

Grand Opening: Wednesday 3/24

The Taconic Hills Secondary Parent Center opens its doors to night classes on Wednesday, March 24th with an eight-week series of free computer literacy classes for parents.

The Parent Center, coordinated by Kathy Marchionne, is located in the elementary school in room E121. Our

computer courses will be offered in the Secondary wing, in room S146 (across from the Library Media Center). Courses

will be taught by the Taconic High School "Tech Scouts", under

the supervision of the instructor, Bram Moreinis.

Much more is in store for the Parent Center. Check the school website or call Kathy Marchionne, 325-0420 for events and updates. To suggest new computer courses, call Bram Moreinis at 518-325-0442. Thank you!



Visit us online at www.taconichills.k12.ny.

TACONIC HILLS
CENTRAL SCHOOL DISTRICT

SECONDARY PARENT CENTER COMPUTER LITERACY COURSES FOR PARENTS

"A K-Life Learning Center"



TACONIC HILLS
CENTRAL SCHOOL DISTRICT

Coordinator: Kathy Marchionne
Registrations: Melissa Layman
PO Box 536
Craryville, NY 12521

Phone: 518-325-0315
m Layman@taconichills.k12.ny.us

Register for a
Computer Course!

Tel: 518-325-0315

Computer Course Schedule

Session 1: 6:30, - 7:30

Session 2: 7:30, - 8:30

Week 1: 3/24

Session 1:
Resume Writing Workshop

Session 2:
Cover Letter Workshop

Week 2: 3/31

Session 1:
Computer Hardware Basics

Session 2:
Standard Software Basics

Week 3: 4/7

Session 1:
Inside Your Computer

Session 2:
Working with Windows

Week 4: 4/21

Session 1:
Introduction to Word

Session 2:
Introduction to the Internet

Week 5: 4/28

Session 1:
Introduction to Excel

Session 2:
Internet Searching

Week 6: 5/5

Session 1:
Business Correspondence with
Word (Templates)

Session 2:
Managing Favorites and
Savvy Surfing

Week 7: 5/12

Session 1:
Mail Merging with Word

Session 2:
Internet-Based Services

Week 8: 5/19

Session 1:
Checkbook Balancing

Session 2:
Individual Projects

Call 325-0315
to register!

Who are the Tech Scouts?

Tech Scouts are student teams who develop computer related workforce preparation skills in service to the school community.



Tech scouts work with the instructor to identify the skills they will develop and master as individuals, supported with mini-lessons and progressively more challenging tasks.

When they are ready, they apply these skills in interdependent work groups to meet the real needs of our school, like teaching these courses. For more information, visit <http://www.cousinit.org/tscouts>.

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