

Greenville Public Library  
Computer Courses  
2011-2012

The Greenville Public Library is offering in-depth computer courses from September 2011 to May 2012 for adult learners in a warm, friendly, non-threatening atmosphere where computer anxiety and apprehension is greatly lessened. The instruction considers the learning style of each student. Each course runs from 10 to 12 weeks depending upon the material to be covered. Teaching assistants are involved in each class with all students to supply support and encouragement. Each course is limited to six students due to the number of computers available. Students are not encouraged to bring their computers to the library for instruction since the library cannot assume responsibility for their maintenance. While the library supports the computer program and grants the Certificates of Completion, it is the responsibility of the volunteer instructor to establish and maintain the classes. Each class begins at 10:00AM on the day specified and lasts for 3 hours. 10:00 to 11:00AM is the Lab period where teaching assistants are available to answer questions and review homework. The next ninety minutes deals with the introduction of new material and teacher instruction. The last half hour is designed for general discussion, and questions and answers. Only two unexcused absences are allowed for each course. All students must have access to a computer to deal with homework assignments and home practice. It is important to note that the computer programs are considered to be instructional rather than informational workshops.

If you are interested, please call the Greenville Public Library at 949-3630, Ext. 1 during the month of August 2011 for additional information. Admittance to a course, however, is determined by the instructor after a telephone conference with each student to ascertain computer level and experience. There is a nominal fee of \$30.00 for each course, payable to the Greenville Public Library. Preference will be given to residents of Smithfield and the surrounding areas.

Computer Programs

Introduction to Computers  
Orientation, Wednesday, September 7, 2011 at 10:00AM  
Classes begin Wednesday, September 14, 2011  
10 weeks

This course is designed for students who do not have any knowledge of computers. Emphasis is placed upon the practicing of opening and shutting down computers and knowledge of the computer components, key board, mouse control, scrolling, click and drag, and how to delete and backspace with an introduction to email and the internet. Typing skills are not required. This course will be repeated on Wednesdays beginning in March 2012 for new students only.

Basic Computer Literacy (Basic I)  
Orientation, Tuesday, September 6, 2011 at 10:00AM  
Classes begin Tuesday, September 13, 2011  
12 weeks

This class is designed for students who have little knowledge of computers, but who want more than the Introduction Course offers. There is a review of introductory material, but emphasis is placed upon the Internet and email. Word documents are introduced. The student will learn to save documents and to attach them to email. Knowledge of typing is helpful but not required.

Advanced Computer Literacy (Basic II)  
Classes begin Tuesday, March 13, 2012  
10 weeks  
Prerequisite Basic 1

This course is a continuation of Basic I. New students, however, may be admitted to this class if they demonstrate knowledge of Basic I material. Focus is placed upon the fine points of email, including creating contact book, making folders, establishing a calendar, learning to forward and replying to email, and maintaining the computer. Knowledge of typing is helpful, but not required.

Microsoft Word 2010  
Orientation Thursday, September 8, 2011 at 10:00AM  
Classes begin Thursday, September 15, 2011  
12 weeks

This is a basic course in Microsoft Word 2010 where emphasis is placed upon the creation and use of documents. Opening and closing documents, page setup, margins, formatting, and cut and paste are only a few of the items presented. There is an introduction to hyperlinking, creating envelopes and labels, and making columns and tables. Knowledge obtained in this course is in demand in the job market. Knowledge of typing is extremely important.

Microsoft Excel 2010  
Classes begin Thursday, March 15, 2012  
12 weeks

This course is designed for those who do not have any knowledge of this program. It deals with the basics of Excel 2010. Activating cells, merging cells, and identifying columns and rows are emphasized. Creating a budget, making lists, and using basic numerical operations are presented. Knowledge obtained in this course is in demand in the job market. Typing skills are required.

Microsoft PowerPoint 2010  
Orientation Friday, September 9, 2011 at 10:00AM  
Classes begin Friday, September 16, 2011  
12 weeks

This course covers the basic elements of PowerPoint 2010. It brings out the students' creativity. It includes the making of slides for the students' enjoyment and preparing a presentation before groups. The knowledge of PowerPoint is becoming increasingly important in the job market. Knowledge of typing is required. **It is expected that the students have a good working knowledge of computer skills.**

Microsoft Publisher 2010  
Classes begin Friday, March 16, 2012  
12 weeks

This course covers the basic elements of Publisher 2010. Students learn to create all types of occasional cards, business cards, menus, and various invitations to social and cultural events. Students' creativity is encouraged. Knowledge of typing is required. **It is expected that the students have a good working knowledge of computer skills.**

Milo J. St. Angelo  
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Computer Instructor