

Computer Skills will help you succeed in your program of study!



The following are areas that you may need to consider to help with your success while studying at Northern College. To determine the specific computer skills you will need to assist you with your success in the program you will be applying to, please call Student Services to get in contact with the program coordinator directly.

- Create, edit, save, and print computer files using the basic tools and functions of common software
- Produce and edit documents, spreadsheets and presentations using Microsoft Office Suite (Word, Excel, PowerPoint).
- Organize documents into subject folders, and subject folders into topic folders.
- Save documents on external file storage devices (e.g. USB jump drives, CDs, DVDs, external hard drives)
- Use electronic tools to research and collect information (e.g. web search engines, databases, etc).
- Communicate through email in a proficient and professional manner.

You can find out if you meet the computer expectations by taking the free online assessment.

Go to www.northern.on.ca/admissions/tool.html.



If you need additional training in computer skills, you can enroll in the computer course offered through Northern College's Academic and Career Entrance (ACE) program.

Please contact the provider closest to you for further information:

Iroquois Falls Adult Learning Centre
(705) 232-5433

Timmins Native Friendship Centre
(705) 268-6262 ext. 228

Northern College - Moosonee Campus
(705) 336-2913

Northern College - Porcupine Campus
(705) 235-7240

Northern College - Cochrane Learning Centre
(705) 272-4188

Chapleau Learning Centre
(705) 864-2323

Northern College - Kirkland Lake Campus
(705) 567-9291 ext. 606

Northern College - Haileybury Campus
(705) 672-3376 ext. 8840

Englehart Community Learning Centre
(705) 544-1968

Contact North/Contact Nord- All Sites
(705) 235-3211 ext. 2409

The following additional options are available:

Learn on-line

Contact: hamiltonl@northern.on.ca

or call 705-235-6824 for more information and registration dates

or through

Contact North/Contact Nord

Contact: thibeaultn@northern.on.ca

or call (705) 235-3211 ext. 2409 for more information and registration dates