://rc.dimes.org/courses>

Ontario March of Dimes
807-345-6595
<http://rc.dimes.org/courses>

Ontario March of Dimes
807-345-6595
<http://rc.dimes.org/courses>

Ontario March of Dimes
807-345-6595
<http://rc.dimes.org/courses>

Ontario March of Dimes
807-345-6595
<http://rc.dimes.org/courses>

Ontario March of Dimes
807-345-6595
<http://rc.dimes.org/courses>

Ontario March of Dimes
807-345-6595
<http://rc.dimes.org/courses>



ONTARIO LA MARCHÉ
MARCH DES DIX SOUS
OF DIMES DE L'ONTARIO


Confederation
COLLEGE

