

# Teen Computer Class

This ten week class focuses on building the participants' keyboarding and word processing abilities, as well as Internet research skills. Students who do not have a computer in the home are able to complete homework assignments and conduct Web research on the Center's machines.



During the summer months, the focus of the curriculum shifts to a variety of workshops such as:

- Creation of web sites using Microsoft Front Page. They can learn how to scan photos and prepare their own web graphics, clean them up in Adobe Photoshop, and import them into their Webs.
- Burn personal CD's using Roxio Easy CD Creator. They will learn how to import music from various sources to compose personal compilations. They can also create personal labels and covers using various graphics applications.
- Produce newsletters and pamphlets using Microsoft Publisher. By using a variety of available application and hardware resources, students will learn the basics of desktop

# About EOYDC.....

Founded in 1973, the East Oakland Youth Development Center (EOYDC) is a community-based 501(c)(3) nonprofit agency dedicated to developing our children and youth into healthy, self-supporting and aware citizens and adults. Since 1978 the Center's **FREE** comprehensive programs have been coordinated to meet our clients' emotional, physical, intellectual, and economic needs. The Center is open Monday through Friday and is located in the Elmhurst District of East Oakland. While our primary focus are the residents of the East Oakland community, all youth and their families are welcome to participate in the services offered at the EOYDC.

EOYDC offers programs in the following areas:

## Art

Photography  
Ceramics  
Painting  
Dance Class  
Music Class

## Project J.O.Y. (Job Opportunities for Youth)

Job Training  
G.E.D. Prep Class  
Homework Center  
Pathway-to-College Program  
Summer Cultural Enrichment Program

## Physical Development

Track  
10 & Under Basketball League  
Black College League  
Invitational Tournaments  
Adult Fitness  
Rowing  
Karate Class  
Mountaineering Courses



EAST OAKLAND YOUTH DEVELOPMENT CENTER



# COMPUTER SKILLS TRAINING



For More Information:

Phone: (510) 569-8088 Fax (510) 632-6942  
Website: [www.eoydc.org](http://www.eoydc.org)  
8200 International Blvd. Oakland, CA 94621

# Mission

Operating within the Project J.O.Y. (Job Opportunities for Youth) Department, our main focus is to train those individuals, who for various reasons do not possess the basic computer skills required to be competitive in today's job market.



# Purpose

Our purpose is to be the "go to" entity for the procurement, delivery, setup, configuration, repair and/or replacement of all computer systems, peripherals and network related products. Whether they are in our showcase Magic Johnson/HP Inventor Center, Pathway to College Room, Homework Center, Job Club Room or in the Center's gym, we are there to insure that all of the Center's computers and related equipment performs to both our and industry standards. We are the overseers for the formulation and development of all curriculums used to provide instructional training in microcomputer applications to all EOYDC clients and/or assigned personnel. We created and have maintained the website and the local area network. We are also responsible for the creation of all graphical representations of the Center; we passionately believe that you can only make a first impression once.

# Adult Computer Class

*Ages 17 & up*

Personal Instructor is available  
Monday—Thursday 9am-12pm

The Computer Resource Center at EOYDC offers adults free personalized computer training. Participants choose what they wish to learn at their own pace. Lessons can include the following subjects:

- Hardware Identification
- Understanding Windows XP
- Basic Keyboarding Skills
- Basic Microsoft Word Processing
- Basic Desktop Publishing (MS Publisher)
- Basic Excel Spreadsheet
- Basic PowerPoint Presentation

Participants can study all subject areas, or choose one. We only ask that you commit to the time it will take for you to get to the level of proficiency that you were seeking when you signed up!



# Youth Computer Class

*Ages 8-16*

Classes meet Monday—Friday 4pm-6pm



This class is designed to help our youngest participants ages 8-12, understand the basic operations of the computer as it relates to everyday use. The long-term goal of this class is to teach students how to use the computer to complete school projects and assignments.

Upon entering the class, each student will receive personalized typing instruction from the instructor. Visual aids such as mock keyboards and finger-placement charts are used to assist during the initial instruction process. The students will then do actual work using the computers. All students will use the Typing Instructor Program to concentrate on finger placement, speed, and accuracy. The main focus is to ensure that each student understands how to use the keyboard.

After students have shown mastery of the keyboard, they will learn how to create documents in programs such as Microsoft Word and Publisher. Students will then learn how to insert pictures into documents, cut and paste, and use various program tools to create flyers, birthday cards cover pages etc.. By using these programs, the students will be able to produce professional assignments for school and other projects.