

MS-Office Certificate Program

Learn to use the world's most popular software!

The Program

This 216-hour program is designed to quickly acquaint you with applied, practical skills in **Microsoft Word, Excel, Outlook, Access, PowerPoint, Publisher, and OneNote**. The training is intensive, hands-on and instructor-led. By the end of the program, you will have developed a portfolio of documents that demonstrate your new or updated software skills. The program has three parts:

- 12 software courses (6 to 18 hours each)
- Self-directed course assignments (2-3 hours each)
- Self-directed completion project (portfolio)

Employment Opportunities for Graduates

This program is designed for mid-career people. The type of job you will be qualified for after taking this program is dependent on your existing work history, education and experience. The program focuses specifically on software skills.

If the one element that is holding you back from the job you want is your current software skills then this is the program for you.

Applied Learning, Real World Skills

The program is more like a series of workshops than traditional classroom learning. Actual work place challenges are used. Take-home assignments reinforce key concepts.

Students find the completion project to be a highly interesting and challenging experience. You will create a document portfolio for a company or organization (fictitious or real) that demonstrates your ability to use and integrate the software you have learned. The project may include business cards, letterhead, brochures, spreadsheets, databases, invoices, presentation reports, and more.

Skilled Instructors

All teachers bring extensive, real-life experience applying the software skills taught in the program. Their practical experience is complimented by their strong instructional skills.

"I've rarely met such dedicated, generous with their time, and lovely people who truly are - teachers. They will be there for you when you need extra help. They are truly remarkable for the amount of patience and positive support they bestow on their students" Graduate

Testimonials

"I have heard nothing but rave reviews from clients that have attended the program. I have seen first-hand the boost of confidence clients have upon graduation. The program is comprehensive and offers mid-stream workers the ability to polish up their key administrative skills to keep pace." Employment Facilitator

"The projects our staff work on require a high level of proficiency in the Microsoft suite of programs including database management. The program at Camosun gave our new employee a solid understanding." Employer

"The Microsoft Office course is much more than a computer program... it is a program that builds your self-confidence, your self-esteem, and your self- assurance." Graduate

Prerequisites

There are no academic prerequisites. **Computers - Level 1 (BSCM 501G)** or equivalent skills using Windows required.

STRONGLY RECOMMENDED:

- **Grade 12** completion or academic equivalent.
- **Keyboarding speed of 25 wpm**, so you can focus on learning new computer skills rather than searching for the right keys.
- **Two years' work experience in a business environment within the past five years.** This will help you to visualize how and where software solutions can be applied to business problems.

Free Information Sessions

Meet instructors, ask questions, and find out all about the program.

Wed, Aug 23, 2017 4:30-5:30pm

Registration Code [2017S BSCM 991V 001](#)

Thur, Sep 7, 2017 1:00-2:00pm

Registration Code [2017F BSCM 991V 001](#)

Mon, Dec 4, 2017 5:00-6:00pm

Registration Code [2017F BSCM 991V 002](#)

Location: Lansdowne Campus, Ewing Bld. Room 102

Call 250-370-3550 to register

Small classes and minimal textbooks

Classes are hands-on in a PC computer lab with one student per station. Mac users can bring their own laptops. Class size limited to 14 students. Textbooks required for only 3 courses. PDF training manuals are provided for all other courses.

Where and When

Start anytime! Finish in as little as 3 months, full time (three days a week) or take up to two years to complete, part-time. Classes are offered on *weeknights, weekdays and some Saturdays*.

- Level 1 courses are offered every semester. Evening Level 2 and MS-Office Integration courses are offered less frequently.

- **If you start in September and take *daytime* classes** you can finish by December. If taking ***evening*** classes you can finish by February (includes some Saturdays)
- **If you start in February and take *daytime* classes** you can finish by May. If taking ***evening*** classes you can finish by June.
- **If you start in May and are taking *daytime* classes** you can finish by July.
- **If you start between March and August** and are taking ***evening*** courses you can finish by *May the following year*.
- Camosun College reserves the right to modify or cancel any course, timetable or objective.

Required Courses				
Course Title	Number	Hours	Fee	Prerequisites and textbooks
File Management PC or File Management Mac	BSCM 504V BSCM 505V	6	\$ 150	BSCM 501G Computers Level 1 or equivalent basic computer skills
MS-Office Starting Strong	BSCM 543V	6	\$ 150	BSCM 504V or 505V File Management <i>or</i> equivalent skills. *Submit <i>Camosun application for admission form</i> prior to registering, <i>approx. \$40 at www.applybc.ca</i>
MS-Office Course Assignments (self-directed)	BSCM 559V	30	\$ 355	No prerequisite. Fee covers all assignments for up to 2 years
Word – Level 1	BSCM 561V	12	\$ 295	BSCM 504V or 505V File Management or equivalent <i>strong</i> file management skills
Word – Level 2	BSCM 562V	18	\$ 395	BSCM 561V Word Level 1 <i>or</i> equivalent skills
Excel – Level 1	BSCM 511V	12	\$ 295	BSCM 504V or 505V File Management or equivalent <i>strong</i> file management skills
Excel – Level 2	BSCM 512V	18	\$ 395	BSCM 511V Excel Level 1 <i>or</i> equivalent skills
Outlook – Beyond Email	BSCM 545V	12	\$ 295	BSCM 561V Word Level 1 <i>or</i> equivalent skills
PowerPoint	BSCM 531V	12	\$ 295	BSCM 561V Word Level 1 <i>or</i> equivalent skills
Publisher	BSCM 532V	12	\$ 295	BSCM 561V Word Level 1 <i>or</i> equivalent skills
OneNote	BSCM 544V	6	\$ 175	BSCM 561V Word Level 1 <i>or</i> equivalent skills <i>Textbook required, approx \$30</i>
Access – Level 1	BSCM 521V	18	\$ 395	BSCM 561V Word Level 1 <i>or</i> Excel Level 1 <i>or</i> equivalent skills. * <i>Textbook required, approx \$45</i>
MS-Office Integration	BSCM 550V	12	\$ 295	BSCM 511V, 521V, 531V, 532V, 545V, 561V * <i>Textbook required, approx \$55</i>
MS-Office Completion Project (self-directed)	BSCM 540V	36	\$ 365	Completion of all other courses in the program * <i>Supplies extra, approx \$100 (stationery and printing)</i>
Total hours/course fees		210	\$4150	(*Textbooks, supplies and fees approx. \$280 extra)

Program website: camosun.ca/ms-office

Email: sofbus@camosun.ca

Call the School of Business Info Line: 250-370-4565

Looking for evening classes? You'll find more schedule options at camosun.ca/ce/computer-training

**Complete your certificate in three months by attending full time (3 days a week)
Choose from three intakes per year – Fall, Winter or Spring**

MS-Office Program Full-time Schedules At-a-Glance						
Tuesdays, Thursdays, Fridays, 9:00am – 4:00pm Lansdowne Campus						
Required Courses	Fall 2017 Oct 5 to Dec 22, 2017		Winter 2018 Feb 1 to Apr 24, 2018		Spring 2018 May 3 to Jul 20, 2018	
	Dates	Code	Dates	Code	Dates	Code
File Management	Oct 5	2017F BSCM 504V 001	Feb 1	2018W BSCM 504V 001	May 3	2018S BSCM 504V 001
Excel - Level 1	Oct 6, 10	2017F BSCM 511V 001	Feb 2, 6	2018W BSCM 511V 001	May 4, 8	2018S BSCM 511V 001
Word - Level 1	Oct 12, 13	2017F BSCM 561V 001	Feb 8, 9	2018W BSCM 561V 001	May 10,11	2018S BSCM 561V 001
MS-Office Starting Strong	Oct 17	2017F BSCM 543V 001	Feb 13	2018W BSCM 543V 001	May 15	2018S BSCM 543V 001
MS-Office Course Assignments	<i>self-directed</i> Oct 19,27, Nov 3,10,23	2017F BSCM 559V 001	<i>self-directed</i> Feb 16, 23, Mar 9,16	2018W BSCM 559V 001	<i>self-directed</i> May 17, 25, Jun 1, 8, 21	2018S BSCM 559V 001
Word - Level 2	Oct 20, 24, 26	2017F BSCM 562V 001	Feb 15, 20, 22	2018W BSCM 562V 001	May 18,22,24	2018S BSCM 562V 001
Outlook	Oct 31, Nov 2	2017F BSCM 545V 001	Feb 27, Mar 1	2018W BSCM 545V 001	May 29, 31	2018S BSCM 545V 001
Publisher	Nov 7, 9	2017F BSCM 532V 001	Mar 6, 8	2018W BSCM 532V 001	Jun 5,7	2018S BSCM 532V 001
OneNote	Nov 14	2017F BSCM 544V 001	Mar 13	2018W BSCM 544V 001	Jun 12	2018S BSCM 544V 001
Excel - Level 2	Nov 16, 17, 21	2017F BSCM 512V 002	Mar 15, 20, 22	2018W BSCM 512V 001	Jun 14, 15, 19	2018S BSCM 512V 001
PowerPoint	Nov 24, 28	2017F BSCM 531V 001	Mar 23, 27	2018W BSCM 531V 001	Jun 22,26	2018S BSCM 531V 001
Access - Level 1	Nov 30, Dec 1, 5	2017F BSCM 521V 001	Mar 29, Apr 3, 5	2018W BSCM 521V 001	Jun 28,29, Jul 3	2018S BSCM 521V 001
MS-Office Integration	Dec 7, 8	2017F BSCM 550V 001	Apr 6, 7	2018W BSCM 550V 001	Jul 5,6	2018S BSCM 550V 001
MS-Office Completion Project	<i>self-directed</i> Dec 12, 14, 15, 19, 21, 22	2017F BSCM 540V 001	<i>self-directed</i> Apr 12, 13,17, 19,20, 24	2018W BSCM 540V 001	<i>self-directed</i> Jul 10, 12,13,17, 19, 20	2018S BSCM 540V 001

All courses must be completed within 2 years

The College reserves the right to cancel any class that does not reach minimum enrolment.

“The wealth of computer knowledge

I have gained is so useful in getting back into the work force.” Graduate

“I am happy to inform you that I have been offered a position as a Receptionist/Bookkeeper. I showed my new boss my completion project, and he was blown away!” Graduate

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