

Registration for Fall classes will begin at 9 a.m. on Friday, August 7, 2009. The library opens at 9 a.m. Seats are filled on a first come, first served basis. Queue at the Powell St. entrance. Come to the Community Room and pick up a number to reserve your place in line. There are 5 series, see color coding. Each series can accommodate 12 students. Classes are often filled on the first day of registration. Please DO NOT plan to register for a series unless you are certain you can attend each week. You may NOT switch between series. Payment for the first course is required at registration. Bring \$7.50 or \$12.50 (depending on which track you desire) cash or check payable to "MC-NPL".

## Computer Classes@ the Montgomery County-Norristown Public Library Fall 2009

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Class Time</b> ↓ 6:30 p.m. – 8:30 p.m. ↓	<b>Class Time</b> ↓ 10:30 a.m. – 12:30 p.m. ↓		<b>Class Time</b> ↓ 10:30 a.m. – 12:30 p.m. ↓
	<i>Productivity Track</i>	<i>Fast Track to the Web</i>		<i>Productivity Track</i>
September 7 <b>Library Closed</b>	Sep 8 Computer Essentials Session 1	Sep 9 Computer Basics Session 1	Sep 10	Sep 11 Computer Essentials Session 1
September 14	Sep 15 Computer Essentials Session 2	Sep 16 Email/Internet Session 2	Sep 17	Sep 18 Computer Essentials Session 2
September 21	Sep 22 Computer Essentials Session 3	Sep 23 Email/Internet Session 3	Sep 24	Sep 25 Computer Essentials Session 3
September 28	Sep 29 Computer Essentials Session 4	Sep 30 Computer Basics Session 1	October 1	Oct 2 Computer Essentials Session 4
October 5	Oct 6 Computer Essentials Session 5	Oct 7 Email/Internet Session 2	Oct 8	Oct 9 Computer Essentials Session 5
October 12	Oct 13 MS Word 2007 Session 1	Oct 14 Email/Internet Session 3	Oct 15	Oct 16 MS Word 2007 Session 1
October 19	Oct 20 MS Word 2007 Session 2	Oct 21 Computer Basics Session 1	Oct 22	Oct 23 MS Word 2007 Session 2
October 26	Oct 27 MS Excel 2007 Session 1	Oct 28 Email/Internet Session 2	Oct 29	Oct 30 MS Excel 2007 Session 1
November 2	Nov 3 MS Excel 2007 Session 2	Nov 4 CLOSED	Nov 5	Nov 6 MS Excel 2007 Session 2
November 9	Nov 10	Nov 11 Email/Internet Session 3	Nov 12	Nov 13
November 16	Nov 17	Nov 18	Nov 19	Nov 20
Classes resume January 5, 2010				

*This course available only if 9/9 and 9/30 are filled*

### Test-outs

Want to Take Word or Excel and think you know the early stuff? Show us! Ask us about our test-outs to skip ahead.

## Computer Classes at the Computer Lab

Montgomery County-Norristown Public Library  
1001 Powell Street, Norristown, PA 19401  
www.mc-npl.org  
mcnplcomputerlab@gmail.com  
610-278-5100 x141

### Advanced Registration is Required\*

### Self-Study

Your schedule doesn't accommodate class time? All of our lesson plans and support materials are available on our website. Ask us where to find them.

### New for Fall !

#### Fast Track to the Web

This track, in 3 weeks, gets you on the internet and sending and receiving emails.

- *Computer Basics*: starts with moving the mouse and basic parts of the computer screen.
- *Internet*: using Web-browser to access the Internet
- *Email*: create a personal E-Mail account

3 weeks

\$7.50

#### Important Information for the Prospective Student

\*Registrations must be made in person, in advance, at the MC-NPL Computer Lab. Students are considered registered only when they have paid. Class fees are non-refundable.

Students who miss classes *may* be allowed to sit-in for later sessions, but will not receive support unless they log at least one hour of unassisted self-study of the lesson plan for the missed class *before the start of the next class*. Students who miss the last session of a course and wish to continue on with the series must come to the Lab within 24 hours to register and pay for the next course. To receive support in the next course, they must complete at least one hour of unassisted self-study of the lesson plan for the missed session or pass the proficiency test for that course.

Classes start promptly at the scheduled time, and late arrivals (10 minutes or more) *may* be allowed to observe from the back of the room at staff discretion, but they will not be supported through the lesson.

Classes are held in the Computer Lab. You will need a library card with an Internet Access sticker to be admitted to the lab. Please sign in with the Lab Staff a few minutes before class begins.

### By Popular Demand

#### Comprehensive Track to Productivity

This 9 week track comprised of 3 courses is designed for the student determined to learn concepts and skills needed to function effectively at home and especially in a workplace environment. The first course, Computer Essentials is a prerequisite for those interested in continuing their education to learn MS Word and Excel fundamentals.

#### The Computer Essentials Course

This 5 week course will introduce beginners to the parts of the computer, familiarize them with the use of the mouse, present the various parts of a window, and how to manage the screen, including resizing windows and multi-tasking, with emphasis placed on the task bar. Included also will be creating, saving and organizing files. In addition, students will be introduced to the World Wide Web and ways to navigate it. Then it will help each student sign up for a free email address and learn how to send and receive email and attachments.

5 weeks

\$12.50

#### The Microsoft Word Course

After completing the previous course, students will be introduced to Microsoft Word 2007 for creating documents such as letters, resumes, and essays. While this is not a typing class, it does teach editing and formatting, how to insert tables and objects, and much, much more.

2 weeks

\$5.00

*(Prerequisite: demonstration of proficiency in skills taught in Computer Essentials course)*

#### The Microsoft Excel Course

Our final core course presents Microsoft Excel 2007, a spreadsheet program used for handling large amounts of data or for managing numbers and equations, such as in a budget. The class will explain creation of charts, uses of the formula bar, how to work in multiple worksheets and link information from other workbooks.

2 weeks

\$5.00

*(Prerequisite: demonstration of proficiency in skills taught in Computer Essentials and Word 2007 courses)*