

Fall 2018 Course Descriptions

Free Computer Workshops – (1 session)

Free

In this workshop, 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.

Windows 10 (3 Sessions)

Fee: \$15.00

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.

Browsing The Internet (3 Sessions)

Fee: \$15.00

Many tasks today involve using the Internet or going online. Surfing, browsing, and Googling are some of the terms used for accessing the Internet. Learn the difference between browsers and search engines. Learn to browse and navigate. Various browsers will be introduced with an emphasis on Edge, the Windows 10 browser. Learn how to use email and review the cloud. Search engines “Google” and “Bing” will be presented. Learn effective search techniques.

Smart Devices (3 Sessions)

Fee: \$15.00

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 Apple operating systems. The basic/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 tablet or smartphone to your personal preferences.

Genealogy 1: Legacy Software (5 Sessions)

Fee: \$15.00

This introductory course teaches the basics of Legacy Family Tree Software, a free download. Students will need to bring a flash drive. We will show how to download the software to your own computer and start a tree, which will be saved to your flash drive so you can work on it at home. We will then work on becoming familiar with Legacy, by entering the names and information of known family members