

BIRMINGHAM PUBLIC LIBRARY - CENTRAL BRANCH

FREE CLASSES - December 2015

	Class	Date	Time
	Week 1		
<input type="checkbox"/>	Basic PC	Monday, November 30	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Monday, November 30	10:45-11:45 am
<input type="checkbox"/>	Word 2010 Basic Part 1	Tuesday, December 1	2:30-3:30 pm
<input type="checkbox"/>	Word 2010 Basic Part 2	Tuesday, December 1	3:45-4:45 pm
<input type="checkbox"/>	Excel 2010 Basic Part 1	Wednesday, December 2	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Basic Part 2	Wednesday, December 2	10:45-11:45 am
<input type="checkbox"/>	Basic Internet	Thursday, December 3	9:15-10:15 am
<input type="checkbox"/>	Internet Safety	Thursday, December 3	10:45-11:45 am
	Week 2		
<input type="checkbox"/>	Excel 2010 Basic Part 1	Monday, December 7	2:30-3:30 pm
<input type="checkbox"/>	Excel 2010 Basic Part 2	Monday, December 7	3:45-4:45 pm
<input type="checkbox"/>	Word 2010 Advanced Part 1	Tuesday, December 8	2:30-3:30 pm
<input type="checkbox"/>	Word 2010 Advanced Part 2	Tuesday, December 8	3:45-4:45 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Wednesday, December 9	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Wednesday, December 9	10:45-11:45 am
<input type="checkbox"/>	Downloadable Free E-Books/Audio	Thursday, December 10	9:15-10:15 am
<input type="checkbox"/>	Downloadable Device Training	Thursday, December 10	10:45-11:45 am
	Week 3		
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Monday, December 14	2:30-3:30 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Monday, December 14	3:45-4:45 pm
<input type="checkbox"/>	Basic PC	Tuesday, December 15	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Tuesday, December 15	10:45-11:45 am
<input type="checkbox"/>	Hiring Process for Jefferson County	Tuesday, December 15	2:30-3:30 pm
<input type="checkbox"/>	AL JobLink	Tuesday, December 15	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.rlcbbpl.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.
- ▶ **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.
- ▶ **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.
- ▶ **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.