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

PA FORWARD

Spring 2018 Class Calendar

INFORMATION LITERACY

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

Updated: 4/18/18

Classes resume September 2018

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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 registration**. Students are considered **enrolled** only when they have paid.
- Class fees are **non-refundable**.
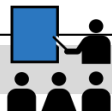
Class Information

- 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 at least 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 10 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 Mozilla Firefox to enter web addresses, do simple searches, use navigation tools, create favorites, print and more.

File Management — 2 sessions ($10)

Learn to use File 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.

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 2016 — 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 2016 — 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.

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