



# Free Computer Classes for Women

## Permanent Residents, Convention Refugees, Care-Givers

### SKILL LEVELS

**LEVEL 1:** Computer Basics, Introduction to MS Word, Resume Preparation, Internet, E-mail, Keyboarding

**LEVEL 2:** Intermediate MS Word, Introduction to Excel

**LEVEL 3:** Advanced Word, Excel, PowerPoint



#### LEVEL 1– Tuesday Morning Classes

**Duration:** 8 weeks

**Time:** 9:30 am to 12:30 pm

**Dates:** Tuesdays: January 8, 15, 22, 29,  
February 5, 12, 19, 26

**Graduation:** March 1, at 12:00 noon

#### LEVEL 1– Tuesday Afternoon Classes

**Duration:** 8 weeks

**Time:** 1:30 pm to 4:30 pm

**Dates:** Tuesdays: January 8, 15, 22, 29,  
February 5, 12, 19, 26

**Graduation:** March 1, at 12:00 noon

#### LEVEL 2– Wednesday Morning Classes

**Duration:** 8 weeks

**Time:** 9:30 am to 12:30 pm

**Dates:** Wednesdays: January 9, 16, 23, 30,  
February 6, 13, 20, 27

**Graduation:** March 1, at 12:00 noon

#### LEVEL 2– Wednesday Afternoon Classes

**Duration:** 8 weeks

**Time:** 1:30 pm to 4:30 pm

**Dates:** Wednesdays: January 9, 16, 23, 30,  
February 6, 13, 20, 27

**Graduation:** March 1, at 12:00 noon

#### LEVEL 3– Thursday Morning Classes

**Duration:** 8 weeks

**Time:** 9:30 am to 12:30 pm

**Dates:** Thursdays: January 10, 17, 24, 31,  
February 7, 14, 21, 28

**Graduation:** March 1, at 12:00 noon

#### LEVEL 3– Thursday Afternoon Classes

**Duration:** 8 weeks

**Time:** 1:30 pm to 4:30 pm

**Dates:** Thursdays: January 10, 17, 24, 31,  
February 7, 14, 21, 28

**Graduation:** March 1, at 12:00 noon

\* safe & respectful environment \* 48 hours notice for child-minding

**TO REGISTER PLEASE CONTACT:**

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