

To: **Zonta Club of Denver Funding – for improving the status of women**

Re: Six Month Report

Date: Beginning – February 2013 to Six month July 2013

From: The Haven

Goal 1: Identify clients for whom additional training in Microsoft Word would be beneficial.

Objective 1.1: Screen 40 women in The Haven educational and vocational program to ascertain if the Microsoft Word training would be appropriate for their individual needs.

Counselors at The Haven are in constant communication and working with the clients twenty four hours, seven days a week. After clients have completed the initial assessment they move into phases of treatment where they can attend classes and then begin their job searches. During this treatment and monitoring they are identifying the candidates for the Zonta Word classes.

Objective 1.2: Identify a minimum of 20 women in The Haven educational and vocational program who demonstrate interest, aptitude and need for additional Microsoft Word Training.

To date (July 2013) ten (10) women have been selected to attend the Microsoft Word Training. These classes are scheduled around The Haven activities, holidays and vacations. Following the one year timeline of the Zonta grant this will achieve the goal of 20 women completing the Microsoft Word training.

Goal 2: To assist women who need a Microsoft Office Training in obtaining their Microsoft Office Specialist: Microsoft Word 2010

Objective 2.1: Twenty (20) women will attend on site classes which will prepare them to take the Microsoft Office: Word 2010 Exam

Half way through this grant (July 2013) ten women have or are attending the Microsoft Word class. To fulfill this goal six computers have been installed in the lab. The printer and ink to provide portfolios for the clients along with the supplies to construct the portfolios have been acquired. In addition, chairs and training manuals have been added to the classroom.

Objective 2.2: 80% of women who attend classes Microsoft Office Training will obtain their Microsoft Office Specialist: Microsoft Word 2010 in the 12 month period covered by this grant.

At this time five women have successfully completed the Microsoft Office Specialist Word certification. This is well on our way to accomplishing our goal of 20 clients reaching our goal. Five more women are preparing to take the exam soon. The Teacher has become a Certiport certified proctor and the classroom has now become a Certiport testing center by fulfilling all of the requirements to obtain this classification.

Certiport order confirmation

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Customer: University of Colorado ARTS Haven/Peer1

Certiport ID: 90052535

Order Number: 378870

Date Ordered: 5/22/2013

Order Tier: 61

Order information:

	Product Name	Product #	Qty	Unit Price	Price
1)	MOS 2007/2010 Voucher with Retake.	1100603	5	\$81.00	\$405.00
	+ Microsoft Office Specialist 2007/2010 Voucher	1100555			
				Subtotal:	\$405.00
				Shipping & handling:	\$0.00
				Total:	\$405.00

* Information for any vouchers or licenses that were part of this purchase will be sent in a separate email.

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Prepared By Janette Sayer
Phone 1 (888) 999-9830
Created Date 5/17/2013
Quote Number 00000266

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Bill To Name University of Colorado
Bill To 3762 West Princeton Circle
Denver, CO 80236
USA

Ship To Name University of Colorado
Ship To 3762 West Princeton Circle
Denver, CO 80236
USA

lee.wilson-cummings@ucdenver.edu

Product Code	Product	Quantity	Sales Price	Total Price
1100603	MOS 2007/2010 Voucher with Retake.	5.00	\$81.00	\$405.00
	Grand Total		\$405.00	

Expires one year from date of purchase

Goal 3: To assist clients who complete The Haven educational and vocational program in obtaining employment.

Objective 3.1: Twenty (20) women will obtain employment while living at The Haven.

The Haven is proud of the success of their clients in obtaining employment. At this point in the grant all women who have completed the appropriate stages of their treatment are finding employment. The 5 women who have attended the Microsoft Word class will soon start job searches as they move into the job seeking stage.

Objective 3.2: Eighteen (18) women will obtain employment that allows them to make at least \$8.00/hr.

As of July 2013 the average salary for the Haven employed women is \$9.21. It is still too soon to add the Zonta grant women into the statistics as they are not yet in the phase of the program to look for employment.

Goal 4: To assist women in retaining employment.

Objective 4.1: Eighteen (18) women will receive post-employment services.

All Haven clients who obtain employment, receive job coach follow up. This follow up is achieved through phone calls to verify attendance. Employers are encouraged to give feedback to job coaches and counselors so that employment becomes a team effort. The women are also encouraged to speak with their counselors about any problems (and successes) they are having at work. This allows the ladies to polish their professionalism and become valuable employees.

Yours truly,

A handwritten signature in cursive script, reading "Bill Wein", is placed over a light pink rectangular background.

Friends of the Haven
August 8, 2013



**Using Microsoft Office Word 2007
Examination Score Report**

CANDIDATE:	EXAM:
janis aumiller 3762 W Princeton cir Denver CO 80236 ID: aumiller	Using Microsoft Office Word 2007 Exam reference #: 18172147 DATE: 6/6/2013

RESULTS:										
Required Score										
Your Score										
0									500	1000

SECTION ANALYSIS:	CORRECT:	FINAL SCORE:
1. Creating and Customizing Documents	83%	REQUIRED SCORE: 660 YOUR SCORE: 733
2. Formatting Content	86%	
3. Working with Visual Content	100%	
4. Organizing Content	40%	
5. Reviewing Documents	80%	
6. Sharing and Securing Content	33%	
		OUTCOME: Pass

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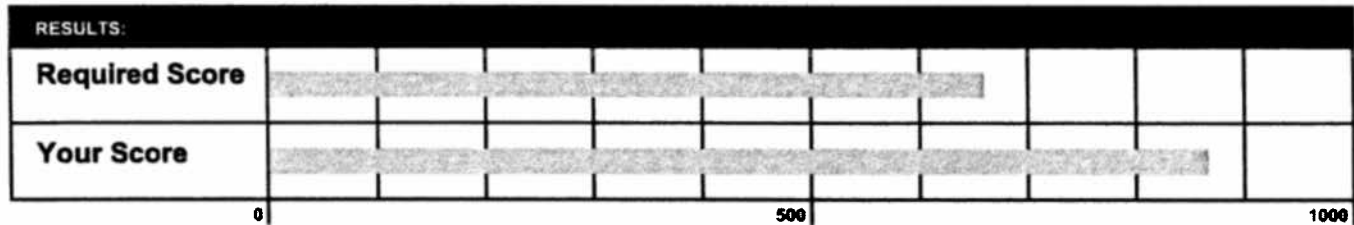
Visit mcp.microsoft.com/mos/default.aspx to learn more about the Microsoft Office Specialist credential.

To locate approved courseware, and to find study materials and practice tests that will advance and confirm your mastery of the desktop program skills, visit mcp.microsoft.com/mos/default.aspx.



**Using Microsoft Office Word 2007
Examination Score Report**

CANDIDATE:	EXAM:
Christina C Lenk 3630 w Princeton Circle Denver CO 80238 ID: CCLenk	Using Microsoft Office Word 2007 Exam reference #: 16106671 DATE: 5/31/2013



SECTION ANALYSIS:	CORRECT:	FINAL SCORE:
1. Creating and Customizing Documents	100%	REQUIRED SCORE: 660
2. Formatting Content	100%	
3. Working with Visual Content	75%	YOUR SCORE: 867
4. Organizing Content	80%	OUTCOME: Pass
5. Reviewing Documents	80%	
6. Sharing and Securing Content	67%	

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**Using Microsoft Office Word 2007
Examination Score Report**

<p>CANDIDATE:</p> <p>Brittany N Czarnecki</p> <p>3630 W Princeton Circle Denver CO 80236</p> <p>ID: Czarnecki</p>	<p>EXAM:</p> <p>Using Microsoft Office Word 2007</p> <p>Exam reference #: 16093970 DATE: 5/30/2013</p>
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RESULTS:										
Required Score										
Your Score										
0									500	1000

SECTION ANALYSIS:	CORRECT:	FINAL SCORE:
1. Creating and Customizing Documents	100%	<p>REQUIRED SCORE: 660</p> <p>YOUR SCORE: 833</p> <hr/> <p>OUTCOME: Pass </p>
2. Formatting Content	86%	
3. Working with Visual Content	100%	
4. Organizing Content	80%	
5. Reviewing Documents	80%	
6. Sharing and Securing Content	33%	

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Using Microsoft Office Word 2007 Examination Score Report

<p>CANDIDATE:</p> <p>Nicole Marie Andon</p> <p>3762 W Princeton circle denver CO 80236</p> <p>ID: Nandon</p>	<p>EXAM:</p> <p>Using Microsoft Office Word 2007</p> <p>Exam reference #: 16105310 DATE: 5/31/2013</p>
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RESULTS:										
Required Score										
Your Score										
	0					500				1000

SECTION ANALYSIS:	CORRECT:	FINAL SCORE:
1. Creating and Customizing Documents	83%	<p>REQUIRED SCORE: 660</p> <p>YOUR SCORE: 833</p> <hr/> <p>OUTCOME: Pass </p>
2. Formatting Content	100%	
3. Working with Visual Content	75%	
4. Organizing Content	80%	
5. Reviewing Documents	80%	
6. Sharing and Securing Content	67%	

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**Using Microsoft Office Word 2007
Examination Score Report**

CANDIDATE:	EXAM:
<p>Courtney Rene Minter</p> <p>3762 W. Princeton Cir. Denver CO 80236</p> <p>ID: CourtM</p>	<p>Using Microsoft Office Word 2007</p> <p>Exam reference #: 16105174 DATE: 5/31/2013</p>

RESULTS:										
Required Score										
Your Score										
	0						500			1000

SECTION ANALYSIS:	CORRECT:	FINAL SCORE:
1. Creating and Customizing Documents	83%	REQUIRED SCORE: 660
2. Formatting Content	71%	
3. Working with Visual Content	100%	YOUR SCORE: 667
4. Organizing Content	60%	OUTCOME: Pass
5. Reviewing Documents	60%	
6. Sharing and Securing Content	0%	

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