

## Computer Literacy Courses

**Introduction to Computers** This course is for beginners. We will begin with turning on the computer, parts of the computer, mouse skills, opening and saving files, and navigating the toolbar. We will also cover creating and organizing folders on the desktop.

Place: Jefferson Computer Lab

Date / Time: October 13, 2009 or February 2, 2010

5:30 p.m. – 7:30 p.m.

**Introduction to Computers II** This course is a continuation of the “Introduction to Computers” class. Concepts will be reviewed and expanded upon to give the participants a greater understanding of how a computer functions.

Place: Jefferson Computer Lab

Date / Time: October 20, 2009 or February 9, 2010

5:30 p.m. – 7:30 p.m.

**Internet Basics** Learn basic concepts of the Internet. Learn how to identify and use World Wide Web links, URL addresses, and search engines. We will also focus on using the internet to help with homework.

Place: Jefferson Computer Lab

Date / Time: October 27, 2009 or February 16, 2010

5:30 p.m. – 7:30p.m.

**Internet Basics II** This class continues the skills of how to identify and use the World Wide Web links, URL addresses, and search engines learned in the first class.

Place: Jefferson Computer Lab

Date / Time: November 3, 2009 or February 23, 2010

5:30 p.m. – 7:30 p.m.

**Introduction to Word Processing** This is a basic word processing course dealing with creating documents, making menu selections, opening and closing files, cutting, copying and pasting.

Place: Jefferson Computer Lab

Date / Time: November 17, 2009 or March 2, 2010

5:30 p.m. – 7:30p.m.

**Introduction to Word Processing II** This class will use the skills introduced in the first class and expand the skills for greater depth.

Place: Jefferson Computer Lab

Date / Time: December 1, 2009 or March 9, 2010

5:30 p.m. – 7:30 p.m.

**Introduction to Power Point** This class will introduce the basic skills needed to create a presentation using Power Point

Place: Jefferson Computer Lab

Date/ Time: December 10, 2009 or March 16, 2010

5:30 p.m. – 7:30 p.m.

**Resume Creation** This course will focus on the skills necessary to successfully create a professional resume.

Place: Jefferson Computer Lab

Date / Time: December 15, 2009 or March 23, 2010

5:30 p.m. – 7:30p.m.

## English Language Learning Courses

**Course I: Beginning/Intermediate English** – This class will be for adults who are new to the country and are in the beginning stages of learning to speak, read and write in English.

Place: Multi-purpose room at Riley School

Dates/ Time: **Session 1:** October 13, 20, 27. November 3, 17. December 1, 8, 15. 5:30 p.m. – 7:30 p.m.

**Session 2:** February 2, 9, 16, 23 March 2, 9, 16, 23 5:30 p.m. – 7:30 p.m.

**Course II: Intermediate/ Advanced English** – This class will be for adults who have learned some English through previous courses and can communicate in English, but are looking to expand their English skills in reading, writing, and speaking. This course will utilize the USA Learns computer based learning program.

Place: Gym at Riley School

Dates/Time: **Session 1:** October 13, 20, 27 November 3, 17 December 1, 8, 15 5:30 p.m. – 7:30 p.m.

**Session 2:** February 2, 9,16,23 March 2,9, 16, 23 5:30 p.m. – 7:30 p.m.