

MS-Office Certificate Program (Part-Time)

Learn to use the world's most popular software!

The Program:

This 175 hour program is designed to quickly acquaint you with applied, practical skills in **Microsoft Word, Excel, Outlook, Access, and PowerPoint (2010 version)**. 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 *specifically* 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.

Where and When

- Choose from *evening classes* (Mon-Thu) or *daytime classes*. Occasionally, some courses are offered on Saturdays.
- Level 1 courses are offered every semester, while some Level 2 and MS-Office Integration courses are offered less frequently.
- If you start in September and you are taking *daytime* classes you can complete classroom courses by December. If you start in September and are taking *evening* courses you can complete by February (includes some Saturdays).
- If you start in January and are taking *evening* classes you can finish by June.
- If you start between February and August you can complete all classroom courses by February of the *following year*.
- **All courses and assignments must be completed within two years of starting the first course.**

Prerequisites:

Computers - Level 1 (BSCM 501G) or equivalent skills.

STRONGLY RECOMMENDED: Grade 12 High School Completion or academic equivalent or GED. This is a minimum requirement for most jobs that require computer skills.

STRONGLY RECOMMENDED: **Keyboarding speed of 25 wpm**, so that you can focus on learning new computer skills, rather than constantly searching for the right keys.

STRONGLY RECOMMENDED: Two years of work experience in a business environment within the past five years. This will help you to better visualize how and where software solutions can best be applied to business problems.

Student Evaluation

Students pursuing the certificate must successfully complete **take-home assignments** after each course. You can start receiving assignments at any time by registering for BSCM 559V (\$250), however, it is to your advantage to start them as early as possible. It is strongly recommended that you complete each assignment within 2 weeks of completing each course. A tutor will be available to you via email.

The **Completion Project** is the last course in the program and 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 company that demonstrates 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. You can start the Completion Project (self directed) anytime after finishing all other courses and assignments.

To register call 250-370-3550 or go to camosun.ca/ce



Completion Project (continued)

Students find the completion project to be a highly interesting and challenging experience. Sample completion projects are available for viewing in the School of Business office in the Centre for Business and Access Building (CBA) at the Interurban Campus. Hours are Mon.-Thu. 8am-7:00pm, Fri. 8am-4:30pm. Summer hours mid May to Sep 1: Mon.-Fri. 8am-4:30pm.

A Camosun College certificate will be awarded upon successful completion of the project.

Small Class Size

All classes are hands-on in a computer lab with one student per station and enrollment is limited to **just 14** learners per class. A training manual is provided with each course.

What courses are required?

A total of 175 hours of classroom time comprised of nine courses plus approx. 55 hours of self-directed work on the assignments and completion project are required. The following table shows the suggested order for taking the courses, plus prerequisites and tuition fees.

ORDER	COURSE TITLE	NUMBER	PREREQUISITES	HOURS	FEE
1.	File Management	BSCM 504V	Computers Level 1 or equivalent skills	6	\$150
2.	Word Level 1	BSCM 561V	BSCM 504V File Management or equivalent <i>strong</i> file management skills	12	\$275
3.	Word Level 2	BSCM 562V	Word Level 1	18	\$375
4.	MS-Office Pictures and Graphics	BSCM 536V	Word Level 1	6	\$150
5.	Excel Level 1	BSCM 511V	BSCM 504V File Management or equivalent <i>strong</i> file management skills	12	\$275
6.	Excel Level 2	BSCM 512V	Excel Level 1	18	\$375
7.	Access Level 1	BSCM 521V	Word Level 1 and/or Excel Level 1	18	\$375
8.	Outlook - Beyond Email	BSCM 545V	Word Level 1	6	\$150
9.	PowerPoint Level 1	BSCM 531V	Word Level 1	12	\$275
10.	MS-Office Integration	BSCM 550V	Word 2, Excel 2, PowerPoint 1, Access 1	12	\$275
11.	MS-Office Completion Project (self directed)	BSCM 540V	Completion of all the above courses and assignments	30	\$175
<i>Plus,</i>	MS-Office Course Assignments (self directed)	BSCM 559V		25	\$250
TOTALS:				175	\$3100

See attached course outlines for additional information
Course descriptions and schedule available in the current
CE calendar, or online at www.camosun.bc.ca/ce

See last page for Winter 2012 schedule

MS-Office Certificate Program (Part Time) Course Outlines

File Management - 6 hours BSCM 504V

- Understand the files system of Windows: files, folders, drives/disks and paths
- Identify the elements of a window
- Expand/Compress folders
- View commands and options
- Use folder options
- Find data using search, sort a search
- Customize a search – use wildcards and alter advanced options
- Identify file associations and extensions
- Use program shortcuts to desktop/start menu
- Selecting files
- Arrange files (sort)
- Create folders
- Move and copy files, folders, disks
- Back up files
- Burn a CD – backup/duplication
- Creating compressed files
- Rename or delete a file or folder
- Print a file
- Restore/Empty from the recycle bin
- Create/change/delete shortcuts to data files and folders
- Navigate between folders within a software application
- Use disk management features: Scan disk and defragmentation

Word 2010 - Level 1 – 12 hours BSCM 561V

- Recognize different views and elements of a word window
- Use the menu bar, scroll bars, toolbars and task pane
- Use help features and smart tags
- Create, edit, save, name, print, close, and open documents
- Cut, copy, insert & move text
- Use clipboard for multiple copies
- Use the spell check and thesaurus. Work with language features and foreign characters
- Format text: fonts, enhancements (bold, italic, underline, colour, animation, drop caps, highlight)
- Format paragraphs (alignments, line spacing, indents)
- Search and replace text
- Insert symbols
- Insert page breaks and section breaks

- Use and set tabs
- Create basic tables
- Convert text to tables and tables to text
- Apply simple borders
- Apply bullets and numbering
- Create/print mailing labels, print envelopes
- Modify page setup (margins, pagination, page numbering, paper size, paper orientation, page borders)

Word 2010 - Level 2 – 18 hours BSCM 562V

- Work with multiple and multi-page documents
- Create headers and footers with different first-page, different odd/even, different sections (useful for manuals and large documents)
- Work with columns – generate a folded brochure and/or newsletter
- Create, modify and enhance tables (add borders and shading)
- Create tables and basic forms
- Sort text and tables
- Generate a mail merge – create multiple original documents, one main document and a database
- Create business cards
- Create and modify templates
- Create and modify styles (to save time formatting complex documents)
- Create and insert auto text entries to eliminate repetitive text.
- Use autocorrect to simplify data insertion
- Work with graphics including clipart and word art
- Add footnotes and endnotes
- Add a table of contents

MS-Office Pictures and Graphics – 6 hours BSCM 536V

- Understand different type of graphics, eg. gif, bmp, jpg (overview only)
- Find and use a wide variety of clipart
- Work with Photographs from a variety of sources (scanned, from digital camera, off the web)
- Use autoshapes
- Wrap text around, through and behind graphics
- Create watermarks
- Group and ungroup images (clipart, autoshapes)
- Download graphics from the internet (copy only, download to a file)

- Adjust/Enhance images (brightness, contrast, cropping)
- Position graphics in a document (copying, moving, sizing)

PowerPoint 2010 - Level 1 – 12 hours BSCM 531V

- Understand presentations and how to target an audience
- Create, save, close, and open presentations
- Work in different views
- Move around efficiently within a presentation
- Enter, edit, and delete text
- Work with bulleted lists
- Format and enhance text, change alignment and spacing
- Format slides with colours, fills, textures and gradients
- Add photos, clip art, word art and autoshapes
- Add slide transitions
- Add and modify animation and sounds
- Create and apply design templates
- Modify the slide master to manipulate all slides
- Use spell check and print options
- Use tables, charts and diagram layouts
- Display a slide show with timings
- Package a slide show to CD
- Create speakers notes and audience handouts
- Use the auto content wizard

Excel 2010 - Level 1 – 12 hours BSCM 511V

- Identify the various parts of the Excel window
- Move around in a worksheet
- Navigate in a workbook
- Open, save, close and delete existing workbooks
- Access on-line help
- Understand the difference between workbooks and worksheets
- Understand cell and range references
- Enter and edit text, values, and formulas
- Utilize the SUM, MIN, MAX AVERAGE, COUNT and ROUND functions
- Select cells, ranges, rows, columns and the entire worksheet
- Insert and remove rows and columns

- Adjust column widths and row heights
- Hide and unhide columns and rows
- Use AutoFill and other fill commands
- Move and copy cell contents and worksheets
- Format cells and their contents in a variety of ways
- Clear cell contents and formatting
- Use introductory page setup options
- Preview and print a worksheet and workbook
- Understand the order of mathematical operations
- Use relative, absolute, and mixed cell references in formulas
- Understand a variety of toolbar and menu commands
- Create and edit column and pie charts
- Rename, delete worksheets
- Spell check worksheets
- Use AutoFormat
- Document a workbook

**Excel 2010 - Level 2 – 18 hours
BSCM 512V**

- Create and use named ranges
- Use function wizard
- Use IF functions
 - ❖ Use nested IF functions (2 levels deep)
- Use date and time functions
- Use multiple worksheets
- Protect worksheets
- Apply conditional formatting
- Validate data entry
- Use VLook up function
- Use Goal Seek and Solver
- Use simple scenarios
- Use data management functions
 - ❖ Create and maintain a list
 - ❖ Find and sort data in a list
 - ❖ Filter a list
 - ❖ Subtotal a list
 - ❖ Pivot tables (overview only)
- Use chart options
- Use templates
- Add comments to worksheets
- Create macros (intro only)

**Access 2010 - Level 1 – 18 hours
BSCM 521V**

- Create and define a variety of basic relational data models
- Create, open, and close an Access database
- **Tables:**
 - ❖ Design, create, and save a table
 - ❖ Add, edit and delete data in a table
 - ❖ Create relationships between tables
 - ❖ Define parent, child & lookup tables
- **Forms:**
 - ❖ Design, create and save a basic form
 - ❖ Use AutoForm and the form wizards
 - ❖ Arrange and view data in a form
- **Queries:**
 - ❖ Design, create, run, and save a variety of select queries
 - ❖ Enhance and modify a query
- **Reports:**
 - ❖ Create, save, preview and print a report
 - ❖ Use AutoReport and the report wizards
 - ❖ Sort and summarize records in a report

**MS-Office Integration – 12 hours
BSCM 550V**

- **Link & Embed in Microsoft Word**
 - ❖ Copy an Excel sheet into Word
 - ❖ Link an Excel sheet in Word
 - ❖ Create a new Excel sheet in Word
 - ❖ Link an Excel chart in Word
- **Link & Embed in Access**
 - ❖ Copy an Access table/query in Word
 - ❖ Merge an Access table/query in Word
 - ❖ Publish an Access table/query in Word
 - ❖ Analyze Access data with Excel
- **Link & Embed in PowerPoint**
 - ❖ Embed a Word table in PowerPoint
 - ❖ Embed an Excel sheet in PowerPoint
 - ❖ Embed an object in PowerPoint
 - ❖ Send a presentation to Word
- **Link & Embed in Excel**
 - ❖ Copy a Word document into Excel
 - ❖ Link a Word document in Excel
 - ❖ Embed a Word document in Excel
 - ❖ Create a new Word document in Excel
- **Other**
 - ❖ Handle Typical Linking & Embedding Problems

- ❖ Copy/Paste, Link & Embed Objects
- ❖ Insert and manage hyperlinks

**Outlook 2010 – Beyond Email – 6 hours
BSCM 545V**

- **Creating Email**
 - ❖ Use stationery
 - ❖ Apply formatting
 - ❖ Request read receipts
 - ❖ Use Voting Buttons
 - ❖ Add and open attachments (includes zipping)
 - ❖ Create and apply signatures
 - ❖ Set priorities
 - ❖ Recall messages
 - ❖ Set permissions
 - ❖ Use forms for standardized messages
 - ❖ Create and use Out of Office replies
- **Managing Email**
 - ❖ Save attachments
 - ❖ Use flags effectively
 - ❖ Use Reply and Forward options
 - ❖ Add contacts
 - ❖ Organize folders
 - ❖ Delete deleted items
 - ❖ Sort, filter and arrange fields
 - ❖ Apply colour coding
 - ❖ Apply rules & alerts
- **Contacts**
 - ❖ Add/Delete/Print
 - ❖ Change views
 - ❖ Create distribution lists
 - ❖ Create categories/activities
 - ❖ Use journal
- **Calendar**
 - ❖ Change views
 - ❖ Use the schedule functions
 - ❖ Create, edit and delete appointments
 - ❖ Understand and adjust permissions
 - ❖ Apply print options
- **Tasks**
 - ❖ Add, edit and assign
 - ❖ Check and edit status
 - ❖ Generate status report
 - ❖ Delete

MS-Office Certificate Program

Winter 2012 Schedule (part time courses)



Daytime Classes					
Course Name	Course Code	Date	Sessions	Days	Fee
File Management	2012W BSCM 504V 002	Jan 26	1	Thu	\$150
	2012W BSCM 504V 003	Feb 2	1	Thu	
Excel 2010 – Level 1	2012W BSCM 511V 002	Feb 7 - 9	2	Tue, Thu	\$275
	2012W BSCM 511V 004	Mar 21 - 28	2	Wed	
Word 2010 – Level 1	2012W BSCM 561V 001	Feb 14 - 16	2	Tue, Thu	\$275
MS-Office Pictures & Graphics	2012W BSCM 536V 001	Feb 18	1	Sat	\$150
Word 2010 – Level 2	2012W BSCM 562V 001	Feb 21 - 28	3	Tue, Thu	\$375
Outlook 2010 – Beyond Email	2012W BSCM 545V 001	Mar 1	1	Thu	\$150
Excel 2010 – Level 2	2012W BSCM 512V 002	Mar 6-13	3	Tue, Thu	\$375
PowerPoint 2010	2012W BSCM 531V 001	Mar 15 - 22	2	Thu	\$275
Access 2010 – Level 1	2012W BSCM 521V 002	Mar 19 - Apr 2	3	Mon	\$375
MS-Office Integration	2012W BSCM 550V 001	Mar 24 - 31	2	Sat	\$275
MS-Office Course Assignments	2012W BSCM 559V 001	Start anytime	Self-directed approx 25 hours		\$250
MS-Office Completion Project	2012W BSCM 540V 001	Start anytime	Self-directed approx 30 hours		\$175

Evening classes					
Course Name	Course Code	Date	Sessions	Evenings	Fee
File Management	2012W BSCM 504V 001	Jan 12 - 16	2	Mon, Thu	\$150
	2012W BSCM 504V 004	Feb 6 - 13	2	Mon	
	2012W BSCM 504V 005	Feb 21 - 23	2	Tue, Thu	
Excel 2010 – Level 1	2012W BSCM 511V 001	Jan 17 - 26	4	Tue, Thu	\$275
	2012W BSCM 511V 003	Mar 12 - 21	4	Mon, Wed	
Excel 2010 – Level 2	2012W BSCM 512V 001	Jan 31 - Feb 16	6	Tue, Thu	\$375
Access 2010 – Level 1	2012W BSCM 521V 001	Feb 20 - Mar 7	6	Mon, Wed	\$375
Word 2010 – Level 1	2012W BSCM 561V 002	Feb 28 - Mar 8	4	Tue, Thu	\$275
Word 2010 – Level 2	2012W BSCM 562V 002	Mar 13 - 29	6	Tue, Thu	\$375
Outlook 2010 – Beyond Email	2012W BSCM 545V 002	Mar 26 - 28	2	Mon, Wed	\$150
MS-Office Course Assignments	2012W BSCM 559V 001	Start anytime	Self-directed approx 25 hours		\$250
MS-Office Completion Project	2012W BSCM 540V 001	Start anytime	Self-directed approx 30 hours		\$175

Some classes may above have additional sections available.
 See the full CE course catalog for details at www.camosun.ca/ce
To register online follow the links at www.camosun.ca/ce
or call 250-370-3550 with your credit card

**For April to June dates, watch for our Spring Calendar
 due out March 2012.**