

Industrial Youth Center Project

Enabling young people to discover their talents, and exercise them in a real business setting



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Development

Darice Corey
Computer Genesis Instructor

Dear Candidate:

Bridgeport Area Youth Ministry would like to invite you to participate in our exciting Computer Genesis Summer Program. ***Computer Genesis*** is a four-week course designed to teach young adults to use and troubleshoot PCs. Students will learn Windows 98/2000, Microsoft Office XP, fundamentals of PC hardware, and complete business projects using Microsoft Office. Upon successful completion, graduates will receive a free Personal Computer*.

A ***Computer Genesis*** flyer, application, and policy forms are enclosed. You can submit your completed application and policy forms at BAYM's Industrial Youth Center, 506 Logan Street in Bridgeport, starting now. Only forty (40) students will be selected to fill two classes. Teenagers must bring the following items in order to qualify:

- ❖ \$65 Registration Fee
- ❖ Birth Certificate/Proof of Age (ages 14 to 19 only)
- ❖ Completed Registration Form Signed by Parent
- ❖ Policy Form Signed by Parent and Student

Session 1 (July 6 – July 29, 2004) and Sessions 2 (August 2 – August 26, 2004), classes will be held Monday - Thursday, at BAYM. Class time is 9:30AM – 12:00PM. Participating students must attend all classes (on time) in order to receive the course completion certificate.

We are currently accepting registrations for the summer sessions. To reserve your seat today, please sign up as soon as possible. Please call (203)336-9333 or email DCorey@baym.org if you have any questions.

Sincerely,

Darice Corey
Computer Genesis Instructor/Coordinator

* Students must have a passing score of 70 or above on the final exam to qualify for a Pentium PC.

Located at Connecticut Avenue and Logan Street in Bridgeport's East End

P.O. Box 1134
Bridgeport, CT 06601

Phone: (203) 336-9333
Fax: (203) 366-8197

Email: mail@baym.org
Website: www.baym.org

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Computer Genesis Summer Session 2004

*"Helping young people to discover their talents and exercise
them in a real business setting"*

A four week course designed to teach teenagers:

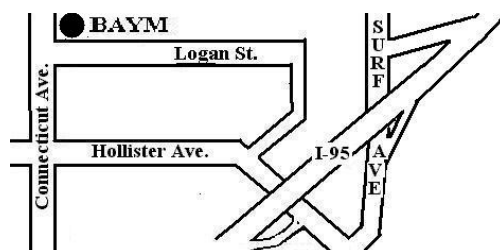
Windows 98/2000	Microsoft Office XP
File Management	Troubleshooting

July 6 – July 29, 2004 (Session 1)
August 2 – August 26, 2004 (Session 2)

Classes are held
Monday - Thursday
9:30 – 12:00 PM

Students attending either one of the classes above will be rewarded
with a Pentium Computer* & a course completion Certificate

All classes will be held at the Industrial Youth Center



The Industrial Youth
Center
506 Logan Street
Bridgeport, CT 06607
(203) 336-6866

* Student must have a passing score of 70 or above on the final exam to qualify for a Pentium PC.

Applicants must provide the following:

- ✓ \$65 Registration Fee
- ✓ Birth Certificate/Proof of Age (ages 14 - 19 only)
- ✓ Completed and Signed Registration & Policy Forms

Located at Connecticut Avenue and Logan Street in Bridgeport's East End

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Bridgeport, CT 06601

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Computer Genesis Application



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Computer Genesis Instructor

Name: _____ Session 1

OR

Session 2

Address: _____ Zip Code: _____

Telephone Number: (203) ____-____ Emergency #: (203) ____-____

Date of Birth: ____/____/____ Age: _____

School: _____ Grade: _____

Do you own a computer? Yes No E-mail: _____

If yes, What type? _____

What is your computer background? (Courses that you have taken:
beginner, intermediate, expert, etc.)

Does your son/daughter have:

Allergies Yes No

Asthma Yes No

Special Concerns: _____

I hereby allow my child to attend BAYM's **Computer Genesis** program
and to receive emergency medical treatment if so needed.

Parent's Name: _____

Parent's Signature: _____

Date: ____/____/____

**(All applicants must provide
proof of age (ages 14 to 19 only))**

Type of Payment:

Check: # _____

Cash: \$ _____

Credit Card: _____

Other: _____

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ADULT COMPUTER TRAINING SERIES

SUMMER/FALL COURSE OFFERINGS

FOR REGISTRATION PLEASE CALL
(203)336-9333
 OR EMAIL US AT MAIL@BAYM.ORG

CALL ABOUT OUR INTRO TO PC CLASS

SAT., JUNE 19, 2004	SAT., JULY 17, 2004	SAT., AUGUST 21, 2004	SAT., SEPTEMBER 18, 2004
<p>Intermediate: Microsoft Word</p> <p>Lesson 1: Sections Creating sections Newspaper columns Using sections to change page orientation Lesson 2: Tables Creating and formatting tables Working with table data Drawing a table Lesson 3: Merging Creating a mail merge document Completing a main document Performing the merge Sorting and filtering merges Merging addresses into mailing labels Lesson 4: Styles and AutoText Applying and displaying styles Creating custom styles Modifying and deleting styles Using styles to create an outline AutoText entries Lesson 5: Introduction to templates Templates at a glance Using templates Creating a fax cover sheet by using a template Lesson 6: Introduction to macros Running and recording macros Editing and testing a macro Custom toolbars Lesson 7: The Internet and the Web About the Internet and the Web Creating a new Web page Adding hyperlinks to a Web page Adding graphical elements to a Web page</p>	<p>Beginners: Introduction to Microsoft PowerPoint</p> <p>Lesson 1: Introduction to PowerPoint Starting PowerPoint and opening a presentation Orientation to the PowerPoint presentation screen and views Lesson 2: Beginning a presentation Creating a title and bullet slide; Creating a slide in Outline view; Editing slides Spelling Lesson 3: Drawing tools Working with drawing tools Working with text and drawn objects; Enhancing drawn objects Lesson 4: Clip art and WordArt Using clip art; Inserting a table; Using WordArt Lesson 5: Organization charts and Microsoft Graph Creating an organization chart; Orientation to Microsoft Graph; Editing a column chart Lesson 6: Templates and the Slide Master Selecting a template Changing text and bullets in the Slide Master Removing Slide Master objects and adding a footer Lesson 7: Slide shows, output, and presentation options Slide show options Adding transitions and animation to a slide show Running a manual and an automatic slide show Working with speaker notes Printing a presentation</p>	<p>Intermediate: Microsoft Excel</p> <p>Lesson 1: Creating charts Creating a chart sheet Creating an embedded chart Comparing chart sheets with embedded charts Lesson 2: Modifying charts Chart types Modifying embedded charts Adding and deleting chart items Moving and sizing chart items Lesson 3: Formatting a chart Formatting chart text Formatting labels Formatting the chart Printing a chart sheet Lesson 4: Using graphic objects Adding graphic objects Formatting graphic objects Using graphic objects to enhance worksheets and charts Lesson 5: Sorting data Single-level sorting Multiple-level sorting Sorting options Design considerations Lesson 6: Filtering data Filtering a list Custom criteria Multiple-condition criteria Managing a filtered list Lesson 7: Querying data Database functions External databases and queries Excel 2000 and the Internet</p>	<p>Beginners: Introduction to Microsoft Access</p> <p>Lesson 1: Overview of Access 2000 Introduction to database concepts and terminology An introduction to Access 2000 Database planning and design Lesson 2: Creating tables Examining a table Creating a table with the Table Wizard Creating a table in Design View Types of primary keys Lesson 3: Working with tables Adding records; Modifying the table design; Finding and editing records; Deleting, adding, and copying records and values; Filtering and sorting records Lesson 4: Using select queries Selecting fields and sorting records; Refining the results of a query; Using queries to perform calculations; Joining tables in a query Lesson 5: Creating and using forms Creating a form Modifying the form design Using a form to locate and organize information Multiple-table forms Lesson 6: Creating and using reports Creating a report; Adding totals Lesson 7: Creating and maintaining a database Creating a database Managing a database and its objects; Database maintenance</p>
Course fee: \$45	Course fee: \$45	Course fee: \$45	Course fee: \$45

HOME
OF
THE \$88
PC

506 LOGAN ST (AT CONN AVE)
(BUZZ AT PARKING LOT DOOR)

\$88 SYSTEM = P2/200Mhz, 64MB RAM, WIN98 SE, 56K MODEM, NETWORK CARD, CD-ROM DRIVE, 15" MONITOR, KEYBOARD, MOUSE, PAD, POWER STRIP. ALL OUR SYSTEMS ARE REFURBISHED, FASTER SYSTEMS ARE AVAILABLE AT SLIGHTLY HIGHER PRICES.

\$88 - YOU'RE ON YOUR WAY TO THE INTERNET AND HOME COMPUTING. ADD SPEAKERS (\$10), A CD BURNER (\$60), A LARGER HARD DRIVE (ASK US), AND CUSTOMIZE YOUR SYSTEM! MAKE IT YOUR OWN!
GREAT FOR STUDENTS AND SENIORS!!!