



Sacramento Food Bank and Family Services
Computer Clubhouse
Adult Computer Education

Computer Applications for Seniors and the Workplace Classes

Due to the prevalent demand for computer knowledge and Microsoft proficiency in many career fields, Sacramento Food Bank & Family Services has provided a dynamic adult educational computer courses series. This course series invites ALL adults and seniors interested in computer education and of ALL skill levels covering basic computer knowledge to Microsoft Office suite programs. The course series contains the following series of modules:

- i. Computer Basics
- ii. Microsoft Word
- iii. Email
- iv. Internet browsing
- v. Microsoft Excel
- vi. Microsoft PowerPoint

Courses are offered on basis of availability and demand and students are free to take only the courses they desire. Enrolled students will be provided with access to computers, hands-on training from SFBFS staff or volunteers and handouts including additional learning material. Complete with assignments and exams, the class mission is to teach practical everyday computer knowledge and techniques. Students, upon successful completion of each class, will be awarded a certificate of completion signifying your hard work and accomplishment. For information on enrollment and a course schedule, please read the packet or contact the Clubhouse staff for further details. If your goal is to access more fulfilling career prospects, improve your current job skill set or get access to all digital opportunities available via the Internet, we encourage you to take advantage of this free opportunity.

Sincerely,

A handwritten signature in cursive script that reads "Charles Cogger".

Charles Cogger
Computer Clubhouse Program Manager
Sacramento Food Bank & Family Services
(916) 313-7639
Email: ccogger@sacramentofoodbank.org



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Module Description

<u>Computer Basics</u> -Beginning Keyboarding -Mouse and Mouse Techniques -Window layout and functions -Operating Systems -Computer Terminology -Hardware & Peripheral Devices -Internet Browsing -Email Basics -Introduction to Programs - Creating documents - Printing and Saving documents	<u>Microsoft Word</u> -Word Window layout -Document navigation -Mouse, keyboard & Window functions -Enter & edit text -Font editing -Document formatting -Add tables & objects -Proofread document -Document templates -Printing/saving documents	<u>Email</u> -Introduction to Email & Internet -Web-based providers -Email management program -Creating an account -Access/logging in & out -Email account layout -Sending Emails -Reading Emails -Delete/organize Emails -Build contacts list -Email safety
<u>Internet Browsing</u> -Introduction to Internet -Popular Internet uses -Browser Window layout -Window functions -Addresses & links -Websites & link organization -Search engines & tips -Downloads & uploads -Pop-up windows -Common Web sites -Troubleshooting -Safe Internet surfing	<u>Microsoft Excel</u> -Introduction to Excel -Window functions -Worksheet layout & navigation -Select, edit & move cells -Editing columns/rows -Enter, edit, format data in cells -Simple calculations & formulas -Efficient mouse techniques -Create, edit & format charts -Edit worksheet/workbook -Save & print document -Help & information section	<u>Microsoft PowerPoint</u> -Introduction to PowerPoint -Window & slide layout -Menu bar & toolbar options -Slide design & color schemes -Enter and edit text -Editing slide formats -Insert graphic, objects & tables -Create/group objects & tables -Insert sound & animations -View & proofread presentation -Save/print presentation -Presentation notes & tips

- Duration and content of classes are subject to change. Most classes range between eight to ten weeks.
- Additional class subjects may be added to the schedule as perceived community needs change.
- Due to the nature of the course, it is **strongly suggested that students, during and after the course, continue to practice their new skills at home or during available Open Computer Lab hours.**



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WEEKLY COURSE SCHEDULE:

Monday: PC Basics Workshop 9:30am to 11:30am (2 hours)

Monday: Open Computer Lab 12:30pm to 2:30pm (2 hours) (check monthly calendar for closures)

Monday: CalJOBS Website Navigation Workshop (Last Monday of month)

Tuesday: Computer Applications for Seniors & the Workplace Classes (Time Subject to Change)

Tuesday: Open Computer Lab 12:30pm to 2:30pm (2 hours).

Wednesday: Computer Applications for Seniors & the Workplace Classes (Time Subject to Change)

Wednesday: EDD Employment hosted Employment Seminar (Call to inquire for availability)

Thursday: Computer Basics/Open Computer Lab 12:30pm to 2:30pm (2 hours)

Computer Clubhouse Adult Computer Class Prospective Schedule		
Availability, Duration and Start Date of Classes Subject to Change		
Inquire for Availability and Details		
Edited	1/26/2010	
	Class 1	Class 2
January-2010		
February-2010		
March-2010	Computer Basic	Internet Explorer/Microsoft Outlook 2007
April-2010		
May-2010	Beginning Microsoft Excel 2003	Beginning Microsoft Word 2007
June-2010		
July-2010		
August-2010	Beginning Microsoft Excel 2007	Beginning Microsoft Word 2007
September-2010		
October-2010		
November-2010	Beginning Microsoft PowerPoint 2007	Computer Basics
December-2010		
January-2011		

Enrollment

Please review course details to confirm it is at a suitable time for you and contains the type of skills you're looking for. *Also review any course prerequisites that may be required and contact Clubhouse staff for clarification as it will determine enrollment in class.* To officially enroll, please read and fill out the Computer Class Enrollment Form and return to the Computer Clubhouse at Sacramento Food Bank and Family Services for review. Class enrollment for a given session will begin on a designated date and seats will be filled on a 'first come, first serve' basis. If you cannot be enrolled at the current time, inquire about wait list placement which will be filled on a 'first come, first serve' as well as students leave during the course of the class.



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Computer Class Enrollment Form (2010-11)

Class Cycle: February – April 2010

Enrollment Date Begin: February 2, 2010

Directions: Check the box next to the course you wish to enroll

	Computer Class	Dates
<input type="checkbox"/>	Computer Basics	2/9/2010 – 4/6/2010
<input type="checkbox"/>	Microsoft Word 2007	
<input type="checkbox"/>	Microsoft Excel 2003/2007	
<input type="checkbox"/>	Microsoft PowerPoint 2007	
<input type="checkbox"/>	Internet Browsing (Internet Explorer 8/Outlook 2007)	2/10/2010 – 3/31/10

Information

Name: _____ Birthday: _____
 Home Phone: _____ Cell/Work Phone: _____
 Address: _____
 Email: _____

Emergency Info

Name: _____ Relationship: _____ Phone #: _____

CODE OF CONDUCT

- I understand that to complete this course, I will attend all scheduled classes, complete all assignments, exercises and tests or notify staff if unable to do so.
- I will not engage in and, if asked to, will immediately cease all behavior the staff deems disruptive to a productive learning environment.
- At all times I will treat Clubhouse staff, volunteers and students with dignity and respect and will not engage in physical or verbal altercations.
- I will not download software onto computers, tamper with or change software or hardware settings on the computers.
- I understand that I can freely ask Clubhouse staff for assistance or information about class related subjects or Computer Clubhouse services and resources.
- I give SFBFS absolute rights to use my photograph and my completed work in its promotional materials & efforts.
- I understand that failure to abide by the above Code of Conduct may prevent me from participation at ANY Sacramento Food Bank & Family Services programs.

Signature _____ Date _____

**Please mail or drop off form at: 3333 3rd Ave. Sacramento, CA 95817
 Or Fax to (916) 451-5920**