

MS-Office Certificate Program

Fast Track Option

The Program

This 132 hour program is designed to quickly acquaint you with applied, practical skills in **Microsoft Word, Excel, Access, Outlook and PowerPoint 2010**. 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.

Employment Opportunities for Graduates

This program is specifically 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 *only* on software skills. If the one element that is holding you back from the job you want is *current software skills*, then this is the program for you.

When and Where

2012 Spring

Dates: April 16th to June 6th, 2012

No class May 18th and May 21st

Days: Mon, Wed, Fri - 9:00am to 4:00pm

Campus: Lansdowne

Free Information Sessions

Meet the instructor, ask questions and find out what to expect as a student in the Fast Track version of the MS Office program. The session is free but preregistration is required.

Jan 5th 9-10am, Lansdowne, Ewing Room 102

Registration Code: 2012W BSCM 991V 001

Admission Requirements

Please submit documented proof of:

Two years of work experience in a business or organization within the past five years. Please complete the "summary of work experience" form or submit your resume. The program is not designed for those fresh out of high school or for those that have never worked.

Computers - Level I (BSCM 501G) or proof of equivalent basic computer skills (submit current resumé).

Keyboarding speed of 25 wpm, with not more than 5 errors on a 5-minute typing speed test conducted within the past year. For Camosun College Keyboarding Speed Assessment schedule and registration call 370-3550 or see the website, www.camosun.ca/ce.

Grade 12 High School Completion or academic equivalent or GED or approval of the Program Coordinator (submit current resumé). Please email your questions about this to sofbus@camosun.bc.ca.

The Instructor:

Caroline Rissley has been teaching computer software since 1988. Caroline finds teaching computers an exciting and challenging experience. As an instructor, she strives to give every student a sense of personal achievement and independence using their computer. She loves to travel and communicate; and each day in a computer class is a new journey into the technological world. It is an adventure she shares with the adult students taking her courses. Her classes are informal, focused and a lot of fun!

"Caroline's way of teaching was easy to understand and fun to follow. Caroline was an excellent instructor. Incredibly patient. Absolutely very informative and easy to understand. C.M."

For more information click www.camosun.ca/msoffice



Applying for the program:

Enrollment is limited to 14 learners.

Apply early to avoid disappointment.

To apply for the program, document all admission requirements noted on previous page, fill out a Camosun College Application Form and submit together with the \$36.41 application fee. Note that submitting an application does not mean you are automatically registered in the program. Download application from:

<http://camosun.ca/documents/application-form.pdf>

Your application and documentation will be assessed, and once approved, you will be invited to register.

Seats in the program will be offered in the order in which qualified applications are received. When you are offered a seat you will be required to pay a \$500 *non-refundable deposit* to secure your seat. You will be given a deadline to either pay the balance of your tuition, or provide confirmation in writing that tuition will be sponsored by a sponsoring agency or employer.

Submit your Application to:

Admissions/Registration Office
Lansdowne Campus, Camosun College
3100 Foul Bay Rd., Victoria, BC V8P 5J2
Phone: 250- 370-3550 Fax: 250 370-3551

Your fees will be:

Tuition is \$2795 (no HST). Required stationary supplies extra, approx. \$80 (will be discussed during the first week).

Tuition Sponsorship:

Eligible for sponsorship through most agencies. If you are an EI client, contact your case worker to discuss your eligibility. Not eligible for EI? You may also qualify for funding through the Employment Skills Access program. Email ESA@camosun.bc.ca for info and to see if you are eligible for free tuition. This program is not eligible for the BC Student Assistant (Student Loan) Program.

Program Refund Policy:

- The \$500 deposit is *non-refundable*.
- 75% (\$2096) refund will be provided if requested before the end of the first day.
- 50% refund (\$1338) will be provided if requested before commencement of the fifth day.
- No refunds will be given *after* the periods stated above.
- All refund requests must be made in writing/email to: the Program Coordinator at sofbus@camosun.bc.ca

Attendance:

This is an intensive, fast-paced program. You *must* be prepared to attend 100% of all scheduled class time. Missing 3 days may jeopardize your ability to pass the course. Plan backup arrangements for childcare, eldercare and any other responsibilities that could affect your attendance. If this is not possible, the part time program may be a better fit for you. See www.camosun.ca/msoffice for info.

You will study:

File Management	6 hours
Word 2010	30 hours
Excel 2010	30 hours
PowerPoint 2010	12 hours
Access 2010	18 hours
Outlook 2010 - Beyond Email	6 hours
MS-Office Pictures/Graphics	6 hours
MS-Office Integration	12 hours
Assignments and Project work	<u>12 hours</u>
Total :	132 hours

Student Evaluation

The Completion Project requires that you integrate the skills you have developed throughout your training. You will choose a company or organization, (fictitious or real) and build a portfolio of documents for the organization that demonstrate your ability to use and integrate Word, Excel, Outlook, PowerPoint and Access. This may include business cards, letterhead, brochures, spreadsheets, databases, invoices, presentation reports, and more.

Out-of-class study time

Students will be granted computer lab access cards for the duration of the program which will enable use of the labs evenings and weekends. *It is expected that students will complete a minimum of 18 hours per week of independent work beyond the scheduled hours*

How is this program different from other Camosun programs?

The MS-Office Program – Part-time Option has the same content but is offered as a series of courses that can be taken over several months up to 2 years.

www.camosun.ca/msoffice.

If you have no previous work experience or prefer a full time 8 month program that incorporates communications, records management, accounting and other business office skills, inquire about Camosun's Office Administration program by **calling 250-370-4163** or **visit:** <http://camosun.ca/learn/programs/officeadmin/>

What others have said about the program

"I really loved this course. I will recommend it to everyone I know that is looking for MS Office software training...I have improved my skills from almost nothing to quite substantial in a few short weeks."

"When I came into this course I had almost no computer experience...Wow! What a great course. I think I'm almost a computer geek! Now I have the confidence to explore the computer further, and I am now figuring out problems on my own."



MS-Office Program - FastTrack Option
Summary of Work Experience (or submit resume)

The MS-Office Fast Track Certificate program is a fast paced, intensive program for those with a working knowledge of office procedures. It is designed to give you the software skills you need to complement your *previous work experience in a business environment*. If you are new to working in an office or are seeking work after a lengthy absence from the work force, inquire about the variety of comprehensive *Applied Business Technology* programs available through the School of Business at 250-370-4163.

Last Name: _____ First Name: _____

Street: _____ City: _____

Pcode: _____ Phone (day): _____ Phone (eve): _____

E-Mail Address (please print): _____

Describe your most recent Office or Business Work Experience (start with most recent position)

1. Employer _____ City: _____

Position Held: _____

Date Range: I worked with this business from _____ to _____

Describe your job responsibilities: _____

Supervisor: _____ Phone Number: _____

2. Employer _____ City: _____

Position Held: _____

Date Range: I worked with this business from _____ to _____

Describe your job responsibilities: _____

Supervisor: _____ Phone Number: _____

Previous Computer or Business Training

If you have had previous computer or business training, please list below:

Course or Program: _____ Date: _____

Course or Program: _____ Date: _____

Course or Program: _____ Date: _____

What are your main reason(s) for applying for this program?

Please attach your resume.

**Return this form together with documented proof of all other admission requirements to
Admissions/Registration Office, Lansdowne Campus, Camosun College
3100 Foul Bay Road, Victoria BC, V8P 5J2 or Fax: 250-370-3551**