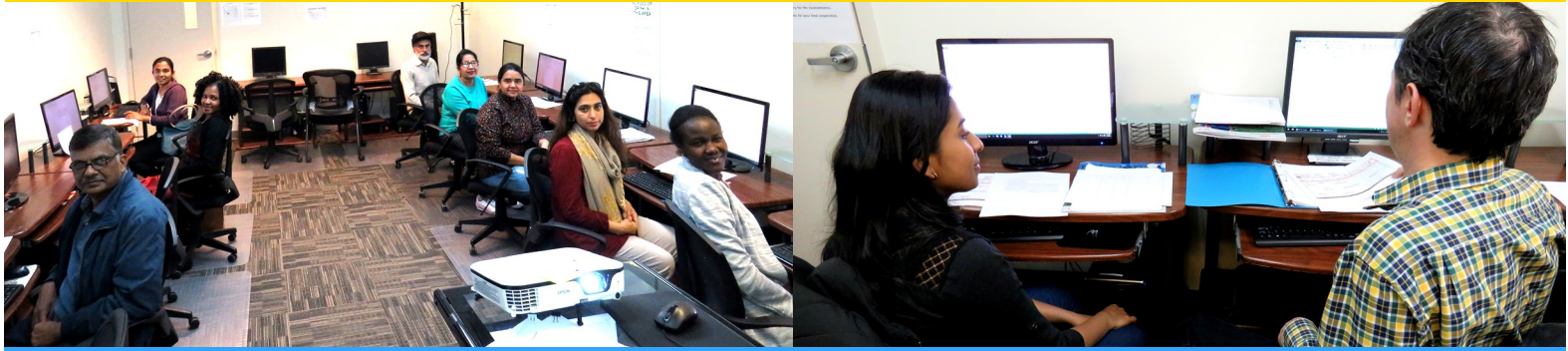




International Women of Saskatoon (IWS)



Computer and Job Skills Training Program

Program Start Date: April 7, 2020

MS Word

- Basic Computer Concepts & Devices
- Understanding Computer Operating Systems & Working with MS Windows
- MS Word: An Overview
- Keyboarding & Typing
- Resume & Cover Letter
- Internet: Concepts & Tools
- Online Job Search Skills
- Career Action Planning

MS Excel

- MS Excel: An Overview
- Understanding & Building Spreadsheets
- Working with Formulas & Functions
- Working with Charts
- Resume & Cover Letter
- Internet: Concepts & Tools
- Online Job Search Skills
- Career Action Planning

Who Can Participate

- Women and men, 18 years and older
- Lived in Saskatchewan for less than 5 years
- Legally entitled to work in Canada (Permanent Resident, Work Permit or Citizen)
- Actively seeking employment
- Minimum CLB 3 achieved (for MS Word)
- Minimum CLB 4 achieved (for MS Excel)

MS Word Class Schedule

(14 Week Sessions)

Class A *Tuesday 9:30am-12:30pm

Class B Saturday 10:00am-1:00pm

*Childminding available

MS Excel Class Schedule

(14 Week Sessions)

Class A *Thursday 9:30am-12:30pm

Class B Saturday 2:00pm-5:00pm

*Childminding available

Funded By:



To register, please contact:

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