

RecoveryWorks Technology Courses

Expand your recovery resources by mastering new skills

RecoveryWorks created a series of computer courses for people living in Franklin County who experience challenges with mental wellness or addictive behaviors (referred to as Wellness Members) to work at their own pace to learn to use the wide world of the web 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 in Computer Newbies and Keyboarding or more advanced classes in Microsoft Word and Excel. You can even learn how to set up your own Gmail account or Facebook page.

Not sure about the internet? You can learn through the Internet class. If you have a computer question, you can come to Computer Q&A.

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 at COVA for practice sessions or 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.

NEW CLASS

RecoveryWorks website – 3 hrs.

Come and learn how to use the NEW 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, and LIVE chat with a Recovery Guide, just to name a few...

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 – 2 hrs.

This is the place to start — or restart, if you've been away from computers for a while. Learn the basics about how to navigate a computer by finding and accessing different programs, saving documents and using a flash drive. We will even give you a flash drive so you can save your documents and take them with you.

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 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.

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 documents 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 hrs.

This advanced course will demonstrate how to create a presentation with extra pizzazz. Want to add unique graphics, tables and charts, or animation to your slides? We provide the tools you will need to create a presentation to be remembered.



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

J A N U A R Y 2 0 1 5						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec. 28	29	30	31	Jan. 1 New Year's Day	2	3
4	5	6 9 a.m.–12 p.m. Word Level II 1–4 p.m. Excel Level II	7	8 9 a.m.–12 p.m. RecoveryWorks website 1–2 p.m. Keyboarding 2–4 p.m. Computer Newbies	9	10
11	12	13 9–11 a.m. Nuts & Bolts 11 a.m. – 12 p.m. Keyboarding 1–4 p.m. Internet	14	15 9 a.m.–12 p.m. Facebook 1–4 p.m. RecoveryWorks website	16	17
18	19	20 9 a.m.–12 p.m. RecoveryWorks website 1–2 p.m. Keyboarding 2–4 p.m. Computer Q&A	21	22 9 a.m.–12 p.m. Excel Level I 1–4 p.m. PowerPoint I	23	24
25	26	27 9 a.m.–12 p.m. Word Level I 1–4 p.m. RecoveryWorks website	28	29 9–10 a.m. Keyboarding 10 a.m.– 12:00 p.m. Computer Newbies 1–4 p.m. PowerPoint II	30	31

F E B R U A R Y 2 0 1 5						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb. 1	2	3 9 a.m.–12 p.m. Excel Level I 1–4 p.m. Word Level II	4	5 9 a.m.–12 p.m. RecoveryWorks website 1–2 p.m. Keyboarding 2–4 p.m. Nuts & Bolts	6	7
8	9	10 9 a.m.–12 p.m. Excel Level II 1–4 p.m. RecoveryWorks website	11	12 9–10 a.m. Keyboarding 10 a.m.– 12:00 p.m. Computer Q&A 1–4 p.m. PowerPoint I	13	14
15	16	17 9 a.m.–12 p.m. RecoveryWorks website 1–2 p.m. Keyboarding 2–4 p.m. Nuts & Bolts	18	19 9 a.m.–12 p.m. Internet 1–4 p.m. PowerPoint II	20	21
22	23	24 9 a.m.–12 p.m. Word Level I 1–4 p.m. Gmail	25	26 9–10 a.m. Keyboarding 10 a.m.– 12:00 p.m. Computer Q&A 1–4 p.m. RecoveryWorks website	27	28