



## Digital Literacy— Computer Enhancement

The Portageville Southern TCRC located in the Delta Center will be offering Intro to Computers and Internet Microsoft Word and Microsoft Excel. This great opportunity for the Bootheel region is occurring because of a grant awarded by WIRED (Workforce Innovation in Regional Economic Development) to the Southern TCRC. Anyone in surrounding communities can take advantage of this opportunity to sharpen your computer skills. The sessions will take place every Tuesday and Thursday from 8:00 a.m. to 12:00 p.m. You must call or email to register. It is first come first serve. \$10 fee for each week. Must have driver's license for proof of identification.

Sept. 1 and Sept. 3 – Introduction to Computer and Internet  
 Sept. 8 and Sept. 10 – Microsoft Office Word 2007  
 Sept. 15 and Sept. 17 – Microsoft Office Excel 2007  
**Oct. 6 and Oct. 8 – Introduction to Computer and Internet**  
**Oct. 13 and Oct. 15 – Microsoft Office Word 2007**  
**Oct. 20 and Oct. 23 – Microsoft Office Excel 2007**  
 Nov. 3 and Nov. 5 – Introduction to Computer and Internet  
 Nov. 10 and Nov. 12 – Microsoft Office Word 2007  
 Nov. 17 and Nov. 19 – Microsoft Office Excel 2007  
**December Break—No Classes**  
 Jan. 5<sup>th</sup> and Jan. 7<sup>th</sup> – Introduction to Computer and Internet  
 Jan. 12<sup>th</sup> and Jan. 14<sup>th</sup> – Microsoft Office Word 2007  
 Jan. 19<sup>th</sup> and Jan. 21<sup>st</sup> – Microsoft Office Excel 2007  
**Feb. 2<sup>nd</sup> and Feb. 4<sup>th</sup> - Introduction to Computer and Internet**  
**Feb 9<sup>th</sup> and Feb. 11<sup>th</sup> - Microsoft Office Word 2007**  
**Feb 16<sup>th</sup> and Feb 18<sup>th</sup> - Microsoft Office Excel 2007**  
 Mar. 2<sup>nd</sup> and Mar. 4<sup>th</sup> - Introduction to Computer and Internet  
 Mar. 9<sup>th</sup> and Mar. 11<sup>th</sup> - Microsoft Office Word 2007  
 Mar. 16<sup>th</sup> and Mar. 18<sup>th</sup> - Microsoft Office Excel 2007  
**Apr. 6<sup>th</sup> and Apr. 8<sup>th</sup> - Introduction to Computer and Internet**  
**Apr. 13<sup>th</sup> – Apr. 15<sup>th</sup> - Microsoft Office Word 2007**  
**Apr. 20<sup>th</sup> – Apr. 22<sup>nd</sup> - Microsoft Office Excel 2007**  
 May 4<sup>th</sup> and May 6<sup>th</sup> - Introduction to Computer and Internet  
 May 11<sup>th</sup> and May 13<sup>th</sup> - Microsoft Office Word 2007  
 May 18<sup>th</sup> and May 20<sup>th</sup> - Microsoft Office Excel 2007



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