

Upgrade your  
skills online  
for **FREE\***!

LITERACY COUNCIL YORK-SIMCOE

## Online Training for Adults

### Computer Training

Introduction to computers

Work effectively with internet, e-mail, and calendars

Microsoft Windows 10 & Office: Word, Excel, Powerpoint, and Access

### Employability Soft Skills

Effective Communication - Working with a Team

Self Management - Organizational Skills - Analytical Skills

### Reading, Writing, and Mathematics

Prepare to write the GED test (grade 12 equivalency)

Prepare to apply for post-secondary education

**and More!**

**APPLY TODAY!**

\*eligibility conditions apply

info@skillsupgrading.ca

**905-853-6279**

**FOR MORE  
INFORMATION**  
skillsupgrading.ca

Skills Upgrading Centre  
Literacy Council York-Simcoe

  
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**EMPLOYMENT  
ONTARIO**

 Ontario

Canada

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York Region

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