Computer Course Descriptions (continued)

Facebook 102: A one-session, two-hour course in which students will learn the social interaction basic features with their already created Facebook accounts. Prerequisites: Computer Basics. Must have an email and Facebook account established prior to class. Specific skills taught/students should demonstrate at conclusion of class: Sending and receiving messages, using the wall, adding friends, adjusting Settings, applications/games.

Gimp 201: A one-session, two-hour course that introduces users to the photo editing program Gimp and explains the basic features required to edit images. Prerequisites: Computer Basics. Specific skills taught/students should demonstrate at conclusion of class: Redeye removal, photo enhancement, digital retouching, and background removal.

Internet 201: A one-session, two-hour course that introduces users to the Internet and focuses on basic Internet functions and security. Prerequisites: Computer Basics. Specific skills taught/students should demonstrate at conclusion of class: Identify parts of the internet address, browse websites, Internet searching, and Internet safety.

iPad for Newbies Workshop: Have an iPad and not sure how to use it? Join us for the iPad for Newbies Workshop. Learn the basic uses of your iPad.

One-on-One Assistance: One-on-one assistance for user specific questions on the following device: E-Readers, tablets, cell phones, Kindles, and laptops.

Workforce Series: Network with others while obtaining needed skills for entering the workforce. The workshop is geared toward providing assistance with online job search, creating an email account, designing a resume, or completing the workforce. The workshop is geared toward providing assistance with online job search, creating an email account, designing a resume, or completing

PowerPoint 201: A one-session, two-hour course in which students will learn to create a slide show presentation. Prerequisites: Computer Basic 101 and Word 201. Specific skills taught/students should demonstrate at conclusion of class: Create a basic slideshow presentation, insert pictures, design slides, and use of slide transitions.

Publisher 201: A one-session, two-hour course in which students will be introduced to desktop publishing using Publisher. Prerequisites: Computer Basic 101 and Word 201. Specific skills taught/students should demonstrate at conclusion of class: Create a simple flyer or card with Microsoft Office Templates, insert pictures, and change color schemes.

Word 201: An Introduction to Word: A one-session, two-hour course that introduces users to the Microsoft Word program and explains the basic features required to create a document. Prerequisites: Computer Basics. Specific skills taught/students should demonstrate at conclusion of class: Using ribbon tabs and creating a simple document.

Word 202: Templates, Fonts & Graphics: A one-session, two-hour course in which students will be introduced to concepts beyond Word 201: using templates, adjusting fonts, page layouts and inserting graphics in the Microsoft Word program. Prerequisites: Word 201 or prior knowledge of the basic features for Microsoft Word. Specific skills taught/students should demonstrate at conclusion of class: Customized fonts on a document, inserting graphics, and adjustment of the page layout.

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Class | Date and time | Location
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One-on-One Assistance | Aug. 8, Friday, 9:30-10:30 a.m. | Main Street Library
Aug. 8, Friday, 11 a.m.-noon | Grissom Library
Aug. 8, Friday, 1 p.m. | South Morrison
Aug. 8, Friday, 2:30-4:30 p.m. | Pearl Bailey Library
Aug. 22, Friday, 9:30-10:30 a.m. | Main Street Library
Aug. 22, Friday, 11 a.m.-noon | Grissom Library
Aug. 22, Friday, 2 p.m. | South Morrison
Aug. 22, Friday, 3:30-4:30 p.m. | Pearl Bailey Library

iPad for Newbies | Aug. 11, Monday, 4-5 p.m. | South Morrison

Word 202 | Aug. 12, Tuesday, 10 a.m.-noon | Pearl Bailey Library
Aug. 28, Thursday, 6:30-8:30 p.m. | Grissom Library

Workforce Series | Aug. 13, Wednesday, 2:4-3 p.m. | Grissom Library
Aug. 20, Wednesday, 2:4-3 p.m. | Pearl Bailey Library

Word 201 | Aug. 14, Thursday, 6:30-8:30 p.m. | South Morrison

Internet 201 | Aug. 19, Tuesday, 9-11 a.m. | South Morrison

Email 201 | Aug. 19, Tuesday, 1:30-3:30 p.m. | South Morrison

Email 202 | Aug. 21, Thursday, 1:30-3:30 p.m. | South Morrison

Cut, Copy and Paste | Aug. 26, Tuesday, 1:30-3:30 p.m. | South Morrison

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Newport News Public Libraries
Newport News Public Library System
May-August 2014
Computer Course Schedule and Course Descriptions

The Newport News Public Library System offers free computer courses at Grissom, Main Street, Pearl Bailey and the South Morrison Libraries in Newport News. Courses are offered on an ongoing basis covering various topics in one-day sessions. Courses are free, but registration is required. Students may register for classes on the Library System’s website at http://nnpls.libguides.com/events or by calling the respective Library. Registration usually opens two weeks before the start of the class.

If fewer than five students have registered for a class as of 24 hours before the start of the class, it will be rescheduled for low enrollment.

Assessments will be given at the beginning and end of each class.

Newport News Public Library System | http://nnpls.libguides.com
Computer Basics 101: A one-session, two-hour course in which students will concentrate on how to use the mouse properly, keyboard layout, and exploring Windows 7. Basic parts of the computer will be explained and adjusting the size of windows will be reviewed. Prerequisites: None. Specific Skills Taught/ students should demonstrate at conclusion of class: Using the mouse to click on icons and open programs, identify computer components. This is not a typing class.

Computer Basics 102: A one-session, two-hour course in which students will build upon skills learned in the Computer Basics 101 class. Upon completion, students will be able to use the mouse and perform computer basic functions such as open/close windows, type simple text on a document, print, save, and organize documents. Prerequisites: Computer Basics 101. Specific skills taught/ students should demonstrate at conclusion of class: Moving Windows, printing, saving, basic desktop functions.

Cut, Copy and Paste: A one-session, two-hour course in which students will learn the essentials for cut, copy and paste with text using Microsoft Office Word. Prerequisite: Basic Computers 101 & Word 201. Specific skills taught/students should demonstrate at conclusion of class: Selecting text, copy/cut text, and paste text.

Email 201: Sending and Receiving: A one-session, two-hour course in which students will establish an email account and learn to generate email messages. Prerequisites: Computers Basics 101 & 102. Specific skills taught/students should demonstrate at conclusion of class: Sign up for an account and send and receive email.

Email 202: Reply, Forward and Attachments: A one-session, two-hour course in which students will learn how to reply to email messages, forward email and send attachments with email. Prerequisites: Computer Basics 101 & 102. Specific skills taught/students should demonstrate at conclusion of class: Reply to email messages, forward email messages, and send and receive attachments.

Excel 201: A one-session, two-hour course in which students will learn the basic features of a Microsoft Excel workbook and how to create a spreadsheet. Prerequisites: Word 201 or prior knowledge of the basic features for Microsoft Word. Specific skills taught/ students should demonstrate at conclusion of class: Creation of a spreadsheet, inserting data, renaming a spreadsheet, insert/delete columns, insert/delete rows, selecting text, and saving a workbook.

Excel202: Formulas and Editing: A one-session, two-hour course in which students will be introduced to concepts beyond Excel 201, using a templates, adjusting fonts, page layouts and creating/editing formulas in the Microsoft Excel program. Prerequisites: Excel 201 or prior knowledge of the basic features for Microsoft Excel. Specific skills taught/students should demonstrate at conclusion of class: Adjusting fonts, page layouts, creating formulas, editing formulas, and printing.

Facebook 101: A one-session, two-hour course in which students will create a Facebook account and will learn the social interaction basic features. Prerequisites: Computer Basics. Must have an email account established prior to class. Specific skills taught/students should demonstrate at conclusion of class: Logging in and out of account, creation of a profile picture, sending and receiving messages, and using the wall/timeline.

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757-926-1350
http://nnpls.libguides.com

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