

FREE COMPUTER CLASSES

Hosted by: Brant Skills Centre

Phone: 519-758-1664 E-mail: info@brantskillscentre.org

- Locations:
- St. George - South Dumfries Community Centre - 7 Gaukel Drive
 - Burford Community Centre - 14 Potter Drive, Burford
 - Cainsville Community Centre – 14 Garnet Rd, Cainsville/Brantford
 - Paris - Brant Sports Complex - 944 Powerline Rd., Paris

February

Phone or E-mail Brant Skills Centre to Register

	Monday	Tuesday	Wednesday	Thursday	Class Information
Week 1	13 St. George 2 p.m. – 5 p.m. Computer Basics	14 Burford 9 a.m. – 12 p.m. Computer Basics	15 Cainsville 9 a.m. – 12 p.m. Computer Basics	16 Paris 2 p.m. – 5 p.m. Computer Basics	<ul style="list-style-type: none"> • Windows 7, Windows XP • Learn how to use a computer
Week 2	20 Family Day	21 Burford 9 a.m. – 12 p.m. Internet	22 Cainsville 9 a.m. – 12 p.m. Internet	23 Paris 2 p.m. – 5 p.m. Internet	<ul style="list-style-type: none"> • Finding information using Google and other search engines • Internet shopping • Wikipedia, • Security and safe web browsing
Week 3	27 St. George 2 p.m. – 5 p.m. Internet	28 Burford 9 a.m. – 12 p.m. Internet	29 Cainsville 9 a.m. – 12 p.m. Internet	1 Paris 2 p.m. – 5 p.m. Internet	<ul style="list-style-type: none"> • Job searching • Labour market research • Research online learning opportunities

March

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	Monday	Tuesday	Wednesday	Thursday	Class Information
Week 4	5 St. George 1 p.m. – 4 p.m. Email	6 Burford 9 a.m. – 12 p.m. Email	7 Cainsville 9 a.m. – 12 p.m. Email	8 Paris 2 p.m. – 5 p.m. Email	<ul style="list-style-type: none"> • Create email accounts and contact lists • Send and receive email • Send and receive attachments • And much more
Week 5	12 St. George 2 p.m. – 5 p.m. Social Networking	13 Burford 9 a.m. – 12 p.m. Social Networking	14 Cainsville 9 a.m. – 12 p.m. Social Networking	15 Paris 2 p.m. – 5 p.m. Social Networking	<ul style="list-style-type: none"> • Facebook • Twitter • Blogs • Build a webpage for free
Week 6	19 St. George 2 p.m. – 5 p.m. Microsoft Word	20 Burford 9 a.m. – 12 p.m. Microsoft Word	21 Cainsville 9 a.m. – 12 p.m. Microsoft Word	22 Paris 2 p.m. – 5 p.m. Microsoft Word	<ul style="list-style-type: none"> • Create and save documents (letters, resumes, etc.) • Format documents • Insert graphics/images