



# Seneca Ridge



## Neighborhood Network News

### Get Your GED!

- Increase your job possibilities
- Further your education
- Be a good role model
- Improve problem solving skills
- Feel better about yourself

#### GED Orientation

Wednesday  
9:30 AM - 12:30 PM  
9/8

	GED AM	Pre-GED PM
Days:	Mon, Wed, Fri	Mon & Wed
Time:	9:30 - 12:30	6:00 - 9:00
Date:	9/13 - 10/29	9/13 - 11/22

## Childhood Obesity

Tuesday 7:00 - 9:00 PM

8/17  
8/31

Nutrition and Your Child Part 1 - Workshop  
Nutrition and Your Child Part 1 - Workshop

## PSAT

### Parent/Student Orientation

Thursday  
4:00 ~ 5:00 PM  
August 19<sup>th</sup>

### Classes

Saturdays  
9:00 AM ~ 1:10 PM  
August 28<sup>th</sup> to October 9<sup>th</sup>



## September 2010

### GED ORIENTATION

Wednesday  
9:30 ~ 12:30 PM  
9/8

### GED Classes

Mon, Wed, Fri  
9:30 ~ 12:30 PM  
9/13 ~ 10/29

### Pre -GED Classes

Mon & Wed  
6:00 ~ 9:00 PM  
9/13 ~ 11/22

- Attendance at GED & ESL Orientation is necessary to register for class.



## INTERMEDIATE

### Orientation:

September 1  
Wednesday  
6:00 PM - 8:00 PM

Testing on appointment:  
September 7: 5:00 PM - 8:00 PM  
September 8: 12:00 PM - 4:00 PM

### Class Dates:

Sep 13 - Nov 15  
Monday & Wednesday  
6:00 PM - 8:00 PM

# September ~ December 2010



## Excel I:

Provides you with a basic understanding of the most common formulas in Excel needed in the work place.

**Tues & Thurs**

9:30 -11:30 AM *OR* 6:00 - 8:00 PM

9/7 ~ 9/23

## Excel II:

Move beyond the basics into more complex functions.

**Tues & Thurs**

9:30 -11:30 AM *OR* 6:00 - 8:00 PM

10/5 ~ 10/28



## Computer Basics

If you need to learn or review the basics of using a keyboard, mouse, creating folders or surfing the Internet, this is the class for you!

## Dates & Times

**Tues & Thurs**

9:30 -11:30 AM

9/28 & 9/30

## Open Computer Time

2:00 PM to 5:00 PM  
MONDAY - THURSDAY

## Word 1:

**Tues & Thurs**

9:30 -11:30 AM *OR* 6:00 - 8:00 PM

11/2 ~ 11/18

## Word 2:

**Tues & Thurs**

9:30 -11:30 AM *OR* 6:00 - 8:00 PM

12/2 ~ 12/14

## Create Resumes with Templates

Create or improve your resume using professional Word 2007 templates.

**Tues & Thurs**

6:00 - 8:00 PM

9/28

&

## Write A Cover Letter

A cover letters is a powerful tool to sell yourself to a hiring manager.

**Tues & Thurs**

6:00 - 8:00 PM

9/30



**New:**

**Computer classes**

**offered in French .**

Call: 240.773.9349



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