



## Get the computer skills you need to stand out from the crowd

### Program supported by:



### Program Schedule

January—May 2012  
Monday-Thursday  
9:30am—2:30pm

Attendance is required.  
You will have an option of  
completing some  
assignments online or at an  
alternative time

Questions, please call Leslie  
Philmon at 763-493-0501.

### If you want to:

- Explore going to college, but aren't sure where to start
- Increase your computer skills
- Learn about different careers

*Then we want you!*

CareerSmart: Introduction to Computer Skills,  
College, and Career Options

### You will:

- Learn important computer skills for any career: keyboarding, internet, word processing and spreadsheets
- Gain important foundational skills to be successful in college & employment
- Learn how to use online tools
- Explore career opportunities
- Apply computer skills in a local business/organization
- Be supported by career & college coaches

### Get Started

- Talk to your teacher or counselor
- Complete college & program application packet

The CareerSmart program is a **FREE\*** opportunity and is funded by a grant from the State of Minnesota. Participants are required to:

- \*Pay \$20 North Hennepin Community College application fee
- Agree to participate in full 16-week program—20 hours/week
- Complete assessment and evaluations as required by grant

*\*Grant will cover the cost of program tuition—  
students are responsible for paying the \$20 NHCC Application fee.*

**Program begins January, 17th 2012**