



CONESTOGA
Connect Life and Learning

ABORIGINAL STUDIES

Office Software Applications

You may be eligible for this FREE training opportunity

Applications are now being accepted for the program that begins on January 6, 2014. **APPLY NOW** spots are limited. This program is dedicated to Aboriginal student success in educational goals and employability. The program is founded on Aboriginal Culture based on the Royal Commission and the Ipperwash Inquiry including elders, talking circles and presentations plus industry leaders.

Program Description

The Office Software Applications (12 week) full-time program will focus on the various computer applications and software that are commonly used in a business environment. Participants will gain hands-on and theoretical skills in the use of personal computers, operating systems and software applications. Program topics include Computer Literacy, Microsoft Windows, Word, Excel, Access, and PowerPoint.

Completion of the program will give individuals the skills required for entry-level positions in front-line, information technology support and office administration.

Program Delivery

All courses will be taught at Conestoga College, Kitchener (Doon) Campus – ATS Engineering Building, 299 Doon Valley Drive, Kitchener, ON N2G 4M4.

Classes run January 6, 2014 – March 28, 2014 9am – 3:30pm
Cost: FREE to eligible participants

Program Design and College Certificate - Office Software Applications

COMP1073 Windows 7
COMP1150 Computer Literacy for Windows
COMP1467 Access 2010
COMP1477 Excel 2010
COMP1487 Word 2010
COMP1497 PowerPoint 2010

Additional Workshops and Skills included in this training opportunity

- Aboriginal Event Planning
- Aboriginal Studies & Culture
- Customer Service
- Event Planning
- First Aid and CPR
- Personality Dimensions
- Safe Food Handling
- Smart Serve
- Social Media

Admissions Requirements and Eligibility

- Ontario Secondary School Diploma (OSSD), or equivalent, or 19 years of age or older
- Participants must be First Nations (status or non-status), Metis or Inuit

How to Apply to the Program

- Submit a Conestoga College Program Application Form (Program # 1087) by Dec 16, 2013 to the attention of Shawn DeBruyn – sdebruyn@conestogac.on.ca or by fax 519-748-3519
- Final selection will be made following an assessment of the admission requirements. Applicants will be notified by December 20, 2013 if accepted.

For further information about this program contact:

Shawn DeBruyn sdebruyn@conestogac.on.ca or call 519-748-5220 ext. 2456.