



**Brown County Job Center  
Computer Lab Schedule  
February 2012**

<b>Monday-6</b>	<b>Tuesday-7</b>	<b>Wednesday-8</b>	<b>Thursday-9</b>	<b>Friday-10</b>
Internet Basics 12:00-2:00 PM		Computer Basics 8:15-10:15 AM	Computer Basics 8:15-10:15 AM	
<b>Monday-13</b>	<b>Tuesday-14</b>	<b>Wednesday-15</b>	<b>Thursday-16</b>	<b>Friday-17</b>
Email Basics 12:00-2:00 PM				
<b>Monday-20</b>	<b>Tuesday-21</b>	<b>Wednesday-22</b>	<b>Thursday-23</b>	<b>Friday-24</b>
Internet Basics 2:15-4:15 PM		Intro to Word 8:15-10:15 AM	Intro To Word 8:15-10:15 AM	
<b>Monday-27</b>	<b>Tuesday-28</b>	<b>Wednesday-29</b>	<b>Thursday-1</b>	<b>Friday-2</b>
Email Basics 2:15-4:15 PM		Intro To Excel 8:15-10:15 AM	Intro To Excel 8:15-10:15 AM	

**Brown County Job Center**  
**Computer Class Descriptions**  
**2012**

**COMPUTER BASICS: (2 sessions-2 hours each)**

BEGINNER COMPUTER USERS-this is a must have class. In this class you will learn how to use a mouse for navigating Windows and other programs available in the computer lab. We will talk about the components of a computer, how to save documents and use the mouse to select programs, menus, and text. This is for the very basic user or someone with very little knowledge of the computer. Please sign up for a computer lab account **BEFORE** the day of class.

**INTERNET /EMAIL BASICS: (1 session-2 Hours)**

Are you new to using the Internet to find a job? Should you apply for that job using Email?? ABSOLUTELY!!!! Then this class is for you. We will look at all the functions of the Internet Browser, view web sites for finding jobs and talk strategy when filling out an online application. We will also set up email accounts, look at the features of the software and learn about email etiquette when applying for jobs. Handouts detailing each step of how to send and receive emails will be your take home gift, to help you retrieve your email from ANY computer with an Internet connection.

**INTRODUCTION TO WORD: (2 sessions-2 hours each)**

This class is designed for those interested in breaking down the mystery of how to use MS Word. If you have dreamt of knowing how to create a word document, save it and find it again, then this is the class for you. We will explore the features of the menus for formatting documents, using tools for spell check, and adding enhancements like tables and graphics. The format of this class will be a combination of discussion and hands on with MS Word. Bring fingers ready to be busy!

**INTRODUCTION TO EXCEL: (2 sessions-2 hours each)**

The spreadsheet program of the MS Office family can be simple to use when you know the difference between a row and column. This class will break it all down very simply and have you calculating formulas by the end. We will identify the features and possibilities of the program and then learn how to create our very own workbook with multiple worksheets displaying data in graphs and spreadsheet format. Knowing how to print the data is essential and will be covered in depth. Come with an open mind to exploring how to keep track of everything from numbers to data and you will learn how much fun this program can be to use.