

SCLC Course Descriptions Fall 2017

I. Computer Courses

Getting Started with Your Computer (1 session)

This *free 1-session* workshop is an introduction to using a computer. The objective is to make you feel more comfortable with a computer. The Windows Desktop, Taskbar, Start Menu, the keyboard and mouse, and connecting to the Internet are some of the topics that will be introduced. In class, we will connect you to the Internet and show you how to get to a free tutorial program from Goodwill Community Foundation that we will be using in some of our courses. It is a program that you can use at home. **Free**

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. This course will provide participants with the foundation needed for other courses that we offer. **Fee: \$30.00**

Using a Computer – Next Step (2 Sessions)

Do you want to learn more about the operation of your computer and how to use it more efficiently? This course will continue with topics covered in the basic course, such as, using the Internet, file management, mouse and keyboard tips, use of flash drives, anti-virus programs, and ways to make your computer more secure. **Fee \$20.00**

Windows 10 - Basic (3 Sessions)

This course will cover the essentials of how to navigate the Windows 10 operating system 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. Based on the Student Survey results, we will cover student-generated topics that are related to the objectives of this course. **Fee: \$30.00**

Windows 10 - Intermediate (3 Sessions)

To take this course, you should be familiar with the Windows 10 operating system. Topics will include using the Settings app to set up your computer to your personal preferences, managing files and folders, learning how to set up your homepage and favorites in Edge. Based on the Student Survey results, we will cover student-generated topics that are related to the objectives of this course. **Fee: \$30.00**

Windows 10 – Advanced (3 Sessions)

As the title of this course indicates, the student will learn about some of the more advanced features of the Windows 10 operating system. Topics will include the use of the Settings and the Control Panel, cleaning up your computer of unnecessary files, and backing up your computer to an external drive or to a cloud service. Based on the Student Survey results, we will cover student generated topics that are related to the objectives of this course. ***Fee: \$30.00***

II. Internet Courses

Internet & Email – Basics (3 Sessions)

Do you want to learn the basics of using the Internet and email? This course will cover how the Internet came to be and the student will learn the basic navigation skills to use with any Internet browser. The various browsers will be introduced with an emphasis on Edge, the Windows 10 browser. Based on the Student Survey results, we will cover student generated topics that are related to the objectives of this course. ***Fee: \$30.00***

Internet & Email – Next Step (2 Sessions)

This course will concentrate on Windows 10 Edge and more ways to navigate this browser using settings. More about email topics will be presented using the GCF tutorial on email basics. Based on the Student Survey results, we will cover student generated topics that are related to the objectives of this course. ***Fee: \$20.00***

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***

Using the Cloud (2 Sessions)

What is “The Cloud”? Storing on the Cloud is simply another term for storing and accessing files on the Internet. This is a great way to safely store your files, documents, photos, videos, music, etc. Cloud services offer free or low-priced storage fees. Some cloud-based services are specialized and may offer free unlimited photo storage; others may concentrate on file and document storage. Some services offer free Office type applications. These files may be accessed from any computer or device that has an Internet connection. ***Students should have basic computer skills. Fee: \$20.00***

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. Some of these include functions such as converting currency, translating languages, definitions, flight information, finding song titles using lyrics and more.

Fee: \$10.00

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

Self-Publish on Amazon.com (3 Sessions)

If you have written anything, such as a short story or book, this may be the course for you. Learn how to self-publish your book in print or electronically through Amazon's ***no fee service.*** You will need to have what you want to publish on a thumb or flash drive in Microsoft Word.

Fee \$30.00

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 your password with you for your Facebook account.***

Fee: \$30.00

IV. Devices: Apple iPads/iPhones & Android Tablets/Smartphones

iPad & iPhone – Basics (3 Sessions)

The objective of this course is to help you become more comfortable using your Apple iPad and/or iPhone. The standard apps will be reviewed and much of the class discussion will be based on student-generated topics. The importance of the Settings app will be examined to set up your iPad or iPhone to your personal preferences. **Fee: \$30.00**

iPad & iPhone – Next Step (2 Sessions)

Want to learn more about your iPad or iPhone device? This course will provide you with tips that will help you use your device more efficiently. We will review the basics and then spend time using the more advanced features in Settings. **Fee \$20.00**

Android Tablets & Smartphones (3 Sessions)

Do you own a smartphone or tablet device that runs the **Google Android operating system**? The objective of this course is to make you more comfortable using your Android device: tablet or smartphone. Navigation skills will be taught with special attention to using the basic apps. The Settings app will be examined to set up your tablet or smartphone to your personal preferences. **Pre-requisite:** Since Android tablets/smartphones have many versions, (e.g., devices such as the Samsung Galaxy, LG, Kindle Fire, Motorola, Acer, and the various types of TracFone), this course is for students who are using Android smartphones or tablets. **Apple devices such as the iPhone/iPad are covered in separate courses.** **Fee: \$30.00**