

# COMPUTER WORKSHOPS & COURSES IN HRM



The following is a list of agencies offering courses & workshops in computer skill development

## FREE Workshops for Job Search Purposes

### **Job Junction**

6950 Mumford Road, Halifax, NS, B3L 4W1

**Phone:** (902) 455-9675 **Email:** [contact@jobjunction.ca](mailto:contact@jobjunction.ca) **Website:** [www.jobjunction.ca](http://www.jobjunction.ca)

**Courses Offered:** Microsoft Word and Excel (various levels), Using Presentation Software (PowerPoint), Social Networking

### **Opportunity Place**

108 Cobequid Road, Suite 100, Lower Sackville, NS, B4C 2N2

**Phone:** (902) 864-7520 **Email:** [staff@opportunityplace.ca](mailto:staff@opportunityplace.ca) **Website:** [www.opportunityplace.ca](http://www.opportunityplace.ca)

**Courses Offered:** Social Media, Internet Job Searching, Finding Your Way Around Windows

### **FutureWorx Job Search Centre**

15 Commerce Court, Suite 110, Elmsdale, NS B2S 3K5

**Phone:** (902) 883-7010 **Website:** [www.futureworx.ca](http://www.futureworx.ca)

**Courses Offered:** Basic Computer, Intro to Microsoft, Internet/Email Job Search, Editing your Resume in Microsoft Word

### **Immigrant Services Association of Nova Scotia (ISANS)**

Suite 2120 (2<sup>nd</sup> floor), Mumford Professional Centre, 6960 Mumford Road, Halifax, NS, B3L 4P1

**Phone:** (902) 423-3607 **Toll Free:** 1-866-431-6472 **Email:** [info@isans.ca](mailto:info@isans.ca) **Website:** [www.isans.ca](http://www.isans.ca)

**Courses Offered:** Basic Computer Skills (Keyboarding, Internet/emailing, Microsoft Word & Excel); Beginner Level Accounting, Computer Navigation, working with Folders, Files, and Documents, Formatting and Layout, Spelling, and Grammar

### **Options Work Activity Program**

7071 Bayers Road, Suite LL05, Halifax, NS, B3L 2C2

**Phone:** (902) 453-6246 **Email:** [info@optionswork.ca](mailto:info@optionswork.ca)

**Website:** <http://www.mymetroworks.ca/options-work-activity-program/>

**Courses Offered:** Basic Computer Skills and Typing through a thirty-week program with a specialty in office work or a ten-week advanced office work program

### **YMCA Employment Centre (Dartmouth)**

Dartmouth Shopping Centre, 118 Wyse Road, Unit 14, Dartmouth, NS, B3A 1N7

**Phone:** (902) 461-2513 **Website:** [ymcaemploymentcentre.ca](http://ymcaemploymentcentre.ca)

**Courses Offered:** Introduction to Computers, Microsoft Word, Keyboarding, Internet & E-mail

### **YMCA Employment Centre (Halifax)**

2269 Gottingen Street, Halifax, NS B3K 3B7

**Phone:** (902) 425-3464 **Website:** [ymcaemploymentcentre.ca](http://ymcaemploymentcentre.ca)

**Courses Offered:** Introduction to Computers, Microsoft Word, Keyboarding, Internet & E-mail, Social Media

## FREE Courses – Open to the Public

### Halifax Public Libraries

Alderney Gate (Darmouth)	(902) 490-5745
Bedford	(902) 490-5740
Captain William Spry (Spryfield)	(902) 490-5818
Cole Harbour	(902) 490-3820
Dartmouth North	(902) 490-5840
Halifax Central Library	(902) 490-5700
Halifax North Memorial	(902) 490-5811
J.D. Shatford Memorial (Hubbards)	(902) 857-9176
Keshen Goodman (Clayton Park)	(902) 490-5738
Musquodoboit Harbour	(902) 889-2227
Sackville	(902) 865-8653
Sheet Harbour	(902) 885-2391
Tantallon	(902) 826-3330
Woodlawn	(902) 490-2636

**Website:** [www.halifaxpubliclibraries.ca](http://www.halifaxpubliclibraries.ca)

**Courses Offered:** Computer Basics, Microsoft Word and Excel, 3D Printing, eBooks, Hello iPad, Zinio, Social Media (Kijiji, Facebook), One-on-one Computer Training, Online Safety, Password Tips, Powerpoint, Coding, Computer Safety, Photoshop, Windows 10

## Training Courses

### Academy of Learning College

Suite 155 (1<sup>st</sup> floor), 6960 Mumford Road, Halifax, NS, B3L 4P1

**Phone:** (902) 455-3395 **Website:** [www.academyoflearning.com/ns](http://www.academyoflearning.com/ns)

**Courses Offered:** (Through various diploma programs) Keyboarding, Microsoft Office, Flash, HTML, CSS, Internet, Web Design, Web Portfolio, CompTIA, Windows OS, Adobe Dreamweaver, Web Development with PHP, Photoshop

### C.L Douglas & Associates Inc.

1142 Bedford Highway, Bedford, NS B4A 1B8

**Phone:** (902) 835-8880 **Email:** [info@cldouglas.com](mailto:info@cldouglas.com) **Website:** [www.cldouglas.com](http://www.cldouglas.com)

**Courses Offered:** Microsoft Suite (Access, Word, PowerPoint, Project, Excel, OneNote, Publisher, SharePoint, Visio), Outlook, QuickBooks, Simply Accounting, Adobe Acrobat, Crystal Reports, Basics

### ctc TrainCanada

2000 Barrington Street, Suite 201-Cogswell Tower, Halifax, NS, B3J 3K1

**Phone:** (902) 442-6965 **Website:** [www.traincanada.com](http://www.traincanada.com)

**Courses Offered:** Windows, Windows Server, Visual Studio, Azure, Dynamics, ASP.net/Web, Cloud & Virtualization, Exchange Server, Lync Server, Office365, Powershell, SQL Server, SharePoint, Microsoft Dynamics, Power BI, IT, HTML5, Linux, Skype, c#, Javascript, Configuration Manager, Microsoft Intune, Programming, CSS3

### Eastern College

6940 Mumford Road, Suite 111, Halifax, NS, B3L 0B7

**Phone:** 1-877-297-0777 **Website:** [www.easterncollege.ca](http://www.easterncollege.ca)

**Courses Offered:** CompTIA, Microsoft Certified Solutions Associate and Expert (MCSA/MCSE), Windows Server, Cisco CCNA, C++, HTML5, Exchange Server, SQL Server, Powershell

### **Dalhousie University – College of Continuing Education**

1459 LeMarchant St, Suite 2201 (2<sup>nd</sup> floor), PO Box 15000, Halifax, NS B3H 4R2

**Phone:** (902) 494-2526 **Email:** [continuinged@dal.ca](mailto:continuinged@dal.ca) **Website:** [www.cte.dal.ca](http://www.cte.dal.ca)

**Courses Offered:** Adobe Suite (Acrobat, Dreamweaver, Illustrator, InDesign, Photoshop), Microsoft Suite (Access, Excel, Outlook, PowerPoint, Visio, Word, Office)

### **Global Knowledge**

1809 Barrington Street, Suite 900, Halifax, NS, B3J 3K8

**Phone:** (902) 702-7093 **Website:** [www.globalknowledge.ca](http://www.globalknowledge.ca)

**Courses Offered:** Microsoft Suite (Excel, Access, PowerPoint Project, Sharepoint) Networks, Windows Powershell, VMWare, IT

### **Halifax Regional C@P Association (HRCAP)**

**Phone:** (902) 453-4320 Ext. 226 **Email:** [monicamarsh@eastlink.ca](mailto:monicamarsh@eastlink.ca) **Website:** [www.halifaxcap.ca](http://www.halifaxcap.ca)

**Courses Offered:** Basic computer use, One-on-One and Small Group focus on Tablets, Internet Navigation, and Applications, Microsoft Office, Mobile Technology, 3D Printing

### **Maritime Business College**

45 Alderney Drive, Suite 100, Dartmouth, NS, B2Y 2N6

**Phone:** (902) 463-6700 **Website:** [maritimebusinesscollege.ca](http://maritimebusinesscollege.ca)

**Courses Offered:** Information Systems Administrator program, Medical Office Administrator program, Office Administrator program, Accounting Specialist program

### **NS Community College – Continuing Education**

**Halifax Campus:** 5685 Leeds Street, Halifax, NS B3K 2T3 **Phone:** (902) 491-6722

**Dartmouth Campus:** 21 Woodlawn Road, Dartmouth, NS B2W 2R7 **Phone:** (902) 491-4900

**Website:** [www.nsc.ca](http://www.nsc.ca)

**Courses Offered:** Spreadsheets, Keyboarding, Microsoft Excel & Word, Programming, Computer Basics, Drafting, 3D Drawing

### **Success College**

800 Sackville Drive, Lower Sackville, NS, B4E 1R8

**Phone:** (902) 865-8283 **Website:** [www.successcollege.ca](http://www.successcollege.ca)

**Courses Offered:** Introduction to Computers, Security Plus, Microsoft Server, Network+, A+, Windows 8, Microsoft Exchange Server, SharePoint, UNIX/Linux, SQL, CISCO

### **WindowWalk Computer Education**

3824 Basinview Drive, Halifax, NS B3K 4Z9

**Phone:** (902) 830-9336 **Website:** [www.windowwalk.com](http://www.windowwalk.com)

**Courses Offered:** Microsoft Office (Word, Excel, PowerPoint, Outlook), courses for Seniors and those new to computers, custom training available, Windows