



Free Basic Computer Classes



March 2010 Schedule



Improve your ability to search for and apply for jobs while adding to your skill set!

Class Descriptions:

Computer Keyboard and Mouse:

The first class for computer beginners who have never used a computer. The class introduces students to basic keyboarding and mouse movement techniques.

Log Onto the Internet and Search:

The second class for computer beginners who have never used a computer. "Computer Keyboard and Mouse" is a prerequisite. Students navigate the library website with the teacher, then move on to other Internet navigation, and end up on a site where they fill in an online application.

Get and Use a Free E-Mail Account:

Having an email account is a "must" for job seekers. This course reviews setting up a free account, sending and receiving email, and sending attachments.

Typing a Simple Letter:

Introduction to Word Processing.

Monday March 1 at 6 pm. "Use the Computer Keyboard and Mouse" Lebanon Community Library. 717-273-7624

Tuesday, March 9 at 6 pm. "Use the Computer Keyboard and Mouse" (Spanish Interpreter) Lebanon Community Library. 717-273-7624

Wednesday, March 10 at 6 pm. "Learn Keyboard and Mouse" Myerstown Community Library. 717-866-2800

Monday, March 15 at 6 pm. "Typing a Simple Letter" Palmyra Public Library. 717-838-1347

Tuesday, March 16 at 6 pm. "Log Onto the Internet and Search" (Spanish Interpreter) Lebanon Community Library. 717-273-7624

Monday, March 22 at 6 pm. "Sign-up For and Use a Free E-mail Account" (Spanish Interpreter Available) Lebanon Community Library. 717-273-7624

Tuesday, March 23 at 6 pm. "Sign-up For and Use a Free E-mail Account" Lebanon Community Library. 717-273-7624

Monday March 29 at 6 pm. "Use the Computer Keyboard and Mouse" Palmyra Public Library. 717-838-1347

Monday March 30 at 6 pm. "Use the Computer Keyboard and Mouse" Lebanon Community Library. 717-273-7624

These free computer classes are being offered at the libraries through the Job Services Program, made possible with a United Way Community Impact Grant.

Class space is limited. Please contact the appropriate library to register.

For more information, contact Peggy Shirk or Anne Hall at 717-273-7624.