



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: October 31, November 7, 14, 21, 28, December 5, 12, 19, 2017

Graduation: December 22, at 12:00 noon

LEVEL 1– Tuesday Afternoon Classes

Duration: 8 weeks

Time: 1:30 pm to 4:30 pm

Dates: Tuesdays: October 31, November 7, 14, 21, 28, December 5, 12, 19, 2017

Graduation: December 22, at 12:00 noon

LEVEL 2– Wednesday Morning Classes

Duration: 8 weeks

Time: 9:30 am to 12:30 pm

Dates: November 1, 8, 15, 22, 29, and December 6, 13, 20, 2017

Graduation: December 22, at 12:00 noon

LEVEL 2– Wednesday Afternoon Classes

Duration: 8 weeks

Time: 1:30 pm to 4:30 pm

Dates: November 1, 8, 15, 22, 29, and December 6, 13, 20, 2017

Graduation: December 22, at 12:00 noon

LEVEL 3– Thursday Morning Classes

Duration: 8 weeks

Time: 9:30 am to 12:30 pm

Dates: November 2, 9, 16, 23, 30, and December 7, 14, 21, 2017

Graduation: December 22, at 12:00 noon

LEVEL 3– Thursday Afternoon Classes

Duration: 8 weeks

Time: 1:30 pm to 4:30 pm

Dates: November 2, 9, 16, 23, 30, and December 7, 14, 21, 2017

Graduation: December 22, at 12:00 noon

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

TO REGISTER PLEASE CONTACT:

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