

Do you have the computer skills you need for today's workplace?

Computers for Work



This FREE 2 week training session will help you develop the skills needed for success in the workplace.

- Introduction to emails and attaching files
- Internet basics
- Completing online job applications
- Editing documents such as resumes and cover letters
- Self-paced classroom with an Instructor

October 15-26

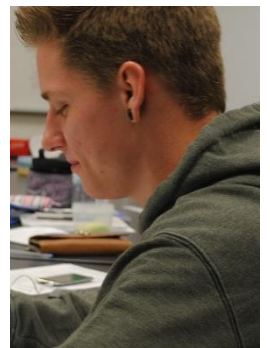
Monday to Friday

9:30am – 1:00pm

Barrie Learning Centre Bayfield Mall

For more information & to register:

705-725-8360 x0



**EMPLOYMENT
ONTARIO**

Ontario's employment and training network.