



# November 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.

### 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 10:00 am to 6:00 pm Fridays 9:00 am to 5:00 pm 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 CG -Community Gallery LL-Lower Level (basement)	<b>1</b> 6 pm - 7:30 pm Internet for Beginners (3FL)	<b>2</b> 10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL)  1:30 pm - 5:30 pm Social Services Help (2FL)	<b>3</b> 1:00 pm - 4:00 pm Computers for Seniors (3CL)	<b>4</b> 10 am – 1:00 pm Senior Benefits Information Center (2FL)  10 am – 11:30 am How to Download EBooks & Audiobooks (3CL)	<b>5</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 pm – 4:00 pm Job Readiness Coach (2F) 2:00 pm – 5:00 pm GED Assistance
<b>6</b> Main library open 1:00 pm - 5:00 pm	<b>7</b> 10:00 am – 1:00 pm Job Readiness Coach (2F)  10 am - 11:30 am Aprenda a osar el mouse y el teclado (LL)  6 pm - 7:30 pm How to Design & Create Greeting Cards (3FL)	<b>8</b>	<b>9</b> 10:00 am - 11:30 am Fundamentals of Microsoft Excel (3CL)  10:00 – 11:30 am Introduction to Microsoft Word (LL)  1:30 pm - 5:30 pm Social Services Help (2F)	<b>10</b>	<b>11 Libraries Closed Veterans Day</b>	<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 pm – 4:00 pm Job Readiness Coach (2F) 2:00 pm – 5:00 pm GED Assistance
<b>13</b> Main library open 1:00 pm - 5:00 pm	<b>14</b> 10:00 am – 1:00 pm Job Readiness Coach (2F)  10 am - 11:30 am Mouse & keyboarding skills (LL)	<b>15</b> 6 pm - 7:30 pm Intermediate Internet (3FL)	<b>16</b> 10:00 am - 11:30 am Fundamentals of Microsoft Excel (3CL)  10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL)  1:30 pm - 5:30 pm Social Services Help (2FL)	<b>17</b>	<b>18</b> 10 am – 12:00 noon How to Scan Upload Photos (3CL)  10 am – 1:00 pm Senior Benefits Information Center (2FL)	<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 pm – 4:00 pm Job Readiness Coach (2F) 2:00 pm – 5:00 pm GED Assistance
<b>20</b> Main library open 1:00 pm - 5:00 pm	<b>21</b> 10:00 am – 1:00 pm Job Readiness Coach (2F)  10 am - 11:30 am Aprenda a osar el mouse y el teclado (LL)	<b>22</b> 6 pm - 7:30 pm Internet para Precipiantes en espanol (3FL)	<b>23</b> 10:00 – 11:30 am Introduction to Microsoft Word (LL)  1:30 pm - 5:30 pm Social Services Help (2FL)	<b>24 Libraries Closed Thanksgiving Day</b>	<b>25</b> 10 am – 1:00 pm Senior Benefits Information Center (2FL)	<b>26</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 pm – 4:00 pm Job Readiness Coach (2F) 2:00 pm – 5:00 pm GED Assistance
<b>27</b> Main library open 1:00 pm - 5:00 pm	<b>28</b> 10:00 am – 1:00 pm Job Readiness Coach (2F)  10 am - 11:30 am Mouse & keyboarding skills (LL)	<b>29</b>	<b>30</b> 10:00 am - 11:30 am Fundamentals of Microsoft Excel (3CL)  10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL)  1:30 pm - 5:30 pm Social Services Help (2F)			



# December 2011

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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.

### 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 Classes - Registration

Sponsored by Westchester Community College  
Registration for the January - April, 2012 session: **Saturday, December 10** from 2:00 - 4:00 pm;  
**Thursday, December 15** from 5:00 - 7:00 pm; or  
**Tuesday, December 20th** from 11:00 am - 1:00 pm, in the Community Gallery. Call 606-6607 for more information.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>Main Library Hours</b> Mondays, Tuesdays & Thursdays 9:00 am to 8:00 pm Wednesdays 10:00 am to 6:00 pm Fridays 10:00 am to 2:00 pm Saturdays 10:00 am to 2:00 pm Sundays 1:00 pm - 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>	<b>2</b> 10 am – 1:00 pm Senior Benefits Information Center (2FL)	<b>3</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 pm – 4:00 pm Job Readiness Coach (2F)  2:00 pm – 5:00 pm GED Assistance (LL)
<b>4</b> Main library open 1:00 pm - 5:00 pm	<b>5</b> 10:00 am – 1:00 pm Job Readiness Coach (2F)  10:00 - 11:30 am Uso del Mouse y del Teclado (LL)	<b>6</b> 6:00 pm - 7:30 pm Internet for Beginners (3FL)	<b>7</b> 10:00 am - 11:30 am Fundamentals of Microsoft Word (LL)  1:30 pm - 5:30 pm Social Services Help (2FL)	<b>8</b>	<b>9</b> 10 am – 11:30 am How to Download EBooks & Audiobooks (3CL)  10 am – 1:00 pm Senior Benefits Information Center (2FL)	<b>10</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 Resume & Cover Letter (3CL)  1:00 pm – 4:00 pm Job Readiness Coach (2F) 2:00 pm – 4:00 pm ESL Registration (CG) 2:00 pm – 5:00 pm GED Assistance (LL)
<b>11</b> Main library open 1:00 pm - 5:00 pm	<b>10:00 am – 1:00 pm</b> Job Readiness Coach (2F)  10:00 - 11:30 am Mouse & Keyboarding Skills (LL)	<b>13</b> 6:00 pm - 7:30 pm Intermediate Internet (3FL)	<b>14</b> 10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL)  1:30 pm - 5:30 pm Social Services Help (2FL)	<b>15</b> 5:00 pm - 7:00 pm ESL Registration (CG)	<b>16</b> 10 am – 1:00 pm Senior Benefits Information Center (2FL)	<b>17</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 pm – 4:00 pm Job Readiness Coach (2F)  2:00 pm – 5:00 pm GED Assistance (LL)
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<b>25 Library Closed Christmas Day</b>	<b>26 Library Closed</b>	<b>27</b>	<b>28</b> 10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL)  1:30 pm - 5:30 pm Social Services Help (2FL)	<b>29</b>	<b>30</b> 10 am – 1:00 pm Senior Benefits Information Center (2FL)	<b>31 Library Closes at 1:00 PM New Year's Eve</b>

# NRPL PCC BTOP Calendar November - December 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:** 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.

## 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 November - December 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 November 1 6:00 – 7:30 pm  
 Tuesday December 6 6:00 - 7:30 pm

## Computers for Seniors (3FL)

IBM volunteers give one-on-one help in how to better use a personal computer. Designed for the beginner.  
 Thursday November 3 1:00 - 4:00 pm

## 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 November 15 6:00 - 7:30 pm  
 Tuesday December 13 6:00 - 7:30 pm

## Internet for Beginners –Spanish (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 November 22 6:00 – 7:30 pm

## How to Download E-Books & Audiobooks (3FL Bliss)

Learn how to use the library's downloadable E-Books & Audiobook 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 November 4 10:00 - 11:30 am  
 Friday December 9 10:00 - 11:30 am

## How to Create and Design your own Greeting Cards (3FL)

Monday November 7 6:00 - 7:00 pm  
 Learn how to design, create and print your greeting cards and other professional-looking materials using Microsoft Publisher. An understanding of Windows and keyboard and mouse use is required.

## 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 November 18 10:00 am - 12:00 noon

## Fundamentals of Microsoft Excel (3FL)

Learn how to create a simple spreadsheet, perform calculations, 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 November 9 10:00 - 12 noon  
 Wednesday November 16 10:00 - 12 noon  
 Wednesday November 30 10:00 - 12 noon  
 Wednesday December 7 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 November 5 10 - 11:30 am  
 Saturday November 19 10 - 11:30 am  
 Saturday December 3 10 - 11:30 am  
 Saturday December 17 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 November 12 10 - 11:30 am  
 Saturday November 26 10 - 11:30 am  
 Saturday December 10 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 November 7 10 - 11:30 am  
 Monday November 21 10 - 11:30 am  
 Monday December 5 10 - 11:30 am  
 Monday December 19 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 November 14 10 - 11:30 am  
 Monday November 28 10 - 11:30 am  
 Monday December 12 10 - 11:30 am

## Introduccion al uso de Microsoft Word (LL)

Wednesday November 2 10 - 11:30 am  
 Wednesday November 16 10 - 11:30 am  
 Wednesday November 30 10 - 11:30 am  
 Wednesday December 14 10 - 11:30 am  
 Wednesday December 28 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 November 9 10 - 11:30 am  
 Wednesday November 23 10 - 11:30 am  
 Wednesday December 7 10 - 11:30 am  
 Wednesday December 21 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.  
 Saturdays 11:00 am - 12:30 am

## GED Assistance (BTOP Help Center) (LL)

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

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.

## 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

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).