



July 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, 10:00 am – 2:00 pm
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.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Main Library Hours Mondays, Tuesdays & Thursdays 9:00 am to 8:00 pm Wednesdays 10:00am to 6:00 pm Fridays 9:00am to 5:00pm Saturdays 10:00 am to 2:00 pm Sundays Closed	Key T- Theater MR- Meeting Room 2F - Second Floor Conference Room (BTOP Help Center) 3CL-Third Floor Computers Lab LL-Lower Level (basement)				1 10 am – 1:00 pm Senior Benefits Information Center (2FL)	2 Library Closed
3 Library Closed	4 Library Closed	5 1:00 pm - 6:00 pm Social Services Help (2F)	6 10:00 am - 12 noon Fundamentals of Microsoft Word (3CL) 10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	7 6:00 pm - 8:00 pm Librarian Assistance with E-Forms (2F) 5:00 pm – 8:00 pm Job Search Coaching (2F)	8 10 am – 11:30 am How to Download Audiobooks (3CL) 10 am – 1:00 pm Senior Benefits Information Center (2FL)	9 10:00 am – 11:30 am Como abrir y usar una cuenta de correo electronico (LL) 10:00 am – 2:00 pm GED Assistance 11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL)
10 Library Closed	11 10 am – 11:30 am Uso del Mouse y del Teclado (LL) 10 am - 1 pm Job Search Coaching (2F)	12 1:00 pm - 6:00 pm Social Services Help (2F)	13 10:00 am - 12 noon Fundamentals of Microsoft Word (3CL) 10:00 – 11:30 am Introduccion to Microsoft Word (LL)	14 5:00 pm – 8:00 pm Job Search Coaching (2F)	15 10 am – 11:30 am How to Scan Upload Photos (3CL) 10 am – 1:00 pm Senior Benefits Information Center (2FL)	16 10:00 am – 11:30 am How to Set-Up and Use an E-Mail Account (LL) 10:00 am – 2:00 pm GED Assistance 11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL)
17 Library Closed	18 10 am – 11:30 am Mouse and Keyboard Skills English (LL) 10 am - 1 pm Job Search Coaching (2F)	19 1:00 pm - 6:00 pm Social Services Help (2F)	20 10:00 am - 12 noon Fundamentals of Microsoft Word(3CL) 10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL)	21 5:00 pm – 8:00 pm Job Search Coaching (2F)	22 10 am – 1:00 pm Senior Benefits Information Center (2FL)	23 10:00 am – 11:30 am Como abrir y usar una cuenta de correo electronico (LL) 10:00 am – 2:00 pm GED Assistance 11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL)
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31 Library Closed						



August 2011

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NRPL PCC BTOP Calendar July & August 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 Thursdays, 5:00 pm – 8:00 pm
Note: Saturday May 14 session will take place on Thursday, May 12
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: Trained staff are available to meet with you, on a drop-in basis.
Where: BTOP Help Center, second floor.

Assistance finding Social Service Resources and Benefits

Who: A bi-lingual Social Worker Intern and a Social Worker are available to meet with you, on a drop-in basis.
When: Tuesdays, 1:00 – 6:00 pm
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, 10:00 am – 12:30 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

Senior Benefits Help Center

Assistance in identifying benefits such as Medicare health and prescription, food stamps, HEAP, EPIC, weatherization, minor home repair, tax relief programs and other programs is available in NRPL's new *Senior Benefits Information Center* every Friday, from 10:00 am – 1:00 pm. Trained volunteers provide free, confidential one-on-one counseling and access to print and on-line materials. Just drop-in: Second floor BTOP Help Center.

Computer Classes July - August 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.

How to Download Audiobooks (3CL 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 July 8 10:00 - 11:30 am

How to Scan Documents and Upload Photos (3CL)

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 July 15 10:00 - 12:00 noon
Friday August 19 10:00 - 11:30 am

Fundamentals of Microsoft Word (3CL)

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 June 29 10:00 - 12 noon
Wednesday July 6 10:00 - 12 noon
Wednesday July 13 10:00 - 12 noon
Wednesday July 20 10:00 - 12 noon

Fundamentals of Microsoft Excel (3CL)

Learn how to create a simple document, edit and format text, correct spelling, adjust margins, save, print and open files in Microsoft Excel. 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 August 10 10:00 - 12 noon
Wednesday August 17 10:00 - 12 noon
Wednesday August 24 10:00 - 12 noon
Wednesday August 31 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, July 9 10 - 11:30 am
Saturday, July 23 10 - 11:30 am
Saturday, August 6 10 - 11:30 am
Saturday, August 20 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, July 16 10 - 11:30 am
Saturday, July 30 10 - 11:30 am
Saturday, August 13 10 - 11:30 am
Saturday, August 27 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, July 11 10 - 11:30 am
Monday, July 25 10 - 11:30 am
Monday, August 8 10 - 11:30 am
Monday, August 22 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, July 18 10 - 11:30 am
Monday, August 1 10 - 11:30 am
Monday, August 15 10 - 11:30 am
Monday, August 29 10 - 11:30 am

Introduccion al uso de Microsoft Word (LL)

Wednesday, July 6 10 - 11:30 am
Wednesday, July 20 10 - 11:30 am
Wednesday, August 3 10 - 11:30 am
Wednesday, August 17 10 - 11:30 am
Wednesday, August 31 10 - 11:30 am

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
Wednesday, July 13 10 - 11:30 am
Wednesday, July 27 10 - 11:30 am
Wednesday, August 10 10 - 11:30 am
Wednesday, August 24 10 - 11:30 am

How to Write a Resume and Cover Letter (3CL)

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 pm

GED Assistance (LL)

One-on-one assistance using the Internet to prepare for and pass the GED test.
Every Saturday 10:00 am - 2:00 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