



# District School Board of Niagara NEW PATHWAYS PROGRAM

A certificate program for skills retraining



**Program:** *Office Computer Applications Specialist*

**Description:** Full-time skills re-training program varies from 8 - 10 months in length. The program includes basic computer training, advanced Microsoft Office 2007 skills, business skills and job search skills. Students will receive constant monitoring and support to ensure their successful completion of the program. Reports will be issued on a timely basis. Total program hours range from 560 - 800 hours and homework may be assigned. Students may earn high school credits while attending.

**Fee:** \$5,500

**Start Dates:** 4 start dates to choose from including:

Jul 2009 - Mar 2010 (approx. 33 weeks)  
Sep 2009 - Jun 2010 (approx. 40 weeks)  
Oct 2009 - Jun 2010 (approx. 33 weeks)  
Dec 2009 - Jun 2010 (approx. 27 weeks)

**Please call 905-646-3737 ext 430 for further details**

**See next page for course topics and descriptions**

<b>Course Title &amp; Topics</b>	<b>Description - Office Computer Applications Specialist</b>
<b>Workplace Skills Level 1 - 155 hours (full day class)</b>	
Introduction to Windows	Focus on file management, working with the Desktop and common Windows elements
Internet Basics	Through Internet Explorer, web browser basics will be taught as well as useful searching techniques
Email Basics	Learn the basics of electronic mail including composing messages, working with attachments, maintaining an address book and storage
Keyboarding	Work towards becoming familiar with the keyboard and increasing typing speed and accuracy using a Typing Tutor program
Basic MS Office	Basic concepts of word processing, spreadsheets, presentations and database using MS Word, Excel, PowerPoint and Access 2007
Business Skills	Business communication will be the focus during the Business Skills component
Job Search I	Basic Job Search Skills will be covered including creating effective cover letters, resumes and networking skills
<b>Intro to MS Office or MS Office/Word 1 - 112 - 225 hours (mornings)</b>	
MS Word L1	Create basic features in MS Word including formatting, printing, saving
MS Excel L1	Learn simple formulas, formatting and basic Charting
MS PowerPoint L1	Focus will be on creating a simple, effective slide show
MS Access L1	Create a database using tables and simple queries
<b>MS Office Level 2 - 225 hours (mornings)</b>	
MS Word L2	Advanced Word options will be covered such as creating mail merges, tables and graphics
MS Excel L2	Advanced formulas, formatting and charting
MS PowerPoint L2	Create templates and use advanced animation and transition features in PowerPoint
MS Access L2	Relational databases, advanced queries, forms and reports will be covered
MS Office Integration	Learn to share information, link files and use MS Office to obtain full benefits of the software package
<b>Workplace Skills Level 2 - 63 - 105 hours (afternoons)</b>	
Job Search II	Focus on interview skills and employment/labour market research
Computer Skills	Continuing with advanced Windows, Internet, Email and MS Office
Business Skills II	Business math, writing and grammar as well as common workplace skills such as time management will be covered
<b>PC Maintenance (may be offered in July and Sep start dates only - 112 hours) (mornings)</b>	
Computer maintenance	Learn to complete your own computer maintenance
Upgrades	Install software upgrades
Virus protection	Ensure your system is protected from viruses; learn how to use virus protection software and how to reduce your exposure to viruses
Spyware protection	Learn all about Spyware and how to protect your system
<b>Audio/Visual productions (may be offered in July and Sep start date only - 112 hours) (mornings)</b>	
Create AV presentation	Create an audio visual presentation
CorelDraw basics	Using CorelDraw, learn to incorporate features into an AV presentation
Adobe Premeire	Learn features of this Video Editing software