



# March 2011

## PCC BTOP *broadbandexpress@yourlibrary* Calendar

### Practice Lab is Open

**Who:** Trained Computer Assistants will give you one-on-one help during Practice Labs in the new Lower Level Learning Lab, or simply use the Practice Lab space and time to work on your own.

**When:**

**Tuesdays, 1:00 – 6:00 pm,  
Thursdays, 2:00 – 6:30 pm,  
Saturdays, 11:30 am – 2:00 pm**

**Where:** Learning Lab on the Lower Level (basement)

### Help Using the Internet to Prepare for and Pass the GED

**Who:** Trained Computer Assistants will assist you in preparing for the GED, on-line.

**When: Saturdays, 2:00 – 5:00 pm**

**Where:** Lower Level Learning Lab

### Small Business Counseling

**Who:** SCORE volunteers are available to meet with, by appointment: Call (914) 948-3907.

**When: Mondays, 6:00 – 7:45 pm.**

**Where:** BTOP Help Center, second floor.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Main Library Hours</b> Mondays, Tuesdays & Thursdays 9:00 am to 8:00 pm Wednesdays 10:00am to 6:00 pm Fridays 9:00am to 5:00pm Saturdays 9:00 am to 5:00 pm Sundays 1:00 pm to 5:00 pm	<b>Key</b> T- Theater MR- Meeting Room 2F - Second Floor Conference Room (BTOP Help Center) 3CL-Third Floor Computers Lab LL-Lower Level (basement)	<b>1</b> 6:00 – 7:30 pm Introduccion al uso de Microsoft Word (LL)  6:00 – 7:30 pm Internet for Beginners (3FL)	<b>2</b> 10:00 am - 12 noon Fundamentals of Microsoft PowerPoint (3FL)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>3</b> 6:00 pm - 8:00 pm Librarian Assistance with E-Forms (2F)	<b>4</b> 10:00 am - 3:00 pm Librarian Assistance with E-Forms (2F)	<b>5</b> 1:00 pm – 11:30 am Como abrir y usar una cuenta de correo electronico (LL)  11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL)  1:00 – 4:00 pm Job Coaching (2F)
<b>6</b>	<b>7</b> 10 am – 11:30 am Uso del Mouse y del Teclado (LL)  10 am - 1 pm Job Search Coaching (2F)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>8</b> 6:00 – 7:30 pm Introduccion to Microsoft Word (LL)  6:00 – 7:30 pm Internet para principiantes en espanol (3FL)	<b>9</b> 10:00 am - 12 noon Fundamentals of Microsoft PowerPoint (3FL)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>10</b> 6:00 pm - 8:00 pm Librarian Assistance with E-Forms (2F)	<b>11</b> 10 am – 11:30 am How to Download Audiobooks (3CL)  1:00 pm - 3:00 pm Librarian Assistance with E-Forms (2F)	<b>12</b> 10:00 am – 11:30 am How to Set-Up and Use an E-Mail Account (LL)  11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL)  1:00 – 4:00 pm Job Coaching (2F)
<b>13</b>	<b>14</b> 10 am – 11:30 am Mouse and Keyboard Skills English (LL)  10 am - 1 pm Job Search Coaching (2F)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>15</b> 6:00 – 7:30 pm Introduccion al uso de Microsoft Word (LL)  6:00 – 7:30 pm Intermediate Internet (3FL)	<b>16</b> 10:00 am - 12 noon Fundamentals of Microsoft PowerPoint (3FL)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>17</b> 6:00 pm - 8:00 pm Librarian Assistance with E-Forms (2F)	<b>18</b> 10:00 am – 11:30 am Internet for Beginners (3FL)  1:00 pm - 3:00 pm Librarian Assistance with E-Forms (2F)	<b>19</b> 10:00 am – 11:30 am Como abrir y usar una cuenta de correo electronico (LL)  11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL)  1:00 – 4:00 pm Job Coaching (2F)
<b>20</b>	<b>21</b> 10 am – 11:30 am Uso del Mouse y del Teclado (LL)  10 am - 1 pm Job Search Coaching (2F)  1:30 pm - 5:30 pm Social Services Help (2F)  6:00 pm - 7:30 pm How to Design & Create Your Own Flyers (3FL)	<b>22</b> 6:00 – 7:30 pm Introduccion to Microsoft Word (LL)	<b>23</b> 10:00 am - 12 noon Fundamentals of Microsoft PowerPoint (3FL)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>24</b> 6:00 pm - 8:00 pm Librarian Assistance with E-Forms (2F)	<b>25</b> 10 am – 12:00 noon How to Scan Documents (3CL)  1:00 pm - 3:00 pm Librarian Assistance with E-Forms (2F)	<b>26</b> 10:00 am – 11:30 am How to Set Up an E-Mail Account (LL)  11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL)  1:00 – 4:00 pm Job Coaching (2F)
<b>27</b>	<b>28</b> 10 am – 11:30 am Mouse and Keyboard Skills English (LL)  10 am - 1 pm Job Search Coaching (2F)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>29</b> 6:00 – 7:30 pm Introduccion al uso de Microsoft Word (LL)	<b>30</b> 10:00 – 12:00 noon Fundamentals of Microsoft Word (3FL)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>31</b>		



# April 2011

## PCC BTOP *broadbandexpress@yourlibrary* Calendar

### Practice Lab is Open

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**When:**

**Tuesdays, 1:00 – 6:00 pm,  
Thursdays, 2:00 – 6:30 pm,  
Saturdays, 11:30 am – 2:00 pm**

**Where:** Learning Lab on the Lower Level (basement)

### Help Using the Internet to Prepare for and Pass the GED

**Who:** Trained Computer Assistants will assist you in preparing for the GED, on-line.

**When: Saturdays, 2:00 – 5:00 pm**

**Where:** Lower Level Learning Lab

### Small Business Counseling

**Who:** SCORE volunteers are available to meet with, by appointment: Call (914) 948-3907.

**When: Mondays, 6:00 – 7:45 pm.**

**Where:** BTOP Help Center, second floor.

### English as a Second Language (ESL) Classes - Registration

*Sponsored by Westchester Community College*  
Registration for Summer Classes:

**Saturday, April 16 from**

**11:00 am - 1:00 pm;**

**Tuesday, April 26 from 5:00 pm - 7:00 pm;**

**and Wednesday, April 27 from**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Main Library Hours</b> Mondays, Tuesdays & Thursdays 9:00 am to 8:00 pm Wednesdays 10:00am to 6:00 pm Fridays 9:00am to 5:00pm Saturdays 9:00 am to 5:00 pm Sundays 1:00 pm to 5:00 pm	<b>Key</b> T- Theater MR- Meeting Room 2F - Second Floor Conference Room (BTOP Help Center) 3CL- Third Floor Computers Lab LL- Lower Level (basement)				<b>1</b> 10:00 – 11:30 am Internet for Beginners (3CL)  1:00 – 3:00 pm Librarian Assistance with E-Forms (2FL)	<b>2</b> 10:00 – 11:30 am Como abrir y usar una cuenta de correo electronico (LL)  11:00 – 12:30 pm How to Write a Resume (3CL)  1:00 – 4:00 pm Job Coaching (2 FL)
<b>3</b>	<b>4</b> 10:00 - 11:30 am Uso del Mouse y del Teclado (LL)  10 am - 1 pm Job Search Coaching (2F)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>5</b> 6:00 – 7:30 pm Introduccion to Microsoft Word (LL)	<b>6</b> 10:00 – 12:00 am Internet para Principiantes en espanol (3CL)  10:00 – 12:00 noon Fundamentals of Microsoft Word (3FL)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>7</b> 10:00 pm - 11:30 pm How to Design & Create Your Own Brochures (3FL)  6:00 – 8:00 pm Librarian Assistance with E-Forms (2FL)	<b>8</b> 1:00 – 3:00 pm Librarian Assistance with E-Forms (2FL)	<b>9</b> 10:00 – 11:30 am How to Set-up and Use an Email Account (LL)  11:00 – 12:30 pm How to Write a Cover Letter (3CL)  1:00 – 4:00 pm Job Coaching (2 FL)
<b>10</b>	<b>11</b> 10:00 - 11:30 am Mouse and Keyboard Skills English (LL)  10 am - 1 pm Job Search Coaching (2F)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>12</b> 6:00 – 7:00 pm Internet for Beginners (3FL)  6:00 – 7:30 pm Introduccion al uso de Microsoft Word (LL)	<b>13</b> 10:00 – 11:30 am How to Download EBooks & Audio Books (3-Bliss)  10:00 – 12:00 noon Fundamentals of Microsoft Word (3FL)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>14</b> 6:00 – 8:00 pm Librarian Assistance with E-Forms (2FL)  6:00 – 7:30 pm Computers for Seniors (3FL)	<b>15</b> 1:00 – 3:00 pm Librarian Assistance with E-Forms (2FL)	<b>16</b> 10:00 – 11:30 am Como abrir y usar una cuenta de correo electronico (LL)  11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL)  1:00 – 4:00 pm Job Coaching (2 FL)
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<b>24 Library Closed Easter Sunday</b>	<b>25</b> 10:00 - 11:30 am Mouse & Keyboarding Skills (LL)  10:00 am - 12:00 pm How to Scan Documents & Upload Photos (3CL)  10 am - 1 pm Job Search Coaching (2F)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>26</b> 6:00 – 7:30 pm Introduccion al uso de Microsoft Word (LL)  5:00 pm - 7:00 pm ESL Registration (CG)	<b>27</b> 10:00 – 12:00 noon Fundamentals of Microsoft Word (3FL)  11:00 am - 1:00 pm ESL Registration (CG)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>28</b>	<b>29</b> 10:00 – 11:30 am Intermediate Internet (3FL)	<b>30</b> 11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL)  10:00 – 11:30 am Como abrir y usar una cuenta de correo electronico (LL)  1:00 – 4:00 pm Job Coaching (2 FL)



# NRPL PCC BTOP Calendar March & April 2011

## New Rochelle Public Library Public Computer Center (PCC)

*broadband@yourlibrary* proudly offers:

### Assistance in Finding and Applying for a Job:

**Who:** A Job Readiness Coach is available to meet with you, on a drop-in basis.  
**When:** Mondays, 10:00 am – 1:00 pm and Saturdays, 1:00 pm – 4:00 pm  
**Where:** BTOP Help Center, second floor.

### Assistance with Completing E - Forms for food stamps and other benefits, on-line job applications, immigration papers, etc..

**Who:** A Trained Librarian is available to meet with you, on a drop-in basis.  
**When:** Thursdays, 6:00 – 8:00 pm and Fridays 1:00 – 3:00 pm  
**Where:** BTOP Help Center, second floor.

### Assistance finding Social Service Resources and Benefits

**Who:** A bi-lingual Social Worker Intern/Social Worker are available to meet with you, on a drop-in basis.  
**When:** Mondays, 1:30 – 5:30 pm and Wednesdays, 1:30 – 5:30 pm (except April 25)  
**Where:** BTOP Help Center, second floor.

### Small Business Counseling

**Who:** SCORE volunteers are available to meet with, by appointment: Call (914) 948-3907.  
**When:** Mondays, 6:00 – 7:45 pm.  
**Where:** BTOP Help Center, second floor.

### Help Using the Internet to Prepare for and Pass the GED

**Who:** Trained Computer Assistants will assist you in preparing for the GED, on-line.  
**When:** Saturdays, 2:00 – 5:00 pm  
**Where:** Lower Level Learning Lab

### Assistance and Unreserved Time to Practice Computer Skills

**Who:** Trained Computer Assistants will give you one-on-one help during Practice Labs in the new Learning Lab, or simply use the Practice Lab space and time to work on your own.  
**When:** Tuesdays, 1:00 – 6:00 pm, Thursdays, 2:00 – 6:30 pm, Saturdays, 11:30 am - 2:00 pm  
**Where:** Learning Lab on the Lower Level (basement)

### Ten Additional Computers with High Speed Broadband Service

**What:** A new bank of computer stations are available for blocks of up to two hours, for patrons 18 years and older conducting job searches or research.  
**When:** During regular library hours

## Computer Classes March - April 2011

All Computer classes are free, but registration is required (except GED Preparation). Call 632-7878 ext 2000 or stop by the Reference Desk on the 2nd floor to register.

Todas las clases de computación son gratuitas pero es necesaria la inscripción (excepto para la preparación del GED). Llame al 632-7878, extensión 2000 o visite el Mostrador de Referencia en el segundo piso para inscribirse.

### Internet for Beginners (3FL)

Learn about the Internet and the World Wide Web, how to navigate a web browser and explore the library's Web site.

Tuesday March 1 6:00 – 7:30pm  
Friday March 18 10:00 - 11:30am  
Friday April 1 10:00 - 11:30am  
Tuesday April 12 6:00 - 7:30pm

### Computers for Seniors (3FL)

Learn how to better use a personal computer. Designed for the beginner, age 60 +, who wants to learn about the Internet, e-mail and the library's on-line catalog.

Thursday April 14 6:00 - 7:00pm

### Intermediate Internet (3FL)

Learn how to search the web using a variety of tools such as directories and search engines. Basic Computer class or some knowledge of computers required.

Tuesday March 15 6:00 - 7:30 pm  
Friday April 29 10:00 - 11:30 am

### Internet para Principiantes en Español (3FL)

Aprenda sobre Internet y la World Wide Web, como utilizar el navegador y explorar la página de web de la biblioteca. Se necesita tener conocimiento de Windows y del uso del teclado y el mouse.

Tuesday March 8 6:00 – 7:30 pm  
Tuesday April 19 6:00 - 7:30 pm

### How to Download Audiobooks (3FL Bliss)

Learn how to use the library's downloadable audiobook and eBook service including: how to search through the library's collection of downloadable audio books, how to check one out and download it to your computer, and how to transfer it to your MP3 player/iPod or burn it to a CD.

Friday March 11 10:00 - 11:30 am

### How to Design and Create Your Own Flyers (3FL)

Learn how to design, create and print your own flyers, business cards and other professional-looking materials using Microsoft Publisher. An understanding of Windows and keyboard and mouse use is required.

Monday March 21 6:00 - 7:30 pm

### How to Create a Brochure (3FL)

Learn how to design, create and print a customized brochure using Microsoft Publisher. Participants will learn how to enter text, insert photos, edit the textbox and print a completed brochure.

Thursday April 7 6:00 - 7:30 pm

### How to Scan Documents and Upload Photos (3FL)

Learn how to scan photos or images, change resolution and size of photos, how to select a file format, and save images to a disk. An understanding of Windows and keyboard and mouse use is required.

Friday March 25 10:00 - 11:30 am  
Monday April 25 6:00 - 7:30 pm

### Fundamentals of Microsoft PowerPoint (3FL)

Learn how to create a simple presentation, create and edit slides, insert clip art, apply designs, work with views, and run a slide show in Microsoft PowerPoint. This is a four 2-hour hands-on class for new users. Participants must attend all sessions. An understanding of Windows and keyboard and mouse use is required. Registration is limited.

Wednesday March 2 10:00 - 12 noon  
Wednesday March 9 10:00 - 12 noon  
Wednesday March 16 10:00 - 12 noon  
Wednesday March 23 10:00 - 12 noon

### Fundamentals of Microsoft Word (3FL)

Learn how to create a simple document, edit and format text, correct spelling, adjust margins, save, print and open files in Microsoft Word. This is a four 2-hour hands-on class for new users. Participants must attend all sessions. An understanding of Windows and keyboard and mouse use is required. Registration is limited.

Wednesday March 30 10:00 - 12 noon  
Wednesday April 6 10:00 - 12 noon  
Wednesday April 13 10:00 - 12 noon  
Wednesday April 27 10:00 - 12 noon

### Como abrir y usar una cuenta de correo electronico. (LL)

Aprenda a abrir una cuenta gratis de correo electrónico, a escribir, enviar, responder y reenviar mensajes. Se necesita haber tomado la clase básica de Internet o tener algún conocimiento de computación.

Saturday March 5 10 - 11:30 am  
Saturday, March 19 10 - 11:30 am  
Saturday April 2 10 - 11:30 am  
Saturday April 16 10 - 11:30 am  
Saturday April 30 10 - 11:30 am

### How to Set Up and Use an Email Account (LL)

Learn how to sign up for a free e-mail account and how to compose, send, reply to and forward messages. Basic Internet class or some knowledge of computers required

Saturday, March 12 10 - 11:30 am  
Saturday March 26 10 - 11:30 am  
Saturday April 9 10 - 11:30 am  
Saturday April 23 10 - 11:30 am

### Uso del Mouse y del Teclado (LL)

Aprenda a usar el mouse y el teclado para navegar dentro de la interfaz de la computadora. Practique usando estos dos aparatos con ejercicios prácticos y recursos en Internet.

Monday, March 7 10 - 11:30 am  
Monday, March 21 10 - 11:30 am  
Monday April 4 10 - 11:30 am  
Monday April 18 10 - 11:30 am

### Computer Basics: Mouse and Keyboard Skills (LL)

Learn how to use the mouse and keyboard to navigate within the computer's interface. Practice using these two devices with hands-on exercises and online resources.

Monday, March 14 10 - 11:30 am  
Monday, March 28 10 - 11:30 am  
Monday April 11 10 - 11:30 am  
Monday April 25 10 - 11:30 am

### Introduccion al uso de Microsoft Word (LL)

Tuesday, March 1 6:00 - 7:30 pm  
Tuesday, March 15 6:00 - 7:30 pm  
Tuesday, March 29 6:00 - 7:30 pm  
Tuesday, April 12 6:00 - 7:30 pm  
Tuesday, April 26 6:00 - 7:30 pm

### Introduction to Microsoft Word (LL)

Learn how to create a simple document, edit and format text, correct spelling, adjust margins, save, print and open files in Microsoft Word

Tuesday, March 8 6:00 – 7:30 pm  
Tuesdays, March 22 6:00 – 7:30 pm  
Tuesday, April 5 6:00 – 7:30 pm  
Tuesday, April 19 6:00 – 7:30 pm

### How to Write a Resume and Cover Letter (3 FL)

A special class designed to assist individuals in updating or creating a professional resume and cover letter. Participants should know how to use the mouse and keyboard.

Every Saturday 11:00 am - 12:30 am

### GED Assistance (LL)

One-on-one assistance using the Internet to prepare for and pass the GED test.  
Every Saturday 2:00 - 5:00 pm

### Key

**LL:** Learning Lab on Lower Level (basement)  
**2F:** BTOP Help Center in Second Floor Conference Room  
**3CL:** Computer Lab on Third Floor  
**3FL Bliss:** Bliss Music Center on the Third Floor

*The New Rochelle Public Library is one of 35 libraries in New York State to receive funding to become a Public Computer Center (PCC) - broadbandexpress@yourlibrary, an initiative made possible by the New York State Library, a unit of the Office of Cultural Education within the New York State Education Department (NYSED), which was awarded a grant from the U.S. Department of Commerce National Telecommunications and Information Administration (NTIA) to expand computer access in public libraries across New York State. The funding is being provided through the American Reinvestment and Recovery Act (ARRA) Broadband Technology Opportunities Program (BTOP).*