

Continuing & Community Education

FREE INTRO TO COMPUTER CLASS

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Inspired education.
Inspiring students.

**EMPLOYMENT
ONTARIO**
Ontario's employment & training network

The OCSB is offering a
Computer Basic Skills course.

What to expect?

- **Computer Basics** - introduction to computer hardware and operating systems, file management, Internet, emailing
- **Software** - introduction to MS Word
- **Security & Responsibility: Digital Citizenship**

Who is this course for?

This course is for you if:

- you are an Ontario resident at least 19 years of age
- you have little or no computer experience



Where is the course offered?

CALDWELL FAMILY CENTRE
1100 Medford St., Unit #20

When does the course run?

September 10 – December 14, 2018
Monday, Wednesday & Friday
9:00 am – 12:00 pm



**OTTAWA
CATHOLIC
SCHOOL BOARD**

For more information call
the Literacy & Basic Skills program **613 224-6281** or
email lbs@ocsb.ca

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