

Senior Computer Learning Center
www.seniorcomputerlearningcenter.org
2018 Winter-Spring Program

Course Descriptions for Winter Session (*Begins the week of March 5, 2018*)

Using a Computer - Basics (3 Sessions)

In this course, you will be introduced to using a personal computer that runs the Microsoft Windows operating system. The various kinds of computers, use of the mouse and keyboard, and how to navigate the computer will be the major topics presented. Students will be provided with the foundation needed for other courses that we offer. ***Fee \$30.00***

Windows 10 (3 Sessions)

This course will be an introduction to the Microsoft Windows 10 operating system. Basic navigation skills will be emphasized using the Start menu and the Taskbar. File Explorer and “This PC” (Desktop, Documents, Downloads, Pictures, Music, and Video) will also be discussed. Edge, the Windows 10 browser, and Settings will be introduced. ***Fee: \$30.00***

Using the Internet (3 Sessions)

Do you want to learn how to browse the Internet and know about all the things you can do there? This course will cover how the Internet came to be and how to navigate the Internet. The difference between a browser and a search engine will be presented. The various browsers will be introduced with an emphasis on Edge, the Windows 10 browser. Topics that rely on using the Internet such as using email, the cloud, buying and selling items, Google, video communication (e.g., Skype, FaceTime), and social media will be briefly discussed. ***Fee: \$30.00***

Social Media (3 Sessions)

There are many programs that come under the heading of social media. Facebook, Instagram, Twitter, Google Hangouts, and the various video calling programs like FaceTime and Skype can be used for many things: staying in touch with friends and family, promoting your cause, and keeping up with trending topics and news. ***Fee: \$30.00***

Devices: Apple iPads/iPhones & Android Tablets/Smartphones (3 Sessions)

Google smartphones, tablets, and Google Chrome use the Android operating system. The iPhone, iPad, and iPod run the Apple operating system. These are what has come to be known as “devices.” We will survey the class to determine what kind of devices they have. The remainder of the course will consist of individual/small group assistance with your tablet or smartphone devices. ***Fee: \$30.00***

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Course Descriptions for Spring Session (*Begins week of April 2, 2018*)

What A Computer Can Do (3 Sessions)

You do not know what to do with a computer? This course will help you with the basic operation of a computer. The various kinds of computers, basic mouse and keyboard use, and how to navigate the computer will be the major topics presented. Previous experience using a personal computer is not necessary. This course will provide participants with the foundation needed for other courses that we offer. ***Fee: \$30.00***

Make Your Life Simpler with Windows 10 (3 Sessions)

Have you worked with Windows 7 and 8 and now you have Windows 10 and you do not know where to start? You will learn to navigate the Windows 10 Desktop, which includes the Start Button, Start Menu, File Explorer, and the Settings app. A basic introduction to the Internet using Microsoft's Windows 10 Edge browser will be provided. This course will help students begin to make Windows 10 look like Windows 7. ***Fee: \$30.00***

Getting to Know More about Windows 10 (3 Sessions)

The topics in this course will include a brief review of Windows 10 basics, a discussion of the Start Menu apps panel, and Edge, the Windows 10 browser. The Settings app will be covered in more depth as the program where you can set up your computer to your personal preferences. Based on student interest, basic computer maintenance, managing folders and files, automatic Windows update, ways to copy files, and use external storage devices will be some of the topics. ***Fee: \$30.00***

Internet Browsing Simplified (3 Sessions)

Many of life's daily tasks involve using the Internet or going online. Surfing, browsing, and Googling are some of the words used for accessing the Internet. How many times have you heard the expression, "Google it" in response to a question someone may have. This course will help you learn how to get to and securely use the Internet and show you some of the things you can do, e.g., using search engines such as Google, Bing, or Yahoo, email, keeping a calendar, shopping and banking online, buying and selling (eBay and Amazon), and using the cloud for storage. Internet-based programs such as using Facebook, Instagram, Skype, and Facetime can be good ways to connect with family and friends. ***Fee: 30.00***

Genealogy 2: Searching for Ancestors (5 Sessions)

This course is a continuation of ***Genealogy 1: Legacy Software***. We will show you how to organize a search for ancestors, using various methods, including the Internet. If you have not taken the first part of this course, you will need to be familiar with ***Legacy Family Tree*** and have started a tree saved to a flash drive. ***Fee: \$35.00***

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Choosing Social Media Wisely (3 Sessions)

There are many programs that come under the heading of social media. Facebook, Instagram, Twitter, Google Hangouts, and the various video calling programs like FaceTime and Skype can be used for many things: staying in touch with friends and family, promoting your cause, and keeping up with trending topics and news. As the title of this course indicates, how to use social media discriminately and securely will be discussed ***Fee: \$30.00***

Getting Started with Facebook (1 Session)

This will be a 1 session workshop that will cover the basics of Facebook, the program that connects family and friends to each other using the Internet. Participants will learn how to establish a Facebook account. ***Fee: \$10.00***

Using Facebook (2 Sessions)

These sessions will teach you how to access your Facebook account, share photos with friends, share information on your Profile Page, and see updates and posts from friends. Participants need to have a Facebook account or have taken ***Getting Started with Facebook***. ***Be sure to bring the password with you for your Facebook account.*** ***Fee: \$20.00***

Getting to Know iPads/iPhones (3 Sessions)

The objective of this course is to help you become more comfortable with your iPad and/or iPhone. The standard apps (applications) will be reviewed and much of the class discussion will be based on student-generated topics. The Settings app will be examined to set up your iPad or iPhone to your personal preferences. ***Course prerequisite: Own or use an iPad or iPhone or thinking about purchasing either one.*** ***Fee: \$30.00***

Getting to Know Android Tablets/Smartphones (3 Sessions)

The objective of this course will be to help you become more comfortable with your tablet or smartphone. Most tablets and smartphones use the Android or Windows operating systems. The basic apps (applications) will be reviewed and much of the class discussion will be based on student-generated topics. The Settings app will be examined to set up your tablet or smartphone to your personal preferences. ***Course prerequisite: Own or use an Android tablet or smartphone or thinking about purchasing either one.*** ***Fee: \$30.00***