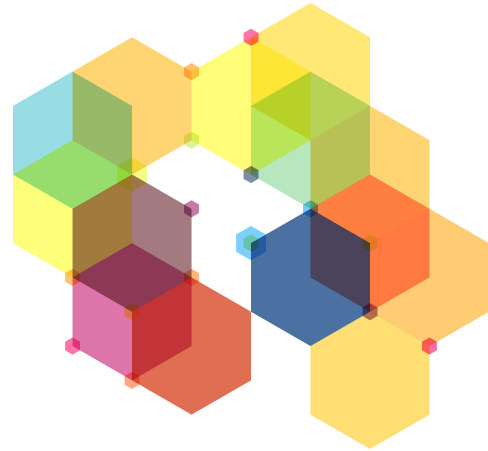


# DIGITAL DOCUMENTS ACCESSIBILITY TRAINING CERTIFICATE



**Fall 2021**  
**Online**

The **Digital Documents Accessibility Training (DDAT)** certificate program provides participants with the ability to recognize the different legislation and guidelines related to accessibility and apply those guidelines to digital content and documents. You will learn the fundamentals of creating accessible digital content and documents, and modifying inaccessible content to comply with accessibility standards. As well, you will be introduced to the use of accessibility checkers in PowerPoint, Word and Acrobat Pro and the different features in these software applications to make documents accessible.

Upon completion of the three courses successfully, participants will receive a Certificate of Participation.

**Note: Courses must be taken in the following order: DDAT 001, DDAT 002, DDAT 003**

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**DDAT 001 909 - Creating Accessible Documents 1**  
October 3 to 16

**DDAT 002 909 - Creating Accessible Documents 2**  
October 24 to November 6

**DDAT 003 909 - Creating Accessible Documents 3**  
November 14 to 27

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For more information, contact **Falisha Rowe** at [Falisha.Rowe@humber.ca](mailto:Falisha.Rowe@humber.ca)

Registration is restricted to current Humber employees only.  
Register here <https://forms.office.com/r/ev3Jqmjc7W>

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## **DDAT 001 Creating Accessible Documents 1**

This course will review WCAG accessibility guidelines and AODA requirements applicable to creating digital content and documents. You will learn the fundamentals of creating accessible materials and modifying inaccessible content to comply with accessibility standards. You will walk away with strategies and a toolbox full of apps and resources to help with making your content accessible.

## **DDAT 002 Creating Accessible Documents 2**

This course will apply the accessibility guidelines and requirements for digital content learned in Creating Accessible Documents 1 to various documents. You will review the fundamentals of creating accessible materials and modify inaccessible content to comply with accessibility standards. We will dive into PowerPoint, Word and PDF documents and practice making them accessible. You will be introduced to the use of accessibility checkers in PowerPoint, Word and Acrobat Pro and the different features in these software applications to make documents accessible.

## **DDAT 003 Creating Accessible Documents 3**

After participating in Creating Accessible Documents 1 and 2, you feel confident that you can recognize accessibility issues in digital documents and are able to apply the AODA and WCAG guidelines and requirements to make them accessible. Now that you have gone back to your own materials and documents and given accessibility a try, you may have some further questions.

Creating Accessible Documents 3 is a project course where you will be applying accessibility guidelines to a project of your choosing and answer your outstanding questions.

