



Dearborn Homes Technology Center
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DEARBORN
HOMES
TECHNOLOGY
CENTER

TEC Services, in partnership with the CHA via the Broadband Technology Opportunities Program, is providing online and instructor led computer classes at Dearborn Homes Technology Center.

The classes provide instruction in general computer literacy, online resource searches, and assistance with Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.) and other applications. Courses are designed to enhance computer literacy and proficiency through self-directed learning and exploration that builds confidence, motivation, and self-determination.

TEC Services will coordinate with additional partners to provide youth, senior and work skills training opportunities for CHA residents. Please see the monthly calendar posted on lab door for updates.

In addition to the regular schedule of classes, the training center will be made available to CHA residents during normal business hours for "open access" time where residents can continue their online classes, work on resumes, or use the computers for other educational or job related purposes.

The schedule for orientations and open access is as follows:

Monday
9:00 am – 1:00 pm *Open Lab***
1:00 pm – 2:30 pm Pre-K/Kindergarten Programming
2:30 pm – 5:00 pm Open Lab

Tuesday
9:00 am – 1:00 pm *Open Lab***
1:00 pm – 3:00 pm Resume Building & Job Search
3:30 pm – 5:00 pm 1st – 4th Grade Youth Programming

Wednesday
9:00 am – 10:00 am *Open Lab***
10:00 am – 12:00 pm Adult Literacy Program
12:00 pm – 3:00 pm *Open Lab***
3:30 pm – 5:00 pm 5th – 8th Grade Youth Programming

Thursday
9:00 am – 1:00 pm *Open Lab***
1:00 pm – 3:00 pm Resume Building & Job Search
3:30 pm – 5:00 pm High School Youth Programming

Friday
9:00 am – 1:00 pm *Open Lab***
1:00 pm – 3:00 pm Dearborn Senior Citizens Connect
3:00 pm – 5:00 pm *Open Lab***

A parent/guardian must first attend a mandatory orientation March 12th, 2012 at 3:30pm

Youth Programming in the Technology Center

IMPORTANT! All Dearborn youth participating in these programs must first attend a mandatory parent/guardian & youth orientation March 12th, 2012 at 3:30pm and sign a permission slip.

The Pre-K and Kindergarten program is designed to introduce very young children to computers and basic concepts that enhance early childhood learning through educational games and other engaging activities.

The 1st – 4th Grade program encourages interaction with technology to enhance basic education and engage youth in topics such as words, math, nature and healthy foods.

The 5th – 8th Grade program capitalizes on the ability of this age group to use various forms of technology and focuses on topical research, career exploration, healthy lifestyles, math, science and digital literacy.

The High School Program explores higher level technologies such as desktop applications and web development as well as post-High School planning and homework assistance. Topics covered will include career pathways, budgeting, college exploration, literacy, Microsoft Office and others.

Additional programs to come! Please see the monthly calendar posted on the lab door for updates.

Computer Lab Usage Policies

- Respect lab equipment, furniture, staff and others in the lab.
- Follow instructions given by lab staff.
- Sign-in each time you enter the lab and provide the lab staff with basic information in order to use the computers.
- No food or drink in the lab. All food and drinks must remain outside the lab.
- Do not load any software on computers in the lab.
- Headphones may be used for listening to course content. CDs may not be loaded on the computers and streaming music or videos are not allowed.
- Respect the learning environment. Silence your cell phone. Talking on cell phones in the lab is prohibited.
- Accessing inappropriate websites or content is forbidden.
- Individuals exhibiting inappropriate behavior or language will be asked to leave the lab and future access may be denied.
- Keep track of your personal items. TEC Services and CHA are not responsible for lost, broken or stolen personal items.

****YOUTH SUPERVISION & OPEN LAB ACCESS:**
No individuals under the age of 18 are allowed in the computer labs without a parent/guardian or without being part of a supervised program. If an individual under 18 is allowed in with a parent/guardian or as part of a supervised program, they must exit the lab if the parent/guardian or supervisor leaves the lab. No other individual other than the parent/guardian or program supervisor are allowed to provide supervision for an individual under the age of 18.

YOUTH UNDER AGE 14: *No individuals under the age of 14 are to be enrolled into the online eLearning system unless they are part of a program operated by or in partnership TEC Services.*

