March 2012 Class Schedule

	Class	Date	Start Time	End Time	Location
Week One	**The Last Roundup**	3/2/2012	10:00 AM	12:00 PM	East Hernando Lab
	E-Books	3/2/2012	4:00 PM	5:00 PM	Spring Hill
Week Two	**A Mouse in the Window**	3/6/2012	10:00 AM	11:00 AM	West Hernando Lab
	Disks Directories and Drives	3/7/2012	10:00 AM	11:30 AM	Spring Hill Lab
	Life on the Internet	3/7/2012	5:00 PM	6:00 PM	Spring Hill Lab
	A Mouse in the Window	3/9/2012	10:00 AM	11:00 PM	East Hernando Lab
	Library 101	3/9/2012	1:30 PM	2:30PM	West Hernando
	Downloading Audiobooks	3/9/2012	2:45 PM	3:45 PM	West Hernando
	E-Books	3/9/2012	4:00 PM	5:00 PM	West Hernando
Week Three	**Emerging Technologies**	3/12/2012	2:30 PM	3:30 PM	Main
	Disks Directories and Drives	3/13/2012	10:00 AM	11:00 AM	West Hernando Lab
	Life on the Internet	3/13/2012	5:00 PM	6:00 PM	West Hernando Lab
	The Ins and Outs of Windows	3/14/2012	10:00 AM	11:30 AM	Spring Hill Lab
	E-mail on the Internet	3/14/2012	5:00 PM	6:00 PM	Spring Hill Lab
	Disks Directories and Drives	3/16/2012	10:00 AM	11:30 AM	East Hernando Lab
	Library 101	3/16/2012	1:30 PM	2:30PM	East Hernando
	E-Books	3/16/2012	4:00 PM	5:00 PM	East Hernando
Week Four	**The Ins and Outs of Windows**	3/20/2012	10:00 AM	11:30 AM	West Hernando Lab
	E-mail on the Internet	3/20/2012	5:00 PM	6:00 PM	West Hernando Lab
	The Last Roundup	3/21/2012	10:00 AM	12:00 PM	Spring Hill Lab
	Pictures on the Internet	3/21/2012	5:00 PM	6:00 PM	Spring Hill Lab
	The Ins and Outs of Windows	3/23/2012	10:00 AM	11:30 AM	East Hernando Lab
	Library 101	3/23/2012	1:30 PM	2:30PM	Main
	Downloading Audiobooks	3/23/2012	2:30 PM	3:30 PM	Main
	E-Books	3/23/2012	4:00 PM	5:00 PM	Main
Week Five	**The Last Roundup**	3/27/2012	10:00 AM	12:00AM	West Hernando Lab
	Pictures on the Internet	3/27/2012	5:00 PM	6:00 PM	West Hernando Lab
	A Mouse in the Window	3/28/2012	10:00 AM	11:00 AM	Spring Hill Lab
	Word's the Bird	3/28/2012	5:00 PM	6:00 PM	Spring Hill Lab
	The Last Roundup	3/30/2012	10:00 AM	11:30 AM	East Hernando Lab
	E-Books	3/2/2012	4:00 PM	5:00 PM	Spring Hill

March 2012 Class Schedule

Lab Class descriptions

A Mouse in the Window (60 minutes)

Learning how to communicate with computers using pictures, symbols, and a mouse.

Disks Directories and Drives (75 minutes)

Using the Windows operating system to make files, keep track of folders, locate programs, and save everything.

Go In and Out the Windows (90 minutes)

Windows features and functions, from menus to hotkeys, from optical discs to printing.

The Last Roundup (105 minutes)

Confronting a new Windows program and figuring out how to use it.Also, an introduction to troubleshooting.

Life on the Internet (55 minutes)

Getting on the Internet and getting around while you're there, with a security warning or two

E-mail on the Internet (55 minutes)

Staying in tough using the Internet as your platform

Pictures on the Internet (55 minutes)

Getting pictures off the Internet and getting pictures on the Internet. Includes e-mail, Facebook, eBay, and more

Word's the Bird (55 minutes)

A lightweight introduction to using *Microsoft Word*.

Meeting Room Class descriptions

Library 101

Unveiling the mysteries of our library

Downloading Audiobooks

How to download audiobooks from Overdrive and what to do once you've downloaded them.

e-Books

How to use your e-book reader at HCPL.

Emerging Technologies

What's new and over the horizon in information technologies