

Organization Name and Contacts	Training Description
<p>Winnipeg Harvest (Winnipeg) http://winnipegharvest.org/computer-courses/ 204-982-3663 Ext.442</p>	<p>Variety of computer classes available, including:</p> <ul style="list-style-type: none"> - Microsoft Word – Foundation Level - Microsoft Word – Intermediate Level - Microsoft Excel – Foundation Level - Microsoft Excel – Intermediate Level - Microsoft Outlook - Microsoft PowerPoint - Graphic Design - Microsoft Access – Foundation Level - Microsoft Access – Intermediate Level - Computer Diagnostics - Basic Networking - Web Design
<p>Winnipeg Public Library http://guides.wpl.winnipeg.ca/lynda/computerbasics http://wpl.winnipeg.ca/library/pdfs/atthelibrary16.6.pdf</p>	<ul style="list-style-type: none"> - Computer Basics Level 1 - Computer Basics Level 2 - Computer Basics Level 3 - Email Basics - Internet Basics - Online Job Searching - Word Processing Level 1 - Word Processing Level 2
<p>Immigrant Centre (Winnipeg) http://icmanitoba.com/free-computer-training/</p>	<p>To register you must have a benchmark of at least 3 and come in person 10 minutes before the class you wish to be registered for. Note: <u>No emails and phone calls</u></p> <p>Topics</p> <ul style="list-style-type: none"> - Microsoft Office (Word, Excel, Power Point, Access) - Internet - E-Mail - Skype - Open Office
<p>Computers for Academic Purposes (Winnipeg) http://www.uwinnipeg.ca/gwc/programs-services/computer-classes.html</p>	<p>This course is designed to teach the basic to intermediate computer skills needed in post-secondary education. You will learn Microsoft Word, Excel, and PowerPoint. Classes are held once a week for eight weeks on Saturdays from 9 a.m. - 12 p.m.</p>
<p>Computers for Employment Purposes (Winnipeg) http://www.uwinnipeg.ca/gwc/programs-services/computer-classes.html</p>	<p>Basic to intermediate computer skills needed for the workplace and job search: Microsoft Word, Excel, and PowerPoint. Classes are held once a week for four weeks on Tuesdays from 5 p.m. - 8 p.m. Prerequisite: Computers for Academic Purposes. Recommended high intermediate English level</p>
<p>Success Skills Center (Winnipeg) http://www.successskills.mb.ca/index.html</p>	<ul style="list-style-type: none"> - Simply Accounting - ACCPAC - Canadian Payroll - QuickBooks (fee involved) - AutoCAD (fee involved)
<p>Manitoba Start (Winnipeg) http://www.manitobastart.com/for-immigrants/prepare-for-employment/</p>	<p>Gain valuable skills in Microsoft Office applications for use in the workplace. Refresh or develop your skills in Microsoft Word, Excel, and PowerPoint. Introductory- and intermediate-level skills covered.</p>
<p>WEST Centre (Winnipeg, Winkler, Flin Flon, The Pas, Swan River, Thompson, Brandon, Steinbach) http://www.wem.mb.ca/west_centre_winnipeg</p>	<p>Computer Skills for Work: The Basics offers support for employer referrals and those individuals with a self-identified workplace need. Classes are offered Monday, Tuesday, Wednesday and Thursday from 5 PM to 7:30 PM and on Saturdays from 9:30 AM to noon.</p>

Organization Name and Contacts	Training Description
<p>Opportunities for Employment www.ofe.ca</p>	<p>8-week computer course for social assistance recipients (employment and income assistance). Topics include Windows Operating System, MS Office, the Internet and workshops on communications and other related skills.</p>
<p>PLURI-ELLES http://www.pluri-elles.mb.ca/</p>	<p>This organization provides free employment-related workshops and individualized assistance in French. Workshops include such topics as résumé and cover letter writing, cold calling and networking, job search skills, job interview skills, and basic computer skills</p>
<p>Taking Charge! http://www.takingcharge.org/lab</p>	<ul style="list-style-type: none"> - Computer Lab Classes & Tutorials - AZTEC Learning Software - Intro to Windows - Intro to Word - Advanced Word - Intro to Excel - Intro to PowerPoint - Intro to Internet - Career Cruising
<p>St. Norbert Adult Education Centre www.snaec.ca</p>	<p>Computer training: introduction to computers, keyboarding, Internet and email, word processing, and others</p>
<p>Computers for School Manitoba http://www.cfs1.mb.ca/apply</p>	<p>CFS-MB offers free and low-cost computers to specific client groups to help further educational goals of Manitoban communities. Therefore, only eligible clients can apply for our computers.</p>