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 - Calgary Northeast and Calgary South
http://www.academyoflearning.com

Computer Courses
Academy of Calgary Northeast
#260, 495 – 36 St. NE
Calgary, AB T2A 6K3
Ph: 403-569-8973
Email: calgaryne@academyoflearning.ab.ca

Academy of Calgary South
#220, 8228 McLeod Tr. S
Calgary, AB T2H 2B8
Ph: 403-252-8973
Email: calgarys@academyoflearning.ab.ca

Computer Courses offered:
- Introduction to Personal Computers
- Windows
- Word
- Excel
- Access
- PowerPoint
- Outlook
- Publisher
- Quickbooks
- Simply Accounting
- Photoshop
- Keyboarding

Computer Courses offered:
- Introduction to Personal Computers
- Windows
- Introduction to the Internet
- Word
- Excel
- Access
- PowerPoint
- Outlook
- Publisher
- Quickbooks
- Simply Accounting
- Adobe Illustrator
- Adobe Photoshop
- Keyboarding

Academy of Learning - High River
#2, 28 – 12 Ave. SE, High River, AB T1V 1T2
http://www.academyoflearning.com

Computer Courses
Ph: 403-652-2116
Email: academyoflearning@highriver.net
Mon-Thur: 8:00 am – 5:00 pm
Fri: 8:00 am – 3:00 pm
Continuous Intake
Bow Valley College - Airdrie Campus

#121, 104 – 1 Ave. NW, Airdrie, AB T4B 0R2
www.bowvalleycollege.ca/airdrie

**Continuing Education**  
Contact: Cheryl Zacher, Regional Campus and Learner Administrator  
Ph: 403-355-1910  
Email: byvcairdrie@bowvalleycollege.ca  
Intake: Contact for Information

**Non-Credit Computer Applications**  
- Computer Basics  
- Microsoft Word 2010 - Introduction  
- Microsoft Excel 2010 - Introduction  
- Microsoft Word 2010 - Intermediate  
- Microsoft Excel 2010 - Intermediate  
- Microsoft Excel 2010 - Advanced  
- Microsoft Excel 2010 – Advanced  
- Microsoft PowerPoint 2010  
- Keyboarding

**Non-Credit Executive Assistant Training**  
- Basic Administration  
- Financial Accounting Level 1  
- Simply Accounting Level 1  
- Financial Accounting Level 2  
- Simply Accounting Level 2  
- Quickbooks - Introduction

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Bow Valley College - Bow Corridor

**Computer Courses**  
Bow Valley College  
Canmore  
#105, 800 Railway Ave.  
Canmore, AB T1W 1P1  
Ph: 403-678-3125

Bow Valley College Banff  
Lower Level Banff YWCA  
102 Spray Ave.  
Banff, AB  
Ph: 403-760-2485

**Computer Courses Offered:**  
- Computer Basics/Windows 7  
- Keyboarding  
- Word 2010 Intro & Intermediate  
- Excel 2010 Intro & Intermediate  
- PowerPoint  
- Simply Accounting

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Bow Valley College - Cochrane Campus

209 – 2 Ave. W, Cochrane, AB T4C 1B2  
www.bowvalleycollege.ca/cochrane

**Continuing Education**  
Contact: Katie Ottenbreit, Regional Campus and Learner Administrator  
Ph: 403-851-2969  
Email: byvccochrane@bowvalleycollege.ca  
Intake: Contact for Information

**Non-Credit Computer Applications**  
- Computer Basics  
- Microsoft Word 2010 - Introduction  
- Microsoft Excel 2010 - Introduction  
- Microsoft Word 2010 – Intermediate  
- Microsoft Excel 2010 - Intermediate  
- Microsoft Excel 2010 - Advanced  
- Microsoft Excel 2010 – Advanced  
- Microsoft PowerPoint 2010  
- Keyboarding

**Non-Credit Executive Assistant Training**  
- Basic Administration  
- Financial Accounting Level 1  
- Simply Accounting Level 1  
- Financial Accounting Level 2  
- Simply Accounting Level 2  
- Quickbooks - Introduction
Bow Valley College – High River Campus
2 Flr, 710 Centre St. SE, High River, AB T1V 0H3
www.bowvalleycollege.ca/foothills

Continuing Education
Contact: Janice Jones, Regional Campus and Learner Administrator
Ph: 403-441-2399
Email: bvcfoothills@bowvalleycollege.ca
Intake: Contact for Information

Non-Credit Computer Applications
- Computer Basics
- Microsoft Word 2010 - Introduction
- Microsoft Excel 2010 - Introduction
- Microsoft Word 2010 - Intermediate
- Microsoft Excel 2010 - Intermediate
- Microsoft Excel 2010 - Advanced
- Microsoft Word 2010 - Advanced
- Microsoft PowerPoint 2010
- Keyboarding

Non-Credit Executive Assistant Training
- Basic Administration
- Financial Accounting Level 1
- Simply Accounting Level 1
- Financial Accounting Level 2
- Simply Accounting Level 2
- Quickbooks - Introduction

Bow Valley College – Okotoks Campus
11 Elizabeth St., Okotoks, AB T1S 1A8
www.bowvalleycollege.ca/foothills

Continuing Education
Contact: Lindsey Lattoni, Regional Campus and Learner Administrator
Ph: 403-476-2233
Email: bvcfoothills@bowvalleycollege.ca
Intake: Contact for Information

Non-Credit Computer Applications
- Computer Basics
- Microsoft Word 2010 - Introduction
- Microsoft Excel 2010 - Introduction
- Microsoft Word 2010 - Intermediate
- Microsoft Excel 2010 - Intermediate
- Microsoft Excel 2010 - Advanced
- Microsoft Word 2010 - Advanced
- Microsoft PowerPoint 2010
- Keyboarding

Non-Credit Executive Assistant Training
- Basic Administration
- Financial Accounting Level 1
- Simply Accounting Level 1
- Financial Accounting Level 2
- Simply Accounting Level 2
- Quickbooks - Introduction

Bow Valley College – Strathmore Campus
85 Lakeside Blvd., Strathmore, AB T1P 1A1
www.bowvalleycollege.ca/strathmore

Continuing Education
Contact: Lilian Au, Regional Campus and Learner Administrator
Ph: 403-462-2550
Email: bvcsstrathmore@bowvalleycollege.ca
Intake: Contact for Information

Non-Credit Computer Applications
- Computer Basics
- Microsoft Word 2010 - Introduction
- Microsoft Excel 2010 - Introduction
- Microsoft Word 2010 - Intermediate
- Microsoft Excel 2010 - Intermediate
- Microsoft Excel 2010 - Advanced
- Microsoft Word 2010 - Advanced
- Microsoft PowerPoint 2010
- Keyboarding

Non-Credit Executive Assistant Training
- Basic Administration
- Financial Accounting Level 1
- Simply Accounting Level 1
- Financial Accounting Level 2
- Simply Accounting Level 2
- Quickbooks - Introduction
Calgary Catholic Immigration Society (CCIS)
5th Flr., 1111 – 11 Ave. SW, Calgary, AB T2R 0G5
www.ccis-calgary.ab.ca

Computer Training for Employment
Contact: Ana Maria Ortega
Ph: 403-817-6477
Email: hoc@ccis-calgary.ab.ca

Continuous Intake
Schedules:
Mon & Wed
6:00 pm – 9:00 pm
Tues & Thur
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 Computer: 3 hours, No cost
- Windows 7, Internet & E-mail: 12 hours, $120
- Keyboarding: 12 hours, $120
- MS Outlook 2010: 12 hours, $120
- MS Word 2010 – Foundation: 18 hours, $120
- MS Excel 2010 – Foundation: 18 hours, $120
- MS PowerPoint 2010: 12 hours, $120
- MS Office 2010 – Advance – Word & Excel: 18 hours, $165
- MS Access 2010 – Basic to Advance: 24 hours, $145

*Certificate and hand-out costs are included in the fee.

Calgary Drop-In & Rehab Centre Society – Computer Learning Centre
1 Dermot Baldwin Way SE, Calgary, AB T2G OC8
www.thedi.ca

Computer Courses
Ph: 403-699-8291
Fax: 403-234-0677
Email: clc@thedi.ca

Mon-Thur: 2:00 pm – 4:30 pm

Learn all the basic skills needed to operate and use a computer, including how to navigate around Windows, manage files/folders and access important programs:
- Year-round classroom teaching by experienced instructor.
- Respectful and supportive learning environment with one-on-one tutoring.
- Training provided in Microsoft (MS) Windows, MS Word in the Workplace, MS Excel in the Workplace, Resume building workshops and one-on-one job search assistance.

Calgary Immigrant Educational Society (CIES)
1723 – 40 St. SE, Calgary, AB T2A 7Y3
www.immigrant-education.ca

Contact: Racine Diallo, Computer Programs Manager
Ph: 403-235-3666
Email: computerprograms@immigrant-education.ca

Computer Skills for Employment (funded by Calgary Learns)
Continuous Intakes

This 41-hour program is offered to Clients that have the essential computer skills to further improve their knowledge on Microsoft Office and the Internet. This program covers Keyboarding, MS Word and Excel (spreadsheet), PowerPoint, Outlook email, and is designed to assist students, immigrants, seniors and all other Canadians to enhance their skills or reenter the work force. Basic Computer Skills is a pre-requisite.

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 John Howard Society (CJHS)
917 – 9 Ave. SE, Calgary, AB T2G 0S5
www.cjhs.ca

**Introductory Computer and Internet Courses**
Contact: Gail McDougall
Ph: 403-543-7824
Email: gail.mcdougall@cjhs.ca

Individual and group assistance are offered with a special focus on job-related activities in a dedicated computer lab. Short courses are offered on keyboarding, Microsoft applications, basic computer training, social media and job searching techniques. The program may be facilitated by agency staff or the Calgary Public Library.

Calgary Public Library
http://calgarylibrary.ca/

**Central Library Learning Lab**
3rd 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.

**Computer Technology Coaching**
Ph: 403-260-2782 or Drop-In

Drop in for one-on-one help 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 with a library card. Programs are listed in the Library Connect Program Guide and may also be accessed from the Library’s homepage by clicking on the Programs link. Contact the Library for more information.

**Introductory Computer and Internet Courses**
Introductory computer and Internet courses are offered throughout the year. Programs are listed in the Library Connect Programs Guide and may also be accessed from the Library’s homepage by clicking on the Programs link. Contact the Library for more information.
**CNIB – Canadian National Institute for the Blind**
15 Colonel Baker Pl. NE, Calgary, AB T2E 4Z3
[www.cnib.ca](http://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:
- 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.
- JAWS: A screen reading program.
- 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.
- Microsoft Windows 2007: Introduction to and basic understanding of the operating system in areas of files and folders and settings user accounts.
- ZoomText: A screen magnification program.

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**Equilibrium School**
707 – 14 St. NW, Calgary, AB T2N 2A4
[www.equilibrium.ab.ca](http://www.equilibrium.ab.ca)

**Computer Basics For Workplace Levels I & II**  
Contact: Anna Jankowska  
Ph: 403-283-1111  
Fax: 403-270-7786  
Email: school@equilibrium.ab.ca  
Intakes: Monthly  
Small class sizes  
Mornings and afternoons  

This is a one-month part time course geared towards individuals who are seeking employment and who are lacking basic computer skills. It teaches fundamental tasks as how to use a mouse, change and manipulate windows, and create, open, close, save and print documents. It will gradually introduce keyboarding, as well as how to proofread and edit their work. Participants will produce their own resume. Individuals will also learn how to perform research on the Internet and how to maximize this resource in their job search. They will learn how to set up their own email account and manage it as a useful communication tool with their prospective employers.

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**Literacy For Life Foundation**
#3, 1204 – 10 St. SE, High River, AB T1V 2B9
[www.litforlife.com](http://www.litforlife.com)

Literacy for Life Foundation provides service to community members of the MD of Foothills #31.

**Learn More, Save More**  
Ph: 403-652-5090  
Email: info@litforlife.com  
Participants must register.  
Course time and location varies.  

This is an eight-week course that teaches computer skills and numeracy skills within the context of everyday life. Everyone who completes the training will receive a complimentary refurbished computer.
The Salvation Army Community Services (Calgary)
Family Resource Centre, 1731 – 29 St. SW, Calgary, AB T3C 1M6

**Computer Skills Training**
Ph: 403-930-2700  
Fax: 403-930-2727  
Email: eers@salvationarmycalgary.org

These classes are offered on a weekly basis and are also available in ESL, with an emphasis on learning and practicing English. Classes are by registration only, and those interested must complete a computer assessment as part of the registration process. Classes cover basic training topics including Computer Basics, Beginner’s Guide to MS Windows, Beginner’s Guide to MS Outlook, Beginner’s Guide to MS Word, Beginner’s Guide to Internet Explorer and Beginner’s Guide to MS Excel.

Women in Need Society of Calgary Head Office (WINS)
#1, 3525 – 26 Ave. SE, Calgary, AB T2B 2M9  
Email: assistant1@womeninneed.net  
www.womeninneed.net

**Family Resource Centres (FRCs)**
Ph: 403-255-5102

Six part-time FRCs are located in subsidized housing complexes where 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 build these skills is a key step in moving toward self-sufficiency,
- Referrals to WINS’s “Free Goods Referral Program” as well as other community agencies and resources.