

NEW COMPUTER LITERACY CLASSES

A REPORT FOR THE VISTA GRANDE NEIGHBORHOOD CENTER
BOARD OF DIRECTORS

STUDENT NAME

Summary

This report describes a series of computer literacy classes for patrons of the Vista Grande Neighborhood Center. The classes will be taught by volunteer instructors from Oliva Valley Community College, with equipment on loan from the Neighborhood Resource Alliance.

Background

A series of computer literacy classes for patrons of the neighborhood center was first suggested by Joseph Pearlman, a five-year veteran of the Vista Grande Neighborhood Center Board of Directors and now Dean of Students at Oliva Valley Community College. Joseph recruited four volunteer instructors, who have agreed to teach approximately a month of classes each. Joseph has also agreed to oversee the class series and will create the course objectives. He has arranged to borrow fifteen laptop computers, fifteen desktop computers, and fifteen tablets from the Neighborhood Resource Alliance. Software licenses, liability insurance, wireless connections, and access to a network server have been donated by local businesses.

Instructors

Oliva Valley Community College is a two-year vocational institution specializing in technology-related fields, offering associate degrees in fields like computer programming, network engineering, and web design. Members of the Oliva Valley faculty have won countless teaching awards, and the school as a whole was last year's winner of the Southwest Higher Learning Award of Excellence. Over 50% of Oliva Valley students continue on to four-year institutions to complete bachelor degrees.

The class instructors and their professional specialties are as follows:

Casey Sharpless-Dunaway	Word processing
Marcolo Jiminez	Computer maintenance
Jin-Hua Lee	Database concepts
Tommy Halverson	Spreadsheets
Katrina Yackel	The Internet

Facility Requirements

The classes will be held in the multipurpose room at the Vista Grande Neighborhood Center.¹ We can accommodate a total of 45 students, with one computer or tablet for each student. However, because all software training screens will be projected on the main screen, access to a computer is not required. The instructors from Oliva Valley Community College will provide the necessary LCD digital projector. Instructors will need access to the multipurpose room one hour before each class begins.

¹ Some board members mentioned the possibility of holding classes in the gym, but the instructors prefer the multipurpose room, where microphones are unnecessary.

Schedule

Classes will run from January through May, at 7 p.m. every Tuesday. We don't yet have a detailed syllabus, but the topics will be covered in the order shown in the following schedule:

Date	Topic
January 16	The Internet
February 23	Word processing
March 3	Computer maintenance
April 21	Spreadsheets
April 28	Database concepts

