Computer Classes @ 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

Fall 2016 Class Calendar

| Monday	Tuesday	Wednesday	Thursday	Friday
	Class Time 6:00 p.m. – 8:00 p.m.	**Class Time 6:00 p.m. – 8:00 p.m.**	**Class Time 6:00 p.m. – 8:00 p.m.**	**Class Time 10:30 a.m. – 12:30 p.m.**
September 12	**September 13** Computer Basics Session 1	September 14	September 15	**September 16** Computer Basics Session 1
September 19	**September 20** Computer Basics Session 2	September 21	September 22	**September 23** Computer Basics Session 2
September 26	**September 27** Internet Session 1	September 28	September 29	**September 30** Internet Session 1
October 3	**October 4** Internet Session 2	October 5	October 6	**October 7** Internet Session 2
October 10	**October 11** MS Word Session 1	**October 12** The Cloud Session 1	October 13	**October 14** MS Word Session 1
October 17	**October 18** MS Word Session 2	**October 19** The Cloud Session 2	October 20	**October 21** MS Word Session 2
October 24	**October 25** MS Word Session 3	October 26	October 27	**October 28** MS Word Session 3
October 31	**November 1** File Management	November 2	November 3	**November 4** File Management
November 7	**November 8** MS Excel Session 1	**November 9** Creating a Website Session 1	**November 10** MS PowerPoint Session 1	**November 11** MS Excel Session 1
November 14	**November 15** MS Excel Session 2	**November 16** Creating a Website Session 2	**November 17** MS PowerPoint Session 2	**November 18** MS Excel Session 2
November 21	November 22	November 23 *Library CLOSED at 5 PM*	November 24 *Library CLOSED Thanksgiving Day*	November 25
November 28	**November 29** MS Excel Session 3	**November 30** Creating a Website Session 3	**December 1** MS PowerPoint Session 3	**December 2** MS Excel Session 3

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Registration Information

- Registrations must be done **in advance** (at least 24 hours before class) and **in person** at the Computer Lab.
- Computer proficiency demos (to skip Computer Basics) must be done **in advance** (at least 24 hours before class) and **in person** at the Computer Lab.
- Classes are filled on a **first come, first served** basis.
- Each course can accommodate **12 students**.
- Payment (cash or check—one check per course, please) is required at the **time of enrollment**. Students are considered enrolled only when they have paid.
- Class fees are **non-refundable**.
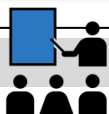
Class Information

- 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.
- Class sessions start **promptly** at the scheduled time. 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.
- Students who miss a class session *may* be allowed to observe later sessions. They will not receive support unless they study the material they missed and complete any exercises that accompanied it. This self-study must be performed in the Computer Lab in order to qualify for support in subsequent sessions. Students should allow two hours for this unassisted self-study session.
- In case of **inclement weather** students should call the library on day of class to be sure it is open. If the library is closed on your class day, we will make every effort to schedule a make-up class.

Computer Basics — 2 sessions ($10)

Provides hands-on experience with the mouse and keyboard. Introduces students to the Windows 7 environment including the Desktop, Start menu, opening programs and manipulating windows. No prior computer experience required.

PREREQUISITES
The courses below require students to:
Pass our Computer Basics course **OR** demonstrate basic computer proficiency.

Internet — 2 sessions ($10)

Uses basic internet terminology to teach how to use Internet Explorer to enter web addresses, do simple searches, use navigation tools, create favorites, print and more.

File Management — 1 session ($5)

Learn to use Windows Explorer to organize and manage your files and folders. Learn the difference between Save and Save As, create folders, move files, delete and rename files, etc.

Using the Cloud — 2 sessions ($10)

Learn how to create, edit, and share files in the "cloud" using a free, online platform called **Google Drive**.

Intro. to Microsoft Word 2010 — 3 sessions ($15)

Introduces the student to Microsoft's word processing program. Topics include using the Ribbon, saving documents, printing, highlighting/formatting text, spelling/grammar check, headers/footers, and tables.

Intro. to Microsoft Excel 2010 — 3 sessions ($15)

Introduces the student to Microsoft's spreadsheet program which can be used for handling large amounts of data or for managing numbers and equations, such as in a budget.

Intro. to Microsoft PowerPoint 2010 — 3 sessions ($15)

Microsoft PowerPoint is used for creating slideshow presentations for small groups or large crowds. Learn how to use the software to make presentations that are entertaining and easy to understand.

PREREQUISITES
The course below requires students to:
1. Pass our Computer Basics course **OR** demonstrate basic computer proficiency.
2. Pass our Internet course **OR** demonstrate possession of active email account.

Creating a Website — 3 sessions ($15)

Create a website for your business or personal use in this hands-on class. Learn about hosting, content, design, and editing using **WordPress**.

Our entire collection of lesson plans and support materials are available for free on our website: www.mc-npl.org/class-resources