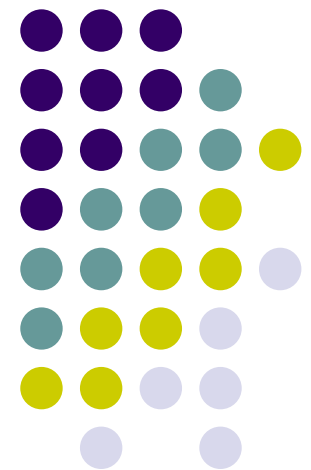


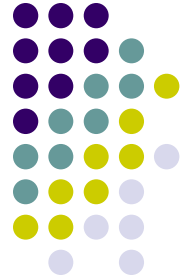
**Environmental Health Services
Martin Luther King, Jr. Community Center
2922 Martin Luther King Blvd.
Dallas, Texas 75215
214-670-8355**

**HEALTH, ENVIRONMENT AND HUMAN
SERVICES COMMITTEE BRIEFING**

March 28, 2005



Purpose of Briefing



Provide an update on programs
and services offered at the
Martin Luther King, Jr. Community Center

Martin Luther King, Jr. Community Center



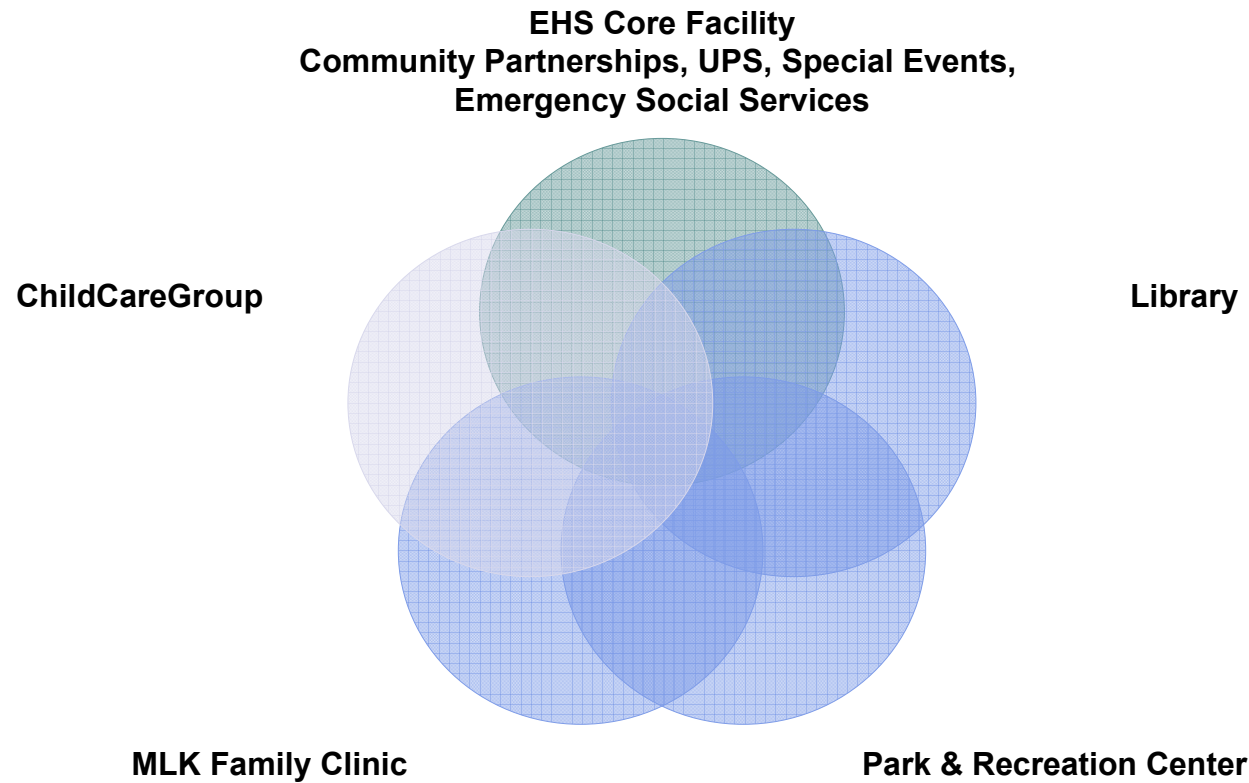
Vision

.....partnering with the community to promote healthy living and social well-being in a healthy environment

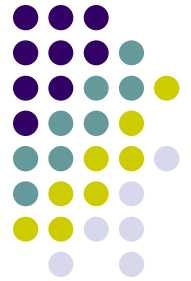
Mission

.....to provide quality health, environmental and social services that are responsive to the needs of the community now and in the future

Martin Luther King, Jr. Community Center Complex



MLK Advisory Board



Board Chair

Vacant
Appointed by
Laura Miller
District 15

Eliud Jimenez

Appointed by
Elba Garcia
District 1

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Appointed by
John Loza
District 2

**Vice Chair
Mark Baker**

Appointed by
Ed Oakley
District 3

Diana Broadus

Appointed by
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Lois Finkelman
District 11

Corey Hill

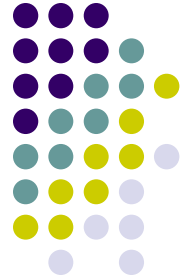
Appointed by
Sandy Greyson
District 12

Vacant

Appointed by
Mitchell Rasansky
District 13

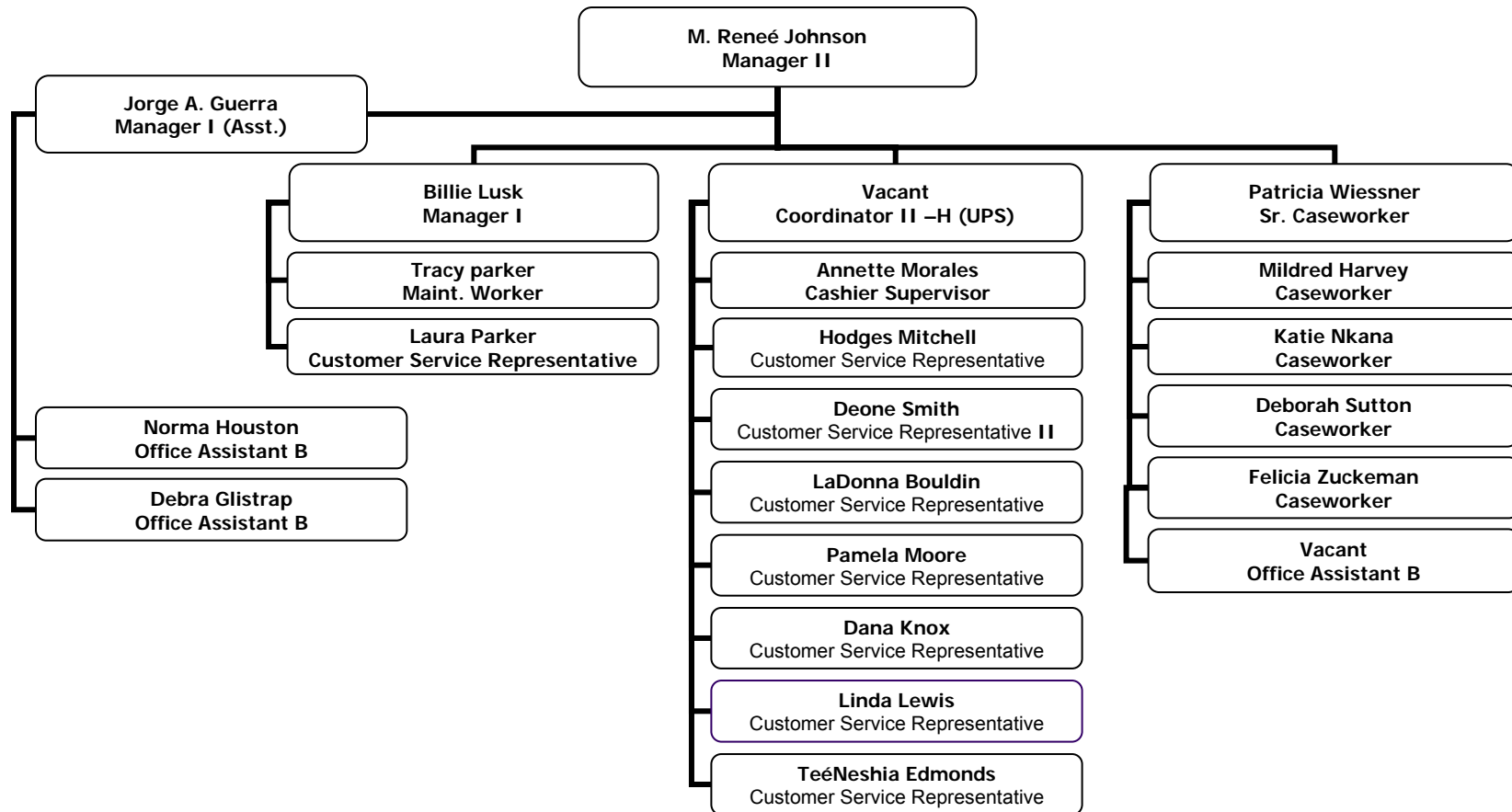
Vacant

Appointed by
Viletta Forsythe-Lill
District 14



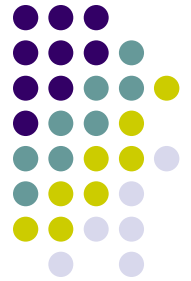
MLKCC Mission

To deliver the highest quality human, health, education, and other comprehensive services which enhance the quality of life of its users and provide a focal point for the community and its activities



Background

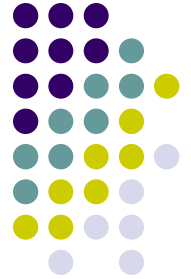
For more than 30 years, the City of Dallas Martin Luther King, Jr. Community Center has continued its efforts with a comprehensive “One Stop Shop” that includes quality health care, legal services, utility payment center, companionship and recreational outlets, job training, economic development opportunities, social services and a variety of services and opportunities.



The MLK Center

- Funded by a 1967 capital improvement bond
- Opened its doors to the community in 1971
- Located in the heart of South Dallas on MLK Boulevard just west of Fair Park
- Is open from 7:00 a.m. to 9:00 p.m., Monday through Friday and Saturday, 8:00a.m.-6:00p.m.
- The core facility is 32,000 square feet

Martin Luther King, Jr. Community Center Profile



Ethnicity:

The ethnic backgrounds of our clients are African American & Hispanic

Educational Attainment Levels:

50.6 % of the population 25 years of age and older in these zip codes do not have a high school diploma. 50% of the population are currently in elementary school.

Income

75% of our clientele are living below the poverty limits, earning an average income of \$9,474 annually

Unemployment:

The average unemployment rate is 6.9% with the national average at 4.7%

Languages:

English and Spanish are the predominant languages spoken

- All demographic information is from the 2000 U. S Census

A summary of the Center's History



- **Fall 1966** - City Officials initiated a feasibility study regarding a multi-service community center. The study involved the Department of Urban Rehabilitation, the Community Council of Greater Dallas, the City Council, the Department of Planning and Urban Development, the State Department of Public Welfare, and students of social work from the University of Texas at Arlington
- **December 1966** - Dallas was one of 14 cities invited to participate in the Neighborhood Services pilot program
- **February 1967** - After considerable citizen input, the City Council passed a resolution accepting the invitation and authorizing the Department of Urban Rehabilitation to begin developing plans for the project
- **August 1967**- The Crossroads Capital Improvements Bond Issue was approved by the voters of Dallas. This included funds for an extensive neighborhood service center. Community Center acquired its name.
- **February 1968** -The Crossroads Community Center opened in renovated buildings on its 10.5 acre site.

Martin Luther King, Jr. Community Center Operations



- Current staffing levels for the Center are 20 general fund FTE's with 1 grant funded FTE
- The FY 2004 – 2005 General Fund budget is \$998,204
- MLKCC receives an estimated 3,125 calls per month requesting assistance
- MLKCC receives an estimated 6,200 walk in customers per month requesting assistance. 212,000 people visit the complex annually. The Center is opened on weekends, and hosts 1250 community meetings annually for groups such as Delta Sigma Theta, Black Business Fundraisers, and the Dallas Study Club

Community Partnership Building
Council Key Focus Area #3: Neighborhood Quality of Life;
Component 6 – Provide Equitable, Enhanced social, Cultural, Leisure, and Environmental Programs



Description of Services: To be an active leader in the coordination of community services by collaborating and creating lasting partnerships for the growth of the Martin Luther King, Jr. Community Center

Service Quality (Effectiveness): By coordinating through collaborative efforts with other agencies, more services can be provided to a greater number of residents

Community Indicators (Outcomes): By building partnerships with other agencies in the community, can benefit from those linkages to services within their community to improve their quality of life

Target: To organize a monthly meeting with agencies in the community that facilitates discussions, planning and actions on addressing the needs of the Center

| Input <u>Dollars Budgeted:</u> \$194,410 | Output | Efficiency | Service Quality (Effectiveness) | Community Indicators (Outcomes) |
|---|--|--|---|---|
| Personnel - Supplies/Materials- \$5,414 | Conduct 10 Inter-Agency meetings annually | Solicitation and fundraising efforts that contribute \$95,000 so that special events are self sufficient | Increase the number of participants in the Interagency by 20% over the course of the year | Through participation of the Inter-Agency Group, the aesthetics of the environment are significantly improved |
| Services – \$36,282 | Develop 1 goal for the Inter-Agency group to accomplish in the year | Collection of \$105,000 in rent revenue | Decrease facility complaints by 25% | Provide partnerships that will result in self sufficiency of the Center |
| FTE's – 2.0 | Provide meeting space or classroom space to 1200 groups within the year, free of charge, for community collaborations and partnership building | 500 hours of volunteer service | Respond to tenant complaints within 48 hours | 11 |

Martin Luther King, Jr. Community Center Community Partnership Building



Inter-Agency Group (Partners who are housed and provide services at the complex)

- The Martin Luther King, Jr. Community Center facilitates an Inter-Agency group that collaborates in providing comprehensive services for the citizens of Dallas and surrounding communities
- The Inter-Agency group meets monthly to discuss current issues at the MLKCC, collaborate with efforts of upcoming programs, and network to provide viable services to the community
- The Inter-Agency group has identified the aesthetic needs of the Center and have joined efforts to solicit materials and resources to improve the landscape, interior, and furniture fixtures of the facility

EHS Services housed at the MLKCC



Martin Luther King, Jr. Community Center - Provides overall management of the Martin Luther King Center Complex, handles joint projects between the center and the community

Diabetes Awareness & Prevention Program - The Diabetes Awareness & Prevention Program's mission is to increase awareness of diabetes and its complications in the African-American Community.

EHS Seniors Program - Includes a nutrition program, social service advocacy & outreach

EHS Social Services - Assesses applicant's needs, interest, abilities resources and goals and negotiates a plan of action that will resolve situations that adversely affect the person's daily life.

EHS Youth Services Division – Provides community-based services that promotes healthy lifestyles relating to social issues that impact youth, families and the community. The office is responsible for coordinating youth services programs

Child Care Services - Provides a subsidy for parents that need child care and do not qualify for any other assistance.

Utility Pay Station - Provides payment facilities for TXU Electric, Gas and Dallas Water Utilities.

Community Technology Center - Grant funded program provides self-paced on line G.E.D. classes, A+ Certification and English as a second Language (ESL).

WIC - Provides nutrition, education and counseling, breast-feeding support, nutrition foods, and referrals for health care to eligible women and children.

City Department Services housed at the MLKCC



South Dallas/Fair Park Trust Fund - Provides unique opportunities for businesses and nonprofit organizations to have a positive and mutually beneficial impact on the South Dallas/Fair Park community.

Recreation Center - Provides a gymnasium and park area for use by the public for athletic and social programs, as well arts and crafts.

MLK Branch Library - The library houses extensive materials on African-American history and provides G.E.D.and tutoring classes, community programs, story hours, and puppet shows.

Equipment & Building Services - Responsible for building maintenance.

Security - Provides security to the five buildings on the grounds of the Center.

Community Court – Dallas’ first community court, where the focus of the court is to rehabilitated the defendant and restore the community. The court is unique because defendants are held accountable to the members of the community

Inter-Agency Group Services housed at the MLKCC



American Cancer Society - The American Cancer Society is the nationwide, community-based voluntary health organization dedicated to eliminating cancer as a major health problem.

ChildCareGroup - Serves an average of 142 children ages 3 ½ to 5 years old.

Dallas Metro-Care Services - Provides counseling for individuals, couples, children, families, and group. This Program also offers child/payment intake, follow-up psychiatric consultations, and outreach to minority low-income neighborhoods, employee assistance programs, and family-life education.

MLK Family Clinic - A comprehensive community health center that provides a full range of preventive and Primary-care services and specialized hospital-referral arrangements. There is also a dental office and pharmacy on site.

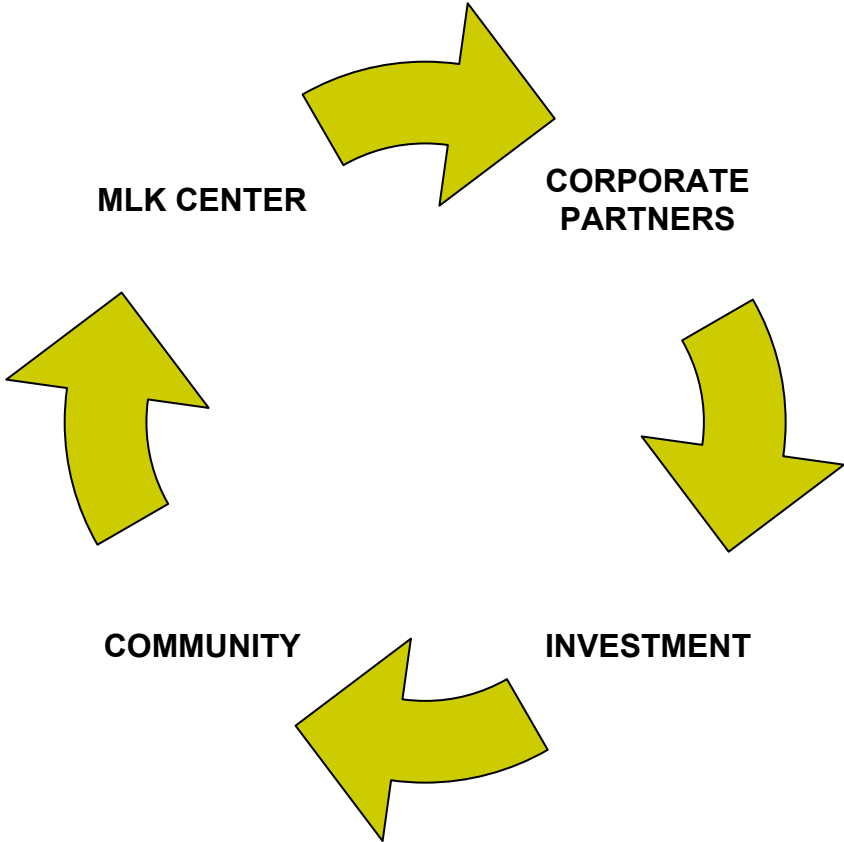
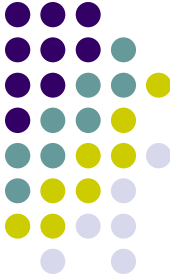
Mary Crowley Academy - Provides educational training, that includes college preparatory G.E.D. classes for adults.

Showers of Blessings - Provides limited financial assistance, food, toiletries, quarterly clothing drives, and hot meals for the homeless on Saturdays.

Texas Work Source - Provides unemployment compensation, work incentive programs, job counseling, employment testing, training and placement of youth and veterans, food-stamp programs, referral services, and job fairs.

Building relationships that promote investment, opportunities and commitment to Council’s Key Focus Area “Neighborhood Quality of Life”

These organizations have partnered with the MLKCC to provide opportunities for the community through special events, volunteer services and representation on steering committees.



- State Farm
- Wells Fargo
- Hillwood Victory
- Southwest Housing
- Exxon Mobile
- Dallas Morning News
- Dallas Weekly
- K104
- K 97.9
- UPN 21
- Pro-line Corporation
- Kroger
- Texas Instruments
- JP Morgan Chase
- American Airlines
- JC Penney
- Blockbuster
- Toys-R-Us
- Minyards
- Dart
- Simmons Design
- WFAA-TV

Utility Pay Station
Council Key Focus Area 2: Staff Accountability
Component 2: Create a User Friendly Environment



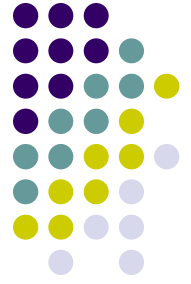
Description of Services: To provide a Utility Pay Station in Martin Luther King, Jr. Community Center that accepts utility payments for water, electric, and gas payments.

Service Quality (Effectiveness): To provide residents with an accessible local payment center in their community.

Community Indicators (Outcomes): To provide city programs in the community that improves the accessibility to city services

Target: To improve customer service by 15%

| Input | Output | Efficiency | Service Quality (Effectiveness) | Community Indicators (Outcomes) |
|-------------------------|---|---|--|--|
| GF Budget: \$326,458 | 90,000 transactions per year. | Cost to provide cashier average of \$1.50 per transaction | Cashiers to balance 95% of time over the course of the year | Provide city services in the community |
| FTE – 8.0 | \$11.2 million dollars in utility payment collected annually | Cashier conducting an average of 11 transactions an hour | Daily deposit to be made 100% of time over the course of the year. | Part of the fees collected are re-invested in the community by providing assistance to the most needy in the community |
| | Average of \$20,000 collected annually for the Emergency Social Services Fund | The average transaction is \$95 dollars | | |



Utility Pay Station

- The Pay Station is staffed with 6 full time cashiers and 1 supervisor and 1 manager
- The Pay Station is currently open Monday, Tuesday, Wednesday and Friday from 8:30 a.m. to 6:00 p.m, and Thursday 8:00a.m.-8:30p.m.
- The Pay Station accepts TXU electric, Atmos Gas and City of Dallas court payments, and City of Dallas Water utility payments
- The Pay Station collects a \$1.00 fee for every transaction conducted
- For every dollar collected, 0.55 cents goes to an Emergency Social Services Fund
- There are an average of 7,500 transactions per month
- There is an average of 1.0 million dollars collected in utility payments each month
- 80% of payments collected are cash. The remaining is 20% in checks payable to utility companies and Dallas Court Services. 40% of clients are Senior Citizens

Community, Cultural and Special Events
Council Key Focus Area #3: Neighborhood Quality of Life;
Component 6: Provide Equitable, Enhanced social, Cultural, Leisure and Environmental Programs



Description of Services: To host special events, relevant cultural events and other community events that enrich the lives of Dallas citizens

Service Quality (Effectiveness): The special event programming is an opportunity to educate the community on why we honor various cultural holidays and celebrations and is an effort to enrich the lives of Dallas residents

Community Indicators (Outcomes): To bring relevant cultural and special event programming to the Dallas citizens by hosting at least 6 events per year in the community

Target: To establish a calendar of special events, focusing on 6 events in the year, to be hosted by the Center and staff

| Input <u>Dollars Budgeted:</u> | Output | Efficiency | Service Quality (Effectiveness) | Community Indicators (Outcomes) |
|---|---|---|--|---|
| Personnel - \$135,760 Supplies/Materials- \$3,195 Services - \$5,191 FTE's – 3.5 | Host 6 special events per year Solicit \$95, 000 in donations and in-kind services to assure all events are self-sufficient Facilitate 15 steering committees meetings annually | Attract 20,000 participants to attend events annually Provide 500 volunteer hours to facilitate logistics and facilitation of events | Increase the number of participants at our special events programming by 10% Increase donations for special events by 25% Enhance cultural events by collaborating with at least 1 other agency per event Establish 50% return volunteer participation Establish 50% return vendor participation | To bring about an awareness and understanding of culture by celebrating through educational displays, parades, and festivals and by honoring diverse cultural events in the community |

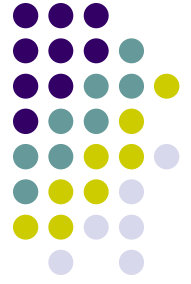
Martin Luther King, Jr. Birthday Celebration



The Martin Luther King, Jr. Birthday Celebration attracts 10,000 citizens annually

- **Martin Luther King, Jr. Birthday Celebration** – Twenty four years ago a group of career-minded citizens, under the leadership and direction of Dr. Beverly Mitchell-Brooks, gathered at the Martin Luther King, Jr. Community Center and conceived a way for Dallas to honor and celebrate the life and times of Dr. Martin Luther King, Jr.
- This group is responsible for the Martin Luther King, Jr. Birthday Celebration events as we know them. Over the past 20 years, these founders' ideas, dreams and desires have been quite successful. This venue has provided a venue for reflections, thoughts, remembrance, and reenactment through the Dr. Martin Luther King, Jr. Celebration
- These events include Candle-Lighting Ceremony, March/Parade and Awards Banquet
- Few events in Dallas have attracted keynote speakers of the caliber of Martin Luther King, Jr. III and Congresswoman Maxine Waters of California.

The Harambee Festival



- Founded in 1974, the emphasis was on building a legacy for the African-American citizens of Dallas. 30 years later, the Harambee Festival continues to bring together various community components for an exciting day of family, fun and entertainment. The Harambee Festival is held the last Saturday of October. This free all day festival was originally started by the Harambee Founders, as an alternative to Halloween and is the largest cultural event of its type in the Dallas Fort Worth area.
- The event begins with a parade in the morning on MLK Boulevard, and moves to the MLKCC for the blessing of the event, by African Kings. The beating of the drums inform all of South Dallas that the event is on the way.
- Food and apparel vendors, organizations, corporations rent vendor booths for the day to take part in the festival. Entertainment on three stages keep the crowd of 10,000 involved all day. Watoto Village, provides games and entertainment specifically targeted to the youth of the community.
- The Harambee Steering Committee, sponsors, and MLKCC staff combine efforts to make the event one of the most attended City of Dallas events

Special Events & Steering Committees

Roles & Responsibilities



Special Events

- Provide exposure to the Community Center to attract community sponsorship and participation
- Provide exposure to Emergency Social Services programs
- Provide events for diverse populations
- Promote unity
- Promote healthy living and lifestyles
- Provide educational forums
- Partner agencies/organizations to community populations that are underserved

Steering Committees

- Assist staff with the planning and implementation of the event
- Provide timelines
- Assists with media participation/exposure
- Assists with sponsorship/resources of event
- Plan speakers and entertainment
- Provide volunteer resources
- Citizen voice/Inclusion
- Assist with logistics of events

Emergency Social Services

Council Key Focus Area #3: Neighborhood Quality of Life

Component 6: Provide Equitable, Enhanced social, Cultural, Leisure and Environmental Programs



Description of Services: To provide emergency social services, including case management, emergency rent and utility assistance, and food assistance to eligible persons.

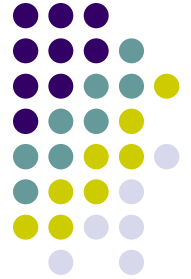
Service Quality (Effectiveness): To support residents in maintaining stability by providing assistance with basic living needs

Community Indicators (Outcomes): To prevent homelessness and maintain stability in households in the community and improve quality of life.

Target: To implement a system that allows Caseworkers to service more individuals and families in the community

| Input | Output | Efficiency | Service Quality (Effectiveness) | Community Indicators (Outcomes) |
|--|--|---|---|---|
| <u>General Fund:</u> Personnel - \$321,005 Supplies/Materials - \$1,200 Services- \$8,101 FTE's – 5.00 <u>Grant Funds:</u> ESG - \$40,000 Trust Funds- \$5,000 Energy Aid - \$57,000 ESSF - \$20,000 HOPWA - \$100,000 | 28,000 household/families provided social service 3,200 households/families provided emergency financial assistance. 750 individuals provided emergency food assistance. | Cost per household to provide case management: Average of \$40 per household Cost per household provided emergency financial assistance: \$200 Cost per person provided food assistance: \$25 per person | 2250 of the households will maintain stable housing verified by a six month follow-up with clients Reduce the number of customer complaints by 20% | Prevent homelessness for 75% of households to which we provide assistance |

Emergency Social Services



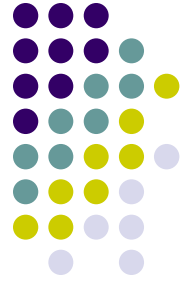
The Emergency Social Services Unit is staffed with 1 senior caseworker, 4 caseworkers, 1 office assistant

Funding Sources:

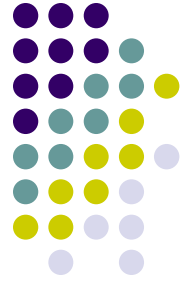
- Emergency Financial Assistance – Emergency Shelter Grant
FY 04 Allocation - \$36,000
- Food and Clothing Assistance – Orleans/Hillcrest Trust Funds
FY04 Allocation - \$5,000
- Energy Aid –TXU Electric Grant
FY 04 Allocation - \$57,000
- Emergency Social Services Fund – Fees collected from the Utility Pay Station
Monthly collection average \$1,666 a month
- Housing Opportunities for Persons with Aids (HOPWA)
FY 04 Allocation– \$100,000

Emergency Shelter Grant-ESG

Emergency Social Services



- The Emergency Shelter Grant is a program funded by the Department of Housing and Urban Development to be the first step in preventing homelessness by providing short term emergency assistance to persons experiencing temporary financial crisis
- Our program limits financial assistance to once per year in a fiscal year with a maximum grant assistance of \$400
- Eligibility Requirements- assistance is available to any City resident whose need for assistance is documented by a notice to terminate utility services or an eviction/mortgage in foreclosure notice



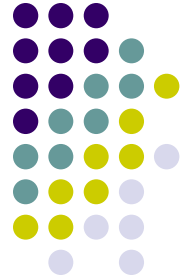
Trust Funds/ Grant Emergency Social Services

MLKCC receives one trust fund gift from the Carrie S. Orleans Trust and the Texas Department of Health grant HOPWA (Housing Opportunities for Persons with Aids)

- The Carrie S. Orleans trust fund is \$5,000 a year and provides food and/or clothing to the needy in Dallas County
- Funding for HOPWA is \$100,000 annually and provides for short-term rent, mortgage and utility payments to prevent the homelessness of the tenant or mortgagor of the dwelling

Energy Aid

Emergency Social Services



- Through the TXU Electric Charitable program, Energy Aid, both Community Centers receive funds to assist persons experiencing temporary financial crisis
- MLKCC received \$57,000 in Energy Aid assistance for FY 2004 - 2005
- Eligible recipients must reside within the Dallas city limits, be a TXU customer, and must provide evidence of past due notice on TXU electric services



Emergency Funding Assistance

Before clients can acquire assistance through our Emergency Social Service Program they must fulfill the requirements for the type of assistance they are seeking. Assistance is funded through four different sources:

- TXU Energy Aid (TXU)
- Emergency Shelter Grant (ESG)
- △ Carrie S. Orleans (CSO)
- ◆ Alvin E. Moore Fund (AEM)
- ▲ HOPWA (Housing Opportunities for Persons With Aids)

√ indicates needed requirements

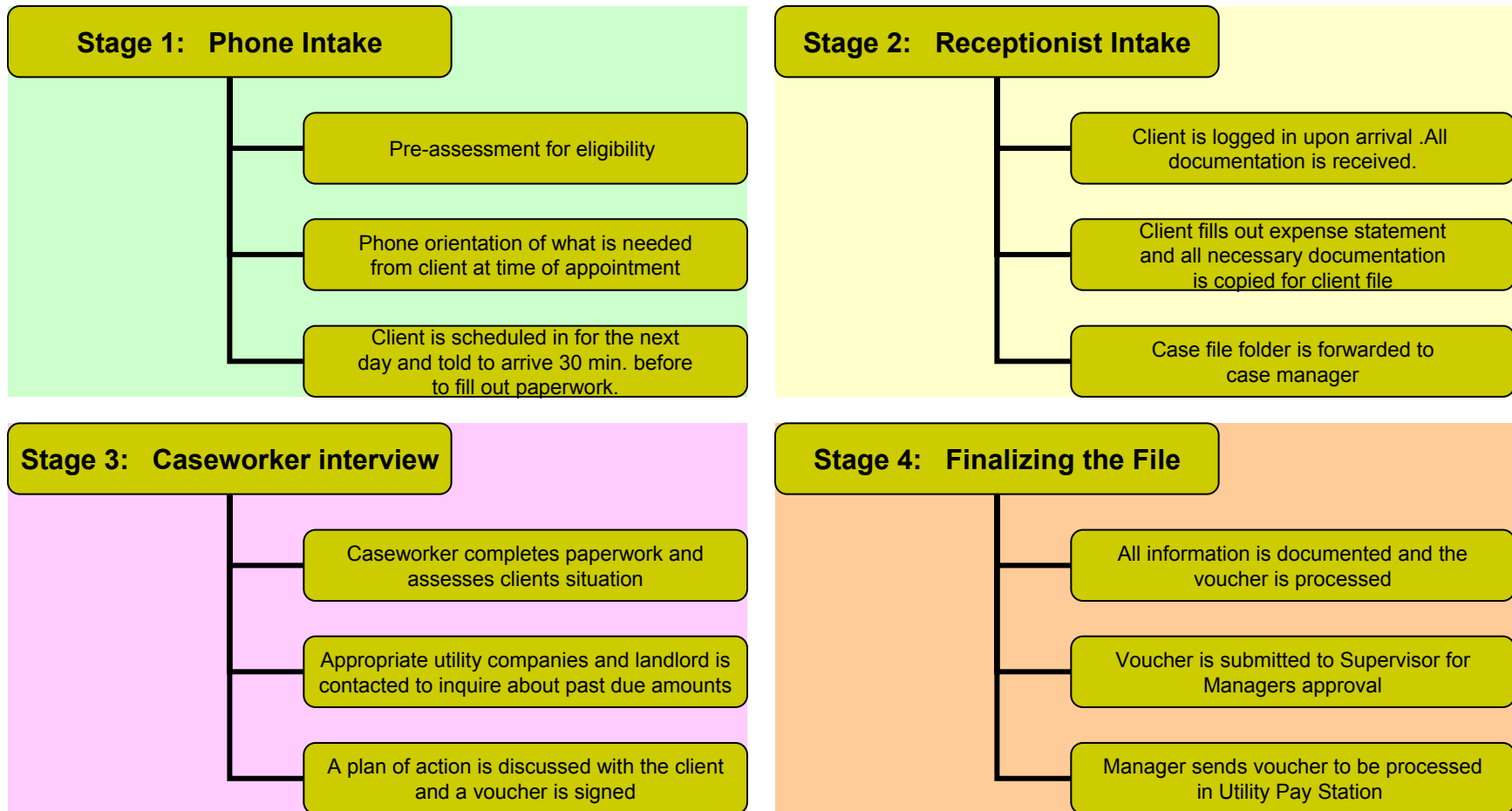
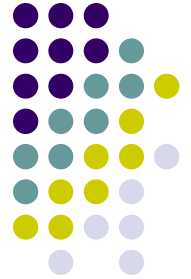
| ■ TXU | ◆ AEM | ● ESG | △ CSO | ▲ HOPWA |
|----------|----------|----------|----------|------------|
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Requirements for Assistance

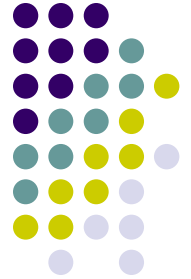
- Social Security
- State issued ID
- Proof of residence (lease or mortgage statement)
- Household Income
- Proof of employment
- Proof of utility termination
- Proof of eviction notice or mortgage invoice
- Letter of Diagnosis

• Clients that are not eligible for assistant through our program are referred to an outside agency that can assist them.

The 4 stages of Client Intake & Processing

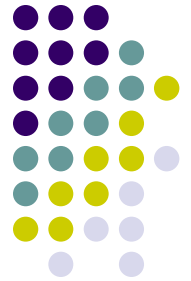


Emergency Service Partners



- Friendship West Baptist Church - utilities, DWU, rent
- Pilgrim Rest Baptist – Utilities, DWU, rent
- Greater Golden Gate Baptist - utilities, food pantry, rent, mortgage
- Concord Baptist Church – utilities, DWU, rent
- TXU Energy Aid – utilities
- Dallas County (CEAP) – utilities
- Dallas Urban League - utilities, rent, mortgage, employment
- Salvation Army – utilities, DWU, rent, mortgage, food
- Housing Crisis – rent, deposit for utilities
- Ladies of Charity - utilities, rent, prescriptions,
- North Dallas Shared Ministry – utilities, DWU, rent, mortgage
- The Bethlehem Foundation – utilities, DWU, rent, mortgage
- The Family Place – domestic violence shelter
- Operation Relief Center – ESG Funds, housing placements, utilities, DWU
- Stew Pot – birth certificates, food
- Sharing Life Ministry – utilities, DWU, rent
- Shower of Blessings – food pantry
- Richardson Network – Utilities, DWU, rent
- Cathedral of Hope – Utilities, rent, mortgage
- White Rock Church of Christ – utilities, DWU, rent, mortgage
- Mt. Olive Lutheran Church – food pantry
- Texas Work Source – Employment, gasoline vouchers
- Crossroad – utilities, DWU, rent, mortgage, food

Emergency Social Services Special Projects



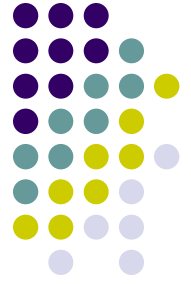
Summer Fan Project- Through solicitations and donations, 150-200 fans are distributed to the elderly and the at-risk community for the extremely hot Dallas summer

Thanksgiving Food Baskets- Through a combination of canned food donations, turkey drives, other donations and trust funds, food baskets with Turkeys are delivered during the Thanksgiving Holiday to approximately 600 families every year

Thanksgiving Dinner – Through a partnership with business partner Jolly Chef, a dinner is served on Thanksgiving day serving 200-300 homeless people annually

Christmas Toy Drive – Through donations from Salvation Army, Lone Star Santa's and WFAA, toys are disseminated during the Christmas Holiday to children. We provided toys to approximately 797 families this past season

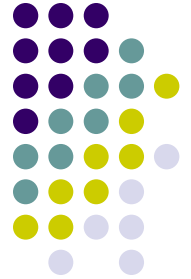
The Community Technology Center



A major goal of the Community Technology Center (CTC) is to expand access to technology in disadvantaged communities with a strong focus with the use of technology to enhance learning outcomes for adults and their children.

- Opened in 2002 with a grant from the Department of Education to provide GED, ABE, A+ Certification, pre-vocational training and Microsoft Word classes
- Received a second grant in 2003 from the Department of Education to provide services to youth experiencing difficulty in achieving competence with TAKS testing
- Has a current partnership with Academic Realities to provide services to clients
- Has 27 computers for development of technology programs
- **All funds will expire in September 2005**

Community Technology Center Curriculum



Component I

General Education Development (GED)

- The GED class is available for citizens ages 16 & Up that are not currently enrolled in school.
- All core curriculum required by the state of Texas will be introduced and taught to all participants.

GED CURRICULUM

- **LANGUAGE, ARTS, WRITING**

- PART1: EDITING (MULTIPLE CHOICE)
 - Organization (15 %) Sentence Structure (30 %) Usage (30 %) Mechanics (25 %)
- PART 2: ESSAY: 1 Topic (Approx. 250 Words)

- **SOCIAL STUDIES**

- World History (15 %) U.S. History (25 %) Civics And Government (25 %) Economics (20 %) Geography (15 %)

- **SCIENCE**

- Earth And Space Science
- (20 %) Life Science (45 %) Physical Science (35 %) (Physics And Chemistry)

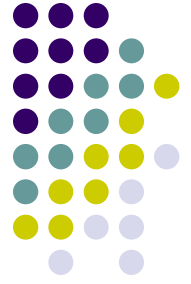
- **LANGUAGE, ARTS, READING**

- Literary Text (75 %) · Poetry (15 %) · Drama (15 %) · Fiction (45 %) · Non-Fiction (25 %)
Informational Text Literary Notification Reviews Of Fine And Performing Arts Business Documents

- **MATHEMATICS**

- Number Operations And Numbers Sense (20-30 %) Measurement And Geometry (20-30 %) Data Analysis, Statistics, And Probability (20-30 %) Algebra, Functions And Patterns (20-30 %)

CTC Curriculum



Component II

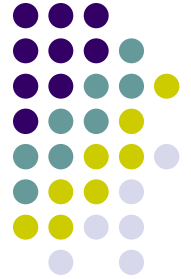
Adult Basic Education (ABE)

The main objective of this program is to teach literacy to out-of-school adults.

ABE includes the following programs:

- **ADULT BASIC EDUCATION/LITERACY:** This program identifies the basic literacy needs of individuals and assists them in reading, writing, and mathematics. The work is divided into two levels:
 - PRE-LITERACY - for those unable to read or write.
 - BASIC EDUCATION - basic skills, grades 1-8, including reading, writing and mathematics.
- **SECONDARY EDUCATION/GED PREPARATION:** Students prepare for the General Educational Development examination (GED) by studying high school level materials in the areas of literature, writing, math, social studies and science.
- **ENGLISH AS A SECOND LANGUAGE (ESL):** Adults with limited English proficiency learn to read and speak English, and practice writing skills.

CTC Curriculum



Component III

Computer Literacy

- The various components of Microsoft Office 2000 are utilized throughout the course with the addition of covering computer hardware and software and other technology issues. This class promotes the mission statement and attempts to challenge and educate each student academically and socially in order that he or she may become a more productive member of society.

Course Outline:

- Introduction
 - Office 2000 Basics and the Internet
- Microsoft Word
 - Word Basics, Basic Editing, Basic Formatting, Controlling Text, Helpful Word Features, Desktop Publishing with Word, Advanced Desktop Publishing with Word, Working with Documents, Increasing Efficiency with Word
- Microsoft Excel
 - Excel Basics, Changing the Appearance of a Worksheet, Organizing the Worksheet, Worksheet Formulas, Function Formulas, Making the Worksheet Useful, Working with Other Software Tools, Worksheet Charts
- Microsoft Access
 - Access Basics, Manipulating Data, Creating and Modifying Forms, Finding and Ordering Data, Reports and Macros, Integrating Access
- Microsoft PowerPoint
 - PowerPoint Basics, Enhancing a PowerPoint Presentation, Working with Visual Elements, Expanding on the Basics of PowerPoint
- Microsoft Publisher and Microsoft FrontPage
 - Publisher Basics, FrontPage Basics



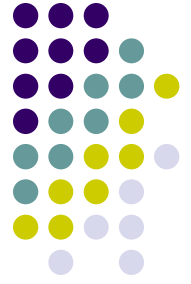
**Martin Luther King, Jr.
Community Technology Center**
2002-2003 statistics

| Class | Enrolled | Dropped Prior to 12 Hours | Completed 12+ Hours | Dropped After 12+ Hours | Advanced Completed /Certified |
|--------------|------------|---------------------------|---------------------|-------------------------|-------------------------------|
| ABE | 156 | 96 | 60 | 17 | 31 |
| GED | 96 | 50 | 46 | 21 | 12 |
| ESL | 36 | 19 | 17 | 2 | 15 |
| Word | 93 | 56 | 37 | 6 | 5 |
| A+ | 80 | 26 | 54 | 8 | 46 |
| Total | 461 | 247 | 214 | 54 | 104 |

**Martin Luther King, Jr.
Community Technology Center**
2003-2004 statistics

| # of student Credits earned | .5 | 1 | 1.5 | 2 | 2.5 | 3.5 | 4 | 5 | 7 | Total credits achieved |
|-----------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|------------------------|
| North Dallas | 10 | 3 | | | | | | | | 13 |
| Madison | 4 | 1 | 2 | 1 | 2 | 1 | | | | 11 |
| Lincoln | 7 | 7 | 2 | 4 | 2 | 1 | 1 | 1 | 1 | 26 |
| total | 21 | 11 | 4 | 5 | 4 | 2 | 1 | 1 | 1 | 50 |

Martin Luther King, Jr. Community Center Additional Funding Requests



Community Technology Center Total Budget Request \$103,434

- ✓ Need to purchase office supplies, printing supplies, and data software \$8,700
- ✓ Need to hire two full time staff, 2 full-time instructors \$94,735

Direct program service dollars Total Budget Requested \$100,000

- ✓ Need additional funds to provide direct emergency assistance
- ✓ \$50,000 specifically for Seniors Citizens
- ✓ \$50,000 for individuals and families in crisis

Martin Luther King, Jr. Community Center



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