

Microsoft Office - Durham College Certificate

Program of Study 2021/2022

- Students starting in the 2021/2022 academic year (September - August) must follow the Program of Study shown below.
- If you began your studies **prior to the 2021/2022 academic year**, please contact Centre for Professional and Part-time Learning at 905-721-3052 or ppl@durhamcollege.ca to obtain the Program of Study that applies to your particular start date.
- 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 [Centre for 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 2204/2206	

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