

Computer Classes outcome report 1st level

November 2009 to December 2009

Prepared by Jorge Tello – Program Coordinator

The 6th cycle of Bienestar Basic level computer classes started in the last week of October 2009; the response of the residents of Bienestar properties has been very successful. We served 5 adults in this cycle.

The residents were glad that computer classes would be provided for free. 100 % of them had never taken any computer classes, according to the assessment test that we did at the beginning of each class. (Please see the attached test with the results of the pre and post test)



The classes started at Montebello Apartments; we did a 6 week class, each Thursday 7:00-9:00 PM for 5 residents (Residents were from Montebello Apartments)

All of these residents were able to learn basic computer skills, including: Parts of the computer, basic information about Hardware/Software, Word processing (they were able to create a letter and a flyer) Internet, Each person was assisted in setting up an e-mail address. The 5 students are very fast learners Now they are ready and looking forward to take the 2nd level class. In the spring.

Computer Classes outcome report 2nd level

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We also started the second cycle of 2nd level class in October 2009 with residents that previously completed the first level course. This class was every Tuesday from 7:00 PM to 9:00 PM at Reedville Apartments, we had 5 residents attending this class, and they were from Reedville and Sierra West apartments.



In this class the students were able to learn more details about word processing, word art, text and picture editing tools. They learned basic Excel functions and operations such as opening worksheets, recognition and operation of Excel basic formulas, editing cells, rows and columns. They also practiced doing a running balance with their daily expenses.

They realized that lack of computer skills was one of many obstacles they are facing them to get a job or a better job. They also learned about MSN messenger.

The second level curriculum class was developed with the help from two Intel volunteers Lisa Neal Graves, Jeffrey Scipio and translated to Spanish by Jorge Tello.



Bienestar

Building housing, hope and futures

Student testimonials

Karen Shawcross

From: Monica Cano Sanchez [nena15555@yahoo.com]
Sent: Thursday, December 03, 2009 8:53 PM
To: Karen Shawcross; Gracie Garcia
Cc: Jorge Tello
Subject: clase de montebello

Hola:

Mi nombre es Monica Cano Sanchez
vivo en los apartamentos Montebello
Estoy en las clases de computacion
con el profesor Jorge tello.

Solo quiero agradecer a todas las personas
que permiten que personas como nosotros
podamos aprender diferentes actividades.
Gracias por darnos la oportunidad de superarnos
como personas, para asi poder adquirir diferentes conocimientos
para poder integrarnos mas ala sociedad y acercamos alas demas personas.

gracias

Las clases de computacion para mi son muy divertidas ya que dia con dia
aprendemos cosas diferentes,el maestro es muy paciente buena persona y tiene una
manera de enseñar muy buena, gracias profesor por compartir su tiempo con nosotros
las clases me parecen muy constructivas.....

Att:Monica Cano Sanchez.

Hello:

My name is Monica Cano Sanchez
I live in Montebello Apartments
I'm on the computer class with
Jorge Tello

I just want to thank every person
that gives us the opportunity to
learn the different activities.
Thank you for the opportunity to excel as a persons and that way learn different skills
and that way we will be more integrated with society.

Thank you.....

The computer classes are very fun, I learn day by day ,
the teacher is very patient good person and has a very good way of teaching,
thank you teacher for sharing this time with us, the classes are very constructive to me.

Att:Monica Cano Sanchez.

Jorge Tello

From: Yaneth Duenas [yanethduenas@yahoo.com]

Sent: Thursday, December 03, 2009 8:55 PM

To: Karen Shawcross; Gracie Garcia

Cc: Jorge Tello

Subject: clase de montebello

hola mi nombre es yaneth duenas y les agradezco la oportunidad que nos dan en enseñarnos a usar la computadora y don jorge es un buen maestro y gracias por enseñarnos muy bien y aprendi mucho por que yo no savia nada y ahora ya se mucho.

As a coordinator and teacher of the computer classes I'm so exited about the benefits provided by Bienestar's programs and to see how is helping the community.





COMPUTER LITERACY ASSESSMENT 1st Level

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

Word Processing	Pre Test	Post test
1. Do you know what a font is?	0	5
2. Do you know how to cut and paste a block of text?	0	5
3. Do you know how to change margins in a document?	0	3
4. Can you use a spell checker?	0	3
5. Do you know what the clipboard does?	0	3
6. Do you know how to create a table in a document?	0	5
7. Do you know how to tell your word processor to number the pages of your document?	0	3
8. Do you know how to use a mouse to click, hold and drag over a block of text?	0	4
9. 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?	0	5
2. Have you ever used a browser like Internet Explorer or Netscape to visit the World Wide Web?	0	5
3. Can you locate three major search engines?	0	5
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	4

COMPUTER LITERACY ASSESSMENT 2nd Level

This report reflects how many people out of 5 had general knowledge in computer, word processing and internet. On the pre and post test.

Word Processing	Pre Test	Post test
1. Do you know how to insert Word Art?	0	3
2. Do you know how to edit and use Word Art?	0	3
3. Do you know how to download an image from the Internet?	0	4
4. Do you know how to insert headers and footers?	0	2
5. Do you know how to change the margins in a document?	0	2
6. Do you know you use the spell-checker?	0	1
7. Do you know what "Clipboard" is?	0	1
8. Do you know how to create a table in a document?	3	4
9. You know how to tell the word processor to put numbers to pages?	1	2
10. Do you know how to select the language when you use word processor?	0	1
11. Do you know how to insert an image into a document?	2	4

Spreadsheets	Pre Test	Post test
1. Do you know what a cell in a spreadsheet is?	0	4
2. Do you know how to copy a column of figures from one column to another?	0	0
3. Do you know how to create a formula to add a column of numbers?	0	4
4. Do you know how to create a chart from data?	0	0
5. Can you change a format of a number from currency to comma and do you know what that means?	0	4
6. Do you know how to insert a formula?	0	4
7. Do you know how to do auto sum?	0	4
8. Do you know how to calculate a running balance?	0	4

Internet	Pre Test	Post test
1. Do you know how what is MSN Messenger and how to use it?	0	4
2. Do you know how what is Windows Media Player and how to use it?	0	2
3. Can you name 3 main search engines?	1	4
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	4
5. Do you know what a computer virus is and how to avoid them?	2	4