

NEWS RELEASE

For Regional Distribution



For Immediate Release
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Contact: Angie Konig
Telephone: (641) 422-1524

Mason City Workforce Center Offers Free Computer Classes

MASON CITY – The Workforce Center will be offering free computer classes to the public beginning September 1, 2009. The Center will be offering courses in “Computers for Beginners” and “Microsoft® Office 2007 for Beginners” at the 600 S. Pierce office in Mason City.

Computers for Beginners

Course Dates: Tuesdays, September 1, 2009–October 20, 2009 (5:00–7:00 PM)

The “Computers for Beginners” course introduces students to the basics of a personal computer, with specific focus on employability. Objectives include learning how to operate a computer, use email to send and receive messages, use word processing software to develop a resume, use the internet to register with IWD, conduct job searching activities, and apply for jobs within the local community. The course will be held one evening a week, for a total of eight weeks. A bilingual workforce advisor or other staff will be available to assist Spanish-speaking students.

Microsoft® Office 2007 for Beginners

Course Dates: Wednesdays, September 2, 2009–October 21, 2009 (5:00–7:00 PM)

The “Microsoft Office® 2007 for Beginners” course introduces students to various Microsoft® software platforms, with specific focus on employability. Objectives include learning how to operate within MS Word, Excel, and PowerPoint environments. The course will be held one evening a week, for a total of eight weeks. A bilingual workforce advisor or other staff will be available to assist Spanish-speaking students.

For information on participating in the classes, contact Jennifer Andrade at (641) 422-1508.

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An Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request for individuals with disabilities.
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