



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: May 1, 8, 15, 22, 29,
June 5, 12, 19, 2018

Graduation: June 21, at 12:00 noon

LEVEL 1– Tuesday Afternoon Classes

Duration: 8 weeks

Time: 1:30 pm to 4:30 pm

Dates: Tuesdays: May 1, 8, 15, 22, 29,
June 5, 12, 19, 2018

Graduation: June 21, at 12:00 noon

LEVEL 2– Wednesday Morning Classes

Duration: 8 weeks

Time: 9:30 am to 12:30 pm

Dates: Wednesdays: May 2, 9, 16, 23, 30
June 6, 13, 20, 2018

Graduation: June 21, at 12:00 noon

LEVEL 2– Wednesday Afternoon Classes

Duration: 8 weeks

Time: 1:30 pm to 4:30 pm

Dates: Wednesdays: May 2, 9, 16, 23, 30
June 6, 13, 20, 2018

Graduation: June 21, at 12:00 noon

LEVEL 3– Thursday Morning Classes

Duration: 8 weeks

Time: 9:30 am to 12:30 pm

Dates: Thursdays: May 3, 10, 17, 24, 31
June 7, 14, 21, 2018

Graduation: June 21, at 12:00 noon

LEVEL 3– Thursday Afternoon Classes

Duration: 8 weeks

Time: 1:30 pm to 4:30 pm

Dates: Thursdays: May 3, 10, 17, 24, 31
June 7, 14, 21, 2018

Graduation: June 21, at 12:00 noon

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

TO REGISTER PLEASE CONTACT:

Brenda (613) 729 3145 ext. 259 brenda@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