

COMPUTER SKILLS TRAINING

This section lists organizations that offer stand-alone computer skills training. Note that many other training programs offer computer skills training as part of a training-for-work program.

Academy of Learning – High River

#2, 28 – 12 Ave. SE, High River, AB T1V 1T2

www.academyoflearning.ab.ca

Computer Courses

Email:

academyoflearning@highriver.net

Mon – Thurs: 8:00 am – 5:00 pm

Fri: 8:00 am – 3:00 pm

Continuous Intake

Computer Courses offered:

- Introduction to Personal Computers
 - Windows XP
 - Introduction to the Internet
 - MS Word 2007 (Beginner, Intermediate & Advanced)
 - MS Excel 2007 (Beginner, Intermediate & Advanced)
 - MS Access 2007 (Beginner & Advanced)
 - MS Powerpoint 2007 (Beginner & Advanced)
 - MS Outlook 2007 (Beginner & Advanced)
 - MS Publisher 2003
 - Quickbooks Premier 2010
 - Simply Accounting Premium 2010
 - Adobe Illustrator
 - Adobe Photoshop
 - Keyboarding (Basic, Beginner, Intermediate & Advanced)
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Calgary Catholic Immigration Society (CCIS)

3rd Flr., 120 - 17 Ave. SW, Calgary, AB T2S 2T2

www.ccis-calgary.ab.ca

Computer Training for Employment

3rd Flr., 120 - 17 Ave. SW

Calgary, AB T2S 2T2

Contact: Christine Suela,

Computer Training

Coordinator

Ph: 403-817-6477

E mail: hoc@ccis-calgary.ab.ca

www.ccis-calgary.ab.ca

Continuous Intake

Schedules:

Mon & Wed 6:00 pm – 9:00 pm

Tues & Thurs 6:00 pm – 9:00 pm

Sat 9:00 am – 3:00 pm

This program provides low cost training and high quality instruction. It is instructor-led hands-on computer training. Courses are designed for all adults (18 years old and above) to assist them in upgrading their job skills and is primarily for low-income Canadians and Newcomers. Subsidized and customized computer courses are also available.

Computer Courses offered:

- Introduction to Computers
 - Windows XP and Internet/Email
 - MS Word(Foundation)
 - MS Excel (Foundation)
 - MS Access (Foundation)
 - MS Office – Word, Excel and Access (Advanced)
 - MS PowerPoint
 - MS Publisher
 - Keyboarding
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Calgary Drop-In Centre Society – Computer Learning Centre

423 - 4 Ave. SE, Calgary, AB T2G 0C8

Ph: 403-699-8281

Email: clc@thedi.ca

www.thedi.ca

Computer Courses

Get connected to the information highway and improve your skills through the free computer courses offered.

- Year-round classroom teaching by experienced instructor.
- Respective and supportive learning environment with one-on-one tutoring.
- Training provided in Microsoft Windows, Microsoft Office, E-mail and the Internet.
- Learn how to build and repair computers.

Calgary Immigrant Educational Society (CIES)

1723 – 40 St. SE, Calgary, AB T2A 7Y3

www.immigrant-education.ca

Basic Computer (funded by Calgary Learns)

Ph: 403-235-3666

Fax: 403-272-7455

Contact: Amie Lo, Office
Manager

Email:

[manager@immigrant-
education.ca](mailto:manager@immigrant-education.ca)

Continuous Intake

This “Computer Technology Made Practical” 30-hour program covers components of computer, beginning typing, Windows XP, MS Word XP and Internet. Cost: \$75.

Computer Programs

Contact Name: Nouredine
Bouissoukrane, Manager

Ph: 403-235-3666

Email:

[employment@immigrant-
education.ca](mailto:employment@immigrant-education.ca)

Intakes ongoing

Computer Courses include:

- Basic Computer (30 hrs): Components of Computers, Basic Computer Concepts, Windows OS, MS WordPad, Introduction to the Internet, Electronic Mail.
 - Microsoft Word & Microsoft Excel (30 hrs)
 - PowerPoint & Access (30 hrs): Create different types of presentation using PowerPoint, Create and Manage MS Access Database
- Subsidized fees are available.

MS Word and Excel XP Program (funded by Calgary Learns)

Ph: 403-235-3666

Fax: 403-272-7455

Contact: Amie Lo, Office
Manager

Email:

[manager@immigrant-
education.ca](mailto:manager@immigrant-education.ca)

Continuous Intake

This 30-hour program covers MS Word and Excel XP and is designed for students, immigrants and all other Canadians. It will enable students and workers to enhance their skills or reenter the work force. Seniors who have a personal interest are welcome. Cost: \$120.

MS Access and PowerPoint XP

Ph: 403-235-3666

Fax: 403-272-7455

Contact: Amie Lo, Office

Manager

Email:

manager@immigrant-education.ca

Continuous Intake

This 30-hour program covers how to create and manage a database using Access and create different types of presentations using PowerPoint.
Cost: \$120.

Calgary Immigrant Women's Association (CIWA)

#200, 138 - 4 Ave. SE, Calgary, AB T2G 4Z6

Ph: 403-263-4414

Fax: 403-264-2914

Email: employmentservices@ciwa-online.com

www.ciwa-online.com

Computer Training for Beginners, Intermediate and Advanced Users

Provides immigrant women with the opportunity to enhance their computer skills through a series of customized courses. Classroom-based instructions will help participants progress from beginner to intermediate and advanced levels.

Calgary Public Library

www.calgarypubliclibrary.com

Computer Help

Ph: 403-260-2782 or

Drop-In

One-on-one help is provided with basic computer questions. Volunteers can assist with concerns such as setting up email accounts, working with Microsoft documents or attaching and printing files. Free service with a library card.

Central, Main Flr	Thurs 11:30 am – 1:30 pm	Louise Riley	Mon 2:00 pm – 4:00 pm
Central, Main Flr	Tues 6:00 pm – 8:00 pm	Saddletown	Thurs 6:30 pm – 8:30 pm
Central, 3 rd Flr	Thurs 6:00 pm – 7:45 pm	Signal Hill	Wed 6:30 pm – 8:30 pm
Central, 3 rd Flr	Sat 11:00 am – 1:00 pm	Southwood	Wed 2:00 pm – 4:00 pm
Country Hills	Wed 2:00 pm – 3:30 pm	Thorn-Hill	Thurs 10:00 am – 12:00 pm
Fish Creek	Wed 6:30 pm – 8:30 pm	Village Square	Thurs 6:00 pm – 8:00 pm
Forest Lawn	Tues 6:00 pm – 7:30 pm		

Central Library Learning Lab

3 Flr., 616 MacLeod Tr. SE
Calgary, AB

Ph: 403-260-2782

Individual and group assistance is offered in essential skills training with a special focus on job-related activities in a dedicated computer lab. Short courses are offered on Microsoft applications, basic computer training, social media, job searching techniques and small business research.

Introductory Computer and Internet Courses

Introductory computer and Internet courses are offered throughout the year. Programs are listed in the Adult Programs Guide and may also be accessed from the Library's homepage by clicking on the Programs link.

CNIB – Canadian National Institute for the Blind

15 Colonel Baker Place NE, Calgary, AB T2E 4Z3

www.cnib.ca

CNIB - Computer Training

Ph: 403-266-8831

Computer training with the following accessible software is available to anyone who is registered with CNIB:

- JAWS: A screen reading program.
- ZoomText: A screen magnification program.
- Microsoft Windows 2007: Introduction to and basic understanding of the operating system in areas of files and folders and settings user accounts.
- Microsoft Office Word 2007: A basic understanding of the working of MS Word such as formatting, cut, copy and paste. Advanced training is available upon request.
- Microsoft Outlook 2007: How to access email, format, send and receive mail, how to create folders and set up accounts. More advanced training is available upon request.
- Internet Explorer 8 and 9: How to use accessible software such as ZoomText and/or JAWS. Learn how to surf the web, download material and effective terms for searching, reading and researching information.

Women in Need Society of Calgary Head Office (WINS)

#1, 3525 – 26 Ave. SE, Calgary, AB T2B 2M9

Ph: 403-255-5102

Email: reception@womeninneed.net

www.womeninneed.net

Family Resource Centres (FRCs)

WINS operates three part-time Family Resource Centres (FRCs) which are located in subsidized housing complexes. Through these FRCs, women gain access to resources in their local community by:

- Providing education and training in a wide variety of life and family skills, such as parenting, literacy, ESL and **basic computer skills**. Helping women to build these skills is a key step in moving toward self-sufficiency.
- Working not only with women, but their children as well. Through the Stepping Stones program, young children learn the basic skills needed to successfully enter elementary school.
- Providing Girl Talk and Boy Talk programs bringing pre-teen children together to talk about topics important to them in a positive, respectful environment.