

## **50 Acts of Service**

**Service Project Title** 

Free Computer Workshop for People Over 60 +

Date(s)

10/16 and 10/18 from 1-4pm for this 6 hour workshop for

people 50 + (2 half day workshop)

**Brief Description** 

This workshop will present basic computer

concepts/skills/techniques.

Number of people needed

Up to 15 participants

**Full Description** 

This workshop will present basic computer concepts/skills/techniques. We will uncover the basics of how computers work, basic operating system tasks, managing information, using a web browser, and word processing basics. The ideal participant will have little to no experience using a computer. The goal of the workshop is to provide enough information to allow the participant to begin to confidently work with a computer and perform basic tasks.

Location

Lakeland Community College Classroom C 1009

**Resources Required** 

Classroom Instructor - Sue Baker

**Date and Time** 

October 16th and 18th - 1pm-4pm

**Important Information** 

Registration limited to 15 people. REGISTER NOW AT:

https://docs.google.com/forms/d/e/1FAIpQLScaBUjBmpdmo

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 $\underline{sIYF7g0TFqEeQmjwjg5UuJob2Dhd4g/viewform?usp=sf\ link}$ 

This workshop held by Sue Baker, Professor, Department Chair

is geared towards participants with little to no

experience/knowledge with computers. Participants that

already use a computer would be very bored! ©

**Contact Person** 

Register online or call Mary Brown at 440.525.7824 to

register

Web resources

https://docs.google.com/forms/d/e/1FAIpQLScaBUjBmpdmo M-7ad9-

siyp3q0TFqEeQmjwjq5UuJob2Dhd4q/viewform?usp=sf\_link



So long as employees have their supervisors' approval, then reasonable amounts of time away from the regular work assignment to assist with limited, non-recurring, episodic college sponsored service projects does not have to be claimed as benefit time. Employees are encouraged to consider how they might, with supervisory approval, flex their work schedule to