



Overview

Comprenew Connect utilizes a hands-on learning method to engage the student and provide real-world experience with computer technology. Participants proceed at their own pace through a series of online training modules developed by Goodwill Community Foundation and offered for free. Course trainers introduce the topics and guide participants through the various lessons and skill development. The course is taught over 10 class sessions, each 90 minutes in length.

Classes are held at Community Partner sites and are limited to 10 participants per session. They are taught by skilled technology instructors, provided by either the Partner organization or Comprenew. Classes are 90 minutes in length and held twice per week for 5 weeks, for a total of 15 hours of instruction.

Key objectives

Participants will:

- Learn how a computer functions and how to set it up, including connecting components and turning it on;
- Become comfortable using computers;
- Be able to navigate the internet to access the online training program GCFlearnfree.org;
- Develop an understanding of key computer programs (Word, Excel, PowerPoint) and gain basic proficiency in one program, complete one task (i.e., build a budget with Excel, write a resume in Word);
- Be able to save-store-retrieve files;
- Attain internet/email proficiency and how to access relevant sites (school, health care, governmental); and
- Know how to protect their online security with anti-virus protection and safe web surfing.

Course Content

Class #1- How to set-up the computer

Connecting cables, keyboard, monitor and mouse. Powering up and shutting down.

Class #2- Computer Basics

Intro to GCFlearnfree.org website and self-taught learning programs

Class #3- Basic Computer Skills

Further exploration of GCFlearnfree.org website and introduction to computer programs

Class #4- Microsoft Office Programs

Intro to Microsoft Office Suite programs, including Word, Excel, PowerPoint

Class #5- Focus on Using Microsoft Office Programs

Individuals choose a program and create a document to meet their needs, such as building a family or business budget in Excel, writing a resume or cover letter in Word.



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Class #6- Email

What is email, how it is used, how to obtain a free email account (Yahoo, Gmail), send email, and maintaining email security.

Class #7- Internet Basics

What is the web, accessing various sites and learning modules.

Class #8- Recycling & Security

Session devoted to computer components and recycling, and email & internet security

Class #9- Community Connections

How to access personally relevant websites (GRPS ParentVUE, school resources, etc.), library tools, community connections and job search. Full exposure to possible community connections via the web.

Class #10- Presentation

Class members will give a short presentation on what they learned in the class, show off the files or documents they created, and receive a voucher to purchase a refurbished computer from Comprenew.