

TechAge Spring/Summer 2018 Course Descriptions and Schedules

WINDOWS CLASSES

GET TO KNOW WINDOWS 10 – THE BASICS

New to Windows 10 or need a refresher? You'll learn the essential skills you need to get the most from your PC. How to use and customize the Start menu, use free word processing tools, search using Cortana voice search, manage your files, use the Internet, download and use Apps from the App Store, and more.

Prerequisite: Windows PC running Windows 10.

4-Lessons. Fee: \$60. Includes purchased text.

Sec. 411, Thursdays, 5/3 – 5/24, 9:30 - 11:30 am.

Sec. 111, Tuesdays, 7/10 – 7/31, 9:30 - 11:30 am.

GET TO KNOW WINDOWS 10 – THE APPLICATIONS

This class builds on the skills taught in "Get to Know Windows 10 – the Basics". You will learn to safely use your PC with popular Apps to access news, information and entertainment, use the Internet and email, work with photos and backup your computer and files.

Prerequisite: "Get to Know Windows 10 – the Basics"

4-Lessons. Fee \$45, Optional purchased text \$15.

Sec. 412, Thursdays, 5/31 – 6/21, 9:30 - 11:30 am.

Sec. 112, Tuesdays, 8/7 – 8/28, 9:30 - 11:30 am.

CUSTOMIZE YOUR WINDOWS 10 EXPERIENCE

Go beyond the basics with this Windows 10 class. Learn to customize your computer, use standard apps to manage photo images and play music/video files, keep your computer safe and up-to-date, organize and back up your files.

Prerequisite: Intermediate computer skills.

6-Lessons. Fee \$80. Includes purchased text.

Sec. 420, Wednesdays, 5/2 – 6/6, 2:30 - 4:30 pm.

EDIT, ORGANIZE AND SHARE YOUR DIGITAL PHOTOS

Learn all about digital photo images. Using a Windows computer, you will learn how to organize, edit and prepare digital photos for printing. Using the free, web-based **Pixlr Express** editor, you will work with class digital photos and those from your own camera or cell phone.

Prerequisite: Basic computer skills. A USB flash drive is required for this class.

4-Lessons. Fee \$45.

Sec. 421, Tuesdays, 5/1 – 5/22, 2:30 - 4:30 pm.

GET ORGANIZED - FILE MANAGEMENT

Learn to organize your PC's "electronic filing cabinet", create an efficient filing system and save files and folders so you can find them later. You will also learn how to create, move, search for, delete and protect your files and folders and to organize your e-mails and Internet "Favorites". Course taught with Windows 10 but applicable to both Windows 7 and Windows 8.

Prerequisite: Basic computer skills.

3-Lessons. Fee \$35.

Sec. 422, Mondays, 5/7 – 5/21, 2:30 - 4:30 pm.

Sec. 120, Mondays, 7/2 – 7/16, 2:30 – 4:30 pm.

USING GMAIL AND GOOGLE APPS

Experts say that Gmail is the best free email service. In this class, you will find out why Gmail is for you, how to switch to it, set up your account and use it. Already using Gmail, you'll learn how to take advantage of its many useful features. You will also learn to use many of the free Google Apps that come along with your Gmail account.

Prerequisite: Basic computer skills.

2-Lessons, Fee \$25.

Sec. 430, Tuesdays, 5/8, 5/15, 9:30 - 11:30 am.

Sec. 431, Tuesdays, 6/5, 6/12, 2:30 - 4:30 pm.

Sec. 130, Tuesdays, 7/10, 7/17, 2:30 - 4:30 pm.

Sec. 131, Thursdays, 8/9, 8/16, 9:30 - 11:30 am.

COMPUTER AND INTERNET SAFETY

Hackers want to steal your money and your personal information. In this class, you will learn about the threats on the Internet and in email and learn how to protect yourself. Course taught on a Windows computer, but applicable to any computer.

Prerequisite: Basic computer skills.

1-Lesson, Fee \$15.

Sec. 432, Tuesday, 5/22, 9:30 - 11:30 am.

Sec. 433, Tuesday, 6/19, 2:30 - 4:30 pm.

Sec. 132, Tuesday, 7/24, 2:30 - 4:30 pm.

Sec. 133, Thursday, 8/23, 9:30 - 11:30 am.

TABLET AND SMART PHONE CLASSES

GET TO KNOW YOUR ANDROID PHONE OR TABLET

Get more comfortable using your Android tablet or phone. In this 4-lesson class you will learn to understand and enjoy your Android tablet or phone. Topics will include tablet/phone basics and using your tablet for web surfing, e-mail, photography, and video, and traveling with your tablet/phone.

Prerequisite: Android Tablet or Phone with OS 4.0 or higher.

4-Lessons. Fee \$60. Includes purchased text.

Sec. 440, Wednesdays, 5/2 – 5/23, 9:30 - 11:30 am.

GET TO KNOW YOUR IPAD OR IPHONE - INTRO

Get comfortable using your iPad or iPhone. You will learn iPad and iPhone basics, including how to join a wireless network, use the onscreen keyboard, and much more. Access the "App Store" and learn how to find, install, and manage "apps" on your device.

Prerequisite: iPad tablet or iPhone.

2-Lessons. Fee \$35.

Sec. 441, Fridays, 5/4, 5/11, 2:00 – 4:00 pm.

Sec. 140, Wednesdays, 7/11, 7/18, 2:00 – 4:00 pm.

GET TO KNOW YOUR IPAD OR IPHONE - DAILY LIFE BASICS

Integrate your iPad or iPhone into your daily life. "Get Organized" by learning how to manage your contacts and calendar. "Stay in Touch" with family and friends by using basic email techniques and by making video calls.

Prerequisite: Get to Know Your iPad or iPhone - Intro.

2-Lessons. Fee \$25.

Sec. 442, Fridays, 5/18, 5/25, 2:00 – 4:00 pm.

Sec. 141, Wednesdays, 7/25, 8/1, 2:00 – 4:00 pm.

GET TO KNOW YOUR IPAD OR IPHONE - DAILY LIFE ADVANCED

This 2-lesson course builds upon your basic daily life skills. “Get *More* Organized” by understanding the value of iCloud and learning how to manage your to-do lists. “Stay in Touch” with family and friends by learning how to and use advanced email tools. **Fee \$25.**

Prerequisite: Get to know your iPad or iPhone – Daily Life Basics.

Sec. 443, Fridays, 6/1, 6/8, 2:00 – 4:00 pm.

GET TO KNOW YOUR IPAD OR IPHONE – MESSAGES

This course introduces you to many of the features included in Messages, Apple’s standard texting tool. Learn how to text with special effects, photos, emojis, images and much more.

Prerequisite: Get to Know Your iPad or iPhone - Intro.

1-Lesson. Fee \$15.

Sec. 444, Friday, 6/15, 2:00 – 4:00 pm.

Sec. 142, Wednesday, 8/8, 2:00 – 4:00 pm.

GET TO KNOW YOUR IPAD OR IPHONE – TIPS & TRICKS

This course presents useful “tips & tricks” to make your device easier to use and more useful to you. Learn about several cool features and shortcuts you didn’t know existed.

Prerequisite: Get to Know your iPhone or iPad – Intro.

Prerequisite: Get to Know Your iPad or iPhone - Intro.

1-Lesson. Fee \$15.

Sec. 445, Friday, 6/22, 2:00 – 4:00 pm.

Sec. 143, Friday, 8/15, 2:00 – 4:00 pm.