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

Winter 2017 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 10:30 a.m. – 12:30 p.m.**
January 9	**January 10** Computer Basics Session 1	January 11	January 12	**January 13** Computer Basics Session 1
January 16	**January 17** Computer Basics Session 2	January 18	January 19	**January 20** Computer Basics Session 2
January 23	**January 24** Internet Session 1	January 25	January 26	**January 27** Internet Session 1
January 30	**January 31** Internet Session 2	February 1	February 2	**February 3** Internet Session 2
February 6	**February 7** MS Word Session 1	February 8	February 9	**February 10** MS Word Session 1
February 13	**February 14** MS Word Session 2	February 15	February 16	**February 17** MS Word Session 2
February 20 *Library CLOSED Presidents' Day*	**February 21** MS Word Session 3	February 22	February 23	**February 24** MS Word Session 3
February 27	**February 28** File Management	March 1	March 2	**March 3** File Management
March 6	**March 7** MS Excel Session 1	March 8	March 9	**March 10** MS Excel Session 1
March 13	**March 14** MS Excel Session 2	March 15	March 16	**March 17** MS Excel Session 2
March 20	**March 21** MS Excel Session 3	March 22	March 23	**March 24** MS Excel Session 3
March 27	**March 28** Create a Website Session 1	March 29	March 30	March 31
April 3	**April 4** Create a Website Session 2	**April 5** The Cloud Session 1	April 6	April 7
April 10	**April 11** Create a Website Session 3	**April 12** The Cloud Session 2	April 13	April 14 *Library CLOSED Good Friday*

Updated: 12/8/16

Classes resume April 25

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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**.
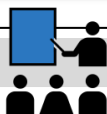
Class Information

- 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.

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.

Create 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