

# ESSENTIAL SKILLS WORKSHOPS

## Computer Essentials for Employment

NEW!

Exploring the Basics to take your Employment-based Computer Skills to the next level!

**June 27<sup>th</sup>: Computer Essentials & LBS Workshops Info Session  
and In-person Registration Session (Oshawa Campus)**

**July 4<sup>th</sup>:** Introduction

**July 11<sup>th</sup>:** Operating Systems & File Management

**July 18<sup>th</sup>:** Professional Email & Safe Internet Use

**July 25<sup>th</sup>:** Social Media and Information in the Digital World

**August 8<sup>th</sup>:** Microsoft Word

**August 15<sup>th</sup>:** Microsoft PowerPoint

**August 22<sup>nd</sup>:** Microsoft Excel

### WHAT YOU NEED TO KNOW...

- The Workshop is scheduled from **2:00 to 4:30 p.m. every Monday**, located in **Room CFCE 218** at Durham College's Oshawa campus – 2000 Simcoe St. N.
- **Please note that you may find details regarding Durham College's COVID policy:** <https://durhamcollege.ca/information-regarding-novel-coronavirus/coming-to-campus>
- Learners who meet the program eligibility requirements will be required to complete a brief **Entry Assessment** to ensure the content difficulty is suitable for their current skill levels prior to registering
- Registration is completed for the workshop in its entirety; and must be completed either at the In-Person Registration Session on June 27<sup>th</sup> or virtually/in person prior to the Introduction Module on July 4<sup>th</sup>.
- All programming is funded by the Ontario Ministry of Labour, Training & Skills Development and is **FREE** of charge

**For more information or registration please contact our Facilitator team at:**  
[EssentialSkills@durhamcollege.ca](mailto:EssentialSkills@durhamcollege.ca)

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