

# SOCIETY

NEWS FROM YOUR COMMUNITY



## SEND HER YOUR NEWS

- **WHO:** Anne Calos
- **CONTACTS:** 439-9222, ext. 6239 or [anne.calos@lockportjournal.com](mailto:anne.calos@lockportjournal.com)
- **NEWS:** All items should be submitted at least five days before the desired publication date.

## GO AND DO IT! / MEETING

• The Pendleton Historical Society will meet at 7 p.m. Monday at the Log Cabin next to Pendleton Town Hall on Campbell Boulevard. All are welcome.

# Lockport Public Library offering computer classes

## SPECIAL TO THE US&J

Need help signing up for Facebook, using Microsoft Word, writing a résumé, setting up an e-mail account, searching for a job online, and more? Knowledge, Employment and You! has come to the Lockport Public Library.

The library has received grant money through the American Reinvestment and Recovery Act, Broadband Technology Opportunity Program, to establish a new program offering a variety of ways for residents to get the support they need when using a computer and improving their employment situation.

- Stop by the KEY Corner on the third floor with questions and to grab some worksheets and resources.

- Schedule a one-on-one session with a KEY trainer for extended personalized instruction.

- Use one of the new laptops in the KEY Public Computing Center, where a skilled trainer will always be available to answer questions and provide guidance.

- Attend a KEY class, taught by certified Niagara County Community College trainers, for in-depth skills training in various computer and workforce topics.

Have trouble using a computer? The KEY project offers new computer accessibility devices, including large-print keyboards and trackball mice.

KEY training opportunities will also be offered in the Town of Lockport

through partnership with the NIOGA BTOP Express E-Mobile Unit.

KEY Class registration and one-on-one sessions are now available. Call 433-5935, ext. 3, for more information or to sign up.

## KEY class and lab schedule

**Introduction to Computer Basics:** Explore the world of computers through hands-on interactive sessions. Gain a basic understanding of computers using up-to-date equipment, the features of file management, concepts and terminology. This basic course is designed for beginners to learn keyboarding effectively through construction, practice and to cover the basics of Windows, Word, Outlook, plus the Internet. There are four classes in each course session. Session 1: 2 to 4 p.m. Tuesday, Thursday and Jan. 25 and 27. Session 2: 10 a.m. to noon Feb. 5, 12, 19, 26.

**Introduction to Microsoft Office:** This introductory course will teach participants the basics of how the software package works. Students will be introduced to the Windows operating platform, as well as the various programs that comprise the Microsoft Office Suite: Word, Excel, Access and PowerPoint. There are four classes in each course session. Session 1: 10 a.m. to noon Tuesday and Jan. 22, 25 and 29. Session 2: 1 to 3 p.m. Feb. 9, 11, 16 and 18.

**Introduction to Microsoft Word 2010 for Windows:** This course is intended for students who desire to understand word processing and document preparation using a Windows environment. Topics may include creating, editing, formatting and printing documents. An overview of desktop publishing features may also be included. There are four classes in each course session. Prerequisite: Introduction to Microsoft Office or equivalent experience. Session 1: 1 to 3 p.m. Wednesday, Friday and Jan. 26 and 28. Session 2: 1 to 3 p.m. Feb. 8, 10, 15 and 17.

**Introduction to the Internet:** This hands-on class provides an introduction to the Internet. The instructor reviews the basics of using the Internet such as terminology and performing searches on the World Wide Web. Learn tips and tricks on finding information for work, school and home, as well as information on Internet privacy, safety and security. There are two classes in each course session. Session 1: 4 to 6 p.m. Jan. 24 and 26. Session 2: 6:30 to 8:30 p.m. Feb. 7 and 14.

**Resume-Writing Workshop:** Participants will create a resume that fits their job history following step-by-step guidelines. Some computer experience would be beneficial. There is one class per session, from 4:30 to 6:30 p.m. Tuesday and 3 to 5 p.m. Feb. 22.

**Business Communication Skills:** This workshop will concentrate on written and verbal communication skills with an emphasis on basic grammar and writing skills. Communication skills will be introduced to students through the use of proper telephone technique, letter writing, resumes, basic research techniques, and interpersonal communication. One class per session, from 5 to 6 p.m. Jan. 27 and 1:30 to 2:30 p.m. Feb. 21.

**Here's my Resume — Where's My Job?** A person's attitude when looking for a job is one of the most important parts of finding employment. This course will identify key attitudes and offer suggestions for becoming more self-directed in the job search. Participants will identify their attitudes on four basic scales: Luck vs. planning, uninvolved vs. involved, help from others vs. self-help, and passive vs. active. There is one class, from 2 to 4 p.m. Jan. 31 and 4 to 6 p.m. Feb. 23.

**KEY Lab:** Starting next week, the KEY computer lab will be open from 9 to 11 a.m. most Wednesdays and Fridays. KEY trainers will be opening and monitoring the lab. Laptops will be set up and patrons are welcome to drop in to access the computers and receive targeted help with digital literacy and workforce development topics.

More class and lab times will be available through April.

## CAM

### Wilson on dean's list

Kayla Wilson of Lockport senior biology major at the College of Pennsylvania has been named to the dean's list for the fall 2010 semester.

...

### SUNY Geneseo dean

The State University of York at Geneseo has announced its dean's list for the spring semester 2011. From Lockport on the list is Amber Balcerzak, Alys

## CHURCH

CONTINUED FROM PAGE

### Chapel of the Beloved

Chapel of the Beloved, Purdy Road, Sunday sermons 11 a.m. Call 434-2554.

### Lockport Christian Church

Lockport Christian Church, 5845 Locust St. Ext., Sunday worship, Sunday school, 11 a.m. Call 478-0500 or [lockportchristianchurch@verizon.net](mailto:lockportchristianchurch@verizon.net).

## New Year... New Goals

Lose Weight! Get Fit With Karate Free Month Beginners Program

Men • Women • Children



## USA SELF DEFENSE CENTER

6007 Brockton Drive  
Lockport  
439-1198  
[www.lockportkarate.com](http://www.lockportkarate.com)