Basic Computer Class – Henry Hyde Center

Overview

This class is conducted as an independent study, self-directed course where most students work independently on a variety of online resources to improve specific skills that they feel they need.

Most students have some ability to use the computer, but are not really familiar with the parts of the computer or how it works. Many need assistance in setting up and using an email account as well. We generally use gmail because it has a simpler set-up and we have had fewer problems in helping them through the process. Instructions are available in Spanish .

One challenge with some students is their reading level in Spanish. The instructor needs to be aware that not everyone enrolling in the course has the reading ability to complete the materials on line and those students will need more one-on-one and hands-on attention to help them learn to navigate the computer and the internet.

We use the following free resources with students:

[www.gcfaprendelibre.org](http://www.gcfaprendelibre.org) - excellent free resource upon which we base the entire 7 weeks, as needed; includes basic computer tutorial, Microsoft application tutorials, basic math, ESL and other useful and multilevel materials

[www.pcblibrary.org/raton](http://www.pcblibrary.org/raton) - excellent free resource to learn how to use the mouse; English and Spanish versions

[www.goodtyping.com](http://www.goodtyping.com) – excellent typing site; available in Spanish, but letters are small and may be hard to see for some students

[www.typingclub.com](http://www.typingclub.com) – excellent for learning keyboard; letters are large enough to easily see and use; not in Spanish, but the site is clear enough that the language isn’t a barrier

[www.SpanishGED365](http://www.SpanishGED365) – a free resource for many students working on GED preparation

[www.GEDtestingservice.com](http://www.GEDtestingservice.com) – official website for GED preparation

Seven weeks isn’t enough time to go over Microsoft Office applications, but at least the students are aware of what is available on [www.gcfaprendelibre.org](http://www.gcfaprendelibre.org) so that they can return to that site at a later date if they choose to learn more about the applications.