

**Are there admission requirements?**

There are no admission requirements for this program.

**If I am not working towards the Certificate, and only want to take an Advanced application course, do I need to take the Introduction course first?**

No, students are not required to take the prerequisite course in order to register into the Advanced course offering. Students are encouraged to use their best discretion when deciding to take a course without having the prerequisite. We advise that students refer to the detailed course outlines on our website to help with this decision. The instructors in the Advanced courses will expect that students have the knowledge that would have been obtained from the Introduction course.

**What course should I take first?**

To receive the Certificate, students would need to complete all 7 courses. Students can take the courses in any order, although we would recommend doing Word, Excel, PowerPoint and finishing up with Access.

All the Office courses are formatted in the same manner. They are offered in both in-class and online modalities.

**Are textbooks required for this program? Is this an additional cost?**

You will need to purchase a textbook for each Application: Word, Excel, PowerPoint and Access. However, one book covers both Intro and Advanced. You have Training sessions, Exams and Projects that are done online in a website. You must get a Licence to get into the website. This licence can be purchased with the any of the textbooks. Once you have done Word, you will need one textbook which covers both levels of Excel then one textbook for PowerPoint and lastly, another one which covers both levels of Access. If you are taking all the same versions of the programs (e.g. everything in Office 2019) you would not need to purchase the SAM licence again. These are requirements whether you do the classes in-class or online. All textbooks can be purchased from our Sheridan College Bookstores.

### **Did you know?**

As an extra, as a Sheridan student you can download and install Office 365 which will provide you with the latest version of Office for your home computer. This subscription will be valid as long as you are an active Sheridan student.

### **For the in-class section, do I need to bring my own laptop to class?**

Students will not need to bring their own laptop to class. All in-class sections are scheduled in a PC lab.

### **Can I use my iPad or MacBook for this program?**

Courses within this program are designed for **Windows Office 365** and is therefore **not completely compatible with Mac computers**. There are a small number of Projects that are not MAC compatible. It is recommended that students who use Mac computers should also have access to a PC to complete this course. Sheridan libraries have all been updated to Windows Office 365 and may be the recommended option for students who do not have independent access to a PC. This is because Office for Mac does not include some components that are part of Office for Windows.

**Note:** ACCESS application for MAC does not exist. This course is designed for Windows Office. Students who use Mac computers will require access to a PC to complete this course. Sheridan libraries have all been updated to Windows Office and may be the recommended option for students who do not have independent access to a PC.

### **Can I apply for financial aid?**

This program is not eligible for financial aid (including OSAP).