

# Winter 2018 SCLC Course Descriptions

## January Free Workshops

### **Introduction to Computers (1 Session)**

This free workshop is a general introduction to computers and technology. You will be introduced to the Microsoft personal computer using Windows 10, their newest operating system. The Windows Desktop, Taskbar, Start Menu, the keyboard and mouse, and connecting to the Internet are some of the topics that will be introduced. During the presentation, 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.

### **Introduction to Tablets & Smartphones (1 Session)**

This free workshop will be a general presentation on Apple and Google devices. The iPhone, iPad, and iPod are produced by Apple and run their operating system. Google smartphones and tablets, and Google Chrome use the Android operating system. Together they make up most of these devices and are the most popular tablets and smartphones. Other devices that run Microsoft Windows 10 and the Kindle Fires will also be discussed.

## Course Descriptions for Winter Session in March 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. This course will provide participants with the foundation needed for other courses that we offer. Based on the Student Survey results given, we will cover student-generated topics that are related to the objectives of this course. ***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. Based on the Student Survey results, we will cover student-generated topics that are related to the objectives of this course. ***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. Based on the Student Survey results, we will cover student generated topics that are related to the objectives of this course. ***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 program 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. Knowing how to use social media is an essential 21st century skill. Depending on interest, these sessions will provide you with an introduction to some of the more popular social media programs. ***Fee: \$30.00***

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

The word “devices” is used today as the general category for smartphones, tablets, wearables, and even computers. Google smartphones, tablets, and Google Chrome use the Android operating system. The iPhone, iPad, and iPod run the Apple iOS operating system. Together they make up most of these devices and are the most popular tablets and smartphones. Other devices that run Microsoft Windows 10 and the Kindle Fires (form of Android OS) will also be discussed.

The objective of this course is to help you become more comfortable using your device. The first session will be a general review of devices. During this class we will give a survey to the class to determine what kind of device that you have and what you expect to learn from the course. Based on the results of the survey, the second and third classes will be “assistive” sessions where we work with individuals/small groups to help you navigate your device more efficiently. ***Fee \$30.00***