

ROSWELL ADULT LEARNING CENTER – COMPUTER COURSES: FALL 2019, WINTER 2020 OFFERINGS

- COMPUTERS -

COMPUTER BASICS 101 (8 WEEKS) FEE: \$45

This course is for users that have a limited or no knowledge about computers. It includes information on Basic Windows applications, computing terms, The Desktop, Input, output, and storage devices, Operating systems and applications, licensing of software, Networking and Internet basics, Ergonomics, safety, security, protecting your data, understanding malware, Using the mouse, keyboard, and desktop, customizing your computer, printing, working with files and folders.

Fall 2019: Tuesdays, 9/10—10/29, 10am – 12 Noon

Winter 2020: Tuesday, 1/7—2/25, 10AM-Noon

CLEAN MY COMPUTER? (1 DAY) FEE: \$15

Is your computer slow and getting slower? Do you know how to clean your computer? The class will discuss how to identify and use computer software to free up disk space on a computer's hard drive. The software will search and analyzes the hard drive for files that are no longer of any use, and then removes the unnecessary files. Malicious software, including rogue security software, adware, malware and spyware will be removed. Some of the software are available in both a free and a paid version.

Fall 2019: Thursday, 9/19, 1:30 - 3:30pm

Winter 2020: Thursday, 1/16, 1:30-3:30

UNDERSTANDING FILES & FOLDERS (1 DAY) FEE: \$15

Learn how to organize the contents of your computer by creating folders and sub-folders. How to rename a folder and the different ways to display your list of folders and files?

Fall 2019: Thursday 10/17, 10am – 12 Noon

Winter 2020: Thursday, 2/13, 10am – 12 Noon

WHAT IS A FLASH DRIVE AND HOW TO USE IT (1 DAY) FEE: \$15

Learn what a flash (or thumb) drive is, how to use it in the computer to transport data from one device to another, or from one person to another. See how you can add or delete files on the flash drive.

Fall 2019: Wednesday, 9/11, 1:30 - 3:30pm

Winter 2020: Wednesday, 1/18, 1:30—3:30pm

- WINDOWS -

INTRODUCTION TO WINDOWS 10 (8 WEEKS) FEE: \$45

You will learn to use Windows 10, Microsoft® Edge, which replaces Internet Explorer, and Cortana, which can help you search for files on your computer and information on the web. Also covered is Finding and downloading Apps and Windows 10 email Apps. Students will learn how to work with files and folders and to save files on One Drive, a cloud storage App. Students will be shown how to back up files and fix simple problems.

Fall 2019: Wednesday, 9/11—10/30 10:00am - 12 Noon

Winter 2020: Wednesday, 1/8—2/26, 10am – 12 Noon

INTRODUCTION TO WINDOWS 10 PHOTO APP: (1 DAY) FEE: \$15

Learn how to use this free editing tool for image enhancement. You will be able to crop, improve lighting and colors, remove objects, make a slideshow and more. A great tool and it is free.

Fall 2019: Thursday, 10/10, 1:30 - 3:30PM

Winter 2020: Wednesday, 1/15, 6:00—8:00 PM

WINDOWS 10 LATEST TIPS AND TRICKS (1 DAY) FEE: \$15

This workshop will cover a number of useful tips and tricks in using Windows 10. Topics of discussions will cover the Start screens, working with Apps, screen resolution, the search function, deleting unnecessary files, scanning, editing photos, saving music, downloading YouTube videos, mail, cleaning unneeded files, and many other useful tips.

Fall 2019: Thursday, 10/10, 10am – 12 Noon

Winter 2020: Wednesday, 1/8, 6:00—8:00 PM

- COMPUTER SKILLS -

COMPUTER SKILLS FOR REENTERING THE WORKFORCE (8 WEEKS) FEE: \$45

This eight-week class will touch on the basic computer operations such as the windows operating system, word processing, spreadsheets, power point, email/Outlook and the Internet. Computer classes can make a world of difference in your job credentials. Even though you may have plenty of education in your field, a refresher before heading back to work will be helpful.

Fall 2019: Saturdays, 9/14—11/2 , 9 – 11am

Winter 2020: Saturdays, 1/11—2/28 , 9 – 11am

- WORD PROCESSING -

INTRODUCTION TO MICROSOFT WORD BASICS (1 DAY) FEE: \$15

The class will provide a basic overview of what Word 2016 is and covers how to create a document, how to **bold**, underline, and *italicize* words, open multiple documents, the Quick Access bar, Tabs, Spacing, inserting pictures, Margins, making columns, spell check and using Templates

Fall 2019: Monday, 9/9, 1:30 - 3:30pm

Winter 2020: Monday, 1/16, 1:30 - 3:30pm

MICROSOFT WORD – INTRODUCTION (8 WEEKS) FEE: \$45

This course will give a brief overview of the basic functions of Microsoft Word such as, create new documents, navigation around the document, the bold, underline, and italic functions, the clipboard cut, copy, and paste commands, the quick access tool bar, how to move text around, discussion of fonts and tabs, navigation pane, format painter, templates, and a review of the major tabs. Students should understand the basics of using a Windows-based computer and be comfortable using the keyboard and mouse.

Fall 2019: Tuesdays, 9/10—10/29 , 1:30 - 3:30pm

Winter 2020: Tuesdays, 1/7—2/25 , 1:30 - 3:30pm

USING TABLES IN A MICROSOFT WORD DOCUMENT

Learn how to create Tables in a Microsoft Word Processing document. Learn how to sort table columns, how to adjust columns, change table format and style and align the table data.

Winter 2020: Wednesday 1/29, 6:00—8:00 PM

- EXCEL -

BASIC OVERVIEW OF EXCEL (1 DAY) FEE: \$15

This class will provide a basic overview of what Excel is and will cover how to enter and format data and create spreadsheets/worksheets.

Fall 2019: Monday, 9/23, 1:30—3:30PM

Winter 2020: Monday, 1/20, 1:30 - 3:30pm

INTRODUCTION TO EXCEL (8 WEEKS) FEE: \$45

Topics covered include how to entering data, formatting data and worksheets, creating charts and printing data. The student will learn to create Spreadsheets for stocks and other investments, checking accounts, household expenses.

Fall 2019: Thursday, 9/12—10/31, 6:00 - 8:00 pm

Winter 2020: Thursday, 1/--2/27, 6:00—8:00 PM

- APPLE / iOS -

REVIEW OF IPAD/IPHONE BASICS (1 DAY) FEE: \$15

Bring your iPad or iPhone to review navigating between apps and screens, moving icons where you want them, notifications, and other options in the Settings app.

Fall 2019: Thursday, 10/24, 1:30 - 3:30pm

Winter 2020: Thursday, 2/20, 1:30 - 3:30pm

ROSWELL ADULT LEARNING CENTER – COMPUTER COURSES: FALL 2019, WINTER 2020 OFFERINGS

- INTERNET RELATED -

FACEBOOK (1 DAY)

FEE: \$15

Learn how to register and navigate on the Facebook website. You will learn how to enter Profile Information, what Facebook Buttons are used for, how to Find and Add Friends, how to Add Photos, how to Post Status Updates on Your Wall, how to Write on a Friend's Wall and many more fun things to do with Facebook.

Fall 2019: Thursday, 10/3, 10am – 12 Noon

Winter 2020: Thursday, 1/30, 10am – 12 Noon

EBAY BUYING AND SELLING (2 WEEKS)

FEE: \$15

Learn how to register and navigate on the eBay website. You will learn how to buy and sell items on eBay, as well as how to verify a seller's credibility. A valid email address that you can access remotely in the workshop is required.

Fall 2019: Thursdays, 9/19—9/26, 10am – 12 Noon

Winter 2020: Thursdays, 1/16—1/23, 10am – 12 Noon

WHAT IS A FREE MICROSOFT OFFICE ONLINE (1 DAY)

FEE: \$15

Learn about Microsoft's free web-based version of Microsoft Office. This online office suite is clearly competing with Google Docs, but it is also a potential replacement for the desktop version of Office.

Fall 2019: Thursday, 10/24, 10am--noon

Winter 2020: Thursday, 2/20, 10am--noon

INTRODUCTION TO GOOGLE DOCS (1 DAY)

FEE: \$15

Take a look at the free online applications that Google Docs provides instead of Microsoft Office paid programs. This introduction class will cover some basic features of Google Docs, Sheets and Slides.

Fall 2019: Thursday, 10/17, 1:30 - 3:30pm

Winter 2020: Thursday, 2/13, 1:30—3:30 pm

I DID NOT KNOW THE PUBLIC LIBRARY OFFERED THAT FOR FREE! (1 DAY)

FEE: \$15

Bring your current library card and password so we can explore the library's website and the treasure chest of options you can find there. Learn a foreign language, take an online course. Access newspapers, magazines, books, and encyclopedias, all free from the Atlanta-Fulton County Public Library website. the public library?

Fall 2019: Thursday, 10/31, 1:30 - 3:30pm

Winter 2020: Thursday, 2/27, 1:30—3:30 pm

WHAT IS CLOUD STORAGE? (1 DAY)

FEE: \$15

Where is the cloud? Are we in the cloud now? The term "cloud computing" is everywhere. In the simplest terms, cloud computing means storing and accessing data and programs over the Internet instead of your computer's hard drive. In this class, students will learn how to save and store files and folders to a cloud. Several of the most popular "Clouds" will be explored. These will include Microsoft OneDrive and Google cloud, among others.

Fall 2019: Thursday, 10/31, 10am - 12 Noon

Winter 2020: Thursday, 2/27 10:00am--noon

A REVIEW OF INTERNET SAFETY (1 DAY)

FEE: \$15

Staying safe online is essential in today's world. Learn all about online safety and get Internet safety tips. Learning about creating STRONG passwords, your browser's security features, avoiding spam and phishing, how to avoid Malware, safe online shopping, understanding browser tracking, social media privacy basics, what to do if your computer gets a virus, and more.

Fall 2019: Thursday, 9/12, 1:30 - 3:30pm

Winter 2020: Wednesday, 1/22, 6:00—8"00pm

SOCIAL MEDIA FOR SENIORS – DESCRIPTION

This class will teach you the skills you need to communicate with friends and family on Social Media. In 8 classes we will cover social media such as Keeping in Touch with Friends and Family, Sharing Pictures and Videos on Facebook, Finding Interesting groups on Facebook and Twitter, We will also discuss LinkedIn, Pinterest, Instagram, etc.

Winter 2020: Monday, 1/6—2/24, 10am – 12 Noon

- ANDROID -

ANDROID BASICS & MORE FUN (2 WEEKS)

FEE: \$15

Learn to enjoy your phone. This class will cover some basic features of the Android system such as power on/off, charging you phone, answering calls, voicemail, review the phone settings, about contacts, sending emails and pictures, the phone battery, working with maps, using the calendar, the alarm clock, Skype, Music, Bluetooth, the Internet and more.

Fall 2019: Monday, 10/7—10/14, 1:30—3:30 PM

Winter 2020: Wednesday, 2/5—2/12, 1:30—3:30 PM

- PICTURES / MOVIES -

HOW TO SCAN PICTURES/DOCUMENTS (1 DAY)

FEE: \$15

Each student should bring two pictures that will be scanned and copied to a flash drive, which can be taken home and used in your computer.

Fall 2019: Thursday, 9/26, 1:30 - 3:30pm

Winter 2020: Wednesday, 2/5, 6:00—8:00 PM

HOW TO DOWNLOAD PICTURES (1 DAY)

FEE: \$15

Learn how to get your pictures from your camera and Smart phone to your computer using either the device cable, a card reader or the SD reader slot in your computer. **Bring your Camera or Smart phone and cables to class for hands-on experience.**

Fall 2019: Thursday, 10/3, 1:30 - 3:30pm

Winter 2020: Thursday, 2/6. 10:00am--noon

MAKING A MOVIE USING WINDOWS MOVIE MAKER (1 DAY)

FEE: \$15

Learn how to assemble a set of photographs, video and music to create a movie file using special effects and music. The file can be played on a computer, most commercial DVD players and on a TV.

Fall 2019: Monday, 9/16, 1:30 - 3:30pm

Genealogy

Genealogy And Family History (8 weeks)

Fee: \$45

Learn how to seek information about your ancestors via the Internet. learn about different genealogy programs, and free Internet research sites. At the completion of this course you should be capable of writing and publishing a family history. Bring as much information about your ancestors as possible. You must be computer literate.

Fall 2019: Wednesdays 9/11—10/30, 1:30—3:30 PM

A beginning Guide to Genealogy and Family History

Fee: \$15

Learn your family history, and how to search using a variety of resources, including the internet, library and government records.

Winter 2019: Wednesdays, 1/15, 1:30—3:30 PM

Genealogy Online

Fee: \$15

Searching for family history online using databases and other resources available on the internet. Discover the many resources including DNA, which can be used.

Winter 2019: Wednesdays, 1/22, 1:30—3:30 PM

DNA and Genealogy **Fee: \$15**

Learn how DNA has revolutionized the search for family in genealogy searches. Should you find what your DNA holds? What is involved? Are there any risks?

Winter 2019: Wednesdays, 1/29, 1:30—3:30 PM

**Request a One-on-one to solve computer problems
or issues**

BY APPOINTMENT ONLY **FREE**

RALC reps will be available by appointment only to assist you in solving computer issues, Call 770-992-4821 or 404-374-8125 to make an appointment. **The lab is only open to former and current students.**

Fall 2019: Fridays, 1/10—2/28, from 1 – 3pm