Lorain County Community Action Agency

is pleased to announce

Tech Connect

Tech Connect will feature computer classes for <u>8 consecutive classes</u>, please see times below. The classes will include Microsoft Office programs, such as WORD & EXCEL, write your resume in WORD, and more…

Upon completing the program each applicant that has been income qualified and is registered with Ohio Means Jobs will receive a certificate and a refurbished computer of their very own. Each session will be 3 hours long with an optional 30 minute open lab after each class.

Registration is open to all over 18. Please register by contacting Bob McDonald, LCCAA Community Coordinator, at (440) 204-3155 ext 4 or email: **rmcdonald@lccaa.net**.

The times for the classes will be Monday and Wednesday 8:30 am – 11:30 am

These sessions will start: May 16, 2016. Apply today - seating is limited!

- 5/16 (Mon)   5/18 (Wed) : Intro to computers; Intro to Windows;
- 5/23 (Mon)   5/25 (Wed) : Intro to Word; Create resume using Word;
- *5/30 No Class*   6/1 (Wed)   : Intro to the Internet;
- 6/6 (Mon)   6/8 (Wed)   : Job Search using Internet; Intro to Excel;
- 6/13(Mon)   : Intro to E-mail.
  (* 05/30/2016: No Class Memorial Day Holiday)

The Training will be held at:
OhioMeansJobs Lorain County
42495 North Ridge Rd.
Elyria, Ohio 44035

Enrollment Contacts:
Cindy Hicks
PHONE: (440) 204-3151
E-Mail: chicks@lccaa.net or
Bob McDonald
PHONE: (440) 204-3155 Ext 4
Email: rmcdonald@lccaa.net

NOTE: This is a special program which is a onetime special grant awarded to Lorain County Community Action Agency who has partnered with Lorain County Workforce Development and Job & Family Services to offer the program.