

All perspective students must complete a Registration and Intake Form. All Computer Training is FREE to Englewood, Woodlawn and Washington Park *residents* as well as Kennedy King College students.

Basic Bundle	WEEK 1	Microsoft Office Bundle
12:00 pm — 2:00 pm		3:00 pm — 5:00 pm
Computer Basics	Monday, July 9	Microsoft Word
Internet Basics	Tuesday, July 10	Microsoft Excel
Email Basics	Wednesday, July 11	Microsoft Power Point
Microsoft Office Bundle	WEEK 2	Başic Bundle
12:00 pm – 2:00 pm		3:00 pm – 5:00 pm
Microsoft Word	Monday, July 16	Computer Basics
Microsoft Excel	Tuesday, July 17	Internet Basics
Microsoft Power Point	Wednesday, July 18	Email Basics
Basic Bundle	WEEK 3	Microsoft Office Bundle
12:00 pm — 2:00 pm		3:00 pm – 5:00 pm
Computer Basics	Monday, July 23	Microsoft Word
Internet Basics	Tuesday, July 24	Microsoft Excel
Email Basics	Wednesday, July 25	Microsoft Power Point
Microsoft Office Bundle	WEEK 4	Basic Bundle
12:00 pm — 2:00 pm		3:00 pm — 5:00 pm
Microsoft Word	Monday, July 30	Computer Basics
Microsoft Excel	Tuesday, July 31	Internet Basics
Microsoft Power Point	Wednesday, August 1	Email Basics
F	or more information or to register for a class conta	act
Clarence Hogan Phone: (773) 487-3731 Email: hoganc@metrofamily.org	, , , , , , , , , , , , , , , , , , ,	Demond Drummer Phone: (773) 488-6600 Email: ddrummer@teamworkenglewood.org
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