

# IMPORTANT NOTICE

**A high school computer credit will no longer be required for admission into Northern College programs starting September 2008.**

## HOWEVER

**You must have computer skills prior to starting your program.**

The College expects that you are able to:

- use the common tools and functions related to file creation, editing, saving and printing;
- produce and edit documents, spreadsheets and presentations using Microsoft Office Suite (Word, Excel and PowerPoint);
- organize documents into subject folders and subject folders into topic folders;
- save documents on external file storage devices;
- use electronic tools to research and collect information;
- proficiently and professionally communicate using email;

**If you are not sure that you meet the College's expectations, you can evaluate your computer skills using our online test available April 1, 2008.** Go to [www.northernc.on.ca](http://www.northernc.on.ca) and click on the Computer Skills Assessment icon.

If you do not have the required computer skills, you can obtain them free of charge through Northern College's Academic and Career Entrance (ACE) program that offers a computer course.

ACE Computers will be offered on the following dates at these locations:

Dates: Mon. Tues. Wed. Fri. 10 am - 4 pm  
Iroquois Falls Adult Learning Centre  
Tel: (705) 232-5433

Dates: Mon. to Fri. 8:30 am to 3 pm  
Timmins Native Friendship Centre  
Tel: (705) 268-6262 ext. 228

Dates: Mon. to Fri. 9 am - 3 pm  
& Tues/Thurs. 6 pm - 8 pm  
Northern College, Moosonee Campus  
Tel: (705) 336-2913

Dates: Mon 1:30 pm to 2:30 pm, Thurs. 1:30 pm to 3:20 pm & Job Connect Wed. 6 pm to 9 pm  
Northern College, Porcupine Campus/  
Job Connect Evening Program  
Tel: (705) 235-7240

Dates: Mon. to Thurs. 10 am to 2 pm  
Northern College, Cochrane Learning Centre  
Tel: (705) 272-4188

Dates: Tues & Thurs. 9 am to 12 pm, 1 pm to 3 pm  
Chapleau Learning Centre  
Tel: (705) 864-2323

Dates: Weekly intakes until mid-May 2008 & Summer\*  
Northern College, Kirkland Lake Campus  
Tel: (705) 567-9291 Ext. 606

Dates: Weekly intakes until mid-May 2008 & Summer\*  
Northern College, Haileybury Campus  
Tel: (705) 672-3376 Ext. 8840

Dates: Weekly intakes until mid-May 2008  
Englehart Community Learning Centre  
Tel: (705) 544-1968

Dates: Feb. 5 to March 20 & May 5 to June 23  
Contact North - All sites  
For days/times or info: 705-235-3211 ext. 2409

\*ACE may be offered at this location during the summer based on sufficient interest.

