

Training Classes at Adult Learning Center Osceola (ALCO)

2320 New Beginnings Rd., Kissimmee, FL 34744

Phone: 407-518-8140 Web: www.alco.osceola.k12.fl.us Online Training: www.ed2go.com/alco

CLASS NAME	Date(s)	Day(s)	Time	Cost	Description
Business and Career Classes:					
Motivating Your Employees	May 15	Tuesday	9:00am - 4:00pm	\$39	This one-day workshop is designed to help busy business owners, supervisors, or managers create a more dynamic, loyal, and energized workplace.
Business Writing That Works	May 21 & 22	Monday & Tuesday	8:30am - 4:30pm	\$79	This is a 2-day workshop designed for anyone who wants to improve their writing skills in the workplace. Participants will learn how to capture their thoughts so they are strong and persuasive, but at the same time clear, concise, complete, and correct.
Computer Classes:					
Basic Computer & Internet (English)	May 8 & 10	Tues. & Thurs.	5:30pm - 8:30pm	\$49	Learn computer parts & buttons, introduction to the Internet, conduct basic searches, browse web, open email account, send & receive email messages, send and receive email attachments.
Basic Computer & Internet (Spanish)	Mayo 1 & 3	Martes y Jueves	5:30pm - 8:30pm	\$49	Aprenda partes y teclados de la computadora, introduccion al Internet, como navegar y buscar informacion, como abrir una cuenta de email personal, como enviar y recibir email, como adjuntar archivos para enviar por email.
Basic Microsoft Excel 2010 (English)	June 12 & 14	Tues. & Thurs.	5:30pm - 8:30pm	\$49	Learn the basic concepts required to navigate, enter data, and format cells in an Excel worksheet.
Language Skills:					
Basic Conversational Spanish	May 8-June 7	Tues. & Thurs.	5:30pm - 8:30pm	\$149	This 30-hour class is designed for adult students who have never studied Spanish, or have had some exposure to Spanish.
Intermediate Conversational Spanish	Mar. 29-May 3	Thursdays	6:00pm - 8:30pm	\$79	This 15-hour class is designed for adult students who have some exposure to Spanish and want to improve.
Conversational English	Mar. 27-May 1	Tuesdays	6:00pm - 8:00pm	\$99	The purpose of this 12-hour class is to improve English speaking skills through small group discussion and pronunciation activities. <i>(Book included)</i>
Personal Enrichment:					
Poetry Slam!	May 1-31	Tues. & Thurs.	6:00pm - 8:00pm	\$69	This 20-hour course is designed for anyone who gets excited about the spoken or written word and wants to learn more about poetry. The course is for beginners or current poets who want to continue to hone their skill.
Couponing 101	May 10, 17, 24	Thursdays	6:30pm - 8:30pm	\$29	This 6-hour class is designed for anyone who is just getting started in couponing or would like to learn more.



Online Training is also available! Over 300 courses to choose from!

Visit the ALCO Online Instruction Center at www.ed2go.com/alco.