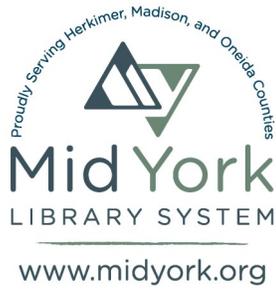




Public Computing Center



1600 Lincoln Ave,  
Utica, NY 13502  
315.735.8331

## Quick Facts

### Technology

- 16 laptops
- 1 van
- 2 projectors
- 2 projector screens
- 3 mobile wireless access points

### Statistics

- 330 eMobile classes held between December 2010 and March 2012
- 27 classes per month, on average
- 45 separate locations have held eMobile classes
- 28 member libraries
- 17 community locations
- 3 counties covered: Herkimer, Madison, and Oneida



The eMobile lab at Westernville Library



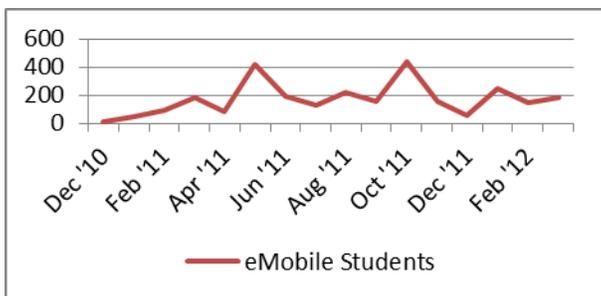
From left:  
Fritz Meeusen,  
Kevin Perez,  
Jennifer Recht,  
Kathryn McCauley

## Staff

- 1 Project Manager, Kevin Perez
- 1 Technology Engineer/Trainer, Fritz Meeusen
- 2 Digital Literacy Librarian/Trainers, Kathryn McCauley and Jennifer Recht

## Classes

- 24 unique classes have been developed and trained
- Most popular classes:
  - ◊ Introduction to Computers
  - ◊ eBooks
  - ◊ Job Search Skills



Topics	Sub-Topics Include
<b>Basic Computer Skills</b>	Intro to Computers, E-Mail Accounts & Attachments, Windows 7 Basics
<b>Advanced Computer Skills</b>	Internet Security, Web Building, Computer Maintenance, Google Apps
<b>Microsoft Office Suite</b>	Word, Excel, Publisher, PowerPoint
<b>Digital Photos</b>	Editing, Managing, Transferring from Camera to Computer
<b>Electronic Devices</b>	eReaders, Smartphones, iPads
<b>Social Networking</b>	Personal & Business, Facebook, Twitter, LinkedIn, Skype
<b>Job Search through Technology</b>	Job Search, On-Line Tools and Applications, Resumes, Cover Letters
<b>Improving Internet Search Results</b>	Search Techniques, Finding and Using the Best On-Line Resources

### How They Work

#### Rome Working Solutions

Set up lab and train resume and cover letter classes as a monthly integrated component of the Rome Working Solutions job search training program.

#### Human Technologies Corporation

Train staff in basic computer skills and Microsoft Excel (partner with the Utica Library BTOP staff to deliver this program).

#### Utica Municipal Housing Authority

Train residents in an extensive series of courses focusing on improving basic computer skills, job search and application skills, success on the job, and financial literacy (partner with the Utica Library BTOP staff to deliver this program).

#### Madison-Oneida BOCES

Train BOCES students in Microsoft Word and professional writing as a weekly component the BOCES curriculum for students.

#### VA Job Fair

Provide Job Search and Job Skills training, computer access, and other digital literacy training at numerous community events including job fairs. Next event is a May 15, 2012 Veteran/Military/Family Member Job Fair. Working as a core partner with US Chamber of Commerce, Mohawk Valley Chamber of Commerce, the VA, Mohawk Valley Community College, and others.

### What Our Students and Partners Have to Say

#### Jen Doxtator, Resource Center for Independent Living:

"The BTOP Digital Program has been an outstanding opportunity for our clients. It was only made better through your organization, guidance, and tremendous professionalism. For months and months of free and caring service, I am beyond grateful."



Students having a great time at Jordanville Library

#### Sandi Van Knowe, student at Basic Excel offered at Westernville Library:

"Thank you so much for the excellent training session in Excel. I think that you did a tremendous job of adjusting the material to fit the many different levels of computer skill in our group!"