

Class Description

Beginning Computer

This course is designed for persons who never or have only little experience with using a computer. Students will learn computer basics such as navigating an operating system, computer components and accessories, terminology, and creating simple documents using Microsoft Word. Internet, email and internet security will also be introduced.

Six two hour sessions

Class Fee \$35.-

Recommended prerequisite: None

Intermediate Computer

For people familiar with typing and using a mouse, this class refines skills for using a Windows based computer. Topics covered include Copy & Paste, when to Right Click, using Word (Formatting text, spellcheck etc.), saving, opening and deleting files. The basics of using the Internet, how to search for things on Google and in using Google Maps. And finally email, using Google's Gmail service.

Six two hour sessions

Class Fee \$35.-

Recommended prerequisites: Beginning Computer or basic computer knowledge & familiarity with computer keyboard.

Advanced Computer

A direct continuation from Intermediate Computers, this class moves at a faster pace and covers more detailed subjects than the Intermediate course. The class is structured so one can take it immediately after finishing the Intermediate Computers course or so that one can take them at the same time if retaking the classes as the lessons reinforce each other (Recommended to be taken them one at a time if never taken before).

Topics covered include a quick review of material from Intermediate Computers class followed by how to personalize Windows, copying photos from a digital camera or smartphone to a computer as well as how to listen to your music CDs on the machine. A more advanced version of the email class from Intermediate Computers using Google Gmail, how to use Facebook and protect your privacy and lastly keeping your computer running smoothly with computer maintenance.

Six two hour sessions

Class fee \$35.-

Recommended prerequisites: Intermediate Computer.

Internet & Email

Students will learn more skills and gain more confidence in using the internet. Besides using internet to access all kind of information such as news, shopping, cooking & more, students will also learn how to setup an email account, send & receive emails, attach documents or pictures to the emails. Internet & email safety will also be introduced.

Six two hour sessions

Class fee \$35.-

Recommended prerequisites: Intermediate Computer.

Social Media

This class will teach the basic knowledge of the social media, how to sign up, setup a profile and setup the privacy settings. It will help seniors to connect with family and friends on various media such as Facebook, Twitter, blogging, Skype and etc. It will open a door beyond email that allows parents, grandparents, family and friends to make connection and share conversations, ideas and photos.

Class fee \$35.-

Recommended prerequisites: Intermediate Computer.

Beginning iPad

You will learn the basic functions and features of iPad. Participants will learn about email, messaging, web browsing on iPad. They will also learn how to use and manage apps, take pictures and manage your pictures.

Class fee \$35.-

Recommended prerequisites: Intermediate Computer.

Advanced iPad

Expand more knowledge and features of iPad. Participants will learn about managing the email attachments, camera and photo apps. iBooks, iTunes, Google Docs, Face Time, Skype will also be taught.

Class fee \$35.-

Recommended prerequisites: Beginning iPad.

iPhone

Learn the basic functions and features of iPhone. Then explore further into camera and photo, mail messaging, web browsing on iPhone. Also learn how to use Calendar, apps, etc.

Class fee \$35.-

Recommended prerequisites: Intermediate Computer.