

## Courses for Spring 2020

### Apps Courses

#### For Web, Mobile Devices, and Computers

##### **Fun with Apps and Social Media - \$10**

Connect to your neighborhood, friends, and family with the social media apps Nextdoor, Facebook, and Twitter. Explore your hobbies and interests with Evernote, Pinterest, Flipboard, and more. Day 2 covers step-by-step instructions, privacy settings, and preferences. Bring your mobile device (Apple or Android) or use the Classroom computers (Mac or PC).

**Prerequisite:** Basic Mac, PC, Apple, or Android skills.

##### **Evernote Basics - \$5**

This free app lets you create online notebooks that you can organize and search through. In these notebooks, you can store your notes, clip pages from your Web searches to save, and add photos. Perfect for gardeners and genealogists. Create a home inventory that stores in the Cloud. Plan your next trip and share a notebook with friends or family.

**Prerequisites:** Student is to bring own mobile device (Apple or Android) or to use a Classroom computer (Mac or PC). Before class, must sign up for a free account at [Evernote.com](https://evernote.com) and bring user ID and password for that account to class.

##### **Google Search - \$5**

Learn how to maximize the use of Google as a search engine. This two-hour course includes search tips, advanced search features, shopping, images, translation, news, and more.

**Prerequisite:** Basic Mac or PC computer skills.

##### **Google Apps - \$15**

Learn the full range of Google capabilities and how to make the best use of them. These features include Google Drive in the Cloud, Gmail, Docs, Sheets, Slides, Contacts, Calendar, Images, Keep, file sharing, calendar sharing, and other Google apps. Part lecture and part hands-on, this course uses real-life examples. Bring your Android or Apple device to use along with our Mac or PC computers. You also are welcome to bring your laptop: Mac, PC, or Chromebook.

**Note:** This course does not include instruction on Google Search. For this instruction, see the Google Search course, described above.

**Prerequisites:** Basic Mac, PC, or Chromebook computer skills. Google Search experience. Must have a Gmail account and bring user ID and password for that account to all classes.

**Google Photos - \$10**

Learn how to use Google Photos to organize, edit, and manage your digital photos in the Google Cloud. Also learn how to create digital albums to share with friends and family members. Class covers options for scanning in your books of photo albums to store in the Google Cloud and creating digital albums to share with friends and family. Class is part lecture and part hands-on. You also are welcome to bring your laptop: Mac, PC, or Chromebook.

**Prerequisites:** Basic Mac or PC or Chromebook computer skills. Must have a Gmail account and bring user ID and password for that account to classes.

**Your Smartphone in Emergencies - \$10**

Since fires and power outages are the "new normal", do you know how to make best use of your smartphone in emergency situations? This class will cover signing up for emergency alerts, charging your phone, pros/cons of various wireless providers, how to get stronger signals at your home, using your smartphone for Internet access, and more. Students should bring iPhone or Android phone to class. Not for Jitterbug phones.

**Prerequisites:** None.

**Lumosity - \$5**

As seniors, one concern is how to maintain our mental sharpness. Brain games are designed to do just that by stimulating your mental activity. This two-hour course is about Lumosity, one of the best known brain games and how to get the most out of the app on your computer, tablet, or smartphone. **Note:** During the course, students will sign up for a free, two-week, trial subscription from Lumosity, which provides access to all games during that period. However, to continue playing games after that period, the student will need to sign up for a fee-based monthly or yearly subscription.

**Prerequisites:** Basic computer and mouse skills. Student is encouraged to bring Apple or Android phone and/or tablet, as we may play games on them as well.

**Quicken Basics - \$10**

This two-day course uses a lecture, demonstration, and Q&A format to introduce Quicken and its personal finance tools. Learn the basics of setting up and maintaining bank and investment accounts, as well as performing the most common transactions, including spending, income, deposits, reconciliation, running reports, creating budgets, preparing for financial future, and more. **Note:** A Quicken license requires an annual subscription. Actual hands-on experience must occur at home on personal computers..

**Prerequisites:** Basic Mac or PC computer skills. Students experienced in Quicken are asked to bring questions and leave personal Quicken file at home.

**Spreadsheet Basics - \$10**

Do you keep lists? A list of expenses, wines, movies, medications, or car repairs? Have you struggled with lists and tables in your word processor? A spreadsheet program, such as Microsoft Excel or Google Sheets, can help. Learn about creating and using spreadsheets, organizing lists, and printing tables and graphs.

**Prerequisites:** Basic computer, mouse, and keyboard skills. Experience with Windows, Mac OSX, or Chromebook. Student is to bring own laptop (with Microsoft Office installed) to each class or to use the Classroom computers (Mac or PC).

## Windows Courses for PC Users

### Learning Windows 10 - \$10

Learn more about the newest PC operating system from Microsoft in a hands-on environment. Course is geared both to students new to Windows 10 and students who are already using Windows 10 and is designed to answer their questions. Learn the features of Windows 10 and go step-by-step through apps, systems settings, personalization, security, and privacy. Bring questions to class. You are welcome to bring your laptop or Surface to work on in the classes.

**Prerequisites:** Basic computer, mouse, and keyboard skills. Experience with Windows.

### Windows 10 File Management - \$5

Organize your Windows 10 computer experience. Learn how to manage files and folders using Windows Explorer: Including properties, searching, navigation, selection, folder creation, copying files, mouse-usage tips, and more. Bring your laptop or Surface to this class or use the Classroom's computers.

**Prerequisites:** Successful completion of Learning Windows 10 course.

## Apple Courses for Mac Users

### Photos for Mac - \$15

Photos is the newest Mac program for managing photos. Learn how to import and manage your photos and to work with photos provided in class to learn techniques for organizing and enhancing photos. Learn how to download pictures from a camera onto a computer and to view and organize them. Learn editing tools, such as resizing, cropping, enhancing, and "red eye" removal. Learn how to create slideshows and books, to make CDs, and to order prints.

**Prerequisites:** Basic Mac computer and mouse skills. Must bring a camera with photos in it and a camera-to-computer cable.

### Working with Mac OS Mojave - \$20

Mojave is a recent operating system for Macintosh computers (version 10.14). Explore its capabilities, including menu functions; creating, organizing, and retrieving files and folders; configuration options (System Preferences); major Apple apps such as Safari and Mail; routine maintenance and troubleshooting; installing and working with printers; the Apple Store; software updates; downloading files and programs; security; and backing up and restoring files. **Note:** Not intended for new Mac users. Intended to enhance experienced users' home computing.

**Prerequisite:** Must have experience using a Mac.

## Android Courses

### **Android Phone Basics - \$5**

Learn how to feel comfortable using and navigating through your Android phone. Learn how to use its built-in accessibility features in this course, which is designed for the beginner who may also need vision or hearing assistance. Covering the basic components of an Android phone, learn how to make and receive calls, check and delete voicemail, send text messages, use phone as a magnifier, make text easier to read, and connect to Wi-Fi and Bluetooth devices. **Note:** Not for Jitterbug phones.

**Prerequisite:** Must bring own Android smartphone and user IDs and passwords.

### **Exploring Your Android Phone - \$10**

Learn the basics of the Android phone features, such as settings, configuring your screen, moving icons, using widgets, browsing the Web, and taking pictures. As this is an interactive, hands-on class, students need to bring their own phone, IDs & passwords, and questions. **Note:** Not for Jitterbug phones.

**Prerequisite:** Must bring own Android smartphone and user IDs and passwords.

## iPhone, iPad & Apple Watch Courses

*(Apple Devices Only)*

### **iPhone Basics - \$5**

Learn how to feel comfortable using and navigating through your iPhone and using built-in accessibility features. This course is designed for the beginner, especially one who needs vision or hearing assistance. Learn about the basic components of an iPhone, how to make and receive calls, check and delete voicemail, send text messages, use the phone as a magnifier, make text easier to read, use Siri, and connect to Wi-Fi and Bluetooth devices. **Note:** No Jitterbugs.

**Prerequisites:** No iPhone experience required. Must bring own iPhone to class..

### **Exploring Your iPhone (Basics) - \$15**

Learn the primary functions of your iPhone in this introductory course. You will learn the features of an iPhone, using an iPhone to make calls, send messages, open and answer emails, and accessing the Internet. Briefly covers using Siri, other apps, and the camera. **Note:** No Jitterbugs.

**Prerequisites:** No iPhone experience required. Must bring own iPhone to each class..

### **Intermediate iPhone - \$15**

Dig deeper and discover more about customizing your iPhone, along with tips and tricks for making it easier to use. We'll also thoroughly explore emails, texting, contacts, camera, apps, Safari, Siri, and more as time allows. This course includes lots of hands-on activities and some lecturing.

**Prerequisites:** Exploring Your iPhone course or equivalent experience. Must bring iPhone 6s or newer, with the latest Apple iOS 13 installed, to each class.

**Advanced iPhone Part 1 - \$30**

This fast paced class is for those who have a good working knowledge of their iPhones, have been using apps such as: Mail, Messages and Safari, and are truly motivated to devote the time required by this class both in and outside of the classroom to learn more. The class is comprised of 6 two-hour sessions over a two week period where we will dig deep into the lesser known aspects of the iPhone and Apple's apps. At the end of this class series you will qualify to register for Part 2 of this course. There will be two optional Saturday workshops from 10:00am to noon for questions and review of the material covered during the previous week. This class is not for those new to the iPhone.

**Prerequisites:** iPhone 6s (Sept 2015) or newer with Apple's newest operating system - iOS 13 installed.

**Advanced iPhone Part 2 - \$30**

This is the continuation of Advanced iPhone Part 1 (previously called Take Control of your iPhone). The class is comprised of 6 two-hour sessions over a two week period. There will be two optional Saturday workshops from 10:00am to noon for questions and review of the material covered during the previous week.

**Prerequisites:** Must have taken Advanced iPhone Part 1 (previously called Take Control of your iPhone) class. iPhone 6s (Sept 2015) or newer with Apple's newest operating system - iOS 13 installed.

**iPhone Photography - \$15**

Learn how to get better iPhone photos using advanced techniques with your iPhone Camera app. We will discuss photo composition and theory, manual focus and exposure techniques, as well as some of the "rules" for taking better photographs. Editing photos will focus on the iOS 13 Photos app with its greatly improved editing tools. We will not cover printing, working with your Macintosh computer, nor will we discuss the usage of applications or other aspects of your iPhone. This class requires a good working knowledge of your iPhone. There will be an optional Saturday workshop from 10:00am to noon for questions and review of the material covered during the previous week.

**Prerequisites:** iPhone 6s (Sept 2015) or newer with Apple's newest operating system - iOS 13 installed. Those with iPads running iPadOS 13 should bring them to class as editing will be easier on the larger display.

**Exploring Your iPad - \$10**

Introduces the iPad, teaches the basics of how to use the device, and explores the possibilities for its use. Covers startup and setup; navigating the home screen; setting up your email account(s); signing onto a new Wi-Fi site; finding, selecting, and buying apps; reading books and magazines; security; and efficient operation.

**Prerequisites:** No iPad experience necessary. Must bring own iPad, with iOS 12 installed, to each class.

**Intermediate iPad - \$15**

Dig deeper and discover more about customizing your iPad, along with tips and tricks for making it easier to use. We'll also thoroughly explore emails, texting, contacts, camera, apps, Safari, Siri, and more as time allows. This course includes lots of hands-on activities and some lecturing.

**Prerequisites:** Exploring Your iPad course or equivalent experience. Must bring your iPad to class each session, with the latest Apple iOS 13 installed.

**Advanced iPad Part 1 - \$30**

This fast paced class is for those who have a good working knowledge of their iPads, have been using apps such as: Mail, Messages and Safari, and are truly motivated to devote the time required by this class both in and outside of the classroom to learn more. The class is comprised of 6 two-hour sessions over a two week period where we will dig deep into the lesser known aspects of the iPad and Apple's apps. At the end of this class series you will qualify to register for Part 2 of this course. There will be two optional Saturday workshops from 10:00am to 12:00pm for questions and review of the material covered during the previous week. This class is not for those new to the iPad. **Prerequisites:** iPad Air 2 (Nov 2014) or newer. iPad Mini 4 (2015) or newer with Apple's newest operating system iPadOS 13 installed.

**Advanced iPad Part 2 - \$30** This is the continuation of Advanced iPad Part 1 (previously called Take Control of your iPad). The class is comprised of 6 two-hour sessions over a two week period. There will be two optional Saturday workshops from 10:00am to noon for questions and review of the material covered during the previous week.

**Prerequisites:** Must have taken Advanced iPad Part 1 (Previously called Take Control of your iPad). iPad Air 2 (Nov 2014) or newer. iPad Mini 4 (2015) or newer with Apple's newest operating system iPadOS 13 installed.

**Using your Apple Watch - \$15**

This class is designed for both those who have just purchased their Apple Watch or those who have had their Apple watch for some time and want to learn more of this watch's capabilities. There will be three two hour classes with the focus on hands on. There will be an optional Saturday workshop from 10:00am to noon for questions and review of the material covered during the previous week.

**Prerequisites:** An Apple Watch (Series 1-5) with Watch OS 6 installed and an iPhone 6s (Sept 2015) or newer with Apple's newest operating system - iOS 13 installed.