

1. Introduction to Computer:

Training Description

This introductory class is an opportunity for SCOPE members to become familiarized with the computer training program, become more comfortable with computers and the Internet, become familiarized with the computer room protocols and procedures, and learn about the essentials of computer terminology. **Interested members must attend this introductory class in order to receive a Grassroots Training Program participant identification card in order to access the computer training classes and open labs.**

Topics discussed

Introduction to the computer room
Computer basics
SCOPE website & other useful internet sites
Web search
SCOPE online fundraising tools
Computer do's and don'ts
Computer room use & availability
New & upcoming trainings

Duration of class

2 hours

Languages

English/ Spanish

Prerequisites

None

2. On-line Tutorial & E-mail Setup:

Training Description

This class provides the participants the opportunity to experience a guided online tutorial that provides a hands-on, activity-based learning experience to become more comfortable using the keyboard and mouse. In addition, the class will provide an overview of basic computer terms and techniques, the importance and benefits of having an active e-mail account, e-mail account set up and the basics of using a webmail service.

Topics discussed

Mouse terms and techniques
Online Tutorial – How to use the mouse
Setting up an e-mail account
Main parts of an e-mail address

Duration of class

2 hours

Languages

English/ Spanish

Prerequisites

Introduction to Computer Class #1

3. E-mail Use: Best Practices & Security Basics:

Training Description

This class provides a more in depth look into e-mail use and best practices with plenty of hands-on exercises. Participants will learn how to compose a message, share documents and pictures via e-mail. In addition, the class will review principles and practices on how to protect a computer against computer viruses and give an overview of the most common internet threats and how to avoid them.

Topics discussed

Anatomy of an e-mail
Addressing your e-mail message
Best practices composing an e-mail
Sending attachments
Basics of e-mail security
Different types of threats

Duration of class

2 hours

Languages

English/ Spanish

Prerequisites

Introduction to Computer Class #1
Online Tutorial & Email Set-up Class #2

4. Internet Use: Browsing Basics & Web Security:

Training Description

This class will allow the participants to learn about the basics of internet browsing, different types of web browsers available, and terms & techniques used while surfing the web. In addition, the class will review the principles and practices of protecting valuable data from being lost, backup options, internet and computer security tips, free downloadable software to help protecting against internet threats and how to identify secure websites.

Topics discussed

Internet Browsers
Using the Internet Browser
Internet Security
Internet threats
How to be safe on the Web
Identifying a Secure Web Page
Free Downloadable Software
Protecting your Computer

Duration of class

2 hours

Languages

English/ Spanish

Prerequisites

Introduction to Computer Class #1
Online Tutorial & Email Set-up Class #2
Email Use: Best Practices & Security Basics Class #3

Open Lab

The computer training center will be open to SCOPE members during specific times during the week for hands-on practice sessions.

LOOK FOR THESE CLASSES COMING SOON:

Microsoft WORD

Microsoft POWER POINT

Microsoft EXCEL

Internet Research Methods