

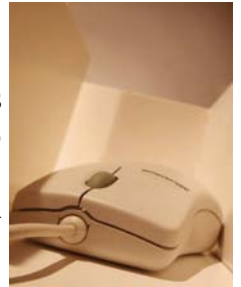
Introduction to Microsoft Office *Fall of 2007*

Objective

*Limited Enrolment
Apply Immediately!!*

Call **345-6595**
for more information

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 as office assistants and administrative assistants in business and industry.



Overview

This hands-on 6-week program is for the beginner or those who wish to improve their basic skills. The software learned will include an introduction to the following:

- Microsoft Word 2003
- Microsoft Excel 2003
- Microsoft Publisher 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. Throughout the duration of the program, participants will be assessed on a regular basis, using a variety of methods to ensure that they are meeting their individual learning objectives and the course requirements.

Admission Requirements

Applicants must have at least a grade 10 or mature student status (defined as minimum of 19 years of age and one year away from school). Individuals successful in completing the Adult Training program will receive a “Recognition of Achievement” from Confederation College.

FREE TO INDIVIDUALS
THAT MEET THE
FINANCIAL
ASSISTANCE CRITERIA

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