

NEW!

Computer Learning Opportunities

Confused by computers?

Join others and learn through small-group, activity-based classes

WORD

1st Week of Every Month

*basic mouse & keyboard skills required

Outcome: Intermediate Word proficiency

EXCEL

2nd Week of Every Month

*basic mouse, keyboard, and math skills required

Outcome: Intermediate Excel proficiency

TYPING

4th Week of Every Month

*no experience required

Outcome: Build skills to type 30+ words per minute

Earn a proficiency certificate to show employers!
Succeed in today's digital economy!

To learn more or register for a class, contact:

Fio Selwyn Haire

Employment Services Coordinator

fhaire@iocp.org

763-489-7712

On-site childcare is available for some classes. Call 763-489-7712 to learn more.

See back side for class details

September 2019 Class Schedule

MON	TUE	WED	THU	FRI
2	3 Word Day 1 1-3 pm	4	5 Word Day 2 & Assessment 1-3 pm	6
9 Excel Day 1 1-3 pm	10 Excel Day 2 1-3 pm	11 Excel Day 3 1-3 pm	12 Excel Assessment 1-3 pm	13
16	17	18	19	20
23	24 Typing Day 1 1-3 pm	25 Typing Day 2 1-3 pm	26 Typing Day 3 & Assessment 1-3 pm	27
30	1	2	3	4

Maximum 12 students per class. Register now to secure your spot!

One-on-one Tutoring Available for:

- Basic Computer
- Internet
- Email
- Windows 10
- PowerPoint
- LinkedIn
- Outlook
- Advanced Excel
- Google Drive



Call 763-489-7712 for more information.