



Free Computer Courses for Immigrants

Morning Courses: 8:30 a.m.—12 p.m.

Month	Course	Dates	Days
July	Introduction to PowerPoint (14 Hrs)*	Jul 6—Jul 9	Mon—Fri
	Introduction to Windows XP (24 Hrs)	Jul 12—Jul 20	Mon—Fri
	Introduction to Word (24 Hrs)*	Jul 21—Jul 29	Mon—Fri
	Introduction to Excel (24 Hrs)*	Jul 30—Aug 10 No class Aug 2	Mon—Fri
August	Introduction to Outlook (7 Hrs)*	Aug 11—Aug 12	Mon—Fri
	Introduction to Access (24 Hrs)*	Aug 13—Aug 23	Mon—Fri
	Introduction to Windows XP (24 Hrs)	Aug 24—Sep 1	Mon—Fri
September	Introduction to Word (24 Hrs)*	Sep 2—Sep 13 No class Sep 6	Mon—Fri
	Introduction to Excel (24 Hrs)*	Sep 14—Sep 22	Mon—Fri
	Introduction to Windows XP (24 Hrs)	Sep 23—Oct 1	Mon—Fri

Afternoon Courses: 1 p.m.—4:30 p.m.

Month	Course	Dates	Days
July	Introduction to Windows XP (24 Hrs)	Jul 6—Jul 15	Mon—Thu
	Introduction to Word (24 Hrs)*	Jul 19—Jul 28	Mon—Thu
	Introduction to Excel (24 Hrs)*	Jul 29—Aug 11 No class Aug 2	Mon—Thu
August	Intermediate Word (14 Hrs)*	Aug 12—Aug 18	Mon—Thu
	Introduction to Windows XP (24 Hrs)	Aug 19—Aug 31	Mon—Thu
September	Introduction to Word (24 Hrs)*	Sep 1—Sep 14 No class Sep 6	Mon—Thu
	Introduction to Outlook (7 Hrs)*	Sep 15—Sep 16	Mon—Thu
	Introduction to PowerPoint (14 Hrs)*	Sep 20—Sep 23	Mon—Thu
	Introduction to Windows XP (24 Hrs)	Sep 27—Oct 6	Mon—Thu

Evening Courses: 5:30 p.m.—9:00 p.m.

Month	Course	Dates	Days
July	Introduction to Excel (24 Hrs)*	Jul 12—Jul 20	Mon—Fri
	Introduction to Outlook (7 Hrs)*	Jul 21—Jul 22	Mon—Fri
	Introduction to Windows XP (24 Hrs)	Jul 23—Aug 3 No class Aug 2	Mon—Fri
August	Introduction to Word (24 Hrs)*	Aug 4—Aug 12	Mon—Fri
	Introduction to Excel (24 Hrs)*	Aug 13—Aug 23	Mon—Fri
	Introduction to Accpac (24 Hrs)*	Aug 24—Sep 1	Mon—Fri
September	Introduction to Windows XP (24 Hrs)	Sep 2—Sep 13 No class Sep 6	Mon—Fri
	Introduction to Word (24 Hrs)*	Sep 14—Sep 22	Mon—Fri
	Introduction to Excel (24 Hrs)*	Sep 23—Oct 1	Mon—Fri

Weekend Courses: See start times under days

Month	Course	Dates	Days
July	Introduction to Windows XP (24 Hrs)	Jul 11—Aug 15	8:30 a.m.—12:30 p.m. (Sun)
	Introduction to Excel (24 Hrs)*	Jul 17—Aug 21	1 p.m.—5 p.m. (Sat)
	Introduction to Simply Accounting (24 Hrs)*	Jul 31—Sep 4	8:30 a.m.—12:30 p.m. (Sat)
August	Introduction to Publisher (14 Hrs)*	Aug 1—Aug 22	1 p.m.—5 p.m. (Sun)
	Introduction to Outlook (7 Hrs)*	Aug 8—Aug 15	5:30 p.m.—9:30 p.m. (Sun)
	Introduction to Word (24 Hrs)*	Aug 22—Sep 26	8:30 a.m.—12:30 p.m. (Sun)
	Introduction to Access (24 Hrs)*	Aug 22—Sep 26	5:30 p.m.—9:30 p.m. (Sun)
	Introduction to Windows XP (24 Hrs)	Aug 28—Oct 2	1 p.m.—5 p.m. (Sat)
	Introduction to Windows XP (24 Hrs)	Aug 29—Oct 3	1 p.m.—5 p.m. (Sun)
September	Introduction to Windows XP (24 Hrs)	Sep 11—Oct 16	8:30 a.m.—12:30 p.m. (Sat)

Student responsibility: Arrive on time, be committed to the learning process & attend all classes

Courses with an asterisk (*) have a prerequisite. Please see the prerequisite list on the back. For more information contact **Sajid** at 949-5300 Ext. 226 or sajid@epw.ca

Computer Course Description

Participants **must have** a Canadian Language Benchmark Level of **5 or higher**. These classes will help to increase one's employability. EPW reserves the right to reschedule or cancel classes if minimum enrolment is not met.

Introduction to Windows XP (24 Hrs)

This course will teach participants keyboarding techniques and the necessary skills to operate Windows XP. Participants will explore the internet and also learn the basics of emailing.

PREREQUISITES:

None

Introduction to Word (24 Hrs)

This course will teach participants how to create several different documents following the proper formatting procedures.

PREREQUISITES:

Successfully completed *Introduction to Windows XP*
or
Demonstrate competency by completing the EPW computer assessment

Intermediate Word (14 Hrs)

This course will teach participants intermediate techniques.

PREREQUISITES:

Certificate from *Introduction to Word*
or
Demonstrate competency by completing the EPW computer assessment

Introduction to Excel (24 Hrs)

Participants will learn how to use spreadsheets and generate formulas to perform basic calculations as well as formatting and creating charts.

PREREQUISITES:

Successfully completed *Introduction to Word*
or
Demonstrate competency by completing the EPW computer assessment

Intermediate Excel (14 Hrs)

This course will teach participants intermediate techniques.

PREREQUISITES:

Successfully completed *Introduction to Excel*
or
Demonstrate competency by completing the EPW computer assessment

Introduction to Access (24 Hrs)

Participants will learn how to create basic tables, forms, queries and reports.

PREREQUISITES:

Successfully completed *Introduction to Excel*
or
Demonstrate competency by completing the EPW computer assessment

Introduction to PowerPoint(14 Hrs)

This course will teach participants how to create multimedia presentations, and learn the techniques on performing a presentation.

PREREQUISITES:

Successfully completed *Introduction to Word*
or
Demonstrate competency by completing the EPW computer assessment

Introduction to Publisher (14 Hrs)

This course will teach participants how to create materials used for publishing or marketing ads.

PREREQUISITES:

Successfully completed *Introduction to Word*
or
Demonstrate competency by completing the EPW computer assessment

Introduction to Outlook (7 Hrs)

This course will teach participants how to perform common emailing task, manage contacts and set appointments.

PREREQUISITES:

Successfully completed *Introduction to Word*
or
Demonstrate competency by completing the EPW computer assessment

Introduction to Simply Accounting (24 Hrs)

This course will teach participants how to simplify manual accounting practices.

PREREQUISITES:

A passing mark of 75% in the EPW accounting assessment

Introduction to AccPac (24 Hrs)

This course will teach participants how to simplify manual accounting practices.

PREREQUISITES:

A passing mark of 75% in the EPW accounting assessment