IMPROVE YOUR COMPUTER SKILLS!

Organizing Your Computer
(GSA1B1)
Files/Folders, Programs & more
NOTE: Students should bring their own Flash Drive (USB Stick) to the class
- Feb 3, 5, 10, 12

Internet/Social Media
(INT1B1)
Download, Search, E-Mail, Attachments, Social Media (Facebook, Twitter)
- Feb 4, 6, 11, 13

Word 2016 - Level 1
(MSW1B1)
Type, Save, Print, Edit, Spell Check & more
- Feb 18, 20, 25, 27
- April 14, 16, 21, 23

Word 2016 Level 2
(MSW2B1)
Headers, Columns, Mail Merge, Tables & more
- March 24, 26, 31, April 2
- April 28, 30, May 5, 7

Word 2016 - Level 3
(MSW3B1)
Graphics, Macros, Web-Sites & more
- May 26, 28, June 2, 4

Word 2016 - Level 4
(MSW4B1)
Shading, Text Flow, Sorting & more
- June 9, 11, 16, 18

Do all 4 levels in Word and get an additional Word Specialist certificate

PowerPoint 2016 - Level 1
(PPT1B1)
Basic Slide Presentations, Graphics, More
- March 3, 5, 10, 12

PowerPoint 2016 - Level 2
(PPT2B1)
Multi-Media, Video, More
- May 12, 14, 19, 21

Do all 2 levels in PowerPoint and get an additional PowerPoint Specialist certificate

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Jan 2020 - June 2020
Weeknights, 6-9pm
Certificate after completion of each workshop

Mountain Centre
150 East 5th
(near Upper James and Fennell)
FREE Parking available on Brucedale

Excel 2016 - Level 1
(MSE1B1)
Enter info, Format, Formulas, Charts & more
- March 2, 4, 9, 11
- April 20, 22, 27, 29

Excel 2016 - Level 2
(MSE2B1)
Filters, Pivot Tables, Formulas, Charts & more
- March 30, April 1, 6, 8
- May 4, 6, 11, 13

Excel 2016 - Level 3
(MSE3B1)
Queries, Subtotals, Macros, Scenarios & more
- May 25, 27, June 1, 3

Excel 2016 - Level 4
(MSE4B1)
Web Pages, Importing, Track Changes
- June 8, 10, 15, 17

Do all 4 levels in Excel and get an additional Excel Specialist certificate

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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.

NEED A BEGINNER CLASS?
We have FREE basic day/night computer classes
905.577.0555 ext 2443

PAYMENT INFO
We accept Visa, MasterCard, Debit and cash

All levels are $80

Please sign up (and pay) at least 1 week before the course starts

Payments have to be in person

All classes run subject to enrollment

If classes are cancelled, students will be called.

No registration online or over the phone

St. Charles Adult & Continuing Education

Hamilton-Wentworth Catholic Schools
Believing, Achieving, Serving

905.577.0555, Press 5 then 0   **info@stcharles.ca**   **www.stcharles.ca/comp**