

Franklin County Public Library Carrabelle Branch

LSTA Training Schedule April to June 2010

All classes are free to the public. Classes will be held in the computer labs of the Franklin County Public Library in Carrabelle– 311 St. James Avenue, Carrabelle, 32322.

Please call 850-697-2366 to sign up. **A minimum of two day advanced sign up is required. Classes may be canceled due to lack of participants.** Previous class recordings and course handouts are available online at www.wildernesscoast.org. *The library offers additional classes and training not listed on this LSTA schedule. Please call the library at 697-2366 or visit www.franklin.lib.fl.us for more information.*

Ask about Web Conferencing.

Date/Time	Course Information	Description
04/10/2010 10 am to 1 pm Charlie Sawyer	<u>Computer Basics I: Getting Started</u> Prerequisite: For first-time, beginning-level computer users.	Learn basic skills of personal computing. Understand the parts of the computer. Use the mouse and keyboard. Use the Windows “Start” menu and important Windows accessories. Create and save a document. Connect with the Internet. Understand the importance of data security and virus protection.
04/14/2010 1 to 2:30 pm Jamie Fowler	<u>Creating Resumes and Cover Letters using Microsoft Word</u> Prerequisite: Must know Windows basics	Participants will learn the fundamentals of resume writing, basic resume styles, and techniques. Participants will learn how to create resumes, cover letters, and business cards using Microsoft Word.
04/14/2010 3 to 4:30 pm Jamie Fowler	<u>Online Job Resources</u> Prerequisite: Must know how to use the Internet	Participants will be introduced to the multitude of job and career resources available online and at your local library.
04/16/2010 10 am to 12 pm Diana Reynolds	<u>How to Search the Internet</u> Prerequisite: Must know Windows basics	This class is primarily hands-on, doing searches on subjects participants are interested in and doing an information scavenger hunt. While doing these searches, we will look at the quality of the information found and discuss how to use the information.
04/24/2010 10 am to 1 pm Charlie Sawyer	<u>Microsoft Publisher</u> Prerequisite: Must be familiar with word processing and Web browsing.	Learn how to get started creating professional business cards, newsletters, brochures, flyers and other print publications. This course also touches on email and Web publications.
06/16/2010 9:30 to 12:30 pm Deanna Ramsey	<u>eBay: Selling Guide</u> Prerequisite: Students must be a Windows user and familiar with the Internet .	Want to sell your items on eBay? This is the class for you! Students must have an eBay and PayPal account and be familiar with eBay basics. Students will also need to bring photos and descriptions of the items they wish to
06/16/2010 1:30 to 4:30 pm Deanna Ramsey	<u>How to Use Facebook and LinkedIn to Search for Jobs.</u> Prerequisite: Must know how to use the Internet.	Learn how to setup your Facebook and/or LinkedIn for professional use, how to find others to network with as part of your job search and how to use a social network to help land a job.