In this course, students create a Facebook account and will learn the basic features of social interaction. 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, creating a profile picture, sending and receiving messages, and using the wall/timeline.

Facebook 102
In this course, students learn the social interaction basic features with the Facebook accounts they already created. 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
This course 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: Cropping, eyedrag removal, photo enhancements, digital retouching, and background removal.

Gimp 202
In this course, students will learn the basic image manipulation features with Gimp. Prerequisites: Computer Basics and Gimp 201. Specific Skills Taught: students should demonstrate at conclusion of class: Create a basic slideshow presentation, inserting graphics, and adjusting page layout.

Word 201
April 9, Wednesday, 10 a.m.-noon
Grissom Library

Word 202
April 10, Thursday, 10 a.m.-noon
Grissom Library

PB Break-out Session
April 14, Monday, 3-5 p.m.
Pearl Bailey Library

PowerPoint 201
April 15, Tuesday, 9-11 a.m.
South Morrison

Computer Basics 101
April 17, Thursday, 9-11 a.m.
South Morrison

Computer Basics 102
April 22, Tuesday, 9-11 a.m.
South Morrison

PB Jobseekers’ Club
April 28, Monday, 3-5 p.m.
Pearl Bailey Library

Pearl Bailey Library
2510 Wickham Avenue
(Southeast Community)
757-247-8677 voice/TTY
Monday - Thursday 9 a.m. - 9 p.m.
Friday & Saturday 9 a.m. - 6 p.m.

Virgil I. Grissom Library
366 Del Prado Drive (Downtown)
757-369-3190 voice/TTY
Monday - Thursday 9 a.m. - 9 p.m.
Friday & Saturday 9 a.m. - 6 p.m.
Sunday 1 - 5 p.m.

Main Street Library
110 Main Street (Hilton)
757-591-4858 voice/TTY
Monday - Thursday 9 a.m. - 9 p.m.
Friday & Saturday 9 a.m. - 6 p.m.
Sunday 1 - 5 p.m.

Public Law Library
2501 Washington Avenue (Downtown)
757-926-8678 voice
Monday – Friday, 8 a.m.-noon, 1-5 p.m.

South Morrison Public Library
746 Adams Drive, Computer Lab
757-369-6810 voice
Monday – Friday, 10 a.m.-4 p.m.

Virginia Room
757-591-4858 voice/TTY

Phone renewals:
757-597-2917 (automated)

Questions: 757-926-1350

Newport News Public Library System
700 Town Center Drive, Suite 300
Newport News, VA 23606
757-926-1350
http://nnpls.libguides.com

Newport News Public Library System
January-April 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
Cut, Copy and Paste
In this one-session, two-hour course, 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

Computer Basics 101
In this one-session, two-hour course, 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
In this one-session, two-hour course, 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 Basics 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 and saving, and basic desktop functions

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

Email: Sending & Receiving
In this one-session, two-hour course, students will establish an email account and learn to generate email messages. Prerequisites: Computer Basics 101 & 102 Specific Skills Taught/students should demonstrate at conclusion of class: Sign up for an account and send receive email

Email 201: Sending & Receiving
In this one-session, two-hour course, students will learn how to reply to email messages, forward email and send attachments with email. Prerequisites: Computer Basics 101 & 102 Must have an email account established and accessible prior to class. Specific Skills Taught/students should demonstrate at conclusion of class: Reply to email messages, forward email messages, and send and receive attachments

Excel 201
In this one-session, two-hour course, 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 & Editing
In this one-session, two-hour course, students will be introduced to concepts beyond Excel201 such as using 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

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Newport News, VA 23606
757-926-1350
http://nmps.libguides.com

Unlock the potential