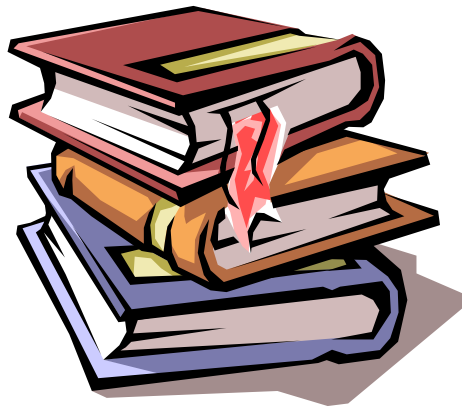




Howard Area Community Center
7648 N. Paulina St.
Chicago, IL 60626
www.howardarea.org
773.262.6622

Education and Employment Program Catalog





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General Information

Mission Statement

The mission of the **Howard Area Community Center** is to assist low-income individuals and families in Rogers Park to stabilize their lives and develop the social skills necessary to become effective community members.

The **Education and Employment Program** at Howard Area Community Center is dedicated to providing educational resources and employment support that are in line with the agency's mission. Funding for the program is provided by the Department of Commerce and Economic Opportunity, the Department of Corrections, the Illinois Community College Board, the Illinois State Board of Education, the Mayor's Office of Workforce Development, the Secretary of State's Literacy Office and from generous donations from companies, individuals and foundations.

Hours and Locations

The Education Office, 7638 N. Paulina St., 773-262-6622

Monday, Wednesday, Friday, 9 a.m. - 5 p.m.

Tuesday, Thursday, 9 a.m. - 8 p.m.

Saturday, 10 a.m. - 12 p.m.

The Employment Resource Center, 1623 W Howard St., 773-262-3515

Monday – Friday, 9 a.m. - 5 p.m.

Saturday, 9 a.m. – 1 p.m. (Computer services only)



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Getting into Classes and Workshops



TO REGISTER FOR CLASSES OR WORKSHOPS:

- 1) Come to the appropriate registration. Registration dates can be found on our website.
- 2) Schedule one to two hours for the registration process.
- 3) Bring your Public Aid/TANF Card (if applicable).
- 4) Childcare is provided during registration. Childcare is also available during classes; spaces are limited. (Childcare is free. It is for the 3-month-old to 5-year-old children of adult education students only. It is not available to participants of the Employment Resource Center.)



TO RECEIVE INFORMATION ON THE NEXT REGISTRATION:

- 1) Sign up with a receptionist in person or by phone.
 - For adult education classes, go to 7648 N. Paulina St. or call 773-262-6622.
 - For employment workshops, go to 1623 W. Howard St. or call 773-262-3515.
- 2) Provide your name, address and phone number.
- 3) Receive a phone-call or a post-card reminder of registration days.
- 4) Arrive on your registration day to get started.



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Adult Education

Adult Basic Education (ABE) and GED

ABE and GED classes provide English-speaking adults with math, reading and writing instruction as they prepare for the GED or work to reach personal goals. Instruction ranges from 3rd to 12th grade levels. Registration is required. Current registration dates are available on our website.

English as a Second Language (ESL)

ESL courses provide immigrant and refugee adults with listening, speaking, reading and writing instruction in English. Instruction ranges from beginning to high-intermediate levels. Registration is required. Current registration dates are available on our website.



Language Exchange

Language Exchange is an hour-long conversation class consisting of a half-hour of English and a half-hour of Spanish immersion. This is a special addition to our ESL Level 3 class. English speakers with conversational Spanish are welcome to join us.

Tutoring for Adults

One-on-one and small-group tutoring is also offered. Registration for tutoring is on-going. Tutoring must be scheduled by appointment and is subject to availability. It is offered in the following areas:

ABE: Basic reading and basic math under the 9th-grade level

ESL: English for non-native speakers

FLL: First Language Literacy in Spanish

**PLEASE CONTACT THE ADULT EDUCATION COORDINATOR
FOR MORE INFORMATION AT 773-262-6622 EXT 256 OR
MWELLS@HOWARDAREA.ORG**



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Family Literacy



Family Literacy

This program is for primary caregivers or parents who are enrolled in the adult education program and who have children between the ages of three months to five years old. Participants of Family Literacy focus on four major educational areas:

- ★ Adult Education
- ★ Child Education
- ★ Interactive Literacy Activities
- ★ Parent Education

The Family Literacy Project promotes the idea that parents are the first and best teachers of their children. It aims to support the learning of parents and their children, especially in the areas of language and literacy.

**PLEASE CONTACT THE FAMILY LITERACY COORDINATOR
FOR MORE INFORMATION AT 773-262-6622 EXT 256 OR
GNARVAEZ@HOWARDAREA.ORG**



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Employment



The Employment Resource Center

The Employment Resource Center at **1623 W. Howard Street** provides walk-in resources for the job search. Resources include: newspapers, job listings, a copy and fax machine, a telephone, a computer lab with internet access, and specialized workshops. A lab assistant and job counselors may provide additional, one-on-one support, if applicable.

Monthly workshops on various employment skills as well as resources for individuals with a criminal background are offered. Please call or visit the employment resource center for current offerings.

Walk-in Resources:

Monday – Friday, 9 a.m. – 5 p.m.

Computer Lab:

Monday – Friday, 1 p.m. – 4:30 p.m.

Saturday, 9 a.m. – 1p.m.

Workshops:

Please call or visit the employment resource center for current offerings. Registration for computer workshops is required.

**PLEASE CONTACT THE EMPLOYMENT RESOURCE CENTER
FOR MORE INFORMATION AT 773-262-3515**



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Other HACC Resources

Howard Area Leadership Academy, 773-381-0366

For Youth aged 16-21

Computer Club House, 773-381-3652

For Youth aged 10-18

Family Center, 773-764-7610

For full-day infant, toddler and preschool education

Home Visiting, 773-761-8324

For mothers who are pregnant and/ or raising a 0-3 year old

Health and Human Services, 773-262-6622

- Case Management
- Emergency Services
- Domestic Violence
- Mother/Child nutrition
- Energy assistance
- HIV/AIDS prevention
- Services for persons with HIV/AIDS
- Legal Clinic
- Community health services
- Seniors program
- Information and referrals

Youth Program

- Greensleeves and STARS (Gale Academy) After-School Project
- Project JAM (Jordan Community Academy) After-School Project
- Teen REACH (Sullivan High School) After-School Project
- Mayor's Office of Workforce Development Program for Teens



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