

LOOK INSIDE
FOR NEW
CLASSES!



FAQ

• **Do I need to be a JCC Member to join a TechAge class?**

No, you do not need to be a JCC member to participate in TechAge or use the Learning Center.

• **What are basic computer skills?**

A basic knowledge or ability to open and close programs and folders on a computer and minimize/maximize windows.

• **What are basic internet skills?**

A basic knowledge or ability of how to minimize/maximize windows, basic computer skills with an emphasis on using a browser to "surf" the web and use e-mail.

• **Is there a fee to join TechAge?**

No, there is no membership fee.

• **Can I get extra help?**

Yes! "Open Lab" help sessions offered are FREE and open to all adults, 12–2pm, Monday through Friday. Current TechAge students can receive expert help with any computer issue on Wednesdays, 12–2pm (September through June).

TECHAGE

Adult Computer Learning Center

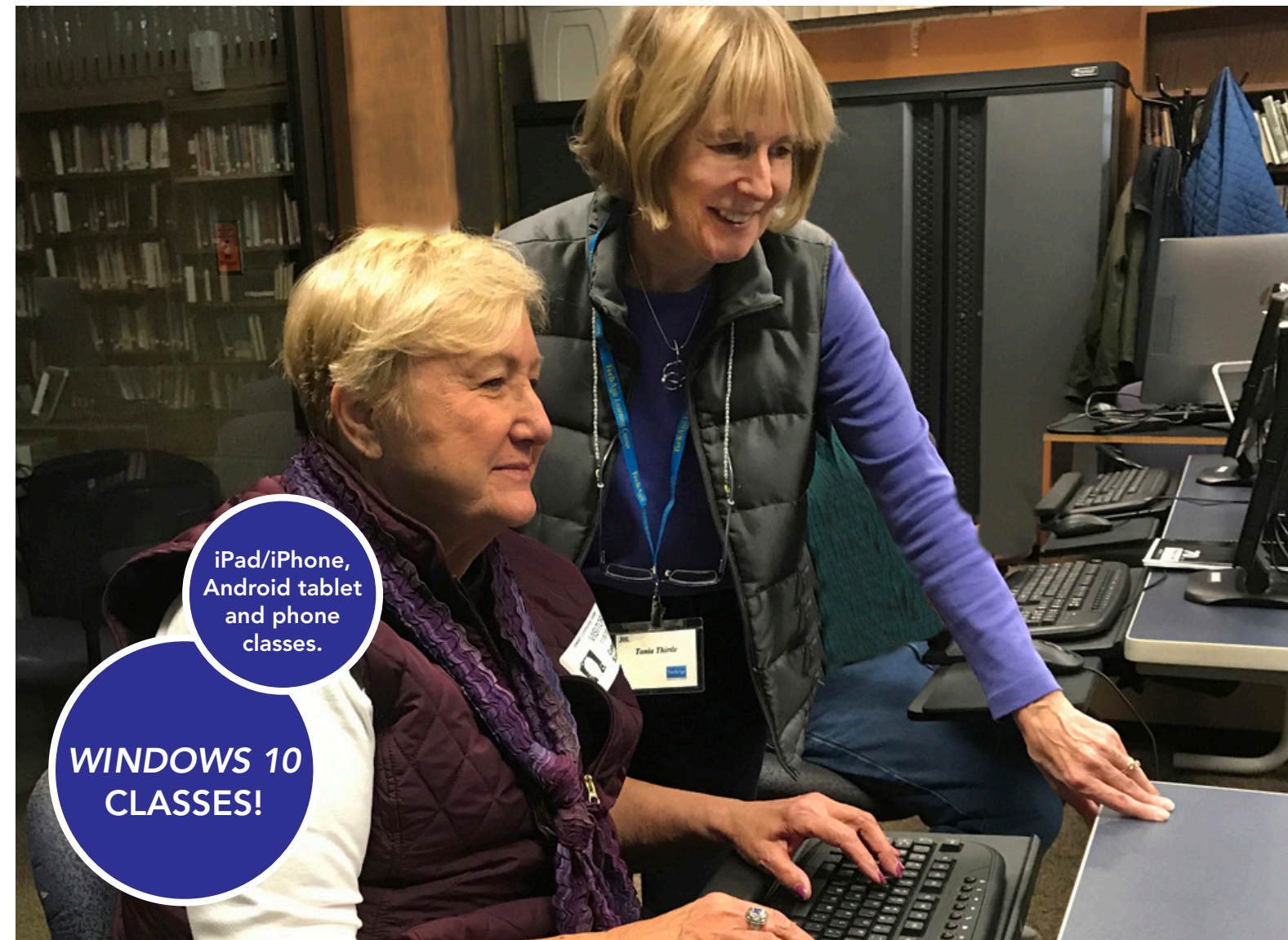
Classes for adults, taught by adults
www.RocTechAge.org | 585-461-2000, ext. 463

Classes for adults,
taught by adults.

TECHAGE

Adult Computer Learning Center

January – April 2019



iPad/iPhone,
Android tablet
and phone
classes.

**WINDOWS 10
CLASSES!**

2019 Course Descriptions & Schedules

TechAge is located on the main level of the JCC in the Feinbloom Library. For information, call 461-2000, ext. 463 between 12–2pm.

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. 311, Thursdays, 1/10 – 1/31, 9:30 – 11:30 am

Sec. 312, Tuesdays, 2/5 – 2/26, 2:30 – 4:30 pm

Sec. 313, Mondays, 4/1 – 4/22, 2:30 – 4:30 pm

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" or equivalent

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

Sec. 314, Thursdays, 3/7 – 3/28, 9:30 – 11:30 am

GET TO KNOW WINDOWS 10 – BEYOND THE BASICS

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. You will be introduced to the new features in the latest version of Windows 10.

Prerequisite: Intermediate computer skills.

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

Sec. 320, Wednesdays, 1/9 – 2/13, 9:30 – 11:30 am

Sec. 321, Wednesdays, 3/6 – 4/10, 9:30 – 11:30 am

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. 322, Mondays, 1/7 – 1/21, 2:30 – 4:30 pm

USING TWITTER

In this 2-lesson class, learn how to stay on top of current events, financial news or your favorite celebrities using Twitter, a popular social networking tool. Course taught on a Windows computer, but applicable to any computer.

Prerequisite: Basic computer skills.

1-Lesson. Fee \$25.

Sec. 323, Fridays, 4/5, 4/12, 2 – 4 pm

USING MICROSOFT EXCEL

Learn the basics of creating simple spreadsheets to organize, calculate and display data. These spreadsheets can be used to create and analyze household budgets, financial portfolios, address lists and endless other practical applications. Skills learned apply to all recent versions of Microsoft Excel. Course taught on a Windows computer, but applicable to any computer.

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

4-Lessons. Fee \$50

Sec. 324, Mondays, 3/4 – 3/25, 2:30 – 4:30 pm

USING GMAIL & 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. Course taught on a Windows computer, but applicable to any computer.

Prerequisite: Basic computer skills.

2-Lessons. Fee \$25

Sec. 330, Tuesdays, 1/8, 1/15, 9:30 – 11:30 am

Sec. 331, Tuesdays, 3/5, 3/12, 2:30 – 4:30 pm

COMPUTER & 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. 332, Tuesday, 1/22, 9:30 – 11:30 am

Sec. 333, Tuesday, 3/19, 2:30 – 4:30 pm

BACKUP YOUR COMPUTER

Hard drives fail, computers get hacked. We now store our family photos and other irreplaceable documents on our PCs. This class will show you how to protect your important files with simple backup techniques. Course taught on a Windows computer, but applicable to any computer.

Prerequisite: Basic computer skills.

1-Lesson. Fee \$15

Sec. 334, Tuesday, 1/29, 9:30 – 11:30 am

Sec. 335, Tuesday, 3/26, 2:30 – 4:30 pm

TABLET & SMART PHONE CLASSES

GET TO KNOW YOUR ANDROID PHONE OR TABLET – THE BASICS

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, customizing your device's screen, downloading apps, surfing the web, e-mail, photography, and video, and more.

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

4-Lessons. Fee \$60, includes purchased text.

Sec. 340, Wednesdays, 1/9 – 1/30, 2 – 4 pm

Sec. 341, Wednesdays, 3/6 – 3/27, 2 – 4 pm

GET TO KNOW YOUR ANDROID PHONE OR TABLET – BEYOND THE BASICS

Get more proficient using your Android tablet or phone. In this 4-lesson class you will learn more advanced skills including texting techniques, use of various maps apps, use of widgets, maintenance and file management, and more.

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

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

Sec. 342, Wednesdays, 2/6 – 2/27, 2 – 4 pm

Sec. 343, Wednesdays, 4/3 – 4/24, 2 – 4 pm

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. 350 Fridays, 1/11, 1/18, 2 – 4pm

Sec. 351 Thursdays, 4/18, 4/25, 2 – 4 pm

ABOUT TECHAGE CLASSES TechAge classes are open to all adults. Classes are small, with a maximum of 10 students, and paced for adult learning. Students get lots of help in classes and free help sessions. New to Windows 10, TechAge will help you make the transition and take advantage of its great new features. www.RocTechAge.org

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. 352, Fridays, 1/25, 2/1, 2 – 4 pm

GET TO KNOW YOUR IPAD OR IPHONE – USING SAFARI

This course introduces you to many of the features included in Safari, Apple's standard web browser. Learn how to search for and navigate to websites, manage multiple tabs, bookmarks, and more.

Prerequisite: Using your iPad or iPhone - Intro.

2-Lessons. Fee \$25

Sec. 353, Fridays, 2/8, 2/15, 2 – 4 pm

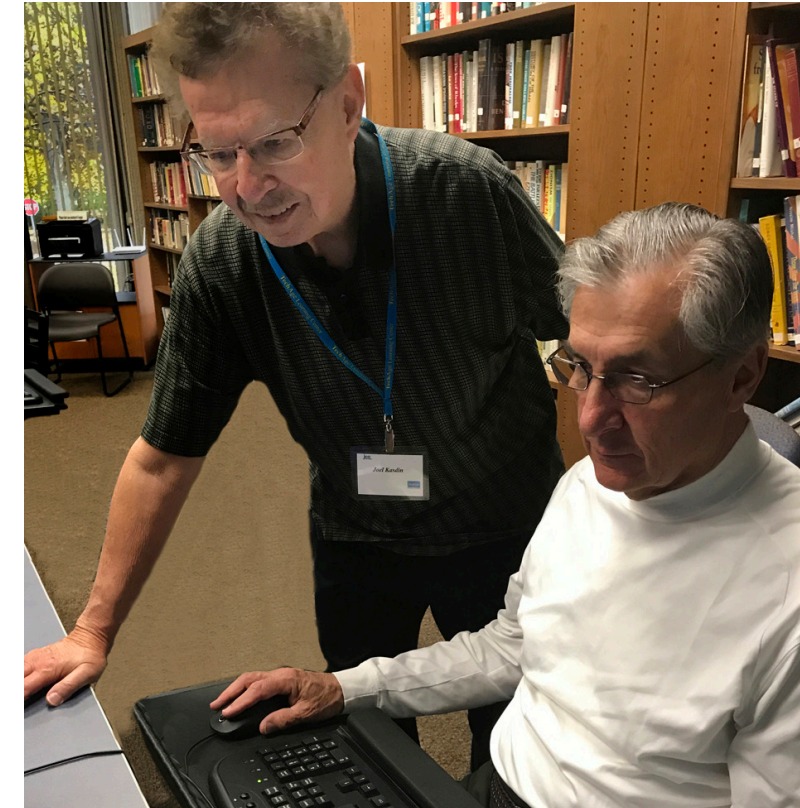
GET TO KNOW YOUR IPHONE OR IPAD – PHOTOGRAPHY

You'll learn to use your iPad or iPhone's built-in Camera and Photos Apps to take better photos and videos and manage, organize and edit them.

Prerequisite: Using your iPad or iPhone - Intro.

3-Lessons. Fee \$35

Sec. 354, Fridays, 3/15 – 3/29, 2 – 4 pm



2019 REGISTRATION

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Date of Birth _____

Email _____

Course Selection (refer to course schedule)

Course Title _____ Section# _____ Fee \$ _____

Course Title _____ Section# _____ Fee \$ _____

Total Fees \$ _____

Payment Information

Return completed registration form with payment to:

TechAge
c/o JCC of Greater Rochester
1200 Edgewood Ave
Rochester, NY 14618

Check enclosed (made payable to JCC of Greater Rochester)

Please charge my credit card Visa M/C Discover AmEx

Cardholder Name _____

Account# _____ Exp. Date _____

3-Digit CWV _____ Signature _____