

# Free Computer Job Readiness Workshop



- ✓ Are you returning to work?
- ✓ Are you looking for work for the first time?
- ✓ Do you need to improve your computer skills to find a job?
- ✓ Do you want to improve your confidence?

We offer a **FREE** program designed to prepare you for the world of work.

- ✓ Learn the Essential Skills needed to get and keep a job
  - ✓ Learn how to use the Internet for Job Searching
    - ✓ Improve your Keyboarding Skills
  - ✓ Learn to use Word 2007, Excel 2007

This course is designed for adults with little or no computer experience.



Course is offered at the CAW Workers Adjustment Centre, Riverview Dr., Chatham

Classes will be Tues, Wed and Thurs afternoon from 1:00 pm to 3:45 pm

**The next session begins on Tuesday February 14, 2012**

**For More Information or To Register for This Course**

**Visit the CAW Workers Adjustment Centre**

**Call: 519-360-9595**