WorkReady

Computer Basics

FREE 6-WEEK PART-TIME PROGRAM

In this course, you will learn basic computer skills used in the workplace, how to safely navigate the internet, and how to use key features of Microsoft Word to be successful in your employment goals!

Internet Safety

- Learn email etiquette
- Conduct Google searches
- Understand online safety
- Navigate the web

Computer Navigation

- Learn file organization
- Understand general and privacy settings
- Learn file explorer and how to navigate within it

Microsoft Word

- Create tables
- Format images and text
- Modify page layouts
- Print and publish

LOCATIONS

151 Superior Blvd, Unit 19-23, Mississauga, ON L5T 2L1

3 Conestoga Drive, Suite 100, Brampton, ON L6Z 4N5

PROGRAM ELIGIBILITY

- Valid Social Insurance Number (SIN)
- Attained a CLBA 6
- 19 year of age or older
- Successfully complete an intake assessment

CONTACT

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Online: www.palc.ca

New Session Coming Soon! Call for more information

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