

## WORK FORCE COMPUTER SKILLS

These classes are for you if...

- ...you have no computer experience and need to start at the beginning.
- ...you have some computer experience but do not feel comfortable enough with your workforce skills.
- ...you have a lot of computer experience but need to brush-up and learn more about computers.

Our goal is to give you enough skills to feel comfortable using a computer.



## COMPUTER CLASS SCHEDULES

Times from: 3:30pm to 6:30pm

Monday	January	26 <sup>th</sup>
Tuesday	January	27 <sup>th</sup>
Monday	February	2 <sup>nd</sup>
Tuesday	February	3 <sup>rd</sup>
Monday	February	9 <sup>th</sup>
Tuesday	February	10 <sup>th</sup>
Tuesday	February	17 <sup>th</sup>
Monday	February	23 <sup>rd</sup>
Tuesday	February	24 <sup>th</sup>

### NOTE:

*Please use door 3 when entering the building.*

Location: Ortonville Public School  
200 Trojan Drive  
Ortonville MN, 56278  
Room F109 – enter thru door #3  
Contact: Shawnda Johnson  
Call 320-839-6181 ext. 402

For more information, check the website...

[www.ortonville.k12.mn.us](http://www.ortonville.k12.mn.us)

ORTONVILLE  
COMMUNITY EDUCATION

WORKFORCE  
EDUCATION

## Adult Learning Center



*Computer Classes for  
improving your  
workplace skills*

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## COMPUTER EDUCATION

The SW MN ABE-Marshall Region & Ortonville Community Education offer classes in computer literacy and computer skills education. Up to 30 hours of free computer classes for the purpose of gaining skills leading to employability are offered to adult students.

Following 30 hours of free instruction, students may pay for additional hours.



## WORK FORCE COMPUTER SKILLS

Students who are enrolled in any other class as a part of SW MN ABE, such as ESL, Pre GED or GED, or math/language arts classes are eligible for additional computer instruction beyond the 30 hours of free instruction.



## CLASSES OFFERED

Computer instruction is available in the following areas:

- Windows Operating System – How to use Windows OS
- Keyboarding - improve typing skills
- Microsoft Word - word processing
- Microsoft Excel - spreadsheet
- Microsoft Access - database management
- Microsoft Publisher - desktop publishing
- Microsoft PowerPoint - presentations
- Microsoft Internet Explorer - using the internet and web-based email
- Microsoft Outlook Express - using email

★ Other instruction available upon request.

