

IMMIGRANT SETTLEMENT & INTEGRATION SERVICES



Computer Courses

Courses Descriptions

CLSP 1, 2 & 3 / PALS 1, 2 & 3 / TLP / WSP
For **ISIS** ESL students

Courses:

Microsoft Office Word: 6 Weeks

Learn how to open, save, print, edit and close documents such as resumes, cover letters, reports and homework's. In addition, learn how to perform other formatting such as inserting dates, pictures, page numbers, tabs, tables, etc.

Microsoft Excel: 6 Weeks

Learn how to enter data, use formulas/functions, create and customize spreadsheets in Microsoft Excel

Microsoft PowerPoint: 4 Weeks

Learn how to create slides with texts, graphics and animation on it

Drop-in Class:

Keyboarding / Internet / Emailing

Learn and enhance your typing skills, internet searching and emailing

To register contact:

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Email mcontreras@isisns.ca

To register on line click on the link:

http://www.isisns.ca/wins_chebuctoclasssignup.php

F E B R U A R Y 2 0 1 0					
	Monday	Tuesday	Wednesday	Thursday	Friday
Week 5	1 CLSP 2 9:00 – 11:45 CLSP 2 12:30 – 2:30 Keyboarding / Internet / Emailing 2:45 – 3:45	2 Excel 1:00 – 2:30 Word 2:45 – 4:00	3 PALS 2 9:00 – 10:10 WSP 10:30 – 11:45 CLSP 3 12:30 – 2:30	4 Excel 1:00 – 2:30 Word 2:45 – 4:00	5
	8 CLSP 1 9:00 – 11:45 CLSP 1 12:30 – 2:30 Keyboarding / Internet / Emailing 2:45 – 3:45	9 Excel 1:00 – 2:30 Word 2:45 – 4:00	10 CLSP 3 9:00 – 11:45 TLP 12:30 – 1:30 PALS 1 1:40 – 2:30	11 PALS1 10:30 – 11:45 Excel 1:00 – 2:30 Word 2:45 – 4:00	12 PALS 3 1:40 – 2:30
Week 6	15 CLSP 2 9:00 – 11:45 CLSP 2 12:30 – 2:30	16	17 PALS 2 9:00 – 10:10 WSP 10:30 – 11:45 CLSP 3 12:30 – 2:30	18	19
	22 CLSP 1 9:00 – 11:45 CLSP 1 12:30 – 2:30	23 Word 1:00 – 2:20	24 CLSP 3 9:00 – 11:45 TLP 12:30 – 1:30 PALS 1 1:40 – 2:30	25 PALS1 10:30 – 11:45 Word 1:00 – 2:20	26 PALS 3 1:40 – 2:30
Week 1					