

FREE COMPUTER SKILLS TRAINING

Presented by Literacy Council York-Simcoe



Vaughan Employment Services

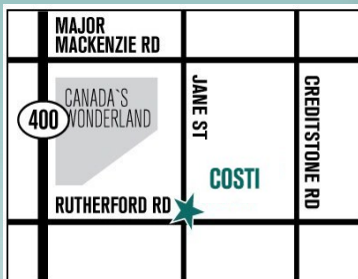
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Vaughan, ON L4K 0G6

Tel: 905.669.JOBS (5627)

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vaughanemployment@costi.org



Hours of Operation

Monday to Friday
8:30 am - 4:30 pm

November 2 – December 17, 2015

Monday to Thursday (four days per week)

Flexible hours: 9:00 am to 4:00 pm

Participants are eligible for a minimum of four hours of training per week for 7 weeks

Topics covered include:

- Microsoft Office courses: basic and intermediate Microsoft Word, Excel and PowerPoint
- Introduction to computer basics, components & operations
- Working effectively with Internet and E-mail
- Employment literacy and essential skills training (reading and writing for work)
- Employment soft skills training



CALL 905.669.JOBS (5627) TO REGISTER

Space is limited, please register in advance!



This Employment Ontario service is funded in part by the Government of Canada.