



Computer Learning Center (CLC) schedule for: **NOVEMBER 2023**

To register for a computer class or get more information: email CLCsignup@gmail.com, call (209) 333-5554, or visit the CLC.
LODI PUBLIC LIBRARY, 201 W. Locust St., Lodi CA 95240

PLEASE 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) **email address** (if you use email), (4) **name of the class you'd like to take**, (5) **start date and time of the class**.
Important: classes marked by an asterisk (*) require prior completion of one or more other classes or equivalent experience—contact us for details.

OUR FREE COMPUTER CLASSES AND SERVICES

Unless otherwise stated, the duration of each daily class or “open” session is about 2¹/₂ to 3 hours.

INTERNET ESSENTIALS*

Your Internet Service Provider (ISP), optioning and using your browser, searching, interactive websites, Internet security.

Mon, Nov 20 at 10:00 am

EMAIL ESSENTIALS*

Everything you don't already know about email and really should. Which service to use, avoiding scams and hazards, much more.

Mon, Nov 27 at 10:00 am

WINDOWS 11 EXPRESS*

What you must know about the operating system in a Windows p.c.: initial setup, configuration, features, tools, security.

Mon, Nov 13 at 10:00 am

TOTAL PHOTO MANAGEMENT*

How to transfer photos from your phone or camera to your p.c., then sort them into albums and get prints and enlargements.

Wed, Nov 8 at 10:00 am -or- Sat, Nov 11 at 10:00 am

***IMPORTANT:** most classes require prior completion of *Computer Basics* or equivalent experience. Some classes have additional prerequisites. See the class description on this page.

NEW: INDIVIDUAL TUTORING

We now offer one-on-one tutoring in certain of our computer and software courses. Contact us as shown above to request an appointment, and indicate your desired subject. Tutoring is currently available in Microsoft Excel, PowerPoint, Mail Merge, and File Management. Unlike our “open” sessions, tutoring is specific to one subject and requires advance registration.


OUR “OPEN” HOURS

Come to the CLC for one-on-one help with any computer task: self-paced exercises from our classes, hardware and software problems, school work & testing, job searching, résumé preparation, iPhone and iPad help. No registration required. See page 2 for our scheduled OPEN hours this month.

CLASES EN ESPAÑOL: CONCEPTOS BÁSICOS DE INFORMÁTICA

La biblioteca se complace en ofrecer clases informáticas en español. Puede aprender las habilidades básicas de la computadora personal y los programas informáticos simples. Se requiere inscripción previa: llame al 209-333-5554 o envíe un correo electrónico a: CLCsignup@gmail.com.

3:00 de la tarde, jueves, los 2 y 16 de noviembre
12:00 del mediodía, sábado, el 18 de noviembre

Sunday	Monday	Tuesday	Wednesday	Thursday	Fri.	Saturday
 NOTICE To sign up for a class, see page 1 for instructions and full information.		Need individual help? Come to the CLC during our OPEN hours. See page 1 for details.	1	2 Email Basics (Spanish) 3:00-4:00 (N)	3	4
5	6 Tutoring by appointment (R) OPEN 12:30 (L)	7 OPEN 10:00 (S)	8 Photo Mgmt 10:00 (R)	9	10	11 Photo Mgmt 10:00 (R)
12	13 Windows 11 10:00 (R) OPEN 12:30 (L)	14 OPEN 10:00 (S)	15 OPEN 10:00 (R)	16 Windows 10 (Spanish) 3:00-4:00 (N)	17	18 Basics-Internet-Email-Win10-Security (Spanish) 12:00-4:00 (N)
19	20 Internet Essent. 10:00 (C) OPEN 12:30 (L)	21	22	23 Thanksgiving Day Library closed	24	25
26	27 Email Essent. 10:00 (C) CLC closed for maintenance at 12:30 pm.	28 OPEN 10:00 (S)	29 Tutoring by appointment (R) OPEN 12:30 (L)	30		