

# IMPROVE YOUR COMPUTER SKILLS!

Registration information on reverse side

## Getting Started - Basic \$40

*Basics, Mouse, Settings & more*

- February 6, 8, 13
- March 6, 8, 20

## Getting Started - Advanced \$40

*Files/Folders, Scanning, Programs & more*

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

- March 26, 28, April 4

## Internet/Social Media \$80

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

- April 17, 19, 24, 26

## iPad/iPhone \$40

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

- May 29, 30, 31

## Word 2016 - Level 1 \$80

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

- February 20, 22, 27, March 1
- May 1, 3, 8, 10

## Word 2016 Level 2 \$80

*Headers, Columns, Mail Merge, Tables & more*

- April 3, 5, 10, 12
- May 15, 17, 22, 24

## Word 2016 - Level 3 \$80

*Graphics, Macros, Web-Sites & more*

- January 9, 11, 16, 18
- June 5, 7, 12, 14

## Word 2016 - Level 4 \$80

*Shading, Text Flow, Sorting & more*

- January 23, 25, 30, February 1
- June 19, 21, 26, 28

January 2018 -  
June 2018

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



## Mountain Centre

150 East 5th  
(near Upper James and Fennell)  
FREE Parking available on  
Bruceedale

## Excel 2016 - Level 1 \$80

*Enter info, Format, Formulas, Charts & more*

- March 5, 7, 19, 21
- April 30, May 2, 7, 9

## Excel 2016 - Level 2 \$80

*Filters, Pivot Tables, Formulas, Charts & more*

- April 16, 18, 23, 25
- May 14, 16, 23, 28

## Excel 2016 - Level 3 \$80

*Queries, Subtotals, Macros, Scenarios & more*

- January 8, 10, 15, 17
- June 4, 6, 11, 13

## Excel 2016 - Level 4 \$80

*Web Pages, Importing, Track Changes*

- January 22, 24, 29, 31
- June 18, 20, 25, 27

Go to [stcharles.ca/COMP](http://stcharles.ca/COMP) for  
more information



Hamilton-Wentworth  
Catholic Schools  
*Believing. Achieving. Serving*

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Enrol today . . .

Succeed tomorrow



905.577.0555, Press 5 then 0

[info@stcharles.ca](mailto:info@stcharles.ca)

[www.stcharles.ca](http://www.stcharles.ca)

# IMPROVE YOUR COMPUTER SKILLS!

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

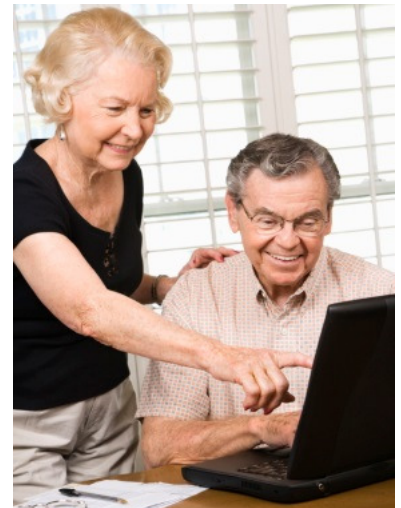
## Payment/Registration Information

- Please sign up and pay **AT LEAST A WEEK BEFORE THE START DATE**
- In person payments only
- CASH ONLY.
- 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. Anyone registered 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***