

FREE COMPUTER CLASSES

at Jefferson County Public Library

OCTOBER 2025



ALL COMPUTER CLASSES ARE FREE.

Registration is required.
Register at the Library, [MyJCPL mobile app](#), [jeffcolibrary.org](#) or 303.235.5275. Classes with fewer than four registrations may be canceled.

When you register online, click Events > Technology Classes, then select a class. Most classes run 90 minutes.

COMPUTER BASICS

Standley Lake

Wednesday, Oct. 1 1 - 2:30 P.M.

Learn the parts of the computer. Use a mouse and keyboard as you understand the basics of navigating Microsoft Windows.
Prerequisites: None.

INTRODUCTION TO THE INTERNET

Belmar

Thursday, Oct. 2 10 - 11:30 A.M.

Learn how to use the Internet.
Prerequisites: Basic computer skills, including using a mouse and keyboard.

FILES & EMAIL MANAGEMENT

Belmar

Friday, Oct. 3 10 - 11:30 A.M.

Get your computer files and emails organized! Learn how to search your files, create folders and subfolders, rename items, move documents, and create an organization system. Then learn how to sort your emails, quickly mass delete unwanted messages, and save important messages for future reference.
Prerequisites: Basic computer skills, including using a mouse and keyboard.

DATA PRIVACY

Lakewood

Tuesday, Oct. 7 6 - 7:30 P.M.

Are you concerned about where your data is going, but don't know where to start? Come join us to learn about cookies, digital fingerprinting, privacy best practices, and more!
Recommended: ability to use a keyboard and mouse. Previous familiarity with cybersecurity or taking the cybersecurity awareness class first would be helpful but is not required.

BUYING & SELLING ONLINE

Belmar

Wednesday, Oct. 8 1 - 2:30 P.M.

Understand how to safely buy and sell items using the 5 most popular online sites: Facebook Marketplace, Craigslist, eBay, Etsy and Nextdoor. **Prerequisites:** Basic computer and internet skills and your own email address. Bring your password!

TECH TIPS FOR STAYING ORGANIZED IN A BUSY WORLD

Columbine

Friday, Oct. 10 10 - 11:30 A.M.

Utilize the power of technology to help organize your life! We'll share tips for using digital alarms, electronic calendars, notes, and bookmark manager to help you stay on top of life demands.
Prerequisites: Basic computer skills, including using a mouse and keyboard.

JOB SEARCHING

Columbine

Saturday, Oct. 11 10 - 11:30 A.M.

Level up your job search skills! Whether you're actively looking or just considering making a change, unlock your potential with free resources offered by your library and the USA government!
Prerequisites: Basic computer and internet skills, including using a browser. A library card is required to access some resources.
Don't miss this opportunity to boost your career!



Jefferson County
PUBLIC LIBRARY

LIBRARY RESOURCES

Columbine

Monday, Oct. 13 10 - 11:30 A.M.

Did you know the library has streaming services? Ever wondered about how to download an audiobook? Interested in doing research on genealogy or local history? Whether you're new to Jefferson County Public Library or a long time patron, please join us and learn about the wealth of resources your library card gives you! **Prerequisite:** a library card for access to resources. Drop by the front desk if you'd like to get one for free!

CREATING A WEBSITE WITH GOOGLE SITES

Golden

Tuesday, Oct. 14 1 - 2:30 P.M.

Use the free cloud tool Google sites to create a simple website for your personal or professional use. **Prerequisites:** Basic computer skills. Please come with your gmail address and know your password, or a generic account can be provided to you.

TECHNOLOGY HELP SESSION

Golden

Wednesday, Oct. 15 1 - 2:30 P.M.

Want to practice the skills you have learned in a library computer class? Come to this session and work at your own pace on your own topic. An instructor will be available to help with questions. **Prerequisites:** None.

DATA PRIVACY

Golden

Thursday, Oct. 16 1 - 2:30 P.M.

See other side for class description.

LIBRARY RESOURCES

Belmar

Friday, Oct. 17 10 - 11:30 A.M.

See class description above.

GETTING SMARTER WITH YOUR SMART DEVICE: IPHONE/IPAD

Standley Lake

Monday, Oct. 20 1 - 2:30 P.M.

Learn the parts of an iPhone or iPad, practice touch screen and keyboarding

basics, customize your home screen apps and folders; arrange your dock, understand the status bar and control center, manage settings, switch wall-paper, use the camera, search on Safari, use email, set reminders, and learn the Notes app. Bring your own iPhone or iPad or use one of ours.

Prerequisites: None.

GETTING SMARTER WITH YOUR SMART DEVICE: ANDROID

Standley Lake

Tuesday, Oct. 21 1 - 2:30 P.M.

Learn the parts of your Android phone or tablet, practice touch screen and keyboarding basics, explore your home screen apps, arrange your dock, access settings, use the camera, search the internet, use email, and learn the Notes app. Bring your own Android phone or tablet or use one of our Samsung Galaxy tablets. **Prerequisites:** None.

GOOGLE DOCS

Evergreen

Wednesday, Oct. 22 1 - 2:30 P.M.

Learn how to store and edit documents using Google Docs **Prerequisites:** Intermediate computer skills.

GOOGLE SHEETS

Evergreen

Thursday, Oct. 23 1 - 2:30 P.M.

Learn how to use this free cloud program (similar to Microsoft Excel) for spreadsheet creation, and then access your files from anywhere! Sheets is great for sharing and collaborating with others.

Prerequisites: Basic computer skills. Please bring your Gmail address and know your password, or a generic account can be provided to you.

JOB SEARCHING

Arvada

Friday, Oct. 24 1 - 2:30 P.M.

See other side for class description.

CYBERSECURITY AWARENESS

Arvada

Monday, Oct. 27 1 - 2:30 P.M.

Stay safe on the Internet and protect

yourself from cybercriminals.

Prerequisites: Basic computer skills, including using a mouse and keyboard.

USING THE CLOUD: GOOGLE DRIVE

Arvada

Tuesday, Oct. 28 1 - 2:30 P.M.

What is "the cloud" and how do you use it? Explore what the cloud is and how to create a Google Drive account to store and edit documents and other files. **Prerequisites:** Inter-mediate computer and Internet skills

COMPUTER BASICS

Lakewood

Wednesday, Oct. 29 1 - 2:30 P.M.

Learn the parts of the computer. Use a mouse and keyboard as you understand the basics of navigating Microsoft Windows. **Prerequisites:** None.

NAVIGATING THE CHANGING SOCIAL MEDIA LANDSCAPE

Lakewood

Thursday, Oct. 30 1 - 2:30 P.M.

Get social in this friendly introduction to social media! We'll look at a few popular social media websites, such as Facebook, Instagram, LinkedIn, Reddit, and Tik Tok. Get in touch with family, friends, and other contacts!

Prerequisites: Basic computer and internet skills and your own email address (bring your password!).

BEYOND GARAGE SALES: CRAIGSLIST, FACEBOOK MARKETPLACE, AND NEXTDOOR FOR SELLERS

Lakewood

Friday, Oct. 31 1 - 2:30 P.M.

Are you looking to sell things online, but don't want to deal with shipping? Hoping to get rid of what you couldn't at a garage sale? Look no further! Come join us in learning how to use Craigslist, Facebook Marketplace, and Nextdoor to sell to members of your wider community. **Prerequisites:** Basic computer and internet skills and your own email address – bring your password!