



Workplace and Education Computer Applications
Virtual Classes on Mondays & Wednesdays from 9:00AM-12:00NOON
Fee: \$150.00
September 8, 2021-December 22, 2021

This course is for students interested in expanding college or career opportunities by acquiring technology skills. Computer applications are required in most work environments today, and computer skills enhance a resumé. In this course, students will learn the basics of a variety of computer applications, including MS Office and Google, and employment success skills. The instructor is an experienced educator who is skilled in working with a variety of learners.

Earn a **Northstar Digital Literacy** certificate upon full completion of the course.

Pre-registration and pre- and post-assessment required.

Optional: Earn credit from River Valley Community College (additional fee)

CONTACT US AT:
Keene Community Education
Call 603-357-0088
Or email Vicki Farrington, vfarrington@sau29.org





Workplace and Education Computer Applications Course

The instruction in this **ONLINE** course will focus on learning the foundations of various computer applications -MS Word, MS Excel, Powerpoint, Google Suite, and email. Topics will include workplace and educational culture as well as habits of mind. Free career counseling will be offered and the opportunity to participate in an informational interview. Upon successful completion, students will receive a Northstar Digital Literacy certificate. An orientation session for Zoom instruction and a pre-assessment screening (required by the NH Adult Ed Dept.) will be scheduled, at your convenience, prior to the start date of the course.

Dates: September 8-December 22, 2021 Mondays & Wednesdays from 9:00 am-12 noon

Deadline for registration: September 5, 2021

Instructor: Bethany Plummer

Cost: \$150.00 Payment accepted by credit card, debit card, or check. See below

For more information: Vicki Farrington vfarrington@sau29.org or 603-357-0088, ext. 304

Name:

Address:

Phone Number:

Email address:

Computer Requirements: In order to successfully complete this class, students should have access to a reliable computer with Microsoft Office 10 or above. A reliable internet connection is also required. A full refund will be issued if the class is canceled by Community Education. A refund (minus a \$10.00 cancelation fee) for dropping the class will be granted if the request is made 48 hours before the first class. No refunds will be granted after that period.

Full payment must accompany this registration form.

Enclosed is my check for \$150.00 made payable to the Keene School District.

Charge to my Mastercard, Visa, or debit card: Card number _____

*Card Security Code (3 digit number on the back of the card) _____ Exp. Date _____

Cardholder's Signature _____

Mailing Address Keene Community Education 227 Maple Ave. Keene, NH 03431