

## WHAT

### DOES THE COMMUNITY COMPUTER CENTER OFFER?

Esperanza's **Community Computer Technology Resource Center** provides a free-access classroom for Microsoft Office training, internet access, and computer courses for Hispanic and minority youth and adults.

With a focus on building youths' academic skills and improving adults' computer literacy, the Computer Center offers free courses throughout the year beginning in January, May and September, as well as open lab hours.

## YOUR SUPPORT GIVES OUR CHILDREN **HOPE** FOR THE FUTURE.



Esperanza means "hope" in Spanish, and hope is exactly what **Esperanza, Inc.** has generated in the lives of students for more than 25 years. Since 1983, thousands of Greater Cleveland-area students have received tutoring, leadership development, technology training, mentoring, college and career counseling, and scholarship assistance through **Esperanza's** services. We serve Hispanic students in schools large and small, public and parochial, inner-city and suburban.

**YOUR INVOLVEMENT WILL MAKE A  
DIFFERENCE.**



## HOW

### DO PARTICIPANTS BENEFIT FROM THE COMPUTER CENTER?

#### YOUTH PROGRAMS

- Training improves academic skills.
- Specialized educational software programs can improve proficiency and ACT/SAT scores.
- Internet access available for scholarship and college research or study.
- Learn the basics for preparing a resume.
- Microsoft Office training presents overviews of essential computer applications: Word, Excel, PowerPoint and Publisher.
- General training will improve students' overall computer skills.

#### ADULT PROGRAMS

- Improve your job readiness with general computer training.
- Learn how to use the Internet for research.
- Learn the basics for preparing a resume.
- Improve your keyboarding speed.
- Increase your computer confidence.
- Microsoft Office training presents overviews of essential computer applications: Word, Excel, PowerPoint and Publisher.
- Continue your education free of charge.

## WHAT

### DO THE COMPUTER COURSES INCLUDE THIS YEAR?

#### BASIC 14-WEEK TRAINING

- Computer Basics — *Introduction to Internet, email, Word, Windows*
- Spreadsheet Basics — *Introduction to Excel*
- Desktop Publishing Basics — *Introduction to Publisher, PowerPoint*
- Workforce Development — *Basic math and writing, resume writing, interviewing skills*
- Education Development — *Dressing for success, Financial Aid Workshop 1*

#### INTERMEDIATE 14-WEEK TRAINING

- Word Processing — *Microsoft Word*
- Spreadsheets — *Microsoft Excel*
- Desktop Publishing — *Outlook, PowerPoint, Publisher*
- Workforce Development — *Job search techniques, advanced resume writing, interviewing skills*
- Education Development — *Financial Aid Workshop 2, essay writing, Employment Agencies Workshop*

 **Esperanza**



WE BUILD  
**SKILLS**  
BY PROVIDING THE  
**TOOLS.**

Computer skills are critical for success in today's job market, but they can also be the most difficult to obtain.

Young people and adults in the Hispanic community now have a free resource to develop their computer skills and pick up the tools they need to succeed.

Esperanza's Community Computer Technology Center offers free training courses throughout the year to improve students' and adults' computer literacy.



A United Way Community Partner

**OUR MISSION**  
The mission of Esperanza is to **ENHANCE EDUCATIONAL AND ECONOMIC OPPORTUNITIES** for Hispanic Americans.

**OUR VISION**  
Esperanza will be a model of **ACADEMIC AND COMMUNITY EXCELLENCE** by:

- motivating academic advancement and achievement,
- enhancing quality of economic and community life.
- promoting continuity of community through leadership,
- offering enriched educational services and opportunities, and
- providing scholarship assistance.

**OUR FUTURE**  
Esperanza is currently providing more educational support services, tutoring more students, offering more programming, funding more scholarship opportunities and facilitating more collegiate cooperation **THAN AT ANY TIME IN ESPERANZA'S HISTORY.**

John Gonzalez Graphics & Design



3104 West 25th Street  
Cleveland, OH 44109  
(216) 651-7178  
[www.esperanzainc.org](http://www.esperanzainc.org)

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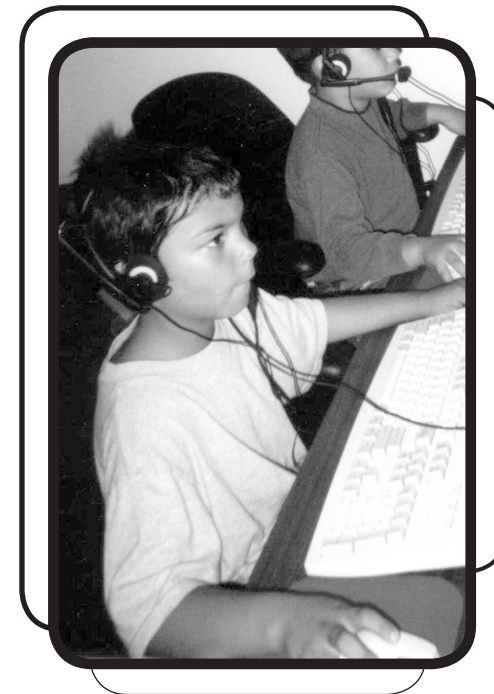
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COMMUNITY



FREE COMPUTER TRAINING  
FOR YOUTH AND ADULTS

# COMMUNITY COMPUTER CENTER



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