Learning@YourLibrary
FREE Classes at the Thousand Oaks Library

Due to limitations in class size and popular demand, registration is required. Classes are open to ages 14 and up.

Register in person at the Reference Desk: Grant R. Brimhall Library, 1401 East Janss Road, Thousand Oaks or at the Newbury Park Branch Library, 2331 Borchard Road, Newbury Park.

Register by phone: Grant R. Brimhall Library at 805-449-2660, option 5, or at the Newbury Park Branch Library at 805-498-2139, option 5.

Classes start promptly at the listed time. Open seats will be given to participants on the waiting list at the start of class.

Please check the calendar on the Library’s website for more information about classes and other special events.

www.toaks.org/library

Program Locations:
Grant R. Brimhall Library • Newbury Park Branch Library

Winter 2015 Schedule of Classes

Computer Basics I
This class covers the very basics of using a computer, from learning the keyboard layout and controlling the mouse to navigating the desktop. Students will also learn how to work with files and folders.

Newbury Park Branch Library
• Tuesday, January 27, 10:30 a.m. – 12:15 p.m. in the NPB Meeting Room
Grant R. Brimhall Library
• Thursday, January 29, 5:30 p.m. – 7:15 p.m. in the GRB Technology Training Room

Computer Basics II: Microsoft Word
Learn the basics of Microsoft Word, including how to manipulate text, edit documents, and use menus and toolbars. Prerequisites: Familiarity with using the keyboard and mouse.

Newbury Park Branch Library
• Tuesday, February 10, 10:30 a.m. – 12:15 p.m. in the NPB Meeting Room
Grant R. Brimhall Library
• Thursday, February 12, 5:30 p.m. – 7:15 p.m. in the GRB Technology Training Room

Internet Basics I
An introductory Internet class that covers basic Internet functions, how to use web browsers, and how to navigate and evaluate web pages. Prerequisites: Some experience with using a mouse and ability to work in a “Windows” environment.

Newbury Park Branch Library
• Tuesday, February 24, 10:30 a.m. – 12:15 p.m. in the NPB Meeting Room
Grant R. Brimhall Library
• Thursday, February 26, 5:30 p.m. – 7:15 p.m. in the GRB Technology Training Room

Google Docs for Beginners
This class will explore Google Docs, a free web-based word processor. Learn how to create, format, save, download and upload documents in Google Drive, a cloud-based storage. Prerequisites: Internet Basics or equivalent. Participants must have an existing Google Gmail account prior to class. Book a Librarian for help with setting up a Gmail account.

Grant R. Brimhall Library
• Thursday, March 12, 5:30 p.m. – 7:15 p.m. in the GRB Technology Training Room

(more ➔)
Healthcare Research

We will look at MedLine Plus which is an extensive portal of health information. We will also look at the Health and Wellness Resource Center and Alternative Medicine Module. We will learn to check up on doctors through the California Medical Board. We will also look at the Covered California website for information about the Affordable Care Act.

Grant R. Brimhall Library

• Wednesday, January 14, 10:00 a.m. – 11:30 a.m. in the GRB Technology Training Room.

(Before Library hours – please enter at the side door near the Children’s Library entrance.)

Job Search Resources

Explore the resources available at the Thousand Oaks Library to help with your job search. We will look at tools to help you with self-assessment, finding job openings, preparing résumés, cover letters, employment applications, and preparing for your interviews. Prerequisites: Computer Basics, or equivalent.

Grant R. Brimhall Library

• Wednesday, March 11, 6:00 p.m. – 7:30 p.m. in the GRB Technology Training Room

Book a Librarian

Thirty-minute tutoring appointments are available with a librarian to get help on a specific topic: using the library’s web site to find books, magazine or journal articles, using e-books, using the Internet or sharing photos. This is a reference service designed to guide you to make the best use of the Library’s resources and collections. Librarians cannot offer advice (e.g., medical, legal, investment) except to advise users of reputable sources. Librarians may offer you sources to use and suggestions on where to search, but are prohibited by law from offering legal or medical advice or opinions. Only a professional practitioner can provide specific advice and direction in resolving legal and/or medical issues. Appointments start at 11:00 a.m. and 11:30 a.m. on Tuesdays. Meet the librarian at the GRB Reference Desk. Limit: one appointment per person.

Grant R. Brimhall Library

• Tuesdays, January 20, 27, February 3, 10, 17, 24, March 3, 10 at the GRB Reference Desk

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**List of Classes: Winter 2015**

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<thead>
<tr>
<th>Day</th>
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