



September 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: 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 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 LL-Lower Level (basement)			1	2 10 am – 1:00 pm Senior Benefits Information Center (2FL)	3 Library Closed
4 Library Closed	5 Library Closed Labor Day	6	7 10:00 am - 12 noon Fundamentals of Microsoft Power Point (3CL) 10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	8 6:00 pm - 8:00 pm Librarian Assistance with E-Forms (2F)	9 10 am – 11:30 am Internet for Beginners (3CL) 10 am – 1:00 pm Senior Benefits Information Center (2FL)	10 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
11 Library Closed	12 10 am – 11:30 am Uso del Mouse y del Teclado (LL) 10 am - 1 pm Job Search Coaching (2F)	13 6 pm - 7:30 pm Internet for Beginners (3FL)	14 10:00 am - 12 noon Fundamentals of Microsoft Power Point (3CL) 10:00 – 11:30 am Introduccion to Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	15 6:00 pm – 7:30 pm Computers for Seniors (3FL)	16 10 am – 11:30 am How to Scan Upload Photos (3CL) 10 am – 11:30 am Intermediate Internet (3CL) 10 am – 1:00 pm Senior Benefits Information Center (2FL)	17 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
18	19 10 am – 11:30 am Mouse and Keyboard Skills English (LL) 10 am - 1 pm Job Search Coaching (2F) 6 pm - 7:30 pm How to Design & Create Flyers (3FL)	20 6 pm - 7:30 pm Internet for Beginners (Spanish) (3FL)	21 10:00 am - 12 noon Fundamentals of Microsoft Power Point (3CL) 10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	22	23 10 am – 1:00 pm Senior Benefits Information Center (2FL) 10 am – 11:30 am How to Scan Documents and Upload Photos (3CL)	24 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
25	26 10 am – 11:30 am Uso del Mouse y del Teclado (LL) 10 am - 1 pm Job Search Coaching (2F)	27	28 10:00 am - 12 noon Fundamentals of Microsoft Power Point (3CL) 10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	29	30 10 am – 1:00 pm Senior Benefits Information Center (2FL) 10 am – 11:30 am How to Download E Books (3F Bliss)	



October 2011

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2	3 10:00 - 11:30 am Mouse & Keyboarding Skills (LL) 10 am - 1 pm Job Search Coaching (2F)	4 6:00 pm - 7:30 pm Internet for Beginners (3FL)	5 10:00 – 12:00 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)	6	7 10 am – 1:00 pm Senior Benefits Information Center (2FL) 1:00 – 3:00 pm Librarian Assistance with E-Forms (2FL)	8 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
9 Library Closed	10 Library Closed Columbus Day	11 6:00 pm - 7:30 pm Internet for Beginners Spanish (3FL)	12 10:00 – 12:00 noon Fundamentals of Microsoft Word (3CL) 10:00 – 11:30 am Introduction to Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	13	14 10 am – 1:00 pm Senior Benefits Information Center (2FL) 10 am – 11:30 am Intermediate Internet (3FL) 10 am – 1:00 pm Senior Benefits Information Center (2FL)	15 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 – 5:00 pm GED Assistance
16	17 10:00 - 11:30 am Uso del Mouse y del Teclado (LL) 10 am - 1 pm Job Search Coaching (2F) 6:00 pm - 7:30 pm How to create your own business cards (3FL)	18 6:00 pm - 7:30 pm Internet for Beginners Spanish (3FL)	19 10:00 – 12:00 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)	20 6:00 - 7:30 pm Computers for Seniors (3FL)	21 10 am – 1:00 pm Senior Benefits Information Center (2FL) 10:00 am - 11:30 am Internet for Beginners (3FL)	22 10:00 – 11:30 am Como abrir y usar una cuenta de correo electronico o (LL) 1:00 pm - 4:00 pm Job Readiness Coach (2F)
23	24 10:00 - 11:30 am Mouse & Keyboarding Skills (LL) 10 am - 1 pm Job Search Coaching (2F) 6:00 - 8:00 pm How to Scan Documents and Upload Photos (3FL)	25	26 10:00 – 12:00 noon Fundamentals of Word (3CL) 10:00 – 11:30 am Introduction to Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	27	28 10 am – 11:30 am How to Download EBooks (3F Bliss)	29 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 – 5:00 pm GED Assistance
30	31 10:00 - 11:30 am Uso del Mouse y del Teclado (LL) 10 am - 1 pm Job Search Coaching (2F)					

NRPL PCC BTOP Calendar September - October 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 Computer Assistants will assist you in preparing for the GED, on-line.
When: Saturdays, 2:00 pm – 5:00 pm
Where: BTOP Help Center, second floor.

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 September - October 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.

Friday September 9	10:00 - 11:30 am
Tuesday September 13	6:00 – 7:30 pm
Tuesday October 4	6:00 - 7:30 pm
Friday October 21	10:00 - 11:30 am

Computers for Seniors (3FL)

Learn how to better use a personal computer. Designed for the beginner who wants to learn about the Internet, e-mail and the Library's online catalog.

Thursday September 15	6:00 - 7:30 pm
Thursday October 20	6:00 - 7:30 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.

Friday September 16	10:00 –11:30 am
Friday October 14	10:00 –11:30 am

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 September 20	6:00 – 7:30 pm
Tuesday October 18	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 September 30	10:00 - 11:30 am
Friday October 28	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, September 19	6:00 - 7:00 pm
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How to Create and Design your own Business Cards (3FL)

Monday, October 17	6:00 - 7:00 pm
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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.

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 September 23	10:00 am - 12:00 noon
Monday October 24	6:00 pm -8:00 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 September 7	10:00 - 12 noon
Wednesday September 14	10:00 - 12 noon
Wednesday September 21	10:00 - 12 noon
Wednesday September 28	10:00 - 12 noon

Fundamentals of Microsoft Word (3rd floor)

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 October 5	10:00 - 12 noon
Wednesday October 12	10:00 - 12 noon
Wednesday October 19	10:00 - 12 noon
Wednesday October 26	10:00 - 12 noon

Como abrir y usar una cuenta de correo electrónico. (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 September 10	10 - 11:30 am
Saturday September 24	10 - 11:30 am
Saturday October 8	10 - 11:30 am
Saturday October 22	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 September 17	10 - 11:30 am
Saturday October 1	10 - 11:30 am
Saturday October 15	10 - 11:30 am
Saturday October 29	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 September 12	10 - 11:30 am
Monday September 26	10 - 11:30 am
Monday October 17	10 - 11:30 am
Monday October 31	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, September 19	10 - 11:30 am
Monday, October 3	10 - 11:30 am
Monday October 24	10 - 11:30 am

Introduccion al uso de Microsoft Word (LL)

Wednesday September 7	10 - 11:30 am
Wednesday September 21	10 - 11:30 am
Wednesday, October 5	10 - 11:30 am
Wednesday, October 19	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 September 14	10 - 11:30 am
Wednesday September 28	10 - 11:30 am
Wednesday, October 12	10 - 11:30 am
Wednesday, October 26	10 - 11:30 am

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.

Saturdays	11:00 am - 12:30am
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GED Assistance (BTOP Help Center)

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

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).