

FREE Computer Training

Introduction to Information Technology

This course is for anyone who has little or no computer experience. Learn about today's technology and how to use it. (grade 10 course)

Topics include:

- Understanding computer hardware and software.
- Accessing information through E-mail and the Internet.
- Using Windows and Word to create a variety of documents.
- Using Multimedia software, including scanning and digital photos.

Improve your keyboarding, learn to how to save on CD's and other drives, scan and send photos and create simple web pages. Expect some homework.

Non-grads will receive credit for a grade 10 applied skills.

- Tues & Thur Mar 30 - June 29
6:30 - 9 pm 120-10w-in10

Classes are located in Room 204 at WestShore Centre, 814 Goldstream Ave.

Students who wish to enrol in the Introduction to Information Technology, Business Information Management and Business Computers courses are required to meet with the WestShore Centre academic advisor to complete a personal learning plan. Call 250-391-9002 to make an appointment. Registration cannot be done over the phone for these courses.

Business Information Management

This course focuses on communication and presentation skills for the workplace. Learn wordprocessing and desktop publishing skills to create letters, memos and brochures. Demonstrate proficiency in keyboarding and practice ethical and productive records management skills. (4-credit grade 12)

Topics include:

- Standard record management procedures to meet employment standards.
- Communication methods and strategies as applied to fax, email, telephone, written document.
- Use the Internet to research business information and summarize with a presentation.

This course includes a number of projects and assignments that will be assigned as out of class work. Students who do not have access to a computer or the Internet at home can make arrangements for computer access in our Storefront classroom

- Mon Feb 1 - May 3
4 - 6 pm 120-10w-bim12m
- Wed Mar 17 - June 2
6:30 - 9 pm 120-10w-bim12w

How can we provide free courses?

The Education Guarantee through the Ministry of Education requires that School Districts provide all Ministry approved educational programs tuition-free to all learners who are a Canadian citizen or landed immigrant. The grade 10, 11 and 12 courses being offered all follow the Ministry guidelines and are instructed by BC College of Teachers certified teachers. There are Short Computer Courses with fees. These course are registered under the Private Career Training Institutions Agency.

Business Computers

Learn to use email and the Internet to complete business tasks. Create documents with Word and Excel. Learn to apply desktop publishing and presentation software in various business situations. (4-credit grade 12)

Topics include:

- Computer Basics: Includes file management, Windows, and customizing the desktop and control panel.
- Wordprocessing: Learn to use Word to create and edit documents. Apply and remove text enhancements, margins, tabs, bullets and headers and footers.
- Internet Basics: Learn to navigate the Internet and use email.
- Spreadsheets: learn to format and edit a spreadsheet. Understand spreadsheet functions and formulas.
- Powerpoint and Desktop Publishing: Create slide presentations and compose newsletters and posters.

Expect some homework.

Non-grads will receive credit for a grade 12 applied skills.

- Tues & Thur Feb 2 - June 15
3:30 - 5:30 pm 120-10w-dm12
- Sat Feb 6 - May 15
9 - 11:30 am 120-10w-dm12s

Short Computer Courses

These courses focus on the specific software and related skills. Instructors have their Provincial Instructors Diploma and have extensive experience in the applications taught.

Computer Basics

Customize your desktop, activate programs, save and organize files. Take a look at the Internet. This course is for beginners or near beginners.

Instructor: Chris Motherwell

- 10 hours Fee: \$150
- Sat Feb 20 & Feb 27 9 am - 3 pm
124-09cb-5
- Tue/Thur Apr 27 - May 6 6:30 - 9 pm
124-10cb-1

Personal Computers for Beginners

No previous experience required! Learn about the computer and how it works in this no-pressure, slow-paced course. Focus is on the Internet, Windows desktop and email. 10% discount for seniors.

- 10 hours Fee: \$139 + gst
- Mon, Tue, Wed, Thur Mar 8 - Mar 11
9 - 11:30 am 122-10pc-1

Word 2007 Basics

Learn how easy it is to create, format and edit documents to produce professional looking letters. *Prerequisite: Basic computer experience*

Instructor: Chris Motherwell

- 10 hours Fee: \$150
- Mon & Wed Feb 1 - Feb 10 6:30 - 9 pm
124-10wb-1
- Sat Apr 10 & Apr 17 9 am - 3 pm
124-10wb-2

File Management - Getting Rid of the Clutter

Learn how easy it is to create, format and edit documents to produce professional looking letters. *Prerequisite: Basic computer experience*

- 3 hours Fee: \$45
- Sat Mar 6 9 am - noon 124-10fm-1

Digital Photos with Photoshop Elements

Turn any photo into a great image. Touch up and create and use Catalogs to systematically manage and keep track of your photos with ease.

Prerequisite: Basic computers skills

Instructor: Chris Motherwell

9 hours **Fee: \$125**

- Sat Jan 16 - Jan 23 9 am - 2:30 pm
124-10pe-1

Excel 2007 - Level 1

Spreadsheets are invaluable for organizing information and data. Learn the fundamentals of creating and editing. Apply formulas and functions to do a variety of calculations. Produce and print charts. *Prerequisite: Basic computer skills*

15 hours **Fee: \$225**

- Sat Jan 30 - Feb 13 9 am - 3 pm
124-10ex-1
- Sat Mar 13 - Mar 27 9 am - 3 pm
124-10ex-1
- Tue & Thur May 11 - May 27 6:30 - 9 pm
124-10ex-2

Simply Accounting 2009

Learn the basics of Simply Accounting needed to set up and enter your data on your computer. Prepare: sales and purchase invoices, payroll data, payment processing and financial statements. This is a hands on course with a manual included. *Prerequisite: Bookkeeping and basic computer skills*

Instructor: Chris Motherwell

15 hours **Fee: \$225**

- Mon & Wed Feb 17 - Mar 3 6 - 9 pm
124-10saf-1

(This is the second part of the Bookkeeping Foundations)

Can't find the application course you need?

Try an online course.

Courses start every month.

12 lessons over 6 weeks

Take courses in:

- Access - Intro & Intermediate
- Excel - Intermediate & Advanced
- Word - Intermediate & Advanced
- Photoshop CS and more

Check out the select of online courses at

www.ed2go.com/cec

Bookkeeping Foundations with Simply Accounting

Learn how to cope with the bookkeeping demands of a small business. Explore the concepts and application of both manual and computerized bookkeeping through relevant, practical exercises and projects. Learn Simply Accounting. Understand how ledgers and journals work. Work through GST and payroll. Process accounts payable and receivable and print financial reports. Expect homework. Text: Basic Bookkeeping - An Office Simulation (\$95) *Prerequisites: Grade 10 Math or equivalent and computer experience.*

Instructor: Kerry Hall-Jardine

45 hours **Fee: \$549 + book (\$85)**

- Mon & Wed Jan 13 - Mar 3
6 - 8:30 pm 123-10bkf-1

WestShore Centre for Learning & Training, part of School District 62, has been providing academic courses and grade 12 completion, computer and job-skills training since 1986.

Our mission is to facilitate client growth and success through effective and accessible education, training and employment programs and services. WestShore Centre for Learning & Training is a school with Sooke School District 62 and registered with PCTIA. (Private Career Training Institutions Agency)



WestShore Centre for Learning & Training

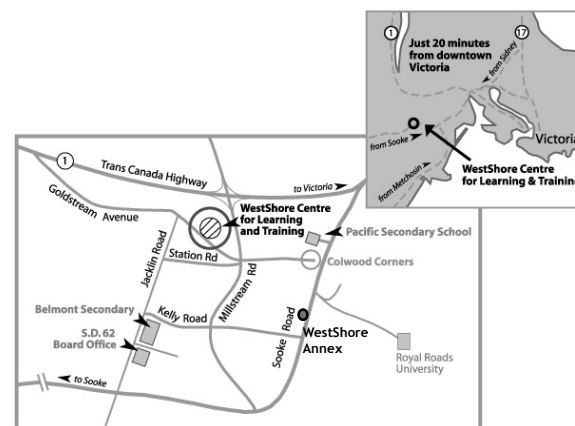
is now located in downtown Langford at
814 Goldstream Avenue.

Phone: **391-9002**

Fax: **391-9007**

E-mail: learnforlife@sd62.bc.ca

Website: www.westshorecentre.com



Computer Training in WestShore



Winter 2010



391-9002

Continuing Education
School District #62