



Bienestar
Building housing, hope and futures

Computer Classes Outcome Report 1st level

February 25th to April 8th 2011

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On February 25th 2011 we started the 2nd Cycle of Computer Classes level 1 at Montebello Apartments Computer Lab, with residents from Montebello and Sierra West Apartments. This class was every Friday morning until April 8th. Only 10% of the students had previously used a computer for basic word processing and internet, the rest had never used a computer, one has computer at home but only her children know how to use it.



Students learned basic typing skills, word processing, web surfing and each one created their own e-mail address. They also learned how to use Google to search for information and images to create a flyer.

Before learning all the above, students practiced for one hour on an online course called [“mousercise”](#) this helps them get to know the proper functions of the mouse and they also practiced on the correct position of their hand on the keyboard.

Everyone in the class did their best and helps each other out, two of the students had never been in any of the Bienestar classes and they are now very thankful for this opportunity and hoping to continue taking more classes.

For the first time we were able to raffle a computer for those who never miss a class and work hard each time. Fortunately the student who was the most advanced and quick learner won the computer, now he’s getting the internet service at his apartment and ready to learn more!



COMPUTER LITERACY ASSESSMENT 1st Level

This report reflects how many people out of 4 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?	1	2
2. Do you know what RAM stands for and how much your computer has?	0	2
3. Do you know what an “icon” is and what to do with it?	1	3
4. Do you know how to use your mouse to “drag an item”?	0	3
5. Do you know how to search for a file on your computer?	0	3
6. Do you know what a modem is used for?	0	2
7. Do you know how to open up more than one computer program at a time and how to move quickly between them?	0	2
8. If you have a program on a diskette or a CD, do you know how to tell a computer to RUN it?	0	2
9. Do you know how to reboot your computer?	1	3
10. Do you know the acceptable form for a filename?	0	2

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

Internet	Pre Test	Post test
1. Do you have an email address?	0	3
2. Have you ever used a browser like Internet Explorer or Netscape to visit the World Wide Web?	0	2
3. Can you locate three major search engines?	0	2
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?	0	3
5. Do you know what a computer virus is and how to avoid them?	0	3