

# FREE DIGITAL SKILLS CLASSES

**Connect with the digital world. Join our skills classes today!**

*Our digital skills classes are designed to help you become more comfortable using a computer and internet, whether its for your job, education, or everyday use.*

**Available Hours:**  
Mon.–Fri., 10 a.m.–5 p.m.

- Classes by appointment only.
- Virtual and in-person classes are available.
- Classes are typically one hour long and available one-on-one or in groups of 3 max.

## CLASS TOPICS



### **BASIC COMPUTER SKILLS**

*Learn basic computer skills for Windows and Mac operating systems.*



### **SOFTWARE SKILLS**

*Learn how to use common software programs such as Microsoft Word, Excel, Powerpoint, and Zoom.*



### **EVERYDAY USE SKILLS**

*Learn how to use a computer and the internet for everyday tasks such as email, social media, web browsing, as well as how to navigate the internet safely.*

**Sign up today!**



**651-354-2552**

*Ask about our digital skills classes*



**digitalskills@pcsforpeople.org**



**PCs for People St. Paul**

1481 Marshall Ave.  
St. Paul, MN 55104

# FAQs

**Frequently Asked Questions**



**PCs for  
People  
Minnesota**

## **What are the classes like?**

Class sessions are intended to be informal and friendly. Whether you are one-on-one with the instructor or in a small group, you can feel free to ask questions at any time. Please be on time for your scheduled class time. When you arrive, tell the employee at the door you are here for a class in the Digital Learning Center.

## **Do I need to bring anything to the class?**

No need to bring anything at all. All needed materials are provided, including a printout of any slideshow used, pencils, pens, and paper.

## **How long are the classes?**

Class sessions can be as short or long as you like, with a minimum of 30 minutes. There is a 2-hour maximum. For a single class subject, you can meet many times or just once.

## **What are Northstar certificates?**

Northstar certificates help you quantify your improvement in a particular class subject. You are not required to take any assessment, but it is recommended and the tests are low stress. Your instructor may recommend you take an assessment at the start or end of a class. You can earn professional certificates by passing class assessments with a score of 85% or higher.



## **Are classes offered in languages besides English?**

Unfortunately, we only offer classes in English at this time. However, we can provide resources in Spanish or other languages by request.

## **When does a class end? How do I finish?**

A class can end as soon as you feel satisfied with what you've learned. You can finish taking classes when you feel good about your knowledge, no strings attached!