



January 2012

PCC BTOP *broadbandexpress@yourlibrary* Calendar

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.

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.

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 (see schedule at 2nd floor desk).

Assistance finding Social Service Resources and Benefits

Who: A Social Worker is available to meet with you, on a drop-in basis.

When: Wednesdays, 1:30 – 5:30 pm

Where: BTOP Help Center, second floor.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Libraries Closed New Years Day	2 Libraries Closed New Years Day	3	4 10:00 – 11:30 am Introduction to Microsoft Word (LL) 10:00 am - 12:00 noon Fundamentals of Microsoft Power Point (3CL) 1:30 pm - 5:30 pm Social Services Help (2FL)	5	6 10 am – 1:00 pm Senior Benefits Information Center (2FL)	7 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 pm – 4:00 pm Job Readiness Coach (2FL) 2:00 pm – 5:00 pm GED Assistance (LL)
8 Main library open 1:00 pm - 5:00 pm	9 10 am - 11:30 am Mouse & keyboarding skills (LL) 10:00 am – 1:00 pm Job Readiness Coach (2F)	10 6 pm - 7:30 pm Internet for Beginners (3CL)	11 10:00 am - 11:30 am Introduccion al uso de Microsoft Word (3CL) 10:00 am - 12:00 noon Fundamentals of Microsoft Power Point (3CL) 1:30 pm - 5:30 pm Social Services Help (2F)	12	13 10 am – 1:00 pm Senior Benefits Information Center (2FL) 10 am – 11:30 am How to Download EBooks & Audiobooks (3CL)	14 10:00 am – 11:30 am Como abrir y usar una cuenta de correo electronico (LL) 11:00 – 12:30 pm Job Interview Skills (2FL) 1:00 pm – 4:00 pm Job Readiness Coach (2FL) 2:00 pm – 5:00 pm GED Assistance (LL)
15 Main library open 1:00 pm - 5:00 pm	16 Libraries Closed Martin Luther King Jr. Day	17 6 pm - 7:30 pm Intermediate Internet (3CL)	18 10:00 – 11:30 am Introduction to Microsoft Word (LL) 10:00 am - 12:00 noon Fundamentals of Microsoft Power Point (3CL) 1:30 pm - 5:30 pm Social Services Help (2FL)	19	20 10 am – 1:00 pm Senior Benefits Information Center (2FL) 10 am – 11:30 am Internet for Beginners (3CL)	21 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 pm – 4:00 pm Job Readiness Coach (2FL) 2:00 pm – 5:00 pm GED Assistance (LL)
22 Main library open 1:00 pm - 5:00 pm	23 10 am - 11:30 am Aprenda a osar el mouse y el teclado (LL) 10:00 am – 1:00 pm Job Readiness Coach (2F) 6 pm - 7:30 pm How to Design & Create Display Ads (3CL)	24	25 10:00 am - 11:30 am Introduccion al uso de Microsoft Word (LL) 10:00 am - 12:00 noon Fundamentals of Microsoft Power Point (3LL) 1:30 pm - 5:30 pm Social Services Help (2FL)	26 6:00 pm - 7:30 pm Computers for Seniors (3CL)	27 10 am – 1:00 pm Senior Benefits Information Center (2FL) 10 am – 12:00 noon How to Scan and Upload Photos (3CL)	28 10:00 am – 11:30 am Como abrir y usar una cuenta de correo electronico (LL) 11:00 – 12:30 pm Job Interview Skills (2FL) 1:00 pm – 4:00 pm Job Readiness Coach (2FL) 2:00 pm – 5:00 pm GED Assistance (LL)
29 Main library open 1:00 pm - 5:00 pm	30 10 am - 11:30 am Mouse & keyboarding skills (LL) 10:00 am – 1:00 pm Job Readiness Coach (2F)	31 6 pm - 7:30 pm Internet para Precipiantes en espanol (3CL)	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 9:00 am to 5:00 pm Sundays 1:00 pm to 5:00 pm	Key T- Theater MR- Meeting Room 2F - Second Floor Conference Room (BTOP Help Center) 3CL-Third Floor Computers Lab CG -Community Gallery LL-Lower Level (basement)		



February 2012

PCC BTOP *broadbandexpress@yourlibrary* Calendar

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.

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.

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 (see schedule at 2nd floor desk).

Assistance finding Social Service Resources and Benefits

Who: A Social Worker is available to meet with you, on a drop-in basis.

When: Wednesdays, 1:30 – 5:30 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 10:00am to 2:00pm Saturdays 10:00 am to 2:00 pm Sundays 1:00 pm - 5:00 pm	Key T- Theater MR- Meeting Room 2F - Second Floor Conference Room (BTOP Help Center) 3CL- Third Floor Computers Lab LL- Lower Level (basement)	1 10:00 – 11:30 am Introduction to Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2FL)	2	3 10 am – 1:00 pm Senior Benefits Information Center (2FL) 10 am – 11:30 am How to Download EBooks & Audiobooks (3CL)	4 10:00 – 11:30 am How to Set-up and Use an Email Account (LL) 11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL) 1:00 pm – 4:00 pm Job Readiness Coach (2FL) 2:00 pm – 5:00 pm GED Assistance (LL)
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19 Main library open 1:00 pm - 5:00 pm	20 Libraries Closed Presidents' Day	21	22 10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2FL)	23 6:00 pm - 7:30 pm Computers for Seniors (3CL)	24 10 am – 1:00 pm Senior Benefits Information Center (2FL) 10 am – 12:00 noon How to Scan Documents & Upload Photos (3CL)	25 10:00 – 11:30 am Como abrir y usar una cuenta de correo electronico (LL) 11:00 – 12:30 pm Job Interview Skills (2FL) 1:00 pm – 4:00 pm Job Readiness Coach (2FL) 2:00 pm – 5:00 pm GED Assistance (LL)
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NRPL PCC BTOP Calendar January - February 2012

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: Trained staff are available to meet with you, on a drop-in basis.
Where: BTOP Help Center, second floor (see schedule at 2nd floor desk).

Assistance finding Social Service Resources and Benefits

Who: A Social Worker is available to meet with you, on a drop-in basis.
When: Wednesdays, 1:30 – 5:30 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 Tutors will assist you in preparing for the GED, on-line.
When: Saturdays, 2:00 pm – 5:00 pm
Where: Lower Level.

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 January - February 2012

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 (3CL)

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

Tuesday January 10, 2012	6:00 - 7:30 pm
Friday January 20, 2012	10:00 - 11:30 am
Tuesday February 6, 2012	6:00 - 7:30 pm
Friday February 17, 2012	10:00 - 11:30 am

Computers for Seniors (3CL)

Learn how to better use a personal computer. Designed for the beginner who wants to learn about the Internet, e-mail

Thursday January 26, 2012	6:00 - 7:30 pm
Thursday February 23, 2012	6:00 - 7:30 pm

Intermediate Internet (3CL)

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 January 17, 2012	6:00 - 7:30 pm
Tuesday February 14, 2012	6:00 - 7:30 pm

Internet para Precipiantes en español (Internet for Beginners - Spanish) (3CL)

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 January 31, 2012	6:00 - 7:30 pm
Tuesday February 28, 2012	6:00 - 7:30 pm

How to Download Ebooks & Audiobooks (3CL)

Learn how to use the library's downloadable audio book & 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 January 13, 2012	10:00 - 11:30 am
Friday February 3, 2012	10:00 - 11:30 am

How to Create Display Advertisement using Microsoft Publisher (3CL)

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

Monday, January 23, 2012	6:00 - 7:30 pm
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How to Create and design a Brochure using Microsoft Publisher (3CL)

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

Monday February 27, 2012	6:00 - 7:30 pm
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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 January 27, 2011	10:00 am - 12:00 noon
Friday February 24, 2012	10:00 am - 12:00 noon

Fundamentals of Microsoft POWERPOINT (3CL)

Wednesday January 4	10:00 am - 12 noon
Wednesday January 11	10:00 am - 12 noon
Wednesday January 18	10:00 am - 12 noon
Wednesday January 25	10:00 am - 12 noon

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.

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, January 14	10:00 am - 11:30 am
Saturday, January 28	10:00 am - 11:30 am
Saturday February 11	10:00 am - 11:30 am
Saturday February 25	10:00 am - 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, January 7	10:00 am - 11:30 am
Saturday, January 21	10:00 am - 11:30 am
Saturday, February 4	10:00 am - 11:30 am
Saturday, February 18	10:00 am - 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, January 23	10:00 am - 11:30 am
Monday, February 6	10:00 am - 11:30 am
Monday, February 27	10:00 am - 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, January 9	10:00 am - 11:30 am
Monday, January 30	10:00 am - 11:30 am
Monday, February 13	10:00 am - 11:30 am

Introduccion al uso de Microsoft Word (LL)

Wednesday, January 11	10:00 am - 11:30 am
Wednesday, January 25	10:00 am - 11:30 am
Wednesday, February 8	10:00 am - 11:30 am
Wednesday, February 22	10:00 am - 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, January 4	10:00 am - 11:30 am
Wednesday, January 18	10:00 am - 11:30 am
Wednesday, February 1	10:00 am - 11:30 am
Wednesday, February 15	10:00 am - 11:30 am
Wednesday, February 29	10:00 am - 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.

Saturdays, January 7, 21,	11:00 am - 12:30 pm
February 4 & 18	

Job Interview Skills (2FL)

Ace that job interview with tips and assistance provided by our job readiness instructors.

Saturdays, January 14, 28	
February 11 & 25	11:00 am - 12:30 pm

GED Assistance (LL)

One-on-one assistance using the Internet to prepare for and pass the GED test.

Saturdays	2:00 - 5:00 pm
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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
 CG: Community Gallery

All computer classes are free, but registration is required.
 Call **632-7878 ext. 2000** or stop by the Reference Desk on the 2nd floor to register.