

Computer Learning Center Information

General

- A water fountain and the Rest Rooms are located in the lobby.
- If you bring a cell/mobile phone, please switch it off or to silent mode during class.
- Coffee breaks are approximately 10 minutes. Coffee is available - a donation of 25 cents is appreciated. Anyone can bring in cookies (or other goodies) for our break periods. Remember! ... No liquids near the computers.
- Make a note of where the emergency exits are.
- If you have a physical disability, hearing loss, visual problem, etc., we would like to know as soon as possible to attempt special accommodations, if needed.
- Please sign up for our free lab time as frequently as possible. A coach or instructor will be on hand during lab time to help you practice, do your homework or just answer questions. You can sign up on our website www.gcclc.org
- Try to attend our Seminars (only \$10 or \$15 for couple) - the 3rd. Friday of the month from 10:00 – 12:30pm. Also, come to our free Computer Users Group Meetings on the 1st. Friday of each month from 10:00 - 12:00 (except Aug and Dec). And it's free for everyone!

Computer Classes

- Classes will begin on time. Please be seated at your computer and ready to go.
- Comfort is important, so adjust your chair before class starts and please do not start your computer until instructed.
- The Monitor is normally left on – no need to press the Monitor power button. Only the computer will be turned on and off for classes.
- Computer shut down procedures are very important, so please wait until the instructor leads you through this. NEVER turn off the computer by just pressing the power button.
- Bring your lesson manual and Flash Drive or Compact Disk (CD) to every class. Your name tent card will be on top of the computer you're using. Please leave it in place to be collected at the end of each class.
- Please remember to remove your Flash Drive or CD before you shut down after closing all programs.
- Please put your name and an emergency contact on your manual. If left behind, ask an instructor or coach to retrieve it from our Lost & Found area.
- Try to avoid taking notes, or "jumping ahead" of the instructions, as you're apt to miss instructions as they are given. Most course material is covered in the manual.
- Please ask if we use a term or acronym you don't understand, or if you can't follow the instructor. The appendix in your manual is a great place to get answers. Remember you're here to learn, so please ask!

Class attendance is important. If you have to miss a class, please contact the instructor or one of the coaches.