

## Learning Lab at a Glance

- ♥ Classroom setting at Longview Community Ministries
- ♥ Targeting persons living on a fixed income, possibly receiving assistance from an organization or government source.
- ♥ Offering *FREE* classes in Computers, Keyboarding, Job Skills, Life Skills, and Internet.
- ♥ Equipping individuals for independence.

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LONGVIEW  
**Community Ministries**

*Serving With Love* ♥

**Learning Lab**

*Know to Grow*



## Learning Lab

### Learning Lab Success:

*"It will help me when I apply for a job."*

—Mary Ann Sanchez,  
Keyboarding

*"I learned to type without looking down at the Keyboard."*

—DeWayne Pryor,  
Keyboarding

#### HELP US GROW

The Learning Lab seeks to grow in three key areas: volunteers to staff the Lab, referrals of persons to participate in the program, and donations of technology and financial support. Can you help us grow?

### Learning Lab History

In 2005, Longview Community Ministries received a grant from the Corporation for National and Community Service to participate in the AmeriCorps\*VISTA program. VISTA volunteer funding is available for three years and equips Longview Community Ministries with the resources and volunteers to get the program off the ground. The first Learning Lab program was launched by these efforts on July 26th, 2005.

### Class Descriptions

#### ♥ Introduction to Computers

This class is designed for the person who has had little or no experience using a computer. Students learn how to turn on a computer, save to a disk, open and close windows, and retrieve saved files.

#### ♥ Keyboarding: Learn to Type

This class is intended for persons who know how to operate a computer. Introduction to Computers is recommended before taking this course. Students work with a tutorial typing program on an ongoing basis over several weeks to improve typing skills. Also available in Spanish.

#### ♥ Job Skills

This class offers participants skills for finding, obtaining and sustaining employment.

#### ♥ Windows 2000

This class was developed as a follow up to our Introduction to Computers class. Windows 2000 outlines basic operating system software that enables users to make the most of computer applications. Students learn how to search for files and folders, customize desktops and menus and hook up hardware, among other things.

#### ♥ Know Your Money

This class covers the basics of budgeting, savings and money management. Students receive free organizational and budgeting tools.

#### ♥ Keeping year 'round utilities

This class covers consumer rights, how to make payment arrangements, how to file a complaint and more! This class is jam packed with resources and informational material.