Employment Soft Skills

Computer-based training material are available on the following topics. An assessment process will guide you in the selection of your personal areas of study.

Positive Thinking
Health and Appearance
Effective Speaking
Listening Skills
Relating to Others
Following Directions
Dealing with Supervisors
Time Management
Team Work
Decision Making
Working Productively
Managing Emotions
Correct Work Behavior
Customer Service
Effective Work Techniques
Reading for Work
Writing for Work

Employment Essential Skills

An integrated computer-based training program in essential skills for employment. This program will assist in upgrading reading, writing, numeracy and critical thinking skills related to employment.

"Next Steps" to Employment

An informational package of local employment services and resources.

Hours

Monday	9:00a.m. to 5:00p.m.
Tuesday	9:00a.m. to 9:00p.m.
Wednesday	9:00a.m. to 9:00p.m.
Thursday	9:00a.m. to 9:00p.m.
Friday	9:00a.m. to 1:00p.m.

Notes

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Literacy Council York-Simcoe

Literacy Council York-Simcoe
1100 Gorham Street, Suite 15
Newmarket, Ontario L3Y 8Y8

Phone: 905.853.6279
Fax: 905.836.7323
Email: info@lcys.ca
Web: www.lcys.ca

Employment Computer Skills, Soft Skills & Essential Skills

LCYS

Improving Lives Through Literacy

Literacy Council York-Simcoe
www.lcys.ca

Jan, 2012

Employment Computer Skills

Introductory Courses

Introduction to Computer Basics

This course is an introduction to basic computer skills. Topics include: an explanation of programs and operating system, common elements, menus, windows, icons, buttons, lists and text boxes.

PC100XP

Introduction to Computer Components

This course will help the beginner and advanced user to use computers more effectively by explaining hardware, software and networking.

PC101XP

Introduction to Computer Operations

This essential course, for beginner and intermediate users, deals with the most important part of computer operations: the file system. Topics include: opening, saving, printing, window explorer, backups and properties.

PC110XP

Internet Courses

Exploring the Web

This course teaches the basic concepts and skills needed for working with the World Wide Web. Topics include: internet software, organizing favorites, customizing Internet Explorer and internet security.

PC135XP

E-Mail Basics

This course teaches the basic concepts and skills needed for using e-mail. Topics include: reading, viewing, composing, sending e-mail, attachments, address book and organizing your mail.

PC136XP

Microsoft Office 2003 / 2007 Courses

Microsoft Word - Basics

This course provides the essential word processing skills for creating everyday documents using MS Word. Topics include: creating, formatting, printing, fonts, tools and time saving tips.

PC140-2003   PC140-2007

Microsoft Word - Intermediate 1

An intermediate course in word-processing that will enable a user to enhance any document. Topics include: line and character spacing, adding bullets and numbers, inserting and Indenting paragraphs, adding page breaks and pictures.

PC141-2003   PC141-2007

Microsoft Word - Intermediate 2

Topics in this course include text borders and shading, graphics, tables, creating styles and themes, auto correct functions and other great ways to enhance your document.

PC142-2003   PC142-2007

Microsoft Excel - Basic

This course will introduce you to the most widely used application of computers, the spreadsheet. It will provide you with the basic skills needed to use spreadsheets.

PC150-2003   PC150-2007

Microsoft Excel- Intermediate 1

This course will help you become efficient at spreadsheets, by giving you the skills for entering and editing data, making complex calculations and organizing multiple spreadsheets.

PC151-2003   PC151-2007

Microsoft Excel - Intermediate 2

This course will give you the skills you need to create and organize great looking spreadsheets. Topics include: sorting data, charts and pictures, headers and footers, page breaks and advanced functions.

PC152-2003   PC152-2007

Microsoft PowerPoint - Basic

This course will introduce you to the basics of using MS PowerPoint . Topics include: the elements of PowerPoint, creating, saving and opening a presentation, editing a presentation and previewing a presentation.

PC160-2003   PC160-2007

Microsoft PowerPoint - Intermediate

This course will teach you various skills needed for creating well-organized, attractive presentations. Topics include: adding text boxes, working with tabs, adding footers, inserting pictures/tables, using templates and other advanced functions.

PC161-2003   PC161-2007

A Better Education   A Better Job   A Better Life