

RecoveryWorks Technology Courses

Expand your recovery resources by mastering new skills

RecoveryWorks has created a series of FREE computer courses for adults living in Franklin County who experience challenges with mental wellness and/or any addictive behavior. Our Wellness Members work at their own pace to learn to use the Internet and take command of their recovery journey.

No matter what your skill level, we have a computer class for you. We offer the very basics as well as advanced classes.

The courses are designed for you to move at your pace. Take your time. Attend one session and move on to another topic, or sit in as many times as you like to master the skill.

COVA Recovery Guides are available to advise you on which courses may be best for you. Call 614-294-7117 or just drop in at COVA to talk to a Recovery Guide.

Gmail – 3 hrs.

In this course, you'll set up your personal email account and learn how to access, use and manage it. Learn how to send and receive email, send documents or images to others and how to use the other incredible tools Google makes available with Gmail (Google Mail), such as a personal calendar and maps to give you directions to anywhere you need to go.

Computer Newbies, Part I - 2 hrs.

This is the place to start - or restart, if you've been away from computers for a while. Learn basic computer skills, such as the computer desktop, using Windows buttons, and saving files.

Computer Newbies, Part II - 2 hrs.

Learn how to create folders to store files. Continue learning how to create and save documents using Microsoft Office programs and how to create folders to store files. This course will prepare you for our Microsoft Word, Excel and PowerPoint courses.

Computer Q & A – 2 hrs.

Did you come to a computer class and think of a question later or not have an opportunity to ask at the time? Explore technology questions

FEATURED CLASS: MyRecoveryWorks.com – 3 hrs.

Come and learn how to use the RecoveryWorks website! The site has so many exciting features for you to choose from for your recovery journey that we can't list them all here. The site offers online document storage for any document you want, an online personal journal, a forum for many different recovery topics, registration for all the different events and classes with RecoveryWorks, resource links for the community and recovery at your fingertips, and LIVE chat with a Recovery Guide, just to name a few...

that you aren't sure where to find the answers to in this group session.

Nuts and Bolts – 2 hrs.

In Nuts and Bolts you can learn basic computer terminology and how a computer works. Not sure which is bigger, 800 MB or 4G? Not even sure what "MB" or "G" is? This course will explain some of the terms you hear.

Connect: Facebook and other social media sites – 3 hrs.

In this introductory course you will explore Facebook and other social networking sites. You will learn how to create your personal Facebook page and ways to connect with resources, family, friends and support groups.

Internet – 3 hrs.

Learn about the internet and the ways it can enhance your life. You will learn to use web browsers and ways to navigate through online searches. In this class we will also cover how to work on an internet enabled phone.

Keyboarding – 1 hr.

We will practice typing skills so you can build your speed and confidence with the keyboard – and learn about those extra keys that perform specific functions.

Know Your Smartphone – 3 hrs.

This course will help you make the best of your device by teaching the "how tos" of texting and beyond. Divided in two sections, iPhone and Android, students will learn how to set up email, download apps, and manage their settings on their iPhone or android devices.

Microsoft Word I – 3 hrs.

Need to write a resume or document...where you can open it again on a screen and make a few updates? This introductory course will show you

how to create a document, edit and format text, save it, and open it for additional work. Learn how to write letters, resumes, and other documents with ease.

Microsoft Word II – 3 hrs.

In this intermediate-level course, you can learn how to create charts, graphics and tables in your documents – perhaps a flyer for your favorite group or a business. Learn how to personalize a group of documents by using the mail merge function.

Microsoft Excel I – 3 hrs.

Learning Excel basics allows you to do things such as create a personal budget or enhance business skills. In this introductory course, you will learn the basics of moving around the cells in worksheets and how to enter, edit and manage information.

Microsoft Excel II – 3 hrs.

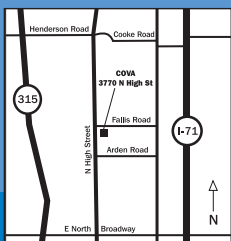
This intermediate course covers building worksheets and workbooks with advanced math functions, styles, charts and graphs. Learn about setting up complicated worksheets for printing, along with other functions typically used in business settings.

Microsoft PowerPoint I – 3 hrs.

Want to build a presentation for school or a meeting? This introductory course shows you how to create a presentation with customizable backgrounds, text and shapes.

Microsoft PowerPoint II - 3 hours

Learn how to add SmartArt, tables, charts and animation to slides in this Intermediate level course. In addition, create templates and slide masters to quickly format presentations.



Center of Vocational Alternatives
3770 N. High St. (Bus #2 on the COTA line)
Columbus, Ohio 43214

Free parking available next to and behind our accessible building.

614-294-7117 • 1-877-521-2682 toll-free • www.cova.org

**Sign up now! Register for courses
at the COVA resource center or by
calling 614-294-7117.**

**Course
calendar
on back**

RecoveryWorks Technology Course Calendar

COVA's **FREE** classes help you get up to speed!

RecoveryWorks computer courses are open to adults living in Franklin County who experience challenges with mental wellness and/or any addictive behavior. Wellness Members work at their own pace to learn to use the Internet and take command of their recovery journey.

Don't know what classes to take?

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The classes in Word and Excel really helped me polish the skills I needed for employment! - JoAnn

OCTOBER 2017						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 1	2	3 9 am-12 pm PowerPoint II 1-2 pm Keyboarding 2-4 pm Computer Newbies I	4	5 9 am-12 pm Internet 1-4 pm Word Level I	6	7
8	9	10 9 am-12 pm MyRecoveryWorks.com 1-2 pm Keyboarding 2-4 pm Computer Newbies II	11	12 9 am-12 pm Gmail 1-4 pm Excel Level I	13	14
15	16	17 9 am-12 pm Word Level I 1-4 pm PowerPoint I	18	19 9 am-12 pm MyRecoveryWorks.com 1-2 pm Keyboarding 2-4 pm Computer Newbies I	20	21
22	23	24 9 am-12 pm Word Level II 1-4 pm PowerPoint II	25	26 9-10 am Keyboarding 10 am-12:00 pm Computer Q&A 1-4 pm Excel Level II	27	28
29	30	31 9-10 am Keyboarding 10 am- 12:00 pm Smart Phones - Androids	Nov 1	2	3	4

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NOVEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 29	30	31	Nov 1	2 9 am-12 pm Word Level I 1-4 pm Word Level II	3	4
5	6	7 9 am-12 pm Excel Level I 1-2 pm Keyboarding 2-4 pm Computer Newbies I	8	9 9 am-12 pm Word Level I 1-4 pm MyRecoveryWorks.com	10	11
12	13	14 9 am-12 pm Internet 1-4 pm Gmail	15	16 9-10 am Keyboarding 10 am- 12:00 pm Computer Newbies II 1-4 pm Word Level I	17	18
19	20	21 9-10 am Keyboarding 10 am- 12:00 pm Smart Phones - Androids 1-4 pm Excel Level I	22	23 Thanksgiving - no classes	24	25
26	27	28 9 am-12 pm PowerPoint I 1-4 pm Excel Level II	29	30 9-10 am Keyboarding 10 am- 12:00 pm Computer Newbies I 1-4 pm Word Level II	Dec 1	2

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DECEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 26	27	28	29	30	Dec 1	2
3	4	5 9 am-12 pm PowerPoint II 1-2 pm Keyboarding 2-4 pm Computer Newbies I	6	7 9 am-12 pm Internet 1-4 pm Word Level I	8	9
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