

WORKSHOPS & FORUMS



- Career Planning Workshop
- Men's & Women's Health
- AIDs And HIV: What You Need To Know About It
- Substance Abuse
- Men-To-Boys/Boys-To-Men
- Adult Campus Forum
- Senior Campus Forum
- Parenting Workshop
- Single Parenthood Workshop
- English As A Second Language
- Employment Search Workshop

To register for computer training, workshops, forums, or tutoring assistance, call (201) 956-5614 to have an application sent to you. You may also obtain an application from our office.

Alpha Caring Community Development Corp.
1000 Teaneck Road
Teaneck, New Jersey 07666



CBD Publications

1000 Teaneck Road
Teaneck, NJ 07666
Phone (201) 956-5614
Fax (201) 836-8469
Program Hours: To Be Arranged

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ALPHA CARING COMMUNITY DEVELOPMENT CORPORATION - TRAINING

“Preparing for Excellence”

Gaining A Greater Perspective By

- Developing your computer & career skills using Microsoft Office Software
**Word *Excel *PowerPoint
* Publisher * Outlook **
- Attend adult programs including introduction to the Internet, developing word processing skills, employment search tools, substance abuse, men's and women's health workshops and a variety of forums.
- Becoming more informed of the necessary guidelines in preparing for college (i.e. Admissions & Financial requirements, S.A.T. Scoring)

*Co-Sponsored by
Abundant Grace & Truth Church
1000 Teaneck Road, Teaneck
New Jersey 07666*

Call to register for classes
(201) 956-5614
E-Mail: info@accdc.org

ABOUT OUR ORGANIZATION

Alpha Caring Community Development Corporation (ACCDC) was established in 2002. As a community non-profit organization, our mission is to deliver resources that are scarce but necessary for students to excel academically and for adults to advance in their career goals.

With over 30 years of experience in education and technology, our staff of certified professionals provides top notch technology programs to assist community members interested in:

- ✓ Developing marketable job skills
- ✓ Learning basic computer skills
- ✓ Strengthening their knowledge of particular software applications

Our work would not be accomplished without an organization dedicated to strengthening the fabric of our community. In addition to our educational services, we invite community leaders to lead family strengthening forums, substance abuse workshops and career counseling for both high school students and adults.

Our computer labs are equipped with up-to-date software applications. These applications are in great demand in the schools, colleges, and virtually all industries.



PROGRAMS

The Internet Basics

In this course students are provided with a basic understanding of the Internet. The Internet address structure, navigating the web, utilizing the various and researching specific data will be covered in this course.

This class is scheduled for 5 sessions.
Suggested Donation: \$150.00

Windows Basics

In this lesson we will discover the basics of using Windows XP. By reviewing the various tasks it will allow you to navigate with ease among the various window programs and applications that you will be operating on your PC.

This class is scheduled for 8 sessions.
Suggested Donation: \$150.00

Introduction to Microsoft Office –

MS Office applications will increase your productivity, employment possibilities and efficiency with school projects. This comprehensive course will cover the basics in Microsoft Word, Excel, PowerPoint, Publisher, and Outlook.

This class is scheduled for 10 sessions.
Suggested Donation: \$200.00

Advanced Microsoft Office – This course is designed to give individualized attention to your choice of the MS application covered in the “Introduction to Microsoft Office” course. You may select 1 MS application per course.

Contact our office for a course schedule.

Pre-requisite: Must have a working knowledge of MS Word, Excel, PowerPoint, or Publisher application.

This class is scheduled for 8 sessions.
Suggested Donation: \$300.00

Web design – Learning how to create and maintain a Web site is becoming critical for small businesses, organizations, and students. In this course you will learn how to create Web pages with HTML, JavaScript, CGI Script and Flash.

Pre-requisite: Working knowledge of MS Office applications and the Internet.

This class is scheduled for 8 sessions.
Suggested Donation: \$300.00

Introduction to multimedia tools –

In this information age it is a plus to learn how to transfer text and multimedia files. You will learn the processes of downloading, transferring and compressing. This class will also give a basic overview of the use of the scanner and the digital camera. You will work with image, sound and movie files. This course is good for individuals who want to enhance their Web site, improve their presentations, and add this knowledge on their résumés.

Pre-requisite: Working knowledge of MS Office applications and the Internet.

This class is scheduled for 8 sessions.
Suggested Donation: \$200.00

NOTE: Senior Citizens are given a 15% discount off the Suggested donation.

Call today for more information regarding our programs
(201) 956-5614