

Microsoft Office - Durham College Certificate

Program of Study 2023/2024

- Students starting in the 2023/2024 academic year (September - August) must follow the Program of Study shown below.
- If you began your studies prior to the 2023/2024 academic year, please contact Professional and Part-time Learning at 905-
- You will have a maximum of 15 semesters (5 years) from the start date of your first course to complete this certificate.
- Upon successfully completing the courses below and any additional program specific requirements, you may apply to graduate by visiting the [Professional and Part-time Learning Convocation webpage](#).
- Not all courses are available every semester. Please visit the [Program webpage](#) to view current course availability.
- Tip: Monitor your progress by entering your marks and completion dates in the column provided below.

Required Courses (suggested sequence of study)					
Course Name	Course Codes		Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark
Computers, An Introduction	Online	COMP 1281	N/A	N/A	
Access Introduction	Online	WIND 1282	N/A	COMP 3209	
PowerPoint	Online	WIND 1281	N/A	N/A	
Word Introduction	Online	WIND 2285	N/A	COMP 1101	
Excel Introduction	Online	SPRD 2281	N/A	COMP 2209	
Outlook for Beginners	Online	WIND 1889	N/A	N/A	
Word Advanced	Online	WIND 2286	WIND 2285	N/A	
Excel Advanced	Online	SPRD 2282	SPRD 2281	COMP 2107	

***Courses without a pre-requisite(s) can be taken at anytime during your Program of Study**