



eCornerstone

Sources For Help Using The Internet

Learn To Surf: Library Technology Tutorial - Training Provided By Prevention First Inc.

Course Description:

Technology plays a key role in information acquisition. This private tutorial introduces the participant to the Internet, a variety of search engines, and online databases. The tutorial contains three modules: 1) The Internet: Form and Function; 2) Using the Internet as a Resource; 3) Using the FirstSearch Databases to find articles. The tutorial will include hands-on experience using a computer and an Internet browser. Participants will perform Internet and online database searching exercises. ***This entry level tutorial is for participants with little or no Internet experience.***

Notes:

While tutorial hours are flexible, participants will be asked to commit to a tutorial session totaling 4 hours, excluding lunch. Further individualized instruction is available following the session. After the date and times for the tutorial have been mutually agreed, participants will be asked to fax or mail a completed registration form to the Training Registrar at PFI's Springfield Office.

Location(s):

Prevention First Inc.
2800 Montvale Drive
Springfield, IL 62704

Prevention First Inc.
720 N. Franklin, Suite 500
Chicago, IL 60610

Registration:

see attached registration form



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Preparation for eCornerstone: Computer Skills Assessment

This assessment has been developed as a tool to help determine what skills are currently in place and to identify areas where additional instruction may be needed. Once this information is available, specific training needs may be addressed and the eCornerstone curriculum can be updated to address needs identified by those attending the sessions. Our goal is to provide the best training possible and through the use of this form, we hope to do just that. Please complete this form and return to your supervisor so that the results can be assessed and your training experience made the most effective and rewarding one possible. Supervisors will then share the information with the Community Health Training Center.

*Please rate the following
by circling the appropriate response:*

	None 1	Very Little 2	Average 3	Strong 4
1. Your comfort level receiving instruction	1	2	3	4
2. Your experience with the internet (in any setting)	1	2	3	4
3. Do you currently use any type of email ? (If yes, skip questions 4 to 6)	Y	N		
4. Your knowledge of the keyboard	1	2	3	4
5. Your ability to use the mouse	1	2	3	4
6. Your comfort level with the computer	1	2	3	4
7. Your typing skills	1	2	3	4

Please give written responses for the following:

1. List any computer/typing/keyboarding classes you have completed.



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2. List any concerns you have about going to training.

3. Please list any special accommodations you will need while participating in training.

4. Additional comments:

Name: _____ **Date:** _____

Work Site: _____

eCornerstone Implementation Date: _____

Supervisor: _____

Please note: Prevention First, Inc. (PFI) offers a four hour tutorial for staff with no Internet experience. This private tutorial introduces the participant to the Internet, a variety of search engines, and online databases. The tutorial is offered in Springfield and Chicago. For information and please call:

- Springfield - Pat Ruestman (800) 252-8951, ext. 113
- Chicago - Laura Sklansky (800) 572-5385, ext. 226