

# COMPUTER SKILLS FOR THE OFFICE PROGRAM 2024

## DRAFT SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	January 15 Program Orientation 4:00 pm – 6:00 pm	January 16 Academic Preparedness 12:30 pm – 2:00 pm Computing Fundamentals 4:00 pm – 6:00 pm	January 17 Academic Preparedness SELF STUDY (LSS Course) Computing Fundamentals 4:00 pm – 6:00 pm	January 18 Academic Preparedness 12:30 pm – 2:00 pm Computing Fundamentals 4:00 pm – 6:00 pm	January 19
Week 2	January 22	January 23 Academic Integrity and Student Conduct 10:00 – 12:00 pm Computing Fundamentals 4:00 pm – 6:00 pm	January 24 Computing Fundamentals 4:00 pm – 6:00 pm	January 25 Keyboarding 1 12:30 pm – 2 pm Computing Fundamentals 4:00 pm – 6:00 pm	January 26
Week 3	January 29 Workplace Equity, Diversity & Inclusion 4:00 pm – 7:00 pm	January 30 Keyboarding 1 12:30 pm – 2 pm Word 1 4:00 pm – 6:00 pm	January 31	February 1 Keyboarding 1 12:30 pm – 2 pm Word 1 4:00 pm – 6:00 pm	February 2
Week 4	February 5 Workplace Equity, Diversity & Inclusion 4:00 pm – 7:00 pm	February 6 Keyboarding 1 12:30 pm – 2 pm Word 1 4:00 pm – 6:00 pm	February 7	February 8 Keyboarding 1 12:30 pm – 2 pm Word 1 4:00 pm – 6:00 pm	February 9
Week 5	February 12 Workplace Equity, Diversity & Inclusion 4:00 pm – 7:00 pm	February 13 Keyboarding 1 12:30 pm – 2 pm Word 1 4:00 pm – 6:00 pm	February 14	February 15 Keyboarding 1 12:30 pm – 2 pm Word 1 4:00 pm – 6:00 pm	February 16

Week 6	February 19 FAMILY DAY	February 20 Keyboarding 1 12:30 pm – 2 pm Word 1 4:00 pm – 6:00 pm	February 21	February 22 Keyboarding 1 12:30 pm – 2 pm Word 1 4:00 pm – 6:00 pm	February 23
	February 26 Workplace Equity, Diversity & Inclusion 4:00 pm – 7:00 pm	February 27 Keyboarding 1 12:30 pm – 2 pm Word 1 FINAL 4:00 pm – 6:00 pm	February 28	February 29 Keyboarding 1 12:30 pm – 2 pm Word 2 4:00 pm – 6:00 pm	March 1
Week 7	March 4 Workplace Equity, Diversity & Inclusion 4:00 pm – 7:00 pm	March 5 Keyboarding 1 SPEED TEST 12:30 pm – 2 pm Word 2 4:00 pm – 6:00 pm	March 6	March 7 Keyboarding 2 12:30 pm – 2 pm Word 2 4:00 pm – 6:00 pm	March 8
	March 11 Workplace Equity, Diversity & Inclusion 4:00 pm – 7:00 pm	March 12 Keyboarding 2 12:30 pm – 2 pm Word 2 4:00 pm – 6:00 pm	March 13	March 14 Keyboarding 2 12:30 pm – 2 pm Word 2 4:00 pm – 6:00 pm	March 15
Week 8	March 18 Workplace Equity, Diversity & Inclusion 4:00 pm – 7:00 pm	March 19 Keyboarding 2 12:30 pm – 2 pm Word 2 4:00 pm – 6:00 pm	March 20	March 21 Keyboarding 2 12:30 pm – 2 pm Word 2 4:00 pm – 6:00 pm	March 22
	March 25 Workplace Equity, Diversity & Inclusion 4:00 pm – 7:00 pm	March 26 Keyboarding 2 12:30 pm – 2 pm Word 2 4:00 pm – 6:00 pm	March 27	March 28 Keyboarding 2 12:30 pm – 2 pm Word 2 FINAL 4:00 pm – 6:00 pm	March 29 GOOD FRIDAY
Week 9	April 1 EASTER MONDAY	April 2 Keyboarding 2 12:30 pm – 2 pm PowerPoint 4:00 pm – 6:00 pm	April 3	April 4 Keyboarding 2 12:30 pm – 2 pm PowerPoint 4:00 pm – 6:00 pm	April 5

Week 13	April 8 Workplace Equity, Diversity & Inclusion 4:00 pm – 7:00 pm	April 9 Keyboarding 2 12:30 pm – 2 pm PowerPoint 4:00 pm – 6:00 pm	April 10	April 11 Keyboarding 2 12:30 pm – 2 pm PowerPoint 4:00 pm – 6:00 pm	April 12
	April 15 Workplace Equity, Diversity & Inclusion 4:00 pm – 7:00 pm	April 16 Keyboarding 2 SPEED TEST 12:30 pm – 2 pm PowerPoint 4:00 pm – 6:00 pm	April 17	April 18 Project Supervision 12:00 pm – 2pm PowerPoint 4:00 pm – 6:00 pm	April 19
Week 14	April 22 Workplace Equity, Diversity & Inclusion 4:00 pm – 7:00 pm	April 23 Project Supervision 12:00 pm – 2pm PowerPoint 4:00 pm – 6:00 pm	April 24	April 25 Project Supervision 12:00 pm – 2pm PowerPoint 4:00 pm – 6:00 pm	April 26
	April 29 Workplace Equity, Diversity & Inclusion FINAL 4:00 pm – 7:00 pm	April 30 Project Supervision 12:00 pm – 2pm PowerPoint FINAL 4:00 pm – 6:00 pm	May 1	May 2 Project Supervision 12:00 pm – 2pm Excel 1 4:00 pm – 6:00 pm	May 3
Week 15	May 6	May 7 Project Supervision 12:00 pm – 2pm Excel 1 4:00 pm – 6:00 pm	May 8	May 9 Project Supervision 12:00 pm – 2pm Excel 1 4:00 pm – 6:00 pm	May 10
	May 13	May 14 Project Supervision 12:00 pm – 2pm Excel 1 4:00 pm – 6:00 pm	May 15	May 16 Project Supervision FINAL 12:00 pm – 2pm Excel 1 4:00 pm – 6:00 pm	May 17
Week 16	May 20 VICTORIA DAY	May 21 Excel 1 4:00 pm – 6:00 pm	May 22 Employment Strategy 12:00 pm – 2:00 pm Outlook 4:00 pm – 6:00 pm	May 23 Excel 1 4:00 pm – 6:00 pm	May 24

Week 20	May 27	May 28 Excel 1 4:00 pm – 6:00 pm	May 29 Employment Strategy 12:00 pm – 2:00 pm Outlook 4:00 pm – 6:00 pm	May 30 Excel 1 FINAL 4:00 pm – 6:00 pm	May 31
	Week 21	June 3	June 4 Excel 2 4:00 pm – 6:00 pm	June 5 Employment Strategy 12:00 pm – 2:00 pm Outlook 4:00 pm – 6:00 pm	June 6 Excel 2 4:00 pm – 6:00 pm
Week 22	June 10	June 11 Excel 2 4:00 pm – 6:00 pm	June 12 Employment Strategy 12:00 pm – 2:00 pm Outlook 4:00 pm – 6:00 pm	June 13 Excel 2 4:00 pm – 6:00 pm	June 14
Week 23	June 17	June 18 Excel 2 4:00 pm – 6:00 pm	June 19 Employment Strategy 12:00 pm – 2:00 pm Outlook 4:00 pm – 6:00 pm	June 20 Excel 2 4:00 pm – 6:00 pm	June 21
Week 24	June 24	June 25 Excel 2 4:00 pm – 6:00 pm	June 26 Employment Strategy 12:00 pm – 2:00 pm Outlook 4:00 pm – 6:00 pm	June 27 Excel 2 FINAL 4:00 pm – 6:00 pm	June 28
Week 25	July 1 CANADA DAY	July 2 Access 1 4:00 pm – 6:00 pm	July 3 Employment Strategy 12:00 pm – 2:00 pm Outlook 4:00 pm – 6:00 pm	July 4 Access 1 4:00 pm – 6:00 pm	July 5
Week 26	July 8	July 9 Access 1 4:00 pm – 6:00 pm	July 10 Employment Strategy 12:00 pm – 2:00 pm Outlook 4:00 pm – 6:00 pm	July 11 Access 1 4:00 pm – 6:00 pm	July 12

Week 27	July 15	July 16 Access 1 4:00 pm – 6:00 pm	July 17 Employment Strategy 12:00 pm – 2:00 pm Outlook FINAL 4:00 pm – 6:00 pm	July 18 Access 1 4:00 pm – 6:00 pm	July 19
	Week 28	July 22	July 23 Access 1 4:00 pm – 6:00 pm	July 24 Employment Strategy 12:00 pm – 2:00 pm	July 25 Access 1 4:00 pm – 6:00 pm
Week 29	July 29	July 30 Access 1 FINAL 4:00 pm – 6:00 pm	July 31 Employment Strategy 12:00 pm – 2:00 pm	August 1	August 2
Week 30	August 5 BC DAY	August 6	August 7 Employment Strategy 12:00 pm – 2:00 pm	August 8	August 9
Week 31	August 12	August 13	August 14 Employment Strategy FINAL 12:00 pm – 2:00 pm	August 15	August 16
Week 32	August 19	August 20	August 21 End of Program Celebration	August 22	August 23
Week 33	August 26	August 27	August 28	August 29	August 30

### 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 = 9 classes x 2 hrs = 18 hrs

Equity, Diversity & Inclusion for Businesses – BSAD 1118 = 12 classes x 3 hrs = 36 hrs

Total = 228 hours

**Employment Assistance Services**

Career Strategies = 13 classes x 2 hrs = 26 hrs

Total = 26 hours