

HISPANIC HOUSING WORKFORCE DEVELOPMENT

May 17, 2010 – June 11, 2010

For more information or to register for classes, please call: **773-826-3824**

<i>Classes</i>	<i>Description</i>	<i>Time</i>
Basic Computer Essentials	This class is great for anyone new to using the computer or unfamiliar with the Windows operation system. Students will learn how to operate a mouse, how to open and close documents, how to use Windows XP, the difference between hardware and software, the basics of the internet, email and basic computer maintenance.	Monday 10:00 AM - 10:55 AM Wednesday 10:00 AM - 10:55 AM Friday 10:00 AM - 10:55 PM
Power Point	Microsoft PowerPoint is a program that allows you to create computer based slide shows. You can either create a totally new presentation or use one of the many templates provided within the program. This is a very effective means for doing in class presentations and this course is a great introduction to effectively using the program.	Monday 12:00 PM - 12:55 PM Tuesday 12:00 PM - 12:55 PM Wednesday 12:00 PM - 12:55 PM
Navigating the Internet	Get hands on instruction on how to effectively use the internet in a job search. Students will learn how to upload resumes to job search engines, websites, how to search for reliable information and access the internet in a safe and legal manner.	Tuesday 2:00 PM - 2:55 PM Thursday 2:00 PM - 2:55 PM
ESL with Technology	This course will integrate Technology with the English language to help users learn both how to fluently speak English and how to master basic computer skills.	Tuesday 3:00 PM - 3:55 PM Thursday 3:00 PM - 3:55 PM

Open Computer Lab

A total of 6 computers with high speed internet access, Microsoft Office Suite, typing and G.E.D. tutorial software open for public use.

Monday , Wednesday, Friday

1:00 PM - 3:00 PM

Tuesday , Thursday

11:00 AM - 2:00 PM

Hispanic Housing Development Corporation: Workforce Development Program 3305 W. Diversey Avenue. Chicago, IL 60647