

FREE

# Computer Skills Upgrading

**440 Albert Street**

**Mon. & Wed., 6-9pm, Starting September 11, 2018.**

**Tues., Wed., Thurs., 12:30-3:30pm, Sept. 11, 2018 to Jan. 25, 2019.**

## **In this class you will learn Computer Basics:**

- Getting started
- Using e-mail
- Basic functions (attaching documents, saving documents, creating files, etc.)
- Basic Word
- Using the Internet

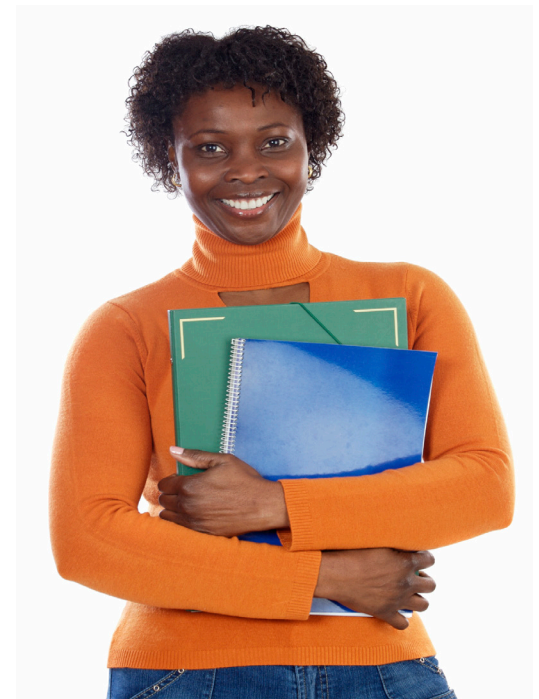
## **Eligibility:**

- You must be 19 or older with strong oral skills (CLB 5+) and have less than a Grade 12 level of education (in Canada).

## **Registration**

- Starts August 2018
- You must make an appointment (No drop-ins please)  
Call 613-239-5951 or email [alison.trusty@ocdsb.ca](mailto:alison.trusty@ocdsb.ca)

**For More Information**  
**CALL Alison at 613-239-5951**



This *Employment Ontario* program is funded in part by the Government of Canada and the Government of Ontario and through the Canada-Ontario Job Fund Agreement.



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

Last Updated: July, 2018

Adult Employment Preparation and Upgrading Program

**CONTINUING EDUCATION**

*Learn More, Be More*

440 Albert Street Ottawa Ontario K1R 5B5

[www.ocdsb.ca/continweb](http://www.ocdsb.ca/continweb)

[LBSinOttawa.com](http://LBSinOttawa.com)