



Computer Learning Center (CLC) schedule for: **March 2020**

To register for a computer class or get more information: visit the CLC, phone (209) 333-5554, or email to: Lodi.Library.CLC@gmail.com
Lodi Public Library, 201 W. Locust St., Lodi CA 95240

Page 1: CLASS DESCRIPTION AND SCHEDULE

IMPORTANT NOTE: You can register for a class by email, phone, or in person; see contact info above. Include the following information when you register: (1) full name, (2) phone number, (3) e-mail address if you have one, (4) name of the class you'd like to take, (5) start date the of class.
Classes marked by an asterisk (*) require prior completion of one or more other classes or equivalent experience—contact us for details.

OUR COMPUTER CLASSES *(calendar code, name, duration):*

CB: COMPUTER BASICS (1 day)

Fundamentals of the personal computer (p.c.) for the beginner or for anyone wanting to improve basic computer skills.

9am, Mar 4 -or- 10am, Mar 21

EE: EMAIL ESSENTIALS* (1 day)

Setup, options, operating hints, and security for your email accounts.

9am, Mar 11

FF: MANAGING COMPUTER FILES AND FOLDERS* (2 days)

How to recognize, sort, transfer, and back up your computer files.

9am, Mar 18-19

GF: GOOGLE APPS ONLINE* (2 days)

Google's free office apps, file storage, and file sharing.

9am, Mar 25-26

GN: GENEALOGY by the San Joaquin Genealogical Society **(1 days)**

Using online resources for researching your family history.

10:30am-12pm, Mar 14 (2nd Saturday, Feb-Mar-Apr & Sep-Oct-Nov)

IE: INTERNET ESSENTIALS* (1 day)

Your Internet browser, Internet searching, online security.

9am, Mar 5 -or- 10am, Mar 28

OF: MICROSOFT OFFICE FREE* (2 days)

Online file storage plus free versions of Word, Excel, and more.

9am, Mar 16-17

PT: MICROSOFT POWERPOINT* (4 days)

In-depth course on creating and presenting PowerPoint slideshows.
(Not currently scheduled)

PL: INTRODUCTION TO POWERPOINT* (1 day)

PowerPoint "lite": learn to make a basic photo slideshow.
10am, Mar 7

TE: WINDOWS 10 ESSENTIALS* (2 days)

Understanding your computer's operating system.
3pm, Mar 3-4

WA: ADVANCED MICROSOFT WORD* (4 days)

Microsoft Word at the expert level: tabs, tables, forms, and more.
9am, Mar 2, 3, 9, 10 -or- 3pm, Mar 24, 25, 31, Apr 1

WB: MICROSOFT WORD* (4 days)

Use Microsoft Word to create and edit many types of documents.
3pm, Mar 10, 11, 17, 18

WC, WF: FUN WITH WORD (CARDS, FLYERS)* (1 day each)

Use Microsoft Word to create custom greeting cards or flyers.
(Not currently scheduled)

XA: ADVANCED MICROSOFT EXCEL* (2 days)

Excel at the expert level; pivot tables and more.
(Not currently scheduled)

XB: MICROSOFT EXCEL* (4 days)

Learn to create and edit spreadsheets and charts.
9am, Mar 23, 24, 30, 31

Note: unless otherwise stated, the duration of each daily class session is about 3 hours.

Page 2		CLC DAILY SCHEDULE – March 2020				>> See page 1 for class information. <<	
Sunday	Monday	Tuesday	Wednesday	Thursday	Fri.	Saturday	
01 12-3 TB - OPEN	02 9-12 RO: WA1 12-3 ML: OPEN 3-6 RM: OPEN	03 9-12 RO: WA2 12-3 ML: OPEN 3-6 BD: TE1 6-7 ST: OPEN	04 9-12 CY: CB1 12-3 BB: OPEN 3-6 BD: TE2 6-7:30 RH: OPEN	05 9-12 CY: IE1 12-3 LB: OPEN	06	07 10-1 RR: PL1	
08 CLC closed	09 9-12 RO: WA3 12-3 CY: OPEN 3-5 RM: OPEN	10 9-12 RO: WA4 12-3 CY: OPEN 3-6 BD: WB1 6-7 ST: OPEN	11 9-12 CY: EE1 12-3 BB: OPEN 3-6 BD: WB2 6-7:30 RH: OPEN	12 9-12 CY: OPEN 12-3 LB: OPEN	13	14 10:30-12: GN1 (guest instructor)	
15 12-3 TB - OPEN	16 9-12 RO: OF1 12-3 CY: OPEN 3-5 RM: OPEN	17 9-12 RO: OF2 12-3 CY: OPEN 3-6 BD: WB3 6-7 ST: OPEN	18 9-12 CY: FF1 12-3 BB: OPEN 3-6 BD: WB4 6-7:30 RH: OPEN	19 9-12 CY: FF2 12-3 LB: OPEN	20	21 10-1 RR: CB1	
22 CLC closed	23 9-12 RO: XB1 12-3 ML: OPEN 3-6 RM: OPEN	24 9-12 RO: XB2 12-3 ML: OPEN 3-6 BD: WA1 6-7 ST: OPEN	25 9-12 CY: GF1 12-3 BB: OPEN 3-6 BD: WA2 6-7:30 RH: OPEN	26 9-12 CY: GF2 12-3 LB: OPEN	27	28 10-1 RR: IE1	
29 12-3 TB - OPEN	30 9-12 RO: XB3 12-3 ML: OPEN 3-6 RM: OPEN	31 9-12 RO: XB4 12-3 ML: OPEN 3-6 BD: WA3 6-7 ST: OPEN	“ OPEN ” hours are for individual help: learn or practice computer skills; online training & testing; job hunting and résumé preparation.	Events and personnel shown are current as of this update and are subject to change. Updated: 2/5/20		See page 1 for explanation of the class codes	

BB = Barbara / BD = Bill / CY = Colleen / LB = Lola / ML = Mike / RH = Rich / RM = Ramon / RO = Bob / RR = Ron / ST = Sharen / TB = Todd