



# INFORMATION TECHNOLOGY (IT) Careers

**NO COST CLASSES!**

Want to get more comfortable using computers and maybe even prepare for a future career in Information Technology (IT)? At Harmony, no experience is needed to begin.

We start with computer skills development using the Northstar Digital Literacy lessons and assessments.

The program then focuses on training for the Microsoft Office Specialist Certificate. A Microsoft Office Specialist (MOS) certificate can be earned for Word, Excel and Powerpoint.

## IN-PERSON CLASSES

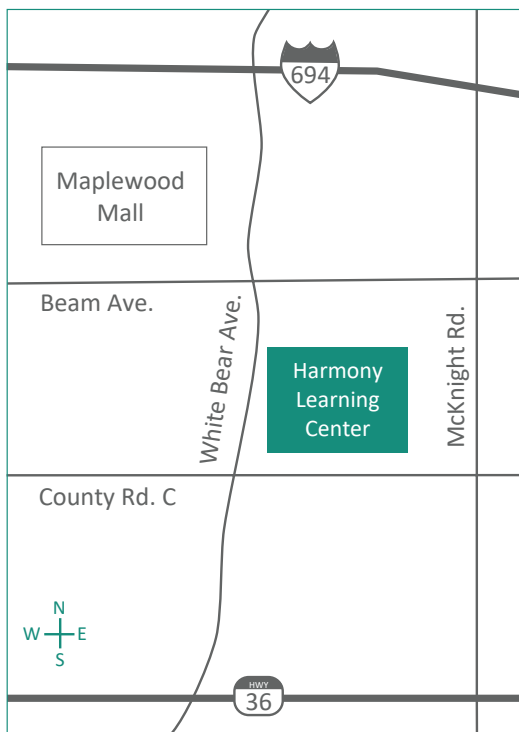
9:00 am–12:00 pm Monday–Thursday  
and 1:00–3:30 pm Monday–Wednesday

## TO REGISTER

Registration takes 1–2½ hours and must be done in person.

Monday–Wednesday 9:30 am–8:00 pm  
Thursday 9:30 am–5:00 pm  
Friday 9:30 am–2:00 pm

Both the Northstar Digital Literacy and Microsoft Office Specialist curriculum are online and can be used in-person at Harmony or remotely from home. The programs are independent study with support so you can work at your own pace.




# Harmony

## ADULT EDUCATION

Serving the School Districts of  
NORTH ST. PAUL-MAPLEWOOD-OAKDALE  
WHITE BEAR LAKE AREA  
MAHTOMEDI

### Harmony Learning Center

1961 County Rd. C East, Maplewood, MN 55109  
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