

I'M CONNECTED!

SMART COMMUNITIES 2.0: Technology that works for you...

All computer classes are FREE to Englewood, Woodlawn and Washington Park as well as Kennedy King College Students

Basic Bundle | 1:00 pm – 3:00 pm

February 4 | Computer Basics - becoming familiar with parts of the computer and the operating system

February 5 | Internet Basics - navigating the Internet and the windows elements

February 6 | Email Basics - sending, receiving, replying, forwarding and managing email

These classes are intended for beginning users

Microsoft IT Academy | 3:00 pm – 5:00 pm

February 11 | Microsoft Word – beginners level

February 12 | Microsoft Word – Intermediate level

February 13 | Microsoft Word – advanced level

This series of classes is intended for individuals seeking Microsoft Office Certifications



Microsoft Office Bundle | 10:00 am – 12:00 pm | Woodlawn Residents Only (830 East 63rd Street)

February 18 | Microsoft Word – using word-processing to create letters and forms

February 19 | Microsoft Excel – using spreadsheets to perform mathematical calculations

February 20 | Microsoft Power Point – using multimedia software to create presentations and slideshows

These classes are intended for intermediate users at the Woodlawn site only

Job Readiness Training | 1:00 pm – 3:00 pm | JRT Clients Only

February 26 | JRT I – understanding the computer essentials as it relates to employment

February 27 | JRT II – accessing the Internet to enhance your job search

These classes are intended for Job Readiness Training Clients Only



Microsoft Office IT Academy provides in-person and online beginning, intermediate and advanced computer classes in Word, Excel & Power Point that lead to Microsoft Office Certifications. Certification Exams require a fee, not covered by the agency, prices will vary.



WHERE

Kennedy King College
Family Net Center
6301 South Halsted St.
Building V, Room 106



at www.engagewoodportal.org

FOR MORE INFORMATION

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Facebook: Family Net Center (Englewood)



Metropolitan Family Services



LISC Chicago

The 63rd Street Corridor Center for Working Families operated by Metropolitan Family Services in partnership with NCP Woodlawn, Washington Park Consortium, Teamwork Englewood, Local Initiatives Support Corporation (LISC), City of Chicago Teska/ BTOP Smart Communities and Kennedy-King College.