

Fall 2009 Adult Learning & Workforce Development Schedule of Classes

Open Computer Lab

Open Lab ID Required for Admittance
Mon - Thurs, 3pm-6pm & Fri, 12pm-3pm

Customer Service Training Free

For more information please call 215-985-3220, Ext. 200

North Philly Computer Club

Halloween Party

Wednesday, October 28, 6pm

Computer Novice? Advanced User? All are welcome!

Employer Roundtable

Learn how to get jobs from area employers

Wednesday, November 4, 6pm

The Benefit Bank Free

Apply for food stamps, CHIP, LIHEAP, PACE

For more information or to schedule an appointment, please call 215-235-2900, Ext. 6116

GED Free

To register for GED please call 215-235-2900 x6116

Tutoring Free

To register for tutoring please call 215-235-2900 x6116

Online Career Resources Free

Prerequisite: Successful completion of Intro to Computers

Sec CP58 Tues, Sept. 22, 1pm-3pm

Starting Your Online Job Search Free

Prerequisite: Successful completion of Intro to Computers

Sec CP59 Thurs, Sept. 24, 1pm-3pm

Computer Classes

Introduction to Computers Free

Students must attend all 8 sessions to receive certificate

Sec BC117 Mon thru Thurs, 1pm-3pm
Sept. 21, 22, 23, 24, 28, 29, 30 & Oct 1

Introduction to Microsoft Word \$20

Prerequisite: Successful completion of Intro to Computers
Registration will not be processed without payment.

Sec W134 Mon & Wed, 6pm-8pm
Sept. 28, 30, Oct. 5, 7, 12 & 14

Intermediate Microsoft Word \$20

Prerequisite: Successful completion of Intro to Word
Registration will not be processed without payment.

Sec W217 Mon thru Thurs, 1pm-4pm
Oct. 12, 13, 14 & 15

Introduction to Microsoft Excel \$20

Prerequisite: Successful completion of Intro to Computers
Registration will not be processed without payment.

Sec E125 Mon & Wed, 6pm-8pm
Oct. 19, 21, 26, 28, Nov 2, 4 & 9

Introduction to Microsoft PowerPoint \$20

Prerequisite: Successful completion of Intro to Computers
Registration will not be processed without payment.

Sec P123 Mon & Wed, 6pm-8pm
Nov. 16, 18, 23, 30 & Dec 2

Creating Holiday Greeting Cards Using Microsoft Publisher \$20

Prerequisite: Successful completion of Intro to Computers
Registration will not be processed without payment.

Sec PB14 Mon & Wed, 6pm-8pm
Dec 7 & 9

Computer Classes for Seniors

Computer Basics for Seniors

Sec GP11 Friday, Sept. 11, 10am-12pm

Mousing Around for Seniors

Sec GP12 Friday, Sept. 18, 10am-12pm

Navigating the Desktop for Seniors

Sec GP13 Friday, Sept. 25, 10am-12pm

Navigating the Internet for Seniors

Sec GP14 Friday, Oct. 2, 10am-12pm

REGISTRATION FORM

Please Print

Today's Date _____

Name _____

Address _____

Zip Code _____

Phone No. _____

Cell or Work No. _____

Email Address _____

Course Title	Section No.	Fee

Registrations will not be processed without payment. Only checks or money orders accepted.

Total Due:	
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Make checks payable to Project H.O.M.E.

Please submit this form with payment to:
Honickman Learning Center & Comcast Technology Labs

Office Use: Processed: _____ Date: _____ Initials: _____