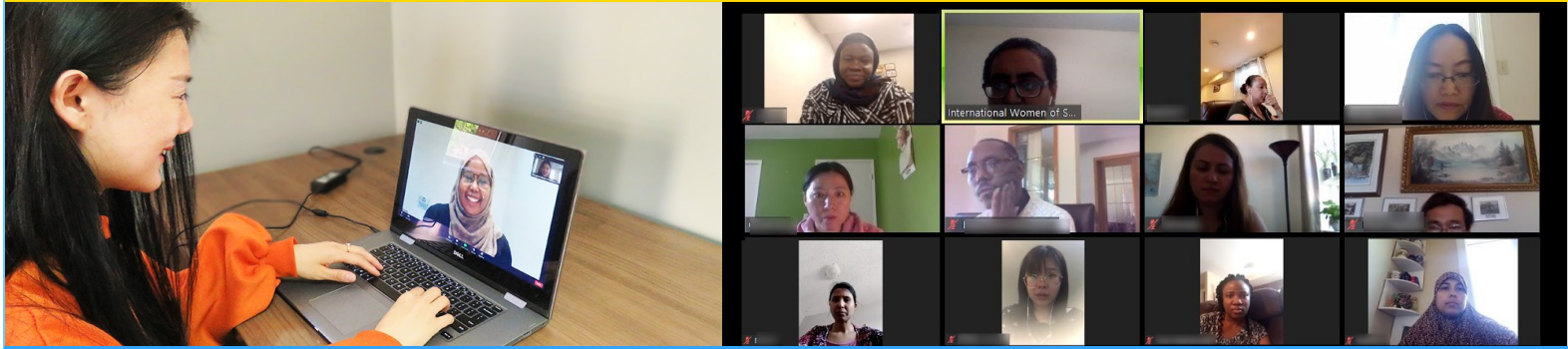




# International Women of Saskatoon (IWS)



## Online Computer and Job Skills Training Program

Program Start Date: November 23, 2021

Interested applicants must have access to:

- |                     |                  |
|---------------------|------------------|
| ⇒ Reliable Internet | ⇒ Web Camera     |
| ⇒ Computer          | ⇒ MS Office 2013 |

### MS Word

#### (Online via ZOOM)

- 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
- Personalized Career Action Planning

### MS Excel

#### (Online via ZOOM)

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

Funded By:



### MS Word Online Schedule

(13 Week Sessions)

- Class A Tuesday 9:30am-12:30pm  
Class B Saturday 10:00am-1:00pm

### MS Excel Online Schedule

(13 Week Sessions)

- Class C Thursday 9:30am-12:30pm  
Class D Saturday 2:00pm-5:00pm

To register, please contact:

Email: [infohub.saskatoon@iwssaskatoon.org](mailto:infohub.saskatoon@iwssaskatoon.org)

Telephone: 306-978-6611 Fax: 306-978-6614 [www.iwssaskatoon.org](http://www.iwssaskatoon.org)