

# Courses for Spring 2022

## Apple Courses for Mac Users

### **Introduction to Mac - \$15**

Have you recently begun using a Mac or just switched from PC to Mac? Then, this course is for you! Starting with the basics, learn and understand the Mac desktop, menus, the dock, the keyboard, the finder, and system preferences. Learn its basic applications, such as Mail, Safari, Maps, Photos, and Calendar. Learn to save and organize files.

**Prerequisite:** Basic mouse and keyboard skills.

## Windows Courses for PC Users

### **Learning Windows 10 - \$10**

Learn more about the popular 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 your questions. You are welcome to bring your laptop or Surface to work on in the classes.

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

## Chromebook Courses

### **Intro to Chromebooks - \$10**

Have you recently bought a Chromebook or are thinking about getting a new laptop computer? Chromebooks aren't widely known outside the education world but are the 2nd in laptop market share, after PCs. If your needs are fairly basic at this stage of life, Chromebooks are inexpensive laptops that are easy-to-configure and maintain and are good for checking e-mail, browsing the Internet, and using various free Google apps. This class covers Chromebook capabilities, going step-by-step through real-life examples as well as system settings, personalization, security, apps, and privacy. **This class will be conducted on Zoom.**

**Prerequisites:** Experience with Zoom.

# **Apps Courses**

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

### **Learning Zoom - (no charge)**

Not ready to be back to in-person meetings, want to take remote learning classes, or want to videoconference with friends and family from afar? This “remote” one-on-one coaching session will help you feel more comfortable with Zoom. Learn how to: download the Zoom app, join a meeting, set up a meeting, mute your microphone, use different views, share your desktop, learn basic etiquette, and use the ‘chat’ function.

**Prerequisites:** Internet connection, basic computer skills, and a computer or device with camera, microphone, and speakers.

### **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).

### **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.

### **Google Apps Overview - \$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. With lecture and demonstrations, this course uses real-life examples. **This class will be conducted on Zoom.**

**Prerequisites:** Basic Mac, PC, or Chromebook computer skills, and experience with Zoom. Must have a Gmail account and know user ID and password.

# Android Phone Courses

## **Android Intro/Accessibility - (no charge)**

Learn how to feel comfortable using and navigating your Android phone, as well as using built in accessibility features, in this course designed for the beginner who needs vision or hearing assistance. This class covers the basic components of an Android phone, how to make/receive calls, check/delete voicemail, send text messages, use the phone as a magnifier, make text easier to read, and connect to WiFi and Bluetooth devices. **This class will be conducted on Zoom.**

**Prerequisites:** Experience using Zoom. **Note:** not for iPhones or Jitterbugs.

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

Learn the basics of the Android phone; calling, texting, searching the web, using contacts, maps, camera, loading new apps, signing up for Nixle and SoCo Alerts. This is hands-on, so please bring your fully charged Android phone and the ID and password for your gmail account and the email account you use most. **Note:** Not for Jitterbug phones.

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

# iPhone and iPad Courses

*(Apple Devices Only! No other phones or tablets supported!)*

## **iPhone Intro/Accessibility - (no charge)**

Learn how to feel comfortable using and navigating your iPhone, as well as using built in accessibility features, in this course designed for the beginner who needs vision or hearing assistance. This class covers the basic components of an iPhone, how to make/receive calls, check/delete voicemail, send text messages, use the phone as a magnifier, make text easier to read, use Siri, and connect to WiFi and Bluetooth devices. **This class will be conducted on Zoom.**

**Prerequisites:** Experience using Zoom. **Note:** not for Android phones or Jitterbugs.

## **Exploring Your iPhone - \$15**

Learn the many functions of your iPhone in this introductory course. You will learn about the features of an iPhone, using an iPhone to make calls, send messages, send and answer emails, using the camera, searching the Internet. Briefly covers using Siri, Photos, and other apps. **Note:** Students must have an iPhone 8 or newer and be using iOS 15 operating system. **Prerequisites:** No iPhone experience required. Must bring your own iPhone and charger to each class.

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

Dig deeper and discover more about customizing your iPhone, along with tips and tricks for making it more user-friendly. We will thoroughly explore emails, texts, contacts, Siri, camera, apps, Safari, and more, as time allows. This course includes lots of hands-on activities and, for the first time, emphasis on the jam-packed iOS15 operating system. **Prerequisites:** Exploring Your iPhone course or equivalent experience. Must bring iPhone 8 or newer to each class, with the latest Apple iOS 15 installed.

### **iPhone Photos - \$15**

Learn how to take and share photos and organize them into albums. Practice techniques for viewing and deleting photos, and learn how to edit them. **Prerequisites:** This class is for those who have a good working knowledge of the iPhone and have an iPhone 8 or newer with the iOS 15 operating system.

### **Intermediate iPad - \$15**

Dig deeper and discover more about customizing your iPad, along with tips and tricks for making it more user-friendly. We will thoroughly explore emails, texts, contacts, Siri, camera, apps, Safari, and more, as time allows. This course includes lots of hands-on activities and, for the first time, emphasis on the jam-packed iOS15 operating system. **Prerequisites:** Exploring Your iPad course or equivalent experience. Must bring iPad (3rd generation iPad Air or newer, iPad Pro, or 5th generation iPad Mini or newer) to class, with the latest Apple iOS 15 installed.

### **Health & Safety with Apps - \$5**

Learn how your phone can help keep you safe. Covers emergency contacts and key health conditions, storing a digital copy of your vaccinations, and setting up fire/earthquake related notifications.

**Prerequisites:** Exploring your iPhone course or equivalent experience. Must bring your iPhone 6s or newer with the latest Apple iOS 15.3 or later installed. Know your Apple ID.