

# Have some computer anxiety?

Two new computer classes can help at Hennepin South WorkForce Center



## 1. Computers for Absolute Beginners (total 2.5 hours)

Covers basic computer terminology, how to operate a mouse, how to work with a file, and how to navigate the very basics within a Windows environment.

Choose from:

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| <b>A. Thursday, Nov. 12 2-4:30 pm</b> | <b>C. Thursday. Jan. 14 2-4:30 pm</b> |
| <b>B. Monday, Dec. 21 10-12:30</b>    | <b>D. Thursday Jan. 21 2-4:30 pm</b>  |
| <b>C. Monday. Dec. 28 10-12:30</b>    | <b>E. Thursday Jan. 28 2-4:30 pm</b>  |

## 2. Intro to Computers for Job Search (Parts A and B total 5 hours)

- How to attach an resume to an E mail
- How to use the Internet to find job leads
- How to do a job application on line and copy your resume to that application
- How to visit job boards such as Monster.com

Choose from:

- A. Thurs Dec. 10 8:30-2 pm (parts A and B) ½ hour lunch**
- B. Mon. Dec. 21 1-3:30 and Mon. Dec. 28 1-3:30 pm (parts A and B)**
- C. Thurs. Jan. 14 8:30-2 pm (parts A and B) ½ hour lunch**
- D. Thurs. Jan. 21 8:30-2 pm (parts A and B) ½ hour lunch**
- E. Thurs Jan. 28 8:30-2 pm (parts A & B) ½ hour lunch**

To register: call 952-346-4028 or see Resource Room Help Desk. Come 10-15 minutes early to check in and get membership card.

**Facilitator: Sherri Cady** has over 25 years of experience teaching a wide variety of computer classes in both academic and corporate settings. Sherri has a Master's degree in Business Education with an emphasis in Computer Applications and Management Information Systems/Accounting. Sherri has been a computer instructor in hundreds of companies, and is known for her ability to make difficult concepts understandable and enjoyable.

Limit 12 per class

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Co-sponsored with

**Normandale**  
*community college*

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