

In-person
classes

July 26 -
Sept 1, 2021

Mondays &
Wednesdays
9am-11am



DAVID B. HERMELIN
ORT
RESOURCE CENTER
A division of JVS

OFFICE COMPUTER ESSENTIALS

Microsoft Word and Excel for Beginners

Improve your computer skills and increase your confidence at work!

Program includes two group classes per week for six weeks. Each class is two hours. All classes are held at the Hermelin ORT Resource Center in Southfield, MI. Masks covering the nose and mouth are required while in the building for non-vaccinated individuals. Additional assignments are included for enhanced learning outside of class time.

Each six-week program costs \$400. Full and partial scholarships available for qualified applicants. Scholarship applications must be submitted prior to class for consideration.

**All you need for these classes are basic keyboard skills.
JVS takes care of the rest!**

COVID-19 safety

- Masks required for non-vaccinated individuals
- Limited class size to maintain social distance
- Partitions between desks
- Air filtration and sanitization systems
- Contact tracing sign-in

Enroll Now! Space is limited

For program details, enrollment forms, and scholarship applications, please contact hermelinort@jvshumanservices.org or call **248-233-4243**.



248.559.5000 | jvshumanservices.org
29699 Southfield Rd., Southfield MI 48076