



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: September 4, 11, 18, 25
October 2, 9, 16, 23

Graduation: October 25 at 12:00 noon

LEVEL 1– Tuesday Afternoon Classes

Duration: 8 weeks

Time: 1:30 pm to 4:30 pm

Dates: Tuesdays: September 4, 11, 18, 25
October 2, 9, 16, 23

Graduation: October 25 at 12:00 noon

LEVEL 2– Wednesday Morning Classes

Duration: 8 weeks

Time: 9:30 am to 12:30 pm

Dates: Wednesdays: September 5, 12, 19, 26
October 3, 10, 17, 24

Graduation: October 25 at 12:00 noon

LEVEL 2– Wednesday Afternoon Classes

Duration: 8 weeks

Time: 1:30 pm to 4:30 pm

Dates: Wednesdays: September 5, 12, 19, 26
October 3, 10, 17, 24

Graduation: October 25 at 12:00 noon

LEVEL 3– Thursday Morning Classes

Duration: 8 weeks

Time: 9:30 am to 12:30 pm

Dates: Thursdays: September 6, 13, 20, 27
October 4, 11, 18, 25

Graduation: October 25 at 12:00 noon

LEVEL 3– Thursday Afternoon Classes

Duration: 8 weeks

Time: 1:30 pm to 4:30 pm

Dates: Thursdays: September 6, 13, 20, 27
October 4, 11, 18, 25

Graduation: October 25 at 12:00 noon

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

TO REGISTER PLEASE CONTACT:

Iskrena at

iskrena@immigrantwomenservices.com

Partially funded by:



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

www.immigrantwomenservices.com

219 Argyle Street, Suite 400, Ottawa, Ontario K2P 2H4 • telephone (613) 729-3145