

**2017 Winter-Spring Course Descriptions**

**I. Computer Courses**

***Free Computer Basics for the Absolute Beginner (1 session)***

This *1-session* workshop is a basic introduction to using a computer. You will learn about the Desktop, the Keyboard, the Mouse, and the proper way to turn your computer on/off and how to get to the Internet. We will introduce you to an excellent free tutorial program developed by the *Goodwill Community Foundation*. Feel comfortable and learn to enjoy working with your computer.

***Basics of Using a Computer (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, 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***

***Windows 10-Basic (3 Sessions)***

Do you want to learn the basics of the Windows 10 operating system? 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. ***Fee: \$30.00***

***Windows 10-Intermediate (3 Sessions)***

The topics in this course will include a review of Windows 10 basics, making useful settings, safe use of the Internet, email, computer maintenance, and managing folders and files. The panel in the Start Menu called Start will be covered with special attention to the App tiles and how to use, manage, and customize them. The Settings app will be covered in more depth as the program where you can set up your computer to your personal preferences. Student-generated topics will also be discussed. ***Fee: \$30.00***

***Computer Tips 1 (3 Sessions)***

If you want to know more about some of the basic operations of your Personal Computer (PC), this may be the perfect course for you. The overall objective of this course is to give you some tips that will make you feel more comfortable in using your computer. We have a list of topics that we will cover such as: keyboard and mouse functions, file management, automatic Windows update, ways to copy files, external storage devices. Student-generated topics will also be discussed. ***Fee: \$30.00***

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### ***Computer Tips 2 (3 Sessions)***

The topics in this class will cover further functions of the Control Panel, computer security and safety, cleaning up unnecessary files, anti-virus programs, getting rid of malware, backing up your computer, keyboard shortcuts, and updating your computer. Student-generated topics based on a class survey will also be discussed. ***Fee: \$30.00***

## **II. Internet Courses**

### ***Freebies from the Internet (1 Session)***

Save money by downloading free software that is the equivalent of retail products costing hundreds of dollars. Students will learn to access free music, videos, and computer programs including: Office Suites, Security Programs, Email, Photo Processing, On-line Libraries, Language Lessons, etc. ***Fee: \$10.00***

### ***Buy and Sell on eBay (3 Sessions)***

This course will introduce you to Internet buying and selling on eBay. Search, bid, buy and sell auction items. Learn when an auction will close, ensure that a seller is trustworthy and learn the responsibilities of a seller. During the second session, students registered with eBay, may bring in an item and we will post it to an actual auction from start to finish. ***Fee \$30.00***

### ***Google Secrets (1 Session)***

This “hands-on” workshop describes how to use many of the fantastic and little known on-line tools that Google provides. Includes functions such as converting currency, translating languages, definitions, flight information, finding song titles using lyrics and more. ***Fee: \$10.00***

### ***Video Calling with Tablets & Smartphones (2 Sessions)***

Mobile video communication has become popular, especially among the younger generations, so it has become somewhat necessary and desirable for seniors as well. Today most of the smartphones, tablets, and computers are capable of video communication using one of the many apps available for both Apple, Android, and Windows mobile devices. This two-session course will cover the basic requirements for getting started with free video calling services that you can enjoy with friends and family members. The primary emphasis will be on the most popular apps such as Skype, Facetime, and Viber that are used on mobile devices and computers. ***Fee: 20.00***

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### III. Computer Applications/Programs

#### *Genealogy 1: Legacy Software (5 Sessions)*

This introductory course teaches the basics of the Legacy Family Tree Software, a free downloadable program. We will show how to download the software to your own computer and start a tree which will be saved to a flash drive so you can work on it at home. ***Please bring your own flash drive or purchase one of ours.*** We will then work on becoming familiar with Legacy, by entering the names and information of known family members. ***Fee: \$35.00***

#### *Genealogy 2: Searching for Ancestors (5 Sessions)*

This course is a continuation of *Genealogy 1: Legacy Software*. We will show 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***

#### *Getting Started with Facebook (1 Session)*

This session is for students who want to set up a Facebook account or review beginning Facebook. To set up a Facebook account you will need to have an email account and know the password. If you already have a Facebook account, please bring your password with you. This will include Understanding Facebook, Privacy Settings, Exploring the Facebook Homepage, and Profile Page. ***Fee: \$10.00***

#### *Using Facebook (3 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: \$30.00***

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**IV. Devices: Computers, Tablets, Smartphones, Cameras**

***iPad/iPhone (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***

***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 a tablet or smartphone or thinking about purchasing either one.*** ***Fee: \$30.00***

***How to Save & Edit Photos (2 Sessions)***

Learn more about taking pictures with your smartphone, tablet, or camera. Learn to save your photos to a computer or a cloud service so that you may eventually remove them from your device. Depending on time and interest of students, we will discuss free editing programs that you may use to improve your photos. ***Fee: \$20.00***