



Computer Skills

This program prepares participants for a wide range of entry-level jobs, by teaching them computer fundamentals, starting, literally, with how to turn the computer on, and going on to provide instruction in the basics of word processing, through a module built around Microsoft Word, and the basics of using a spreadsheet, through a module built around Microsoft Excel. This training is integrated with job-readiness and financial-education workshops, as well as one-on-one job-readiness coaching. Trainees who take full advantage of job-readiness training and job-placement services usually get jobs.

Trainee Eligibility Criteria:

- 18 or older
- low-income
- reading/math level 6th grade or higher
- drug-free and sober
- eligible to work in USA
- strong motivation to get job

Career Opportunities:

office, front-desk, cashier and customer-service jobs in the manufacturing, service, hospitality and retail sectors

Curriculum: turn page over



Program Length: 7 weeks

Training Days/Times: M – Th, 10:00 am – 12:30 pm **or** 5:30 – 8:00 p.m.

Next Available Start Date: May 10, 2010 (Monday)

Cost: free

Required Documentation: (1) driver's license/state ID (2) Social Security card (3) birth certificate/passport (4) income documentation for previous 3 months (5) other proof of low-income status (food-stamp award letter, medical card, etc.)

Information Sessions: every other Tuesday, 10:30 am – 2:00 pm
(**must** call to reserve slot)

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