



We believe that the way to become a "computer practitioner" is to use one! That is why over 95% of your time is spent "hands on" with a computer, not with a textbook.

Workshops are offered in Beginner and Intermediate levels in both six and twelve week formats. The six week programs are designed for people with some computer knowledge.

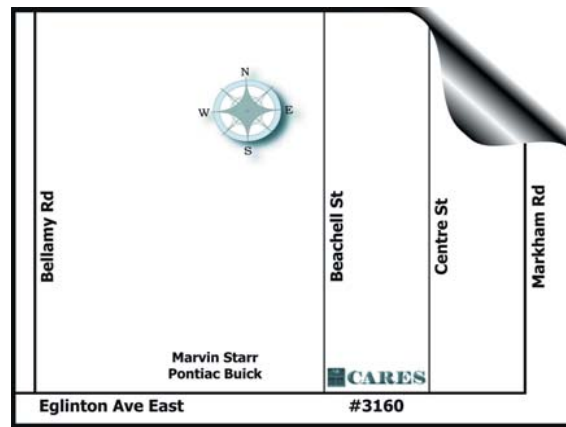
Workshop groups are limited to ten participants to ensure you receive individualized assistance. The computer workshop are scheduled to complement other programming at CARES.

In addition, you may qualify to receive a donated and refurbished computer for your personal use to continue honing your new computer skills! See us for complete details.

CARES offers Computer Workshops as a "standalone" program or as part of a further education or employment readiness package. Our GED Prep Program (high school diploma) and JumpStart! Program (lifeskills/pre-employment) complement Computer Workshops to prepare you for further education or employment.



To enroll please contact us at:
416.266.7900
 or
 by email at
computers@thecentrecares.com



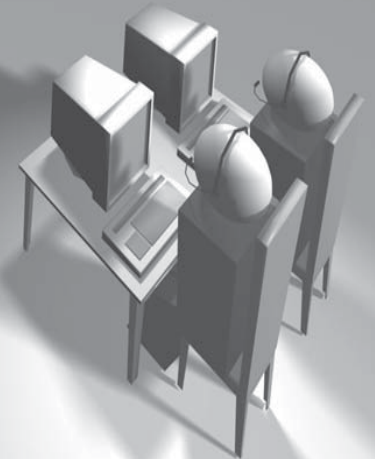
TTC Stop at the door
 Take any #86 or #116 bus from
 Kennedy Subway Station.
Free Parking

3160 Eglinton Ave East, 2nd Floor
Scarborough, ON M1J 2H4
Phone: 416.266.7900 Fax: 416.266.7910

Visit our website
www.thecentrecares.com
 for more information about all programs
 and services offered at CARES.

Computers @ CARES

Computer Workshop Program



WHAT IS COVERED

BEGINNER WORKSHOPS

- ◉ Introduction to Windows
- ◉ How to use Menus & Toolbars
- ◉ Managing Files
- ◉ Intro to Microsoft Office
- ◉ Internet Basics
- ◉ Setting up your email

INTERMEDIATE WORKSHOPS

- ◉ More about the Windows operating system
- ◉ How to use Menus & Toolbars effectively
- ◉ Managing files, folders & directories
- ◉ In-depth Microsoft Office
- ◉ Advanced Internet techniques
- ◉ How to use email effectively

MAINTENANCE WORKSHOPS

- ◉ How to keep your computer in top shape, the easy way
- ◉ How to avoid viruses, worms & other "computer killers"



Taming the fearsome mouse!



"This wasn't so hard!"



Computer Workshops in our ERC are limited to ten people per workshop. You get lots of individual help!



Workshop facilitators help you with the hard parts!



Learn on computers that are used in schools & businesses in today's world.



"High Tech" students!