

COMPUTER SKILLS FOR THE OFFICE SHORT CERTIFICATE PROGRAM 2024 - 2025

DRAFT SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	Sept 16 Program Orientation 10am - 12pm	Sept 17 Academic Preparedness 10am - 12pm	Sept 18 Academic Preparedness 10am - 12pm	Sept 19 Academic Preparedness 10am - 12pm	Sept 20
Week 2	Sept 23	Sept 24 Computing Fundamentals 10am - 12pm	Sept 25 Computing Fundamentals 10am - 12pm	Sept 26 Computing Fundamentals 10am - 12pm	Sept 27
Week 3	Sept 30 National Day for Truth and Reconciliation	Oct 1 Computing Fundamentals 10am - 12pm	Oct 2 Computing Fundamentals 10am - 12pm	Oct 3 Computing Fundamentals 10am - 12pm	Oct 4
		Keyboarding 1 1pm - 2:30pm		Keyboarding 1 1pm - 2:30pm	
Week 4	Oct 7	Oct 8 Word 1 10am - 12pm	Oct 9	Oct 10 Word 1 10am - 12pm	Oct 11 Workplace Equity, Diversity & Inclusion 4pm - 6pm
		Keyboarding 1 1pm - 2:30pm		Keyboarding 1 1pm - 2:30pm	
Week 5	Oct 14 Thanksgiving	Oct 15 Word 1 10am - 12pm	Oct 16	Oct 17 Word 1 10am - 12pm	Oct 18 Workplace Equity, Diversity & Inclusion 4pm - 6pm
		Keyboarding 1 1pm - 2:30pm		Keyboarding 1 1pm - 2:30pm	

Week 6	Oct 21	Oct 22 Word 1 10am – 12pm Keyboarding 1 1pm – 2:30pm	Oct 23	Oct 24 Word 1 10am – 12pm Keyboarding 1 1pm – 2:30pm	Oct 25 Workplace Equity, Diversity & Inclusion 4pm – 6pm
	Oct 28	Oct 29 Word 1 10am – 12pm Keyboarding 1 1pm – 2:30pm	Oct 30	Oct 31 Word 1 10am – 12pm Keyboarding 1 1pm – 2:30pm	Nov 1 Workplace Equity, Diversity & Inclusion 4pm – 6pm
Week 8	Nov 4	Nov 5 Word 1 FINAL 10am – 12pm Keyboarding 1 1pm – 2:30pm	Nov 6	Nov 7 Word 2 10am – 12pm Keyboarding 1 Speed Test 1pm – 2:30pm	Nov 8 Workplace Equity, Diversity & Inclusion 4pm – 6pm
	Nov 11 Remembrance Day	Nov 12 Word 2 10am – 12pm Keyboarding 2 1pm – 2:30pm	Nov 13	Nov 14 Word 2 10am – 12pm Keyboarding 2 1pm – 2:30pm	Nov 15 Workplace Equity, Diversity & Inclusion 4pm – 6pm
Week 10	Nov 18	Nov 19 Word 2 10am – 12pm Keyboarding 2 1pm – 2:30pm	Nov 20	Nov 21 Word 2 10am – 12pm Keyboarding 2 1pm – 2:30pm	Nov 22 Workplace Equity, Diversity & Inclusion 4pm – 6pm
	Nov 25	Nov 26 Word 2 10am – 12pm Keyboarding 2 1pm – 2:30pm	Nov 27	Nov 28 Word 2 10am – 12pm Keyboarding 2 1pm – 2:30pm	Nov 29 Workplace Equity, Diversity & Inclusion 4pm – 6pm
Week 12	Dec 2	Dec 3 Word 2 10am – 12pm	Dec 4	Dec 5 Word 2 10am – 12pm	Dec 6 Workplace Equity, Diversity & Inclusion 4pm – 6pm

		Keyboarding 2 1pm – 2:30pm		Keyboarding 2 1pm – 2:30pm	
Week 13	Dec 9	Dec 10 Word 2 Final 10am – 12pm	Dec 11	Dec 12 Keyboarding 2 1pm – 2:30pm	Dec 13 Workplace Equity, Diversity & Inclusion 4pm – 6pm
		Keyboarding 2 1pm – 2:30pm			
Week 14	Dec 16	Dec 17 Keyboarding 2 1pm – 2:30pm	Dec 18	Dec 19 Keyboarding 2 Speed Test 1pm – 2:30pm	Dec 20 Workplace Equity, Diversity & Inclusion 4pm – 6pm
Week 15	Dec 23	Dec 24	Dec 25 Christmas	Dec 26 Boxing Day	Dec 27
Week 16	Dec 30	Dec 31	Jan 1 New Year Day	Jan 2	Jan 3
Week 17	Jan 6	Jan 7 PowerPoint 10am – 12pm	Jan 8 Outlook 10am – 12pm	Jan 9	Jan 10 PowerPoint 10am – 12pm
			Employment Strategies 12:30 – 2:30pm		Workplace Equity, Diversity & Inclusion 4pm – 6pm
Week 18	Jan 13	Jan 14 PowerPoint 10am – 12pm	Jan 15 Outlook 10am – 12pm	Jan 16	Jan 17 PowerPoint 10am – 12pm
			Employment Strategies 12:30 – 2:30pm		Workplace Equity, Diversity & Inclusion 4pm – 6pm
Week 19	Jan 20	Jan 21 PowerPoint 10am – 12pm	Jan 22 Outlook 10am – 12pm	Jan 23	Jan 24 PowerPoint 10am – 12pm

			Employment Strategies 12:30 – 2:30pm		Workplace Equity, Diversity & Inclusion 4pm – 6pm
Week 20	Jan 27	Jan 28 PowerPoint 10am – 12pm	Jan 29 Outlook 10am – 12pm	Jan 30	Jan 31 PowerPoint 10am – 12pm
			Employment Strategies 12:30 – 2:30pm		Workplace Equity, Diversity & Inclusion 4pm – 6pm
Week 21	Feb 3	Feb 4 PowerPoint Final 10am – 12pm	Feb 5 Outlook 10am – 12pm	Feb 6 Excel 1 4pm – 6pm	Feb 7 Workplace Equity, Diversity & Inclusion 4pm – 6pm
			Employment Strategies 12:30 – 2:30pm		
Week 22	Feb 10	Feb 11 Excel 1 4pm – 6pm	Feb 12 Outlook 10am – 12pm	Feb 13 Excel 1 4pm – 6pm	Feb 14 Workplace Equity, Diversity & Inclusion 4pm – 6pm
			Employment Strategies 12:30 – 2:30pm		
Week 23	Feb 17 Family Day	Feb 18 Excel 1 4pm – 6pm	Feb 19 Outlook 10am – 12pm	Feb 20 Excel 1 4pm – 6pm	Feb 21 Workplace Equity, Diversity & Inclusion 4pm – 6pm
			Employment Strategies 12:30 – 2:30pm		
Week 24	Feb 24	Feb 25 Excel 1 4pm – 6pm	Feb 26 Outlook 10am – 12pm	Feb 27 Excel 1 4pm – 6pm	Feb 28
			Employment Strategies 12:30 – 2:30pm		
Week 25	Mar 3	Mar 4 Excel 1 4pm – 6pm	Mar 5 Outlook FINAL 10am – 12pm	Mar 6 Excel 1 Final 4pm – 6pm	Mar 7

			Employment Strategies 12:30 – 2:30pm		
Week 26	Mar 10	Mar 11	Mar 12	Mar 13	Mar 14
		Project Supervision 10am – 12pm		Employment Strategies 12:30 – 2:30pm	
		Excel 2 4pm – 6pm		Excel 2 4pm – 6pm	
Week 27	Mar 17	Mar 18	Mar 19	Mar 20	Mar 21
		Project Supervision 10am – 12pm		Employment Strategies 12:30 – 2:30pm	
		Excel 2 4pm – 6pm		Excel 2 4pm – 6pm	
Week 28	Mar 24	Mar 25	Mar 26	Mar 27	Mar 28
		Project Supervision 10am – 12pm		Employment Strategies 12:30 – 2:30pm	
		Excel 2 4pm – 6pm		Excel 2 4pm – 6pm	
Week 29	Mar 31	Apr 1	Apr 2	Apr 3	Apr 4
		Project Supervision 10am – 12pm		Employment Strategies Final	
		Excel 2 4pm – 6pm		Excel 2 4pm – 6pm	
Week 30	Apr 7	Apr 8	Apr 9	Apr 10	Apr 11
		Project Supervision 10am – 12pm		Employment Strategies FINAL 12:30 – 2:30pm	
		Excel 2 FINAL 4pm – 6pm		Access 4pm – 6pm	
Week 31	Apr 14	Apr 15	Apr 16	Apr 17	Apr 18
		Project Supervision 10am – 12pm		Employment Strategies FINAL 12:30 – 2:30pm	
		Access 4pm – 6pm		Access 4pm – 6pm	Good Friday

Week 32	Apr 21 Easter Monday	Apr 22 Access 4pm - 6pm	Apr 23	Apr 24 Access 4pm - 6pm	Apr 25
Week 33	Apr 28	Apr 29 Access 4pm - 6pm	Apr 30	May 1 Access 4pm - 6pm	May 2
Week 34	May 5	May 6 Access 4pm - 6pm	May 7	May 8 Access FINAL 4pm - 6pm	May 9
Week 35	May 12	May 13 End of Program Celebration 10am - 12pm			

Courses

Computer Fundamentals – CSFW 1058 = 6 classes x 2 hrs = 12 hrs

Keyboarding 1 – CSFW 1014 = 12 classes x 1.5 hrs = 18 hrs

Keyboarding 2 – CSFW 2003 = 12 classes x 1.5 hrs = 18 hrs

Word 1: Better Documents – CSFW 1025 = 9 classes x 2 hrs = 18 hrs

Word 2: Advanced Feature – CSFW 2008 = 9 classes x 2 hrs = 18 hrs

Excel 1: Better Spreadsheets – CSFW 1026 = 9 classes x 2 hrs = 18 hrs

Excel 2: Advanced Feature – CSFW 2009 = 9 classes x 2 hrs = 18 hrs

Access 1: Database Fundamental – CSFW 1028 = 9 classes x 2 hrs = 18 hrs

PowerPoint: Dynamic Presentations - CSFW 1027 = 9 classes x 2 hrs = 18 hrs

Outlook: Personal Organizer – CSFW 1031 = 9 classes x 2 hrs = 18 hrs

Project Supervision – BSAD 1016 = 12 classes x 2 hrs = 24 hrs

Equity, Diversity & Inclusion for Businesses – BSAD 1118 = 18 classes x 2 hrs = 36 hrs

Total = 234 hours

Employment Assistance Services

Career Strategies = 13 classes x 2 hrs = 26 hrs

Total = 26 hours

Books Required:

Keyboard Mastery (software key)

CCI Learning / Microsoft Word 2019 & 365 Associate Certification Guide

CCI Learning / Microsoft Word 2019 & 365 Expert Certification Guide

CCI Learning / Microsoft Excel 2019 & 365 Associate Certification Guide

CCI Learning / Microsoft Excel 2019 & 365 Expert Certification Guide

CCI Learning / Microsoft PowerPoint 2019 & 365 Associate Certification Guide

CCI Learning / Microsoft Outlook 2019 & 365 Associate Certification Guide

Project Management Absolute Beginner's Guide