



MASSACHUSETTS
GENERAL HOSPITAL

Managers, do you have employees who:

Want to learn how to use a computer?

Need help with PeopleSoft?

Need to improve their skills with email and the Internet?

Take advantage of FREE 10 week classes at MGH! Classes are twice a week for 10 weeks. Scroll down for a description of each level.

FREE Computer Classes at MGH for Support Staff Employees



Contact MGH Workplace Education at 617-726-2388 or email Kristen Schlapp at KSchlapp@partners.org for more information and to register

Course Descriptions

Beginner Level *This course is designed for employees who have little to no experience using a computer. In this class, employees will learn and practice the following skills:*

- Turning the computer on and off
- Using the mouse to click, double click, scroll, click and drag
- Typing with all 10 fingers
- Opening Internet Explorer
- Typing web addresses and using the Internet to do basic research
- Logging on to PeopleSoft
- Using PeopleSoft to look at paycheck, update address and emergency contacts, and look at benefits
- Using Partners email

Employees receive hands-on training from experienced instructors. They will also have workshops on understanding their paycheck better, and learn how to navigate simple forms on the computer.

Intermediate Level *This course is designed for employees who have some experience with a computer, but who need more practice with email, Word, PeopleSoft and using the Internet. The following topics are covered:*

- Mastering computer basics (log on/off, use mouse, name computer parts)
- Typing with all 10 fingers at an Intermediate level
- Using the Internet to navigate websites and search for items
- Using PeopleSoft to look at paycheck, update address and emergency contacts, and look at benefits
- Using Partners email to send professional work-related email
- Using personal email to communicate with friends, family, and classmates
- Using Microsoft Word to type, format, and edit documents
- Using Menu buttons and keyboard functions to perform tasks (copy, paste, highlight, double space, etc.)
- Making folders and saving documents on an H: drive and a USB Drive