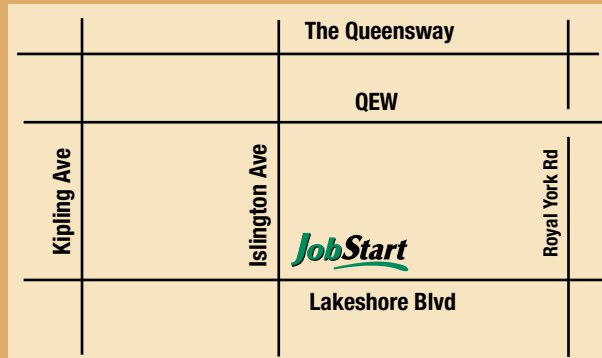


Cancellation Policy

Refunds will be issued less a \$20 administration fee up to 2 weeks prior to the beginning of each course if notified in writing. No refunds will be issued otherwise.

Disclaimer: JobStart reserves the right to change the course, dates, instructors, fees and regulations at any time, and to cancel the program if under-enrolled. If the program is cancelled JobStart will refund the program fee.



Computer Learning Training Centre

Individual or Group Rates for Employers

Available Upon Request. From basic computer fundamentals to a refresher course to enhance skills of your employees. Prices starting as low as \$80 per employee per course.

Computer Learning Training Centre Hours of Operation

Mondays - Thursdays 9 am - 4 pm
Fridays 9 am - 3 pm

JobStart is a community based, not-for-profit agency helping, experienced workers, newcomers to Canada and youth overcome challenges in order to reach their employment goals.

In order to reserve a spot or make arrangements for group training at *JobStart* please contact *JobStart* and ask for the Computer Learning Training Centre

416-231-2295
ext. 2994

www.jobstart-cawl.org



2930 Lakeshore Boulevard West
(Northeast corner of Lakeshore and Islington)

416-231-2295 Ext 2994
TTY: 416-251-2723
info@jobstart-cawl.org
www.jobstart-cawl.org

Course Summary

Digital Literacy

This e-learning 5 part course is for individuals who do not use a computer on a regular basis and who have little or no understanding of the various features and/or functions. Course content includes computer basics, the Internet, as World Wide Web, productivity programs, computer security & privacy, digital lifestyles.

Computer Fundamentals

This fundamentals course provides a solid foundation in basic computer concepts and essentials of hardware, software, operating systems, the Internet and more.

MS Word

This fundamentals course focuses on how to use a word processor to write and revise a variety of personal and business documents, from simple letters and memos to complex documents containing graphics and tables.

MS Excel

This fundamentals course teaches the basics of spreadsheet concepts including creating worksheets, editing data, charts and graphs, and publishing a spreadsheet to the Web.

MS PowerPoint

This fundamentals course teaches everything you need to know about putting together persuasive electronic presentations, from creating basic slide shows to adding graphics, video, and audio for rich multimedia presentations.

MS Access

This fundamentals course introduces the basics of using a relational database to create tables, forms, and reports.

Web Design Fundamentals

This fundamentals course teaches the basic processes of Web page design, from the basics of HTML to strategies for designing and building a complete Web site.

Upon completion of each course participants will receive a personalized Microsoft Unlimited Potential Certificate and a CD of the course materials for easy reference on the job.



Feedback from Customers

“Liked it so much...I’ll be back”

“...the instructor was extremely helpful...the course was very beneficial”

“This helped me and now I have something to add to my resume.”

“I knew a lot about WORD but learned more...I didn’t even know about.”

“I enjoyed the class and was able to work at my own pace.”

“I can’t think of any way to better the courses...Two thumbs up to JobStart and the Instructors.”

JobStart and the business community working together to build a vibrant and sustainable community

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