

# Winter 2012 Hands On Computer Classes

The Adrian Public Library and Jackson Community College will be offering *free* “Hands On” computer classes this winter for first time computer users looking to refine their connectivity skills with Facebook, Twitter and Skype! If you are looking to improve your computer skills, professional image, or general literacy on computers, this program will have a course for you!

## Introduction to Computers

Learn how to use a mouse, the basics of Microsoft Applications, different functions of computers, and establish appropriate typing posture.

*Prerequisite: None*

Wednesday, January 11 at 12:30 and 3:00 p.m.

## Basic Internet Security

Evaluate threats and how to avoid them, determine what is safe and not, and protect your image and personal information online.

*Prerequisite: Mouse skills required*

Wednesday, January 18 at 12:30 and 3:00 p.m.

## Introduction to the Web

Discuss internet safety tips, browsers, research tools, social networking, and tools that will assist your travel through the web.

*Prerequisite: Mouse skills required*

Wednesday, January 25 at 12:30 and 3:00 p.m.

## Introduction to E-Mail

Discover the basic functions of e-mail, various productivity tools, and create a protected Gmail account.

*Prerequisite: Mouse skills and Basic Internet Skills required*

Wednesday, February 8 at 12:30 and 3:00 p.m.

## Future sessions include:

Social Networking: 2/15 Facebook—2/22 Twitter and LinkedIn—2/29 Skype  
Intermediate level courses will be offered in March.

- Call JCC at 517-796-8610 for reservations
- Limited seating please reserve your computer
- Classes run approximately two hours
- Held in Library Meeting Room

Adrian Public Library  
143 E. Maumee St. — Adrian, MI 49221  
517-265-2265  
<http://www.adrian.lib.mi.us/>



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