

# Seneca Ridge



Neighborhood Network News

## Word 2007 Intermediate

The goal of **Word Intermediate** is to give participants lots of hands-on practice to gain a solid foundation in Microsoft Word features required for most jobs. Each session builds on the previous week's topics.

Attendance in 3 out of 4 classes is required to receive a certificate. at the last class.

### Dates & Times

3/9, 3/16, 3/23, 3/30  
Tuesdays  
6:00 to 8:00 PM



**240.773.9349**  
No drop-ins

## Intro to File Management & Internet

Learn the basics of using a computer! Set up an email account and learn how to search the Internet for jobs and attach a resume to email.

No drop-ins

### Dates & Times

2/4, 2/11 & 2/18, 2/25  
Thursdays  
6:00 - 8:00 PM

## Create a Resume Using Word Templates

Make your resume look professional using Word 2007 templates.

3/4 -Thursday.  
6:00 - 8:00 PM

## Feb/Mar 2010

### MS Word 2007 Intermediate

3/9, 3/16, 3/23. 3/30  
Tuesdays  
6:00 - 8:00 PM

### Create a Resume Using Templates

3/4  
Thursday  
6:00 - 8:00 PM

### Beginners Book Club

3/4 - 3/25  
Thursdays  
10:00 - 11:30 AM

### SAT Prep Class:

2/ 28 - 4/ 17  
Saturdays  
9:00 AM - 1:10 PM  
No class - 4/3

## Beginners Book Club

Join the first Seneca Ridge Book

**Club ever!** Have fun while expanding your vocabulary, improving your reading comprehension and discussing ideas from different perspectives with your classmates in this instructor-led class. Books will be handed out on the first day of class. Registration is on a first come first served basis.

### Class Dates & Times:

3/4 - 3/25  
Thursdays 10:- to 11:30 AM





# February/March 2010

## ESL

Seneca Ridge is offering an **ESL For Beginners AM** class and an **ESL Intermediate PM** class to help non-native English speakers become more fluent. Practice vocabulary, conversation, pronunciation, and reading with an experienced instructor in a small group. Computer use is a component of both classes.

Call to register: 240.773.9349

### Open Computer Time

1:30 PM to 5:00 PM  
MONDAY - THURSDAY

### ESL Beginners

March 1 - May 5  
10:00 AM - 1:00 PM

### ESL Intermediate

April 12 - June 14  
6:00 PM - 8:00 PM



## TONY DAVIS FAMILY RESOURCE CENTER

19568 SCENERY DRIVE  
GERMANTOWN, MD 20875  
(240) 773 - 9349



## SAT Prep

### High School Students!

Learn effective test-taking strategies to help you achieve your best SAT score in an open, relaxed setting. Practice the content of real SAT's in this Montgomery College class. Timed for the May 1, 2010 SAT exam.

**Class Dates:**  
Saturdays, 9:00 AM to 1:10 PM  
February 28 - April 17



Housing Opportunities Commission  
**HOC Staff**  
Margery McCarthy-Hall  
Neighborhood Network Coordinator  
Margery.McCarthy-Hall@hocmc.org

**Office Hours**  
**Monday-Friday**  
9:00 -5:30pm  
or by Appointment  
240.773.9349

Tony Davis Resource Center  
19568 Scenery Drive  
Germantown, MD