LOOKING FOR A JOB?
DO YOU NEED TO LEARN COMPUTER SKILLS?

ORILLIA & DISTRICT LITERACY COUNCIL
705.327.1253
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55 Nottawasaga Street, Orillia L3V 3J5

LEARN COMPUTER BASICS FOR JOB SEARCH
Tuesdays to Thursdays, 1:30 pm – 4:30 pm (start anytime)
Work at your own pace; take as long as you need

COURSE INCLUDES:
• Parts of the computer and what they do
• Creating, saving, printing and formatting Word documents
• Creating and managing email accounts
• Sending email attachments
• Effective internet searches

Please contact your case worker for a referral.
There is a $5.00 charge for a manual and USB drive.