

BIRMINGHAM PUBLIC LIBRARY - CENTRAL BRANCH

FREE CLASSES - September 2015

	Class	Date	Time
<input type="checkbox"/>	Basic PC	Tuesday, September 1	2:30-3:30 pm
<input type="checkbox"/>	Keyboarding	Tuesday, September 1	3:45-4:45 pm
<input type="checkbox"/>	Word 2010 Basic Part 1	Tuesday, September 8	2:30-3:30 pm
<input type="checkbox"/>	Word 2010 Basic Part 2	Tuesday, September 8	3:45-4:45 pm
<input type="checkbox"/>	Excel 2010 Basic Part 1	Monday, September 14	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Basic Part 2	Monday, September 14	10:45-11:45 am
<input type="checkbox"/>	Using FamilySearch.org	Tuesday, September 15	9:15-10:15 am
<input type="checkbox"/>	Blogger (Introduction To Blogging)	Tuesday, September 15	10:45-11:45 am
<input type="checkbox"/>	Word 2010 Advanced Part 1	Tuesday, September 15	2:30-3:30 pm
<input type="checkbox"/>	Word 2010 Advanced Part 2	Tuesday, September 15	3:45-4:45 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Monday, September 21	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Monday, September 21	10:45-11:45 am
<input type="checkbox"/>	Hiring Process for Jefferson County	Monday, September 21	2:30-3:30 pm
<input type="checkbox"/>	AL JobLink	Monday, September 21	3:45-4:45 pm
<input type="checkbox"/>	Patent Basics	Tuesday, September 22	9:15-10:15 am
<input type="checkbox"/>	At the Movies: Exploring Internet Movie Sites	Tuesday, September 22	10:45-11:45 am
<input type="checkbox"/>	Basic PC	Tuesday, September 22	2:30-3:30 pm
<input type="checkbox"/>	Keyboarding	Tuesday, September 22	3:45-4:45 pm
<input type="checkbox"/>	Basic Internet	Monday, September 28	9:15-10:15 am
<input type="checkbox"/>	Internet Safety	Monday, September 28	10:45-11:45 am
<input type="checkbox"/>	Copyrighting Your Music	Monday, September 28	2:30-3:30 pm
<input type="checkbox"/>	Researching Your House History	Tuesday, September 29	9:15-10:15 am
<input type="checkbox"/>	Downloadable Free E-books/Audio	Tuesday, September 29	2:30-3:30 pm
<input type="checkbox"/>	Downloadable Device Training	Tuesday, September 29	3:45-4:45 pm

TO REGISTER FOR CLASSES: (Please note that registration does not necessarily guarantee you a spot in the class. Please call or email to confirm.)

1. Complete name and phone information. **PLEASE PRINT.**
2. Place a check mark in the check box next to the class(es) you would like to attend.
3. Return the entire form to a staff person in the Computer Commons (third floor of the East Building).
4. You may also go to www.rlccbpl.wordpress.com to register. Please allow 2 to 4 days response time for online registrations.

First Name _____ Last Name _____

Home Phone (_____) _____ - _____ Cell Phone (_____) _____ - _____ Email _____

If you register for a class and cannot attend, call Public Computer Services at (205) 226-3680 or email at cenrtc@bham.lib.al.us as soon as possible.
No one will be admitted after **5 minutes** past the time class is scheduled to start. Classes are provided by the Birmingham Public Library.

FOR OFFICE USE ONLY: DATE REGISTRATION RECEIVED _____ TIME _____ STAFF INITIALS _____

CLASS DESCRIPTIONS

- ▶ **AL JobLink** - Let a Business, Science, and Technology staff member make your job search easier and more productive as we demonstrate how to navigate Alabama's Joblink database. This dynamic job search tool allows you to post your resume and find jobs around Alabama.
- ▶ **At The Movies: Exploring Internet Movie Sites** - Participants will be introduced to various sites on the Internet that focus on films, directors, and actors. Guests already familiar with some of the sites can learn how to use them more effectively to add to their movie viewing enjoyment. Some sites will be absolutely new to many. Don't miss out. Come join the fun.
- ▶ **Basic Internet** - Public Computer Services trainers will introduce participants to the history of the Internet, how to access and surf the Web, what web browsers are, what search engines are available, and basic search methods.
- ▶ **Basic PC** - Participants will be introduced to the computer, basic PC terms, components, hardware, peripherals, desktop features, and other applications.
- ▶ **Blogger** - Using Google's Blogger, participants will define and learn characteristics of a blog, setup their own blog, and learn how to create, edit, and delete a blog post.
- ▶ **Copyrighting Your Music** - Learn the basics of protecting your compositions, songs and recordings. Determine if you need to register your copyright, the difference between a sound recording and a song, and how to register a derivative work or compilation. Learn fair uses of other's copyrighted works for personal, non-profit, and commercial use.
- ▶ **Downloadable Device Training** - Participants will be introduced to the digital library and how to download E-books and audiobooks onto various devices.
- ▶ **Downloadable Free E-books/Audio** - Participants will be introduced to the digital library and how to download free E-books and audiobooks onto their computers and devices, such as smartphones and tablets.
- ▶ **Excel 2010 Basic Part 1** - Public Computer Services trainers will introduce participants to Microsoft Excel 2010. Registrants will learn skills to create, edit, format, and other basic features and applications of spreadsheets and workbooks.
- ▶ **Excel 2010 Basic Part 2** - This class serves as a continuation of Part 1 of the basic class, focusing on basic features and applications of Microsoft Excel 2010.
- ▶ **Excel 2010 Advanced Part 1** - Participants will advance their skills by learning to work with simple formulas, sorting, using charts, and other features.
- ▶ **Excel 2010 Advanced Part 2** - This class serves as a continuation of Part 1 of the advanced class, focusing on more intermediate to advanced features and applications of Microsoft Excel 2010.
- ▶ **Hiring Process for Jefferson County** - Jefferson County Human Resources staff members will explain the process of getting hired for Jefferson County jobs. Information will also be provided on how to master pre-employment tests including the oral interviews used by Jefferson County as well as other types of employment tests.
- ▶ **Internet Safety** - Public Computer Services trainers will show participants tips, strategies, skills, and mindset needed to protect themselves, their computers, and their privacy when accessing and connected to the Internet.
- ▶ **Keyboarding** - Public Computer Services trainers will show participants basics of working with the computer keyboard and the mouse.
- ▶ **Patent Basics** - Participants will learn about the different types of patents, why you might need one, and how to begin your patent search. Follow along as we go through the U.S. Patent and Trademark Office's seven step strategy for patent searching.
- ▶ **Researching Your House History** - This class will introduce participants to sources available at the library and on-line to help them research the history of a house in Jefferson County. Participants can learn when a house was built, who has lived there over time and see historic photos of their house.
- ▶ **Using FamilySearch.org** - Participants will take a detailed look at the features of FamilySearch.org, a website that allows you to research your ancestry for free.
- ▶ **Word 2010 Basic Part 1** - This Introduction to Microsoft Word 2010 training class is designed for students new to working with Microsoft Word in Windows. Students will learn to create, edit, and format Microsoft Word documents.
- ▶ **Word 2010 Basic Part 2** - This class serves as a continuation of Part 1 of the basic class, focusing on basic features and applications of Microsoft Word 2010.
- ▶ **Word 2010 Advanced Part 1** - Public Computer Services trainers will show participants how to use headers and footers, columns, tables, and work with images.
- ▶ **Word 2010 Advanced Part 2** - This class serves as a continuation of Part 1 of the advanced class, focusing on more intermediate to advanced features and applications of Microsoft Word 2010.