



# March 2011



## Computer Classes for Senior Citizens

**March 2nd, 10:00-11:30**

Navigating the Desktop

**March 9th, 2:00-4:00**

Internet Safety

**March 16th, 2:00-4:00**

Software Application

**March 23rd, 10:00-11:30**

Web Navigation

**March 30th, 2:00-4:00**

Review

## Computer Classes

**March 9th, 5:30-6:30**

Internet Safety

**March 10th, 5:00-6:30**

The Creative Side of Microsoft Word

**March 14th, 5:00-6:30**

Basic Computer Skills

**March 21st, 5:00-6:30**

Archiving Digital Photos

**March 23, 5:00-6:00**

Parental Controls

**March 28th, 5:00-6:30**

“Control Your Computer”: Personalizing your Computer

**March 30th, 6:00-7:00**

Internet Safety: For Parents and Teens

## Special Classes

**March 2nd, 6:00-7:00**

College Prep: FASFA Information

**March 8th, 5:00-6:30**

Search for Your Kin: Utilize Online

Genealogy Resources

**March 24th, 5:00-6:30**

How to Find Library Resources

## Career and Computer Assistance

### Walk-In Hours

**Every Monday: 12:00-4:00**

**Every Thursday: 1:30-4:00**

**No C&C Hours on Monday, March 7th,  
March 21st or Thursday, March 17th**

## Homeschooler Classes

**March 4th, 2:00-3:30**

Using the Library Card Catalog

**March 8th, 1:00-2:30**

Basic Keyboarding and Computer Skills

**March 15th, 1:00-2:30**

Research and Note Card Basics

**March 22nd, 1:00-2:30**

Basic Keyboarding and Computer Skills

**March 29th, 1:00-2:30**

Basics of Research Paper

## Outreach Classes

**March 2nd, 2:00-4:00 @ Long Falls**

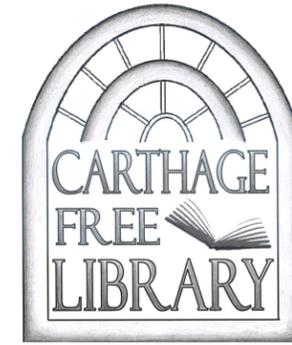
**March 7th, 1:00-3:30 @ Lowville Work  
Place**

**March 14th, 1:00-3:30 @ Watertown  
Work Place**

**March 17th, 1:00-3:30 @ Watertown  
Work Place**

**March 23rd, 2:00-4:00 @ Long Falls**

**March 28th, 1:00-3:30 @ Lowville Work  
Place**



# Public Computing Center



## March 2011 Newsletter and Calendar of Events

*“Providing educational and professional opportunities for  
our local community”.*

Carthage Free Library 412 Budd St. Carthage, NY 13619 Phone: (315) 493-2620

## Class Descriptions

### **Basic Computer Skills**

This is the perfect class for the beginner! Topics discussed include basic desktop navigation, opening and closing programs, saving and searching for a file and other basic skills. This class is very user friendly with hands-on activities!

### **Internet Skills for Seniors**

This class is designed for seniors to learn computer basics, email, and internet navigation. Topics discussed in this class may differ from week to week depending on class feedback. Check the PCC Bulletin Board for weekly class topics!

### **Internet Safety**

Concerned with what's safe on the web? Come learn the basics of Internet Safety.

### **Internet Safety: For Parents and Teens**

This class is designed for both the parent and the child. If you are unsure of what's unsafe online, come learn basic techniques to navigate the web safely!

### **Parental Controls**

Not sure of what your children are looking up on the Internet? This is a perfect class to learn how to set parental controls on your computer!

### **The Creative Side of Microsoft Word**

Microsoft Word is not just for typing anymore! In this class you will learn all of the exciting new things you can do in Microsoft Word. We will be using various templates in this class to create flyers, cards, and calendars!

### **Archiving Digital Photos**

Do you have a vast amount of photos stored on your computer? Don't let them slow down your operating system! Come learn how to archive your photos using the popular on-line photo site Shutterfly. Bring your photos on a disk or flash drive or just come and take notes! Participants must have an email account to take this class!

### **"Control Your Computer": Personalizing your Computer**

Come learn how to personalize your computer using your control panel. Topics discussed include: changing your wallpaper, resizing your icons, slowing down your mouse and much more!

### **College Prep: FASFA Information**

This class is perfect for parents of teens getting ready for college. This class will teach you how to read and understand the FAFSA application. Although we can not fill the application out for you but we can better prepare you to take on the task!

### **Search for Your Kin: Utilize Online Genealogy Resources**

Come learn how to use online Genealogy websites to research your kin.

### **How to Find Library Resources**

In this class, the student will learn how to use the library resources to locate information, article and books. Bring your library card to access all of our online resources!

### **Home School Program**

The Carthage Free Library is now offering a series of classes for our Home School families. This month we will be offering Basic Computer Skills with an emphasis on typing and word processing. Students will not only learn typing skills, they will learn the basics of Microsoft Word. We will also be offering a Research Basics class where students will learn how to use library and online resources to research on topics. They will also learn the basics in creating a research paper using the MLA format.

### **Career and Computer Assistance Walk-In Hours**

If you cannot make a class and need assistance with either a software program, writing a resume, or just want to learn how to use your email account you can come in during our Career and Computer Assistance Walk-In Hours. During these times we can provide one-on-one assistance with whatever your need is! You can call to make an appointment or just walk in!

# PCC March Newsletter

## **The Public Computing Center has Even More to Offer to the Local and Surrounding Communities**

The Carthage Free Library Public Computing Center staff are excited to share this month's news with the community. As in prior months, we have been very busy with our computer classes at the library as well as outreach programs at the Augustinian Academy, Long Falls High Rise, The One Stop Career Center of Lewis County, and The Work Place of Jefferson County.

In addition to providing computer classes at the Augustinian Academy and the Long Falls High Rise, we have been providing basic computer skills classes at the One Stop Career Center of Lewis County. Every first and fourth Monday of the month the staff travel to Lowville to teach these classes. We provide instruction on basic computer skills and how to use a computer to aid in job searches. As expected, there has been a great need for our services at this site, as it may be difficult for some people to travel to Watertown or even Carthage for this type of service. Through this program, we are able to serve residents from as far as southern Lewis County in communities such as Port Leyden, Constableville and Glenfield. We provide a similar service for those who utilize the resources at The Workplace of Jefferson County. We travel to this site twice a month as well to provide clients with one-on-one assistance with various tasks such as job searching, resume writing, and basic computer skills. Our efforts at both Department of Labor sites have been singled out for providing an essential tool to customers at these locations.

To supplement our Monday night computer classes offered at the Library, we have started a volunteer program that provides additional assistance to our students by providing one-on-one instruction during the class. To help start the PCC volunteer program, we have partnered with the Social Studies 12 Honors class from Carthage Central High School. We have had the privilege of working with four outstanding young men since the beginning of January. These four volunteers bring an extra special element for instruction to our computer classes. They sit with the students and guide them through the various hands-on activities that are essential to the learning experience. The four volunteers are Wyatt Lofink, Thomas Murphy, Andrew Bracy, and Aaron Millard.

"I feel as though the classroom environment has become even better with the help from these young men. The level of instruction has increased and the students really enjoy their presence in class. They are very patient and kind to our students. If you ask me, I think they would make exceptional teachers some day! We are so grateful to have them volunteering their time here at the library." says PCC Trainer Jamie Peck.



The four Carthage Central Social Studies Honors student volunteers are Andrew Bracy and Wyatt Lofink (seated front) and Aaron Millard and Thomas Murphy (seated in back)

The four high school students have also demonstrated how to Skype with our laptop computers here at the PCC. There has been an interest in this program so with the assistance of our tech-savvy helpers we are planning on offering a class on Skype in the near future.

As we work day to day with our community members, we are constantly generating new class ideas. We are very interested in learning what our community would like to see us offer for classes. Due to special interest, we are offering a variety of new classes for the month of March. In addition to our basic computer classes, we will be providing classes on Internet Safety, Genealogy, Archiving Digital Photos, FAFSA Prep, and a class on personalizing your computer. If you have any questions about our classes, call or stop in for more information.

We are always seeking volunteers to help teach classes. If you would like to share your talents and teach a specific class or have a class idea please let us know!



High school student volunteer Wyatt Lofink assist computer class student Gen Ruppert at the Carthage Library Public Computing Center.