

BASIC COMPUTER SKILLS CLASS FALL 2017

Monday evenings: 5:30 – 7:30 P.M. - Oct 30 through December 4, 2017

If you have no answer when employers ask about your computer skills, The Literacy Council of Madison County may have a solution for you!

Critical Basic Computer Skills Training for the Workplace of the Future

Computer skills are an indispensable factor in 21st century workplaces and a basic requirement for almost every job. Job applicants must obtain computer training to make themselves more valuable to potential employers and to secure higher-paying jobs; employers are seeking employees who are familiar with computer technology and can hit the ground running. Most office work and a growing number of non-office jobs require a basic understanding of computer technology.

The Literacy Council of Madison County is offering a series of *free* **Computer Skills Workshops** providing job seekers, or those with jobs requiring computer know how, with the basic but indispensable skills needed to bridge the digital divide in the hiring office. Facilitated by **Norris John***, long-time technology instructor for the Literacy Council, the curriculum uses real-life work examples and provides participants with a practical understanding of the fundamental concepts of computer hardware and software. Each participant in the workshops will have access to his or her own PC with the necessary software.

Workshops will be held from 5:30 pm to 7:30 pm, Monday evenings beginning October 30, 2017 through December 4th, at the Literacy Council's offices (304 Thrift Rd. Madison, VA). Preregistration is strongly recommended in order to ensure that adequate student resources are available. To preregister, please call the Office at 540 948-5514 or email at Literacy22727@Verizon.net.

*Norris E. John is the Director of Finance at the Town of Orange, a position he has held since July 2015. Prior to this, he held a similar position for 4 years with Hospice of the Rapidan, in Culpeper. He received his B.S in Accounting from Brooklyn College and an MBA from UMUC. In addition to his employment, Mr. John serves on the boards of MESA, DSS and Madison Free Clinic. For the past 15 years, he has also been a volunteer tutor of introductory computer classes with the Literacy Council of Madison County. Together with his wife Kay, he has been a Madison County resident since 2001. He may be contacted at synima@netscape.net

COURSE OUTLINE

Day 1 Introductions

Begin Glossary

Introduction to Windows

1. Starting Windows
2. Opening a folder
3. Manipulating the structure of a window
 - a. Maximizing
 - b. Restoring
 - c. Minimizing
 - d. Resizing
 - e. Closing
 - f. Moving a window around on the desktop
4. Closing the window

Day 2

Questions from the class

Continue with Glossary

Review of last week's skills and concepts

Customizing the desktop

Creating new folders

Working with icons

Day 3

Questions from the class

Continue with Glossary

Review of last week's skills and concepts

Continue with folders and icons

Create a simple MS Word document

Save an MS Word document

Working with fonts

Day 4

Questions from the class

Finish Glossary

Review of last week's skills and concepts

File management

Continue with MS Word document and fonts

Working with borders and shading

Day 5

Questions from students

Review of last week's skills and concepts

Continue with borders and shading

Working with dialog boxes

Day 6

Questions from the class

Revisit all the skills and concepts learned in days 1 thru 5

Wrap up.