

IMPROVE YOUR COMPUTER SKILLS!

Registration information on reverse side

Getting Started - Basic \$40

Basics, Mouse, Settings & more

- September 12, 14, 19
- October 12, 17, 19

Getting Started - Advanced \$40

Files/Folders, Scanning, Programs & more

- October 24, 26, November 2

NOTE: Students should bring their own Flash Drive (USB Stick) to the Advanced class

Internet/Social Media \$80

Download, Search, E-Mail, Attachments, Social Media (Facebook, Twitter)

- September 13, 15, 20, 22
- October 11, 13, 18, 20

NEW! iPad/iPhone \$40

- October 25, 27, November 3

You must bring your own fully charged iPad or iPhone to class

Word 2016 - Level 1 \$80

Type, Save, Print, Edit, Spell Check & more

- September 27, 29, October 4, 6
- November 22, 24, 29, December 1

Word 2016 Level 2 \$80

Headers, Columns, Mail Merge, Tables & more

- November 8, 10, 15, 17
- December 6, 8, 13, 15

Word 2016 - Level 3 \$80

Graphics, Macros, Web-Sites & more

- January 10, 12, 17, 19

Word 2016 - Level 4 \$80

Shading, Text Flow, Sorting & more

- January 24, 26, 31, February 2

September 2016
to February 2017

Weeknights
6:00 p.m.
to 9:00 p.m.



Mountain Centre

150 East 5th
(near Upper James and Fennel)
FREE Parking available on
Brucedale

Excel 2016 - Level 1 \$80

Enter info, Format, Formulas, Charts & more

- September 26, 28, October 3, 5
- November 21, 23, 28, 30

Excel 2016 - Level 2 \$80

Filters, Pivot Tables, Formulas, Charts & more

- November 7, 9, 14, 16
- December 5, 7, 12, 14

Excel 2016 - Level 3 \$80

Queries, Subtotals, Macros, Scenarios & more

- January 9, 11, 16, 18

Excel 2016 - Level 4 \$80

Web Pages, Importing, Track Changes

- January 23, 25, 30, February 1



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905.577.0555, Press 5 then 0

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www.stcharles.ca

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Schedule on reverse side

Who Can Apply?

- Must have Grade 10 English (or CLBPT Level 5) or higher
- Must be at least 18 years old

Payment/Registration Information

- Please sign up and pay **AT LEAST A WEEK BEFORE THE START DATE**
- In person payments are **CASH ONLY**.
- Online registration at www.stcharles.ca (payments through PayPal) starting September 6, 2016
- Refunds only given five working days or more before the class starts or when the class is cancelled.
- **CLASSES MAY BE CANCELLED** due to low enrollment. will be called if this happens.
- **THERE IS NO REGISTRATION OVER THE PHONE.**

Generalist Certificate

Complete ALL of the following core courses:

- Word - Level 1, Level 2
- Excel - Level 1, Level 2
- and any TWO additional courses

Provides students with skills in various business software applications.

Specialists Certificates

If you take all 4 levels of Word, you can get an additional Word ***Specialist Certificate***

If you take all 4 levels of Excel, you can get an additional Excel ***Specialist Certificate***

