

# COMPUTER & TECHNOLOGY CLASSES

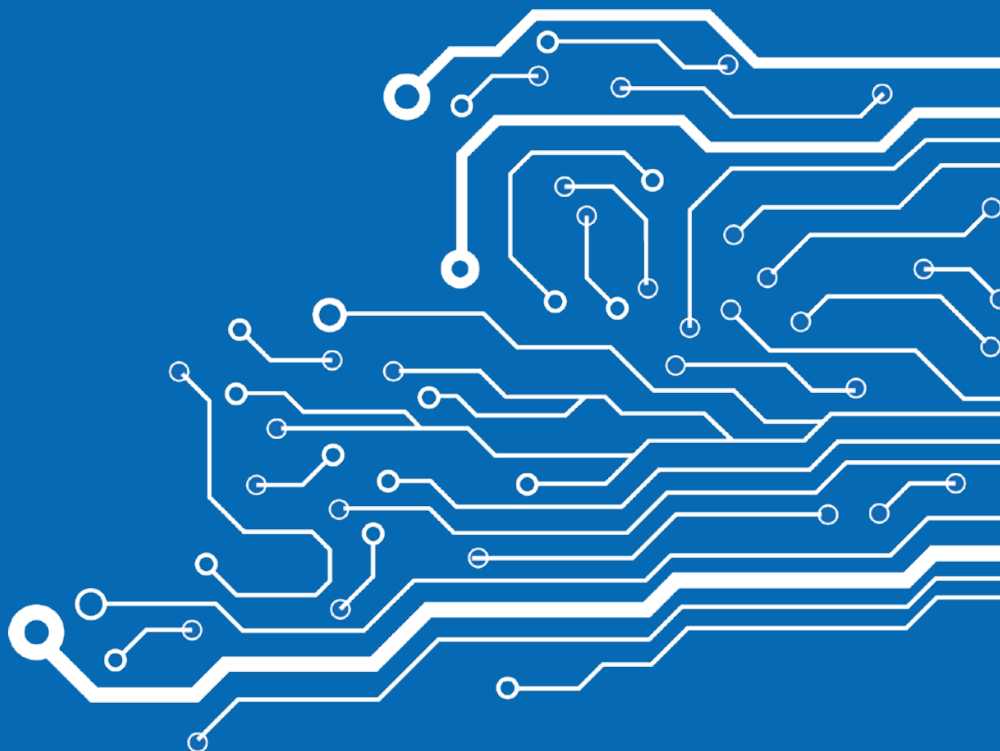


APRIL – JUNE 2019

Earn a Certificate of Completion in  
Basic Computer Literacy, MS Office or  
Digital Media and Design!

Para las clases en español, vaya a la página 15.

All classes are free and open to the public.  
No registration necessary.



[jaxpubliclibrary.org/services/e-services](http://jaxpubliclibrary.org/services/e-services)



## Library Certificate of Completion Program

Participants in JPL's Computer and Technology Classes program are eligible to earn a Certificate of Completion\* in the following tracks:

- **BASIC COMPUTER LITERACY**
- **MS OFFICE BASICS**
- **DIGITAL MEDIA AND DESIGN BASICS**

\*The certificate is issued upon successfully attending the required classes and electives of the track within six months after the first class is taken. When available, equivalent classes taken in Spanish are also accepted.

\*The Certificate of Completion will serve as proof of attendance and does not certify the participant's technical ability or skills.

\*Beginning July 1, 2019, a JPL library card is required to receive the Certificate of Completion. Please visit [jaxpubliclibrary.org/services/get-library-card](http://jaxpubliclibrary.org/services/get-library-card) or speak to a library staff member for more information.

## BASIC COMPUTER LITERACY

Are you new to computers or want to gain more confidence using technology? Everyone is a beginner at some point. These classes are designed to teach you the basics about using your computer or mobile devices, and cover a variety of topics relevant to your daily tech needs.

### Introduction to Computers

Tuesday, April 2.....	1:30 – 3 pm	Highlands Regional Library
Thursday, April 4.....	6 – 7:30 pm	Webb Wesconnett Regional Library

### Introduction to Keyboards

Wednesday, April 10.....	3 – 4:30 pm	Main Library (e-classroom 124)
Wednesday, April 24.....	10:30 am – Noon	Bradham and Brooks Branch Library
Wednesday, April 24.....	3 – 4:30 pm	Main Library (e-classroom 124)
Wednesday, May 8.....	3 – 4:30 pm	Main Library (e-classroom 124)
Wednesday, May 22.....	3 – 4:30 pm	Main Library (e-classroom 124)
Wednesday, June 12.....	3 – 4:30 pm	Main Library (e-classroom 124)
Wednesday, June 26.....	3 – 4:30 pm	Main Library (e-classroom 124)

### Introduction to the Internet

Tuesday, April 9.....	1:30 – 3 pm	Highlands Regional Library
Thursday, April 11.....	6 – 7:30 pm	Webb Wesconnett Regional Library
Wednesday, June 5.....	2 – 3:30 pm	Bradham and Brooks Branch Library

### Internet Safety and Security

Tuesday, April 16.....	1:30 – 3 pm	Highlands Regional Library
Thursday, April 18.....	6 – 7:30 pm	Webb Wesconnett Regional Library
Thursday, May 2.....	10:30 am – Noon	Beaches Branch Library
Wednesday, May 22.....	10:30 am – Noon	Bradham and Brooks Branch Library
Wednesday, June 12.....	2 – 3:30 pm	Bradham and Brooks Branch Library

### Safe Online Shopping

Thursday, April 18.....	1:30 – 3 pm	Regency Square Branch Library
Thursday, May 9.....	10:30 am – Noon	Mandarin Branch Library

### **Email and the Cloud**

Tuesday, April 2 .....	11:30 am – 1 pm	Main Library (e-classroom 124)
Tuesday, April 23 .....	1:30 – 3 pm	Highlands Regional Library
Thursday, April 25 .....	6 – 7:30 pm	Webb Wesconnett Regional Library
Friday, June 14 .....	10:30 am – Noon	South Mandarin Branch Library
Wednesday, June 19 .....	2 – 3:30 pm	Bradham and Brooks Branch Library

### **Smartphones & Tablets for Beginners**

Monday, April 8 .....	6 – 7:30 pm	Regency Square Branch Library
Tuesday, April 30 .....	1:30 – 3 pm	Highlands Regional Library
Wednesday, June 26 .....	2 – 3:30 pm	Bradham and Brooks Branch Library

### **Apple iPhones & iPads**

Tuesday, June 11 .....	6 – 7:30 pm	Regency Square Branch Library
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### **Digital Citizenship: Jacksonville**

Tuesday, May 7 .....	11 am – 12:30 pm	Southeast Regional Library
Tuesday, May 7 .....	6:30 – 8 pm	Southeast Regional Library

### **Selling Items Online**

Tuesday, April 2 .....	11 am – 12:30 pm	Southeast Regional Library
Tuesday, April 2 .....	6:30 – 8 pm	Southeast Regional Library
Wednesday, April 3 .....	11 am – 12:30 pm	Highlands Regional Library
Thursday, June 13 .....	10:30 am – Noon	Mandarin Branch Library
Friday, June 28 .....	10:30 am – Noon	South Mandarin Branch Library

### **Understanding: Video Games**

Saturday, May 18 .....	2:30 – 4 pm	Southeast Regional Library
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### **Online Travel Reservations**

Sunday, May 12 .....	1:30 – 3 pm	Pablo Creek Regional Library
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### **Turn On, Tune In Technology for 50+ Series**

Adults 50+ will find these classes have helpful instructors and an appropriate pace for the novice learner.

**Computers for Adults 50+**

Thursday, April 4 .....10:30 am – Noon Beaches Branch Library  
Monday, April 22.....5 – 6:30 pm Pablo Creek Regional Library

**Internet for Adults 50+**

Thursday, April 25 .....10:30 am – Noon Beaches Branch Library  
Monday, May 13.....5 – 6:30 pm Pablo Creek Regional Library

**Mobile Devices for Adults 50+**

Monday, May 20.....4 – 5:30 pm Regency Square Branch Library  
Tuesday, May 21 .....4:30 – 6 pm Mandarin Branch Library

**iPhones and iPads for Adults 50+**

Thursday, April 11 .....10:30 am – Noon Beaches Branch Library  
Monday, April 29.....5 – 6:30 pm Pablo Creek Regional Library  
Thursday, June 6 .....10:30 am – Noon Mandarin Branch Library

**Android Phones and Tablets for Adults 50+**

Thursday, April 18 .....10:30 am – Noon Beaches Branch Library  
Monday, May 6.....5 – 6:30 pm Pablo Creek Regional Library  
Thursday, May 16 .....10:30 am – Noon Mandarin Branch Library

**DOWNLOADABLE MEDIA AND OTHER DIGITAL LIBRARY RESOURCES**

Learn about Jacksonville Public Library’s downloadable media collection and online resources that cater to your information needs. These classes are also eligible for Certificate of Completion credit under the Basic Computer Literacy track!

**E-Books and More**

Saturday, May 11 .....2 – 3:30 pm South Mandarin Branch Library  
Thursday, June 27 .....1:30 – 3 pm Regency Square Branch Library

**Foundation Directory Online – Finding Funding for your Nonprofit Organization**

Tuesday, April 9 .....5 – 6 p.m. Main Library (e-classroom 124)  
Tuesday, June 25.....5 – 6 p.m. Main Library (e-classroom 124)

**Small Business Databases to Help Entrepreneurs**

Saturday, April 13.....2 – 3:30 pm South Mandarin Branch Library  
Tuesday, April 16.....5 – 6 p.m. Main Library (e-classroom 124)

## MS OFFICE BASICS

Whether you're completely new to MS Office or simply looking to refresh your skills, we've got you covered! Our classes offer a variety of practical tools so you can learn the basics and more of Word, Excel, Outlook, PowerPoint, Publisher and Access. You'll also learn tips, tricks, shortcuts, and more to better use these programs.

MS Office 2016 classes are now offered at Southeast Regional, Webb Wesconnett Regional, and University Park Branch libraries. All other locations will continue to use MS Office 2010.

### MS Office 2010: Word 1

Monday, April 1 .....	5 – 6:30 pm	Pablo Creek Regional Library
Wednesday, April 3 .....	2 – 3:30 pm	Bradham and Brooks Branch Library
Monday, April 8 .....	3 – 4:30 pm	Beaches Branch Library
Tuesday, April 16 .....	11:30 am – 1 pm	Main Library e-classroom 124
Thursday, April 25 .....	6 – 7:30 pm	Pablo Creek Regional Library
Monday, April 29 .....	4 – 5:30 pm	Regency Square Branch Library
Tuesday, April 30 .....	4:30 – 6 pm	Mandarin Branch Library
Tuesday, April 30 .....	6 – 7:30 pm	Pablo Creek Regional Library
Sunday, May 5 .....	1:30 – 3 pm	Pablo Creek Regional Library
Tuesday, May 7 .....	1:30 – 3 pm	Highlands Regional Library
Thursday, May 9 .....	10:30 am – Noon	Beaches Branch Library
Thursday, May 23 .....	10:30 am – Noon	Mandarin Branch Library
Tuesday, May 28 .....	4:30 – 6 pm	Mandarin Branch Library
Friday, May 31 .....	10:30 am – Noon	South Mandarin Branch Library
Wednesday, June 12 .....	11 am – 12:30 pm	Highlands Regional Library
Saturday, June 15 .....	10:30 am – Noon	Pablo Creek Regional Library
Thursday, June 27 .....	6 – 7:30 pm	Pablo Creek Regional Library

### MS Office 2010: Word 2

Monday, April 8 .....	5 – 6:30 pm	Pablo Creek Regional Library
Wednesday, April 10 .....	2 – 3:30 pm	Bradham and Brooks Branch Library
Monday, April 15 .....	3 – 4:30 pm	Beaches Branch Library
Tuesday, April 30 .....	11:30 am – 1 pm	Main Library (e-classroom 124)
Tuesday, May 7 .....	6 – 7:30 pm	Pablo Creek Regional Library
Tuesday, May 14 .....	1:30 – 3 pm	Highlands Regional Library
Thursday, May 16 .....	10:30 am – Noon	Beaches Branch Library
Thursday, May 30 .....	10:30 am – Noon	Mandarin Branch Library
Sunday, June 2 .....	1:30 – 3 pm	Pablo Creek Regional Library

Friday, June 7 .....10:30 am – Noon South Mandarin Branch Library  
 Wednesday, June 19.....11 am – 12:30 pm Highlands Regional Library

**MS Office 2010: Word 3**

Monday, April 15.....5 – 6:30 pm Pablo Creek Regional Library  
 Wednesday, April 17 .....2 – 3:30 pm Bradham and Brooks Branch Library  
 Tuesday, May 7.....11:30 am – 1 pm Main Library (e-classroom 124)  
 Tuesday, May 14.....6 – 7:30 pm Pablo Creek Regional Library  
 Tuesday, May 21.....1:30 – 3 pm Highlands Regional Library  
 Wednesday, June 26.....11 am – 12:30 pm Highlands Regional Library

**MS Office 2016: Word 1**

Thursday, May 9 .....6 – 7:30 pm Webb Wesconnett Regional Library  
 Tuesday, May 14.....11 am – 12:30 pm Southeast Regional Library  
 Tuesday, May 14.....6:30 – 8 pm Southeast Regional Library  
 Wednesday, June 19.....4 – 5:30 pm Southeast Regional Library

**MS Office 2016: Word 2**

Thursday, May 16 .....6 – 7:30 pm Webb Wesconnett Regional Library  
 Tuesday, May 21 .....11 am – 12:30 pm Southeast Regional Library  
 Tuesday, May 21 .....6:30 – 8 pm Southeast Regional Library  
 Wednesday, June 26.....4 – 5:30 pm Southeast Regional Library

**MS Office 2016: Word 3**

Thursday, May 23 .....6 – 7:30 pm Webb Wesconnett Regional Library  
 Tuesday, May 28.....11 am – 12:30 pm Southeast Regional Library  
 Tuesday, May 28.....6:30 – 8 pm Southeast Regional Library

**MS Office 2010: Excel 1**

Monday, April 1.....4 – 5:30 pm Regency Square Branch Library  
 Tuesday, April 2.....4:30 – 6 pm Mandarin Branch Library  
 Tuesday, April 2.....6 – 7:30 pm Pablo Creek Regional Library  
 Wednesday, April 10.....11 am – 12:30 pm Highlands Regional Library  
 Thursday, April 18 .....10:30 am – Noon Mandarin Branch Library  
 Saturday, April 20.....10:30 am – Noon Pablo Creek Regional Library  
 Monday, April 22.....3 – 4:30 pm Beaches Branch Library

Wednesday, April 24 .....	2 – 3:30 pm	Bradham and Brooks Branch Library
Friday, May 3 .....	10:30 am – Noon	South Mandarin Branch Library
Tuesday, May 14.....	11:30 am – 1 pm	Main Library (e-classroom 124)
Tuesday, May 28 .....	1:30 – 3 pm	Highlands Regional Library
Thursday, May 30.....	6 – 7:30 pm	Pablo Creek Regional Library
Monday, June 3.....	5 – 6:30 pm	Pablo Creek Regional Library
Thursday, June 13.....	10:30 am – Noon	Beaches Branch Library
Tuesday, June 18.....	6 – 7:30 pm	Pablo Creek Regional Library
Monday, June 24.....	4 – 5:30 pm	Regency Square Branch Library
Tuesday, June 25.....	4:30 – 6 pm	Mandarin Branch Library

**MS Office 2010: Excel 2**

Monday, April 8.....	4 – 5:30 pm	Regency Square Branch Library
Tuesday, April 9.....	4:30 – 6 pm	Mandarin Branch Library
Tuesday, April 9.....	6 – 7:30 pm	Pablo Creek Regional Library
Wednesday, April 17.....	11 am – 12:30 pm	Highlands Regional Library
Thursday, April 25 .....	10:30 am – Noon	Mandarin Branch Library
Monday, April 29.....	3 – 4:30 pm	Beaches Branch Library
Wednesday, May 1 .....	2 – 3:30 pm	Bradham and Brooks Branch Library
Saturday, May 4.....	10:30 am – Noon	Pablo Creek Regional Library
Friday, May 10 .....	10:30 am – Noon	South Mandarin Branch Library
Tuesday, May 21.....	11:30 am – 1 pm	Main Library (e-classroom 124)
Tuesday, June 4 .....	1:30 – 3 pm	Highlands Regional Library
Monday, June 10.....	5 – 6:30 pm	Pablo Creek Regional Library
Thursday, June 20.....	10:30 am – Noon	Beaches Branch Library
Tuesday, June 25.....	6 – 7:30 pm	Pablo Creek Regional Library

**MS Office 2010: Excel 3**

Tuesday, April 16.....	6 – 7:30 pm	Pablo Creek Regional Library
Wednesday, April 24.....	11 am – 12:30 pm	Highlands Regional Library
Thursday, May 2.....	10:30 am – Noon	Mandarin Branch Library
Monday, May 6.....	3 – 4:30 pm	Beaches Branch Library
Wednesday, May 8 .....	2 – 3:30 pm	Bradham and Brooks Branch Library
Friday, May 17 .....	10:30 am – Noon	South Mandarin Branch Library
Tuesday, May 28.....	11:30 am – 1 pm	Main Library (e-classroom 124)
Tuesday, June 11.....	1:30 – 3 pm	Highlands Regional Library



Monday, June 17.....5 – 6:30 pm Pablo Creek Regional Library  
 Thursday, June 27 .....10:30 am – Noon Beaches Branch Library

**MS Office 2010: Excel 4**

Tuesday, April 23.....6 – 7:30 pm Pablo Creek Regional Library  
 Wednesday, May 1.....11 am – 12:30 pm Highlands Regional Library  
 Monday, May 20.....3 – 4:30 pm Beaches Branch Library  
 Tuesday, June 4.....11:30 am – 1 pm Main Library (e-classroom 124)

**MS Office 2016: Excel 1**

Monday, April 1 .....3 – 4:30 pm University Park Branch Library  
 Tuesday, April 9 .....11 am – 12:30 pm Southeast Regional Library  
 Tuesday, April 9.....6:30 – 8 pm Southeast Regional Library  
 Thursday, May 30 .....6 – 7:30 pm Webb Wesconnett Regional Library  
 Saturday, June 15.....2:30 – 4 pm Southeast Regional Library

**MS Office 2016: Excel 2**

Monday, April 15.....3 – 4:30 pm University Park Branch Library  
 Tuesday, April 16 .....11 am – 12:30 pm Southeast Regional Library  
 Tuesday, April 16.....6:30 – 8 pm Southeast Regional Library  
 Thursday, June 6 .....6 – 7:30 pm Webb Wesconnett Regional Library  
 Saturday, June 22.....Noon – 1:30 pm Southeast Regional Library  
 Saturday, June 22.....2:30 – 4 pm Southeast Regional Library

**MS Office 2016: Excel 3**

Tuesday, April 23.....11 am – 12:30 pm Southeast Regional Library  
 Tuesday, April 23.....6:30 – 8 pm Southeast Regional Library  
 Monday, May 6.....3 – 4:30 pm University Park Branch Library  
 Thursday, June 13.....6 – 7:30 pm Webb Wesconnett Regional Library  
 Saturday, June 29.....Noon – 1:30 pm Southeast Regional Library  
 Saturday, June 29.....2:30 – 4 pm Southeast Regional Library

**MS Office 2016: Excel 4**

Tuesday, April 30.....11 am – 12:30 pm Southeast Regional Library  
 Tuesday, April 30.....6:30 – 8 pm Southeast Regional Library  
 Monday, June 3.....3 – 4:30 pm University Park Branch Library

**MS Office 2010: PowerPoint 1**

Friday, April 5 .....	10:30 am – Noon	South Mandarin Branch Library
Monday, April 29 .....	6 – 7:30 pm	Bradham and Brooks Branch Library
Wednesday, May 8 .....	11 am – 12:30 pm	Highlands Regional Library
Wednesday, May 15 .....	2 – 3:30 pm	Bradham and Brooks Branch Library
Tuesday, May 21 .....	6 – 7:30 pm	Pablo Creek Regional Library
Thursday, June 6 .....	10:30 am – Noon	Beaches Branch Library
Sunday, June 9 .....	1:30 – 3 pm	Pablo Creek Regional Library
Tuesday, June 11 .....	11:30 am – 1 pm	Main Library (e-classroom 124)
Monday, June 17 .....	4 – 5:30 pm	Regency Square Branch Library
Tuesday, June 18 .....	4:30 – 6 pm	Mandarin Branch Library
Tuesday, June 18 .....	1:30 – 3 pm	Highlands Regional Library
Thursday, June 20 .....	10:30 am – Noon	Mandarin Branch Library
Monday, June 24 .....	3 – 4:30 pm	Beaches Branch Library
Monday, June 24 .....	5 – 6:30 pm	Pablo Creek Regional Library

**MS Office 2010: PowerPoint 2**

Friday, April 12 .....	10:30 am – Noon	South Mandarin Branch Library
Wednesday, May 15 .....	11 am – 12:30 pm	Highlands Regional Library
Wednesday, May 22 .....	2 – 3:30 pm	Bradham and Brooks Branch Library
Tuesday, June 18 .....	11:30 am – 1 pm	Main Library (e-classroom 124)
Tuesday, June 25 .....	1:30 – 3 pm	Highlands Regional Library

**MS Office 2016: PowerPoint 1**

Monday, June 10 .....	3 – 4:30 pm	University Park Branch Library
Thursday, June 20 .....	6 – 7:30 pm	Webb Wesconnett Regional Library

**MS Office 2016: PowerPoint 2**

Monday, June 17 .....	3 – 4:30 pm	University Park Branch Library
Thursday, June 27 .....	6 – 7:30 pm	Webb Wesconnett Regional Library

**MS Office 2010: Publisher**

Thursday, April 4 .....	10:30 am – Noon	Mandarin Branch Library
Monday, June 10 .....	4 – 5:30 pm	Regency Square Branch Library
Tuesday, June 11 .....	4:30 – 6 pm	Mandarin Branch Library
Tuesday, June 25 .....	11:30 am – 1 pm	Main Library (e-classroom 124)

## Free Alternatives to Microsoft Office

Sunday, April 14 .....1:30 – 3 pm Pablo Creek Regional Library

## DIGITAL MEDIA AND DESIGN BASICS

Explore and enhance your creative side with fun tech tools! This learning track includes foundational classes that enable participants the opportunity to design simple projects involving digital images, basic coding, web design, 3-D printing and more.

### Digital Photography Basics

Saturday, April 6.....Noon – 1:30 pm Southeast Regional Library  
Saturday, April 6.....2:30 – 4 pm Southeast Regional Library  
Friday, April 19 .....4 – 5:30 pm Main Library (e-classroom 124)

### Digital Photography Portraits

Friday, April 26 .....4 – 5:30 pm Main Library (e-classroom 124)

### Adobe Photoshop 1

Saturday, April 13.....Noon – 1:30 pm Southeast Regional Library  
Saturday, April 13.....2:30 – 4 pm Southeast Regional Library  
Friday, May 10 .....4 – 5:30 pm Main Library (e-classroom 124)  
Monday, June 10.....3 – 4:30 pm Beaches Branch Library

### Adobe Photoshop 2

Saturday, April 20.....2:30 – 4 pm Southeast Regional Library  
Friday, May 17 .....4 – 5:30 pm Main Library (e-classroom 124)  
Saturday, June 11.....10:30 am – Noon Pablo Creek Regional Library  
Monday, June 17.....3 – 4:30 pm Beaches Branch Library

### GIMP Digital Image Editing: Introduction

Wednesday, April 17 .....4 – 5:30 pm Southeast Regional Library  
Sunday, May 19 .....1:30 – 3 pm Pablo Creek Regional Library  
Friday, May 24 .....4 – 5:30 pm Main Library (e-classroom 124)  
Thursday, June 20 .....3 – 4:30 pm University Park Branch Library

### GIMP Digital Image Editing: Layers and Masks

Wednesday, April 24.....4 – 5:30 pm Southeast Regional Library  
Thursday, June 27 .....3 – 4:30 pm University Park Branch Library

## **GIMP Digital Image Editing: Color Manipulation**

Wednesday, May 1.....4 – 5:30 pm Southeast Regional Library

## **GIMP Digital Image Editing: Digital Painting**

Wednesday, May 8.....4 – 5:30 pm Southeast Regional Library

## **Introduction to Coding**

Saturday, April 13.....3 – 4:30 pm Pablo Creek Regional Library  
Thursday, April 18.....3 – 4:30 pm University Park Branch Library  
Saturday, April 27.....Noon – 1:30 pm Southeast Regional Library  
Saturday, April 27.....2:30 – 4 pm Southeast Regional Library  
Wednesday, May 15.....4 – 5:30 pm Southeast Regional Library  
Wednesday, May 22.....11 am – 12:30 pm Highlands Regional Library  
Friday, May 31.....4 – 5:30 pm Main Library (e-classroom 124)  
Tuesday, June 4.....11 am – 12:30 pm Southeast Regional Library  
Tuesday, June 4.....6:30 – 8 pm Southeast Regional Library  
Sunday, June 23.....1:30 – 3 pm Pablo Creek Regional Library

## **Coding: Python 1**

Monday, April 22.....4 – 5:30 pm Regency Square Branch Library  
Tuesday, April 23.....4:30 – 6 pm Mandarin Branch Library  
Saturday, May 4.....Noon – 1:30 pm Southeast Regional Library  
Saturday, May 4.....2:30 – 4 pm Southeast Regional Library  
Thursday, May 9.....3 – 4:30 pm University Park Branch Library  
Saturday, May 11.....3 – 4:30 pm Pablo Creek Regional Library  
Wednesday, May 29.....11 am – 12:30 pm Highlands Regional Library  
Wednesday, June 5.....4 – 5:30 pm Southeast Regional Library  
Friday, June 7.....4 – 5:30 pm Main Library (e-classroom 124)  
Tuesday, June 11.....11 am – 12:30 pm Southeast Regional Library  
Tuesday, June 11.....6:30 – 8 pm Southeast Regional Library  
Sunday, June 30.....1:30 – 3 pm Pablo Creek Regional Library

## **Coding: Python 2**

Saturday, May 11.....Noon – 1:30 pm Southeast Regional Library  
Saturday, May 11.....2:30 – 4 pm Southeast Regional Library  
Thursday, May 16.....3 – 4:30 pm University Park Branch Library  
Saturday, May 25.....3 – 4:30 pm Pablo Creek Regional Library  
Wednesday, June 5.....11 am – 12:30 pm Highlands Regional Library  
Wednesday, June 12.....4 – 5:30 pm Southeast Regional Library

Friday, June 14 .....	4 – 5:30 pm	Main Library (e-classroom 124)
Tuesday, June 18.....	11 am – 12:30 pm	Southeast Regional Library
Tuesday, June 18.....	6:30 – 8 pm	Southeast Regional Library

**Coding: Python 3**

Tuesday, June 25.....	11 am – 12:30 pm	Southeast Regional Library
Tuesday, June 25.....	6:30 – 8 pm	Southeast Regional Library

**Web Design 1: Basic HTML**

Thursday, April 25 .....	3 – 4:30 pm	University Park Branch Library
Monday, May 13.....	4 – 5:30 pm	Regency Square Branch Library
Tuesday, May 14.....	4:30 – 6 pm	Mandarin Branch Library
Wednesday, May 22.....	4 – 5:30 pm	Southeast Regional Library
Saturday, May 25.....	Noon – 1:30 pm	Southeast Regional Library
Saturday, May 25.....	2:30 – 4 pm	Southeast Regional Library
Saturday, June 8.....	3 – 4:30 pm	Pablo Creek Regional Library
Friday, June 21 .....	4 – 5:30 pm	Main Library (e-classroom 124)

**Web Design 2: CSS**

Thursday, May 2 .....	3 – 4:30 pm	University Park Branch Library
Wednesday, May 29.....	4 – 5:30 pm	Southeast Regional Library
Saturday, June 1.....	Noon – 1:30 pm	Southeast Regional Library
Saturday, June 1.....	2:30 – 4 pm	Southeast Regional Library
Saturday, June 22.....	3 – 4:30 pm	Pablo Creek Regional Library
Friday, June 28 .....	4 – 5:30 pm	Main Library (e-classroom 124)

**Web Design 3: Responsive Design**

Saturday, June 8.....	Noon – 1:30 pm	Southeast Regional Library
Saturday, June 8.....	2:30 – 4 pm	Southeast Regional Library

**Editing and Publishing your E-book**

Sunday, April 28 .....	1:30 – 3 pm	Pablo Creek Regional Library
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**Introduction to 3-D Printing**

Friday, April 5 .....	4 – 5:30 pm	Main Library (e-classroom 124)
Thursday, May 23 .....	3 – 4:30 pm	University Park Branch Library

### 3-D Design: TinkerCAD

Sunday, April 7 .....	1:30 – 3 pm	Pablo Creek Regional Library
Friday, April 12 .....	4 – 5:30 pm	Main Library (e-classroom 124)
Monday, June 3 .....	4 – 5:30 pm	Regency Square Branch Library
Tuesday, June 4 .....	4:30 – 6 pm	Mandarin Branch Library

### 3-D Printing Pens for Easter

Monday, April 15.....	4 – 5:30 pm	Regency Square Branch Library
Tuesday, April 16.....	4:30 – 6 pm	Mandarin Branch Library
Friday, April 19 .....	10:30 am – Noon	South Mandarin Branch Library

### 3-D Printing Pens for Mother’s Day and Memorial Day

Monday, May 6.....	4 – 5:30 pm	Regency Square Branch Library
Tuesday, May 7.....	4:30 – 6 pm	Mandarin Branch Library

### 3-D Printing Pens: Summer Fun

Friday, June 21 .....	10:30 am – Noon	South Mandarin Branch Library
Thursday, June 27 .....	10:30 am – Noon	Mandarin Branch Library

### 3-D Design: Blender

Thursday, May 30.....	3 – 4:30 pm	University Park Branch Library
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### 3-D Design: Creating Solid Objects in Blender

Thursday, June 6.....	3 – 4:30 pm	University Park Branch Library
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### 3-D Design: Sculpting in Blender

Thursday, June 13.....	3 – 4:30 pm	University Park Branch Library
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## Classes for Tweens and Teens

### Robot Derby: Spheros

Monday, April 8 .....	3:30 – 5 pm	Dallas Graham Branch Library
Tuesday, April 9 .....	3:30 – 5 pm	Brentwood Branch Library
Thursday, April 11 .....	3:30 – 5 pm	Westbrook Branch Library
Friday, April 12 .....	3:30 – 5 pm	Eastside Branch Library

### Introduction to 3-D Pens

Monday, April 15 .....	3:30 – 5 pm	Dallas Graham Branch Library
Tuesday, April 16 .....	3:30 – 5 pm	Brentwood Branch Library
Thursday, April 18 .....	3:30 – 5 pm	Westbrook Branch Library
Friday, April 19 .....	3:30 – 5 pm	Eastside Branch Library

### Teen Tech Lab

Monday, May 6 .....	3:30 – 5 pm	Dallas Graham Branch Library
Tuesday, May 7 .....	3:30 – 5 pm	Brentwood Branch Library
Thursday, May 9 .....	3:30 – 5 pm	Westbrook Branch Library
Friday, May 10 .....	3:30 – 5 pm	Eastside Branch Library
Saturday, May 11 .....	11 am – 12:30 pm	Pablo Creek Regional Library
Monday, May 13 .....	3:30 – 5 pm	Dallas Graham Branch Library
Tuesday, May 14 .....	3:30 – 5 pm	Brentwood Branch Library
Thursday, May 16 .....	3:30 – 5 pm	Westbrook Branch Library
Friday, May 17 .....	3:30 – 5 pm	Eastside Branch Library
Saturday, May 25 .....	11 am – 12:30 pm	Pablo Creek Regional Library
Saturday, June 22 .....	11 am – 12:30 pm	Pablo Creek Regional Library

### K'Nex Building

Monday, June 10 .....	3:30 – 5 pm	Dallas Graham Branch Library
Tuesday, June 11 .....	3:30 – 5 pm	Brentwood Branch Library
Thursday, June 13 .....	3:30 – 5 pm	Westbrook Branch Library
Friday, June 14 .....	3:30 – 5 pm	Eastside Branch Library

### Osmo & Puzzles

Monday, June 3 .....	3:30 – 5 pm	Dallas Graham Branch Library
Tuesday, June 4 .....	3:30 – 5 pm	Brentwood Branch Library
Thursday, June 6 .....	3:30 – 5 pm	Westbrook Branch Library
Friday, June 7 .....	3:30 – 5 pm	Eastside Branch Library

## COMPUTER CLASSES IN SPANISH

### Clases de Computadoras en Español

#### Las clases en las bibliotecas de Webb y Southeast son Microsoft Office 2016

#### Correo electronico y la nube

martes, abril 9 .....	6 – 7:30 pm	South Mandarin Branch Library
jueves, abril 11 .....	7 – 8:30 pm	Southeast Regional Library
viernes, abril 12 .....	10:30 am – Noon	Webb Wesconnett Regional Library

#### Resolviendo problemas basico de su Computadora

martes, abril 23 .....	6 – 7:30 pm	South Mandarin Branch Library
jueves, abril 25 .....	7 – 8:30 pm	Southeast Regional Library
viernes, abril 26 .....	10:30 am – Noon	Webb Wesconnett Regional Library

### **Dispositivos Inteligentes Para Principiantes**

martes, junio 4.....	6 – 7:30 pm	South Mandarin Branch Library
jueves, junio 6 .....	7 – 8:30 pm	Southeast Regional Library
viernes, junio 7 .....	10:30 am – Noon	Webb Wesconnett Regional Library

### **Introduction a Aplicaciones mobiles (español)**

martes, junio 18.....	6 – 7:30 pm	South Mandarin Branch Library
jueves, junio 20 .....	7 – 8:30 pm	Southeast Regional Library
viernes, junio 21 .....	10:30 am – Noon	Webb Wesconnett Regional Library

### **Reservando Viajes por Internet**

martes, mayo 7.....	6 – 7:30 pm	South Mandarin Branch Library
jueves, mayo 9 .....	7 – 8:30 pm	Southeast Regional Library
viernes, mayo 10.....	10:30 am – Noon	Webb Wesconnett Regional Library

### **Como Vender Usando el Internet**

martes, mayo 21.....	6 – 7:30 pm	South Mandarin Branch Library
jueves, mayo 23 .....	7 – 8:30 pm	Southeast Regional Library
viernes, mayo 24 .....	10:30 am – Noon	Webb Wesconnett Regional Library

### **Microsoft Office 2010: Word 1 (español)**

martes, mayo 14.....	6 – 7:30 pm	South Mandarin Branch Library
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### **Microsoft Office 2016: Word 1 (español)**

jueves, mayo 16 .....	7 – 8:30 pm	Southeast Regional Library
viernes, mayo 17 .....	10:30 am – Noon	Webb Wesconnett Regional Library

### **Microsoft Office 2010: Word 2 (español)**

martes, mayo 28.....	6 – 7:30 pm	South Mandarin Branch Library
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### **Microsoft Office 2016: Word 2 (español)**

jueves, mayo 30 .....	7 – 8:30 pm	Southeast Regional Library
viernes, mayo 31 .....	10:30 am – Noon	Webb Wesconnett Regional Library



**MS Office Word Para Resumes (español)**

martes, abril 30 .....6 – 7:30 pm South Mandarin Branch Library  
jueves, mayo 2 .....7 – 8:30 pm Southeast Regional Library

**Microsoft Office 2010: PowerPoint 1 (español)**

martes, junio 11.....6 – 7:30 pm South Mandarin Branch Library

**Office 2016: PowerPoint 1 (español)**

jueves, junio 13 .....7 – 8:30 pm Southeast Regional Library  
viernes, junio 14 .....10:30 am – Noon Webb Wesconnett Regional Library

**MS Office 2010: PowerPoint 2 (español)**

martes, junio 25 .....6 – 7:30 p.m. South Mandarin Branch Library

**MS Office 2016: Power Point 2 (español)**

jueves, junio 27 .....7 – 8:30 pm Southeast Regional Library  
viernes, junio 28 .....10:30 am – Noon Webb Wesconnett Regional Library

**MS Office 2010: Publisher (español)**

martes, abril 16 .....6 – 7:30 pm South Mandarin Branch Library

**MS Office 2016: Publisher (español)**

jueves, abril 18 .....7 – 8:30 pm Southeast Regional Library  
jueves, abril 19 .....10:30 am – Noon Webb Wesconnett Regional Library

**Alternativas Gratis a Microsoft Office (español)**

martes, abril 2 .....6 – 7:30 pm South Mandarin Branch Library  
jueves, abril 4 .....7 – 8:30 pm Southeast Regional Library

## BASIC COMPUTER LITERACY certificate requirements and class tracking sheet

Complete three (3) required and five (5) elective classes from the list within six months to earn the Certificate of Completion.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

### Required classes

Choose any three (3) from the following topics:

Class Topic	Date Attended	Instructor's Signature
Introduction to Computers	_____	_____
Understanding the Hard Drive	_____	_____
Windows File Management	_____	_____
Introduction to the Internet	_____	_____
Internet Safety and Security	_____	_____
Internet Searching & Evaluating Websites	_____	_____
Introduction to Email	_____	_____
Introduction to Cloud Computing	_____	_____
<i>Any Operating System class:</i>		
Introduction to Windows 10	_____	_____
OR Windows 10 Apps	_____	_____
MacBook/OSX	_____	_____
Linux Operating System	_____	_____
<i>Any mobile device class:</i>		
Smartphones and Tablets for Beginners	_____	_____
Introduction to Android Tablets & Smartphones	_____	_____
Introduction to Apple iOS (iPad & iPhone)	_____	_____
Introduction to Mobile Apps	_____	_____

### Electives

Choose five (5) classes not taken as required on the list above or any of the topics below.

Class Topic	Date Attended	Instructor's Signature
Computer Skills for Job Seekers	_____	_____
Introduction to Keyboarding	_____	_____
Basic Mouse Skills	_____	_____
Basic Computer Troubleshooting	_____	_____
Computer Hardware: Disassembly & Assembly	_____	_____
Introduction to Social Networking	_____	_____
Introduction to Open Source	_____	_____

Selling Items Online	_____	_____
Online Travel Reservations	_____	_____
What's New in Technology?	_____	_____
A downloadable media & other library resources class	_____	_____
Any MS Office 2010 class (will receive credit for that track)	_____	_____
Any Digital Media and Design class (will receive credit for that track)	_____	_____

**MICROSOFT OFFICE BASICS certificate requirements and class tracking sheet**

Complete five (5) required and three (3) elective classes from the list within six months to earn the Certificate of Completion.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Required classes**

<b>Class Topic</b>	<b>Date Attended</b>	<b>Instructor's Signature</b>
<i>Any two (2) MS Office Word classes:</i>		
MS Office: Word 1	_____	_____
MS Office: Word 2	_____	_____
MS Office: Word 3	_____	_____
MS Office: Word for Resumes	_____	_____
<i>Any two (2) MS Office Excel classes:</i>		
MS Office: Excel 1	_____	_____
MS Office: Excel 2	_____	_____
MS Office: Excel 3	_____	_____
MS Office: Excel 4	_____	_____
<i>Any one (1) MS Office PowerPoint class:</i>		
MS Office: PowerPoint 1	_____	_____
MS Office: PowerPoint 2	_____	_____

**Electives**

Choose any three (3) classes not taken as required on the list above or any of the following:

<b>Class Topic</b>	<b>Date Attended</b>	<b>Instructor's Signature</b>
MS Office: Publisher	_____	_____
MS Office: Access	_____	_____
Microsoft OneNote	_____	_____
Introduction to LibreOffice	_____	_____
Free Alternatives to Microsoft Office	_____	_____
Prezi	_____	_____

## DIGITAL MEDIA AND DESIGN BASICS

### certificate requirements and class tracking sheet

Complete three (3) required and five (5) elective classes from the list within six months to earn the Certificate of Completion.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

#### Required classes

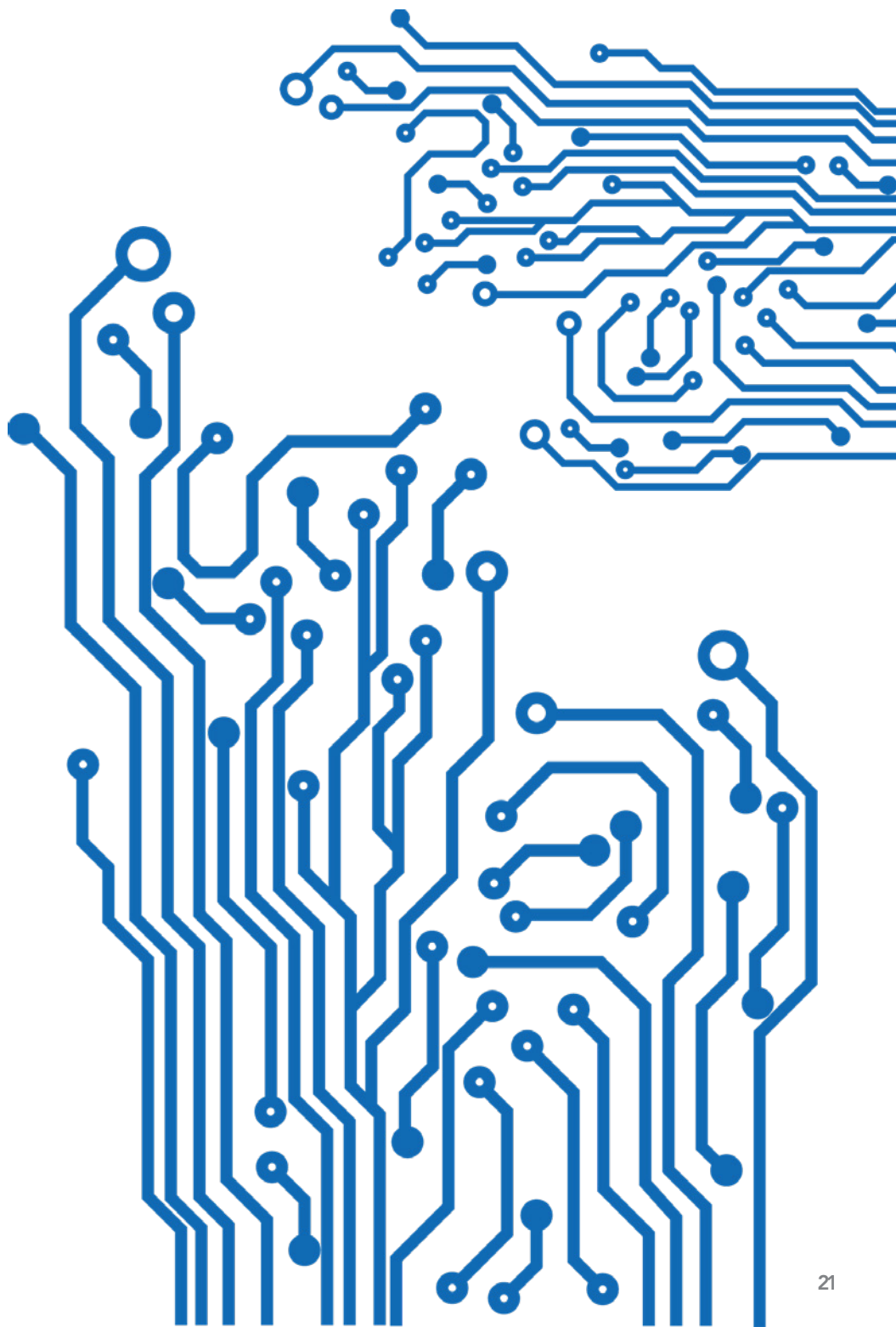
Class Topic	Date Attended	Instructor's Signature
<i>Any one (1) digital images and editing class:</i>		
Digital Photography Basics	_____	_____
Digital Photography in the Field	_____	_____
Digital Photography Portraits	_____	_____
Digital Photography for Blogging and Social Media	_____	_____
Adobe Photoshop 1	_____	_____
Adobe Photoshop 2	_____	_____
GIMP Digital Image Editing	_____	_____
Inkscape	_____	_____
<i>Any one (1) Coding or Web Design class:</i>		
Introduction to Coding	_____	_____
Coding: Python 1	_____	_____
Coding: Python 2	_____	_____
Web Design 1: Basic HTML	_____	_____
Web Design 2: Basic CSS	_____	_____
Web Design 3: Responsive Design	_____	_____
<i>Any one (1) 3-D Design class</i>		
Introduction to 3-D Printing	_____	_____
Introduction to 3-D Printing Pens	_____	_____
3-D Design: Tinkercad	_____	_____
3-D Design: Blender	_____	_____

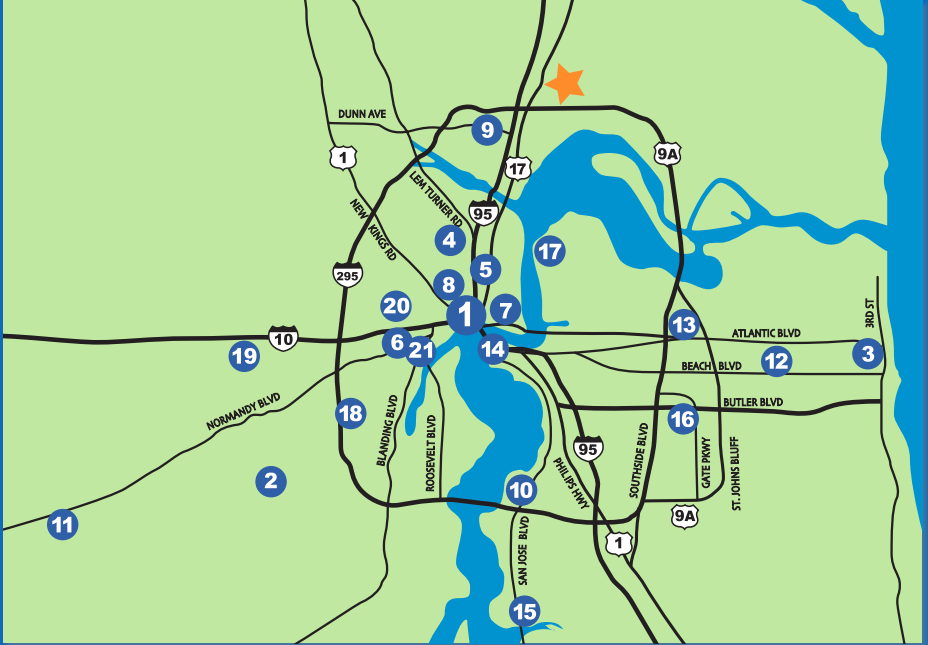
#### Electives

Choose any five (5) classes not taken as required on the list above or any of the following:

Class Topic	Date Attended	Instructor's Signature
Editing and Publishing Your E-Book	_____	_____
Web Design: Blogging 101	_____	_____
Robot Derby	_____	_____
Other: _____	_____	_____

Similar classes for seasonal or holiday themes as well as classes offered for teens and tweens will also receive credit.





1. **Main Library:** (904) 630-2665 303 Laura St. N., 32202  
Center for Adult Learning: (904) 630-2426
2. **Argyle Branch:** (904) 573-3164 7973 Old Middleburg Road S., 32222
3. **Beaches Branch:** (904) 241-1141 600 3rd St., Neptune Beach, 32266
4. **Bradham and Brooks Branch:** (904) 765-5402 1755 Edgewood Ave. W., 32208
5. **Brentwood Branch:** (904) 630-0924 3725 Pearl St., 32206
6. **Bill Brinton Murray Hill Branch:** (904) 384-2665 918 Edgewood Ave. S., 32205
7. **Brown Eastside Branch:** (904) 630-5466 1390 Harrison St., 32206
8. **Dallas Graham Branch:** (904) 630-0922 2304 Myrtle Ave. N., 32209
9. **Highlands Regional:** (904) 757-7702 1826 Dunn Ave., 32218
10. **Mandarin Branch:** (904) 262-5201 3330 Kori Road, 32257
11. **Maxville Branch:** (904) 289-7563 8375 Maxville Blvd., 32234
12. **Pablo Creek Regional:** (904) 992-7101 13295 Beach Blvd., 32246
13. **Regency Square Branch:** (904) 726-5142 9900 Regency Square Blvd., 32225
14. **San Marco Branch:** (904) 858-2907 1513 LaSalle St., 32207
15. **South Mandarin Branch:** (904) 288-6385 12125 San Jose Blvd., 32223
16. **Southeast Regional:** (904) 996-0325 10599 Deerwood Park Blvd., 32256
17. **University Park Branch:** (904) 630-1265 3435 University Blvd. N., 32277
18. **Charles Webb Wesconnett Regional:** (904) 778-7305 6887 103<sup>rd</sup> St., 32210
19. **West Branch:** (904) 693-1448 1425 Chaffee Road S., 32221
20. **Westbrook Branch:** (904) 384-7424 2809 Commonwealth Ave., 32254
21. **Willowbranch Branch:** (904) 381-8490 2875 Park St., 32205

## ABOUT OUR CLASSES

Classes are offered in English and Spanish and include training about the library's downloadable media service, computer basics, Microsoft Office, and special topics that cover a variety of technology related needs.

All classes are free and are available at various Jacksonville Public Library locations. No registration necessary. Seating is on a first-come, first-served basis.

Due to limited e-classroom space, all classes at the Southeast Regional Library require an entry ticket available an hour prior to class time at the Reference Desk. We appreciate your patience and cooperation.

## OTHER E-SERVICES PROGRAMS

Please refer to individual library branch flyers or contact your local library branch for specific dates and times.

### Open Lab

Free computer access for job applications, online classes, e-government services, email and individual work. An e-library specialist will be on hand to answer questions. This service is available Tuesday and Friday afternoons at the Main Library (e-classroom 124).

### 1-on-1 Tech Tutoring

One-on-one assistance with downloadable media, email, internet, online applications, and basic technology instruction. Sign up for your appointment online at [jaxpubliclibrary.org/e-services/one-one-tech-help](http://jaxpubliclibrary.org/e-services/one-one-tech-help). Please visit or call your local library branch if you need help booking an appointment. Kindly bring your JPL library card to the appointment and learn how to fully enjoy the variety of resources the library offers. E-Library specialists will also be able to assist you in applying or reactivating library cards.

### Drop In! Technology Help for Adults 50+

Walk-in technology assistance with no appointment needed. Check our calendar for details.

### Tech Help Via Email

Many questions can be answered quickly through email with no need for an appointment. Email us at [jple-services@coj.net](mailto:jple-services@coj.net) for your question or issue.

### 3-D Printing

The Jacksonville Public Library is happy to offer customers the ability to submit your design to be printed on the library's 3-D printer. Visit us at [jaxpubliclibrary.org/services/3-d-printing-jacksonville-public-library](http://jaxpubliclibrary.org/services/3-d-printing-jacksonville-public-library).

