



The following lists the workshops the Technology Center at Association House of Chicago offers. Registration for the workshops is ongoing. The Technology Center asks participants interested in attending a workshop, register in person. If you have any questions or would like more information please contact the Technology Center at (773) 772-7170 x. 3101 or E-mail at [schan@associationhouse.org](mailto:schan@associationhouse.org).

### **Computer Beginners Workshop**

The Computer Beginners Workshop is geared for new computer users. Topics include Microsoft Windows, introduction to Microsoft Word, working with files, basic typing skills and Internet basics. Learn and identify the components of a computer and the purpose of each one. Whether you are a first time computer user or want to brush up on your computer skills, this course is right for you. This is an 18 hour workshop meeting 2 hours per week for 9 weeks offered in English and Spanish. There are no prerequisites for this workshop.

Language: English/Spanish

Age Group: 16 and up

Duration: 2 hours for 9 weeks meeting once per week

Days: Varies

Times: Mornings 10-12, Evenings 6-8

Cost: Free

Prerequisite: None

### **Computer Intermediate Workshop**

The Computer Intermediate Workshop is the next level after Computer Beginners. Topics include advanced Windows usage, advanced Microsoft Word and introduction to Microsoft Excel. This is an 18 hour workshop meeting 2 hours per week for 9 weeks offered in English and Spanish. Those interested in attending this workshop are required to have completed the Computer Beginners Workshop or pass the entrance exam.

Language: English/Spanish

Age Group: 16 and up

Duration: 2 hours for 9 weeks meeting once per week

Days: Varies

Times: Mornings 10-12, Afternoons 12-2 Evenings 6-8

Cost: Free

Prerequisite: Computer Beginners

### **Computer Advanced Workshop**

The Computer Advanced Workshop is geared for those individuals interested in the inner workings of a computer. Topics include basic computer system

diagnostic/troubleshooting, operating system installation, install/uninstall hardware, and software applications. This course is recommended for those that want to open up a computer and maintain it themselves. This is an 18 hour workshop meeting 2 hours per week for 9 weeks offered in English. Those interested in attending this workshop are required to have completed the Computer Intermediate Workshop or pass the entrance exam.

Language: English

Age Group: 16 and up

Duration: 2 hours for 9 weeks meeting once per week

Days: Varies

Times: Varies

Cost: Free

Prerequisite: Computer Intermediate

### **Microsoft Office PowerPoint (Beginners/Advanced)**

PowerPoint makes it easier to organize, illustrate, and deliver your ideas professionally. Whether you're conducting a meeting, presenting at a conference, or delivering your message over the Internet, PowerPoint presentation graphics provides the tools you need to make your point. We provide Microsoft PowerPoint training courses at several levels, from a basic introduction class to advanced classes. Our courses have a standard content and take place at scheduled times. The only prerequisite is knowledge of Microsoft Word or an equivalent word processor. The course is 2 and a half hour long offered in English.

Language: English

Age Group: 16 and up

Duration: 2.5 hours

Days: Varies

Times: Evenings 6-8

Cost: Free

Prerequisite: Knowledge of Microsoft Word or equivalent

### **Microsoft Office Access**

Access provides data storage and manipulation using its own relational database tables or connected to a SQL database on a server. Access provides comprehensive graphical tools to help you create tables, queries, forms and reports. You can customize your views and formats to show precisely the information you need. You can automate applications with macros and VBA. And use built-in Microsoft SQL Server™ integration to create a scalable database that can grow with your business plus so much more. The course is 2 and a half hour long offered in English. The only prerequisite is knowledge of Microsoft Word or an equivalent word processor.

Language: English

Age Group: 16 and up

Duration: 2.5 hours

Days: Varies

Times: Evenings 6-8

Cost: Free

Prerequisite: Knowledge of Microsoft Word or equivalent

### **Web Design Course**

HTML (HyperText Markup Language) is the lingua franca for creating pages on the World Wide Web. It is a non-proprietary format based upon SGML, and can be created and processed by a wide range of tools, from simple plain text editors - you type it in from scratch- to sophisticated WYSIWYG authoring tools. You can:

- Create page layout using tables, link web pages and format text in many ways.
- Design and use forms to collect data and develop web applications.
- Create an e-mail link with default content, create page layout using frames and publish your pages to the Web.
- Use Cascading Style Sheets (CSS) to control your colors, typography, and layout schemes - separate out your content and your style.
- Plus lots more ...

Start by learning HTML and advance to WYSIWYG programs to design and layout a web page. This is an 8 hour course meeting 2 hours per week for 4 weeks offered in English. There are no prerequisites.

Language: English

Age Group: 16 and up

Duration: 2 hours for 4 weeks meeting once per week

Days: Varies

Times: Evenings 6-8

Cost: Free

Prerequisite: None

### **Résumé Writing Workshop**

A resume is usually the first contact that an employer or a college has with you. Hence, resume writing should be taken very seriously. We are proud to present a comprehensive course in resume writing. You will develop a perspective on resumé's, explore resumé formats, examine the various sections of a resumé and begin resumé writing. This is a 2 hour course offered in English and Spanish. Knowledge of Microsoft Word or an equivalent word processor is required.

Language: English/Spanish

Age Group: 16 and up

Duration: 2 hours

Days: Varies

Times: Evenings 6-8

Cost: Free

Prerequisite: Knowledge of Microsoft Word or equivalent

### **Safe Internet Browsing Workshop**

For a child to be a safe surfer, adults must also understand how to keep children safe. Find out about filtering software, safe surf strategies to teach your child, and the most effective way to protect your child from harmful content! There are federal laws in place to protect children's privacy - find out what they are and what they mean to a child's surfing experience. For adults, learn how to protect yourself when surfing the World Wide Web and prevent identity theft. Learn how to identify legitimate web sites and prevent annoying "pop-ups". This is a 2 and a half hour course offered in English and Spanish. There are no prerequisites.

Language: English/Spanish

Age Group: 16 and up

Duration: 2.5 hours

Days: Varies

Times: Evenings 6-8

Cost: Free

Prerequisite: None