



Bienestar
Building housing, hope and futures

Computer Classes Outcome Report 1st level

June 6th to July 15th 2011

Prepared by Jorge Tello – Program Coordinator

Once again we were pleased to start the 4th round of Computer Classes in Sunset Gardens apartments from June 6th to July 15th 2011. Seven residents from Sunset Gardens were enrolled for the class! 90% of the class had already used a computer before doing things like: web surfing, YouTube, Google and a little bit of word processing; 10% had never used a computer before. When I asked the residents,



why are you taking this class? All of them said they needed computer classes to have better skills so they can find a job or a better job!

As is usual in all of our class the first day started with ["mouercise"](#) an online mouse

training so the students can get used to the functions of the mouse, everyone got used to it very quickly.

Students learned the basics of Microsoft office Word 2007, Internet Explorer, Windows Explorer, how to look for information on the internet, how to create a flyer using MS Word and Internet Explorer.

Each student learned how to create their own yahoo.com e-mail address and practiced sending e-mails and chatting with each other; they also sent an e-mail to Bienestar Executive Director and Resident Services Director to express their thoughts about the class.



E-mail from Resident Zayda Alvarez

From: zayda alvarez [<mailto:cienfuegos008@live.com>]

Sent: Tuesday, July 05, 2011 8:43 PM

To: Karen Shawcross; Gracie Garcia; Jorge Tello

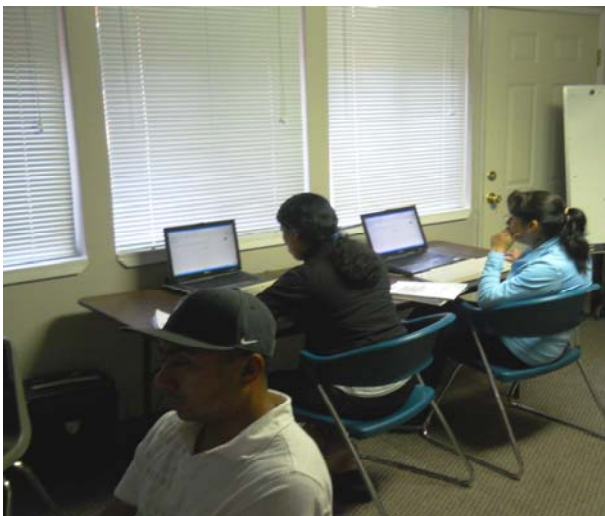
Subject: Sunset Gardens Apartments.

Estoy muy agradecida de la oportunidad que nos dan de aprender a usar correctamente la tecnología, para mi es una experiencia muy buena el compartir con los mismos residentes de sunset gardens las clases de computacion y aprender entre todos con la ayuda de nuestro Maestro Jorge q es super paciente y nos ensena paso a paso, eh aprendido vastantes cosas nuevas de computacion y a usar la mayoría de las teclas, a usarlas y facilitar los escritos, como por ejemplo si se me borra algun escrito q ya hize, ya no tengo q escribirlo de nuevo, aprendi la forma de como hacer que salga sin volver a empear a escribirlo. Me gusto mucho participar en esta actividad de las clases de computacion, mas aun por que nos veneficiamos nosotros mismos, espero que tengamos una segunda clase mas avanzada 😊 despues que terminemos con esta clase vasica..! 😊 Gracias a nuestro maestro Jorge por ayudarnos y enseñarnos, y a los organizadores por tomarnos encuesta y hacer estos programas posibles.

Atte: Zayda Alvarez.

I am very thankful for the opportunity to learn how to properly use technology, to me is a very good experience with them sharing the sunset gardens residents computer classes and learn from with the help of our teacher Jorge who is super patient and teaches us step by step, i learned new things about computers and use most of the keys to use and facilitate the writing, for example I learned that if I delete some already written, I don't have write it again, I learned how to correct it without writing it again. I really enjoyed participating in this activity of the computer classes, but even that we ourselves benefit from it; I hope you have a second and more advanced class 😊 after we finish with this basic one..! 😊 Thanks to teacher Jorge for helping out and teaching, and the organization for making these programs possible.

Attn: Zayda Alvarez.



During the six weeks of class everyone was very interested in learning; the positive attitudes of each student help them to finish the class and at the end we raffled a donated computer!

Respectfully submitted,

Jorge Tello

COMPUTER LITERACY ASSESSMENT 1st Level

This report reflects how many people out of 7 had general knowledge in computer, word processing and internet. On the pre and post test.

General Knowledge	Pre Test	Post test
1. Can you name at least one input and one output device?	4	6
2. Do you know what RAM stands for and how much your computer has?	0	6
3. Do you know what an “icon” is and what to do with it?	3	7
4. Do you know how to use your mouse to “drag an item”?	2	7
5. Do you know how to search for a file on your computer?	1	5
6. Do you know what a modem is used for?	0	4
7. Do you know how to open up more than one computer program at a time and how to move quickly between them?	3	6
8. If you have a program on a diskette or a CD, do you know how to tell a computer to RUN it?	2	5
9. Do you know how to reboot your computer?	1	7
10. Do you know the acceptable form for a filename?	1	5

Word Processing	Pre Test	Post test
1. Do you know what a font is?	3	7
2. Do you know how to cut and paste a block of text?	2	7
3. Do you know how to change margins in a document?	1	6
4. Do you know what the clipboard does?	0	5
5. Do you know how to create a table in a document?	0	6
6. Do you know how to tell your word processor to number the pages of your document?	1	3
7. Do you know how to use a mouse to click, hold and drag over a block of text?	0	7
8. Do you know what templates and wizards are and how to use them?	0	4

Internet	Pre Test	Post test
1. Do you have an email address?	2	7
2. Have you ever used a browser like Internet Explorer or Netscape to visit the World Wide Web?	4	6
3. Can you locate three major search engines?	1	6
4. If you found a website on the web that you liked, do you know how to save that site so you can easily return to it?	1	5
5. Do you know what a computer virus is and how to avoid them?	3	7