

**GENEALOGY AND FAMILY HISTORY (8 WEEKS) FEE: \$45**

An eight-week course where you will learn how to seek information about your ancestors via the Internet. You will 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.

**Wednesdays, 1/9 - 2/27, 10am - 12 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.

**Thursday, 2/14, 1:30 - 3:30pm**

**I DID NOT KNOW THE PUBLIC LIBRARY OFFERED THAT FOR FREE! (1 DAY) FEE: \$15**

Bring your current library card and we will 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.

**Thursday, 2/28, 1:30 - 3:30pm**

**WHAT IS CLOUD STORAGE? (1 DAY) FEE: \$15**

Where is the cloud? Are we in the cloud now? These are all questions you've probably heard or even asked yourself. 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.

**Thursday, 2/28, 10am - 12 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.

**Thursday, 1/10, 1:30 - 3:30pm**

**- 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.

**Thursday, 2/21, 1:30 - 3:30pm**

**- ANDROID -**

**ANDROID BASICS & MORE FUN (2 WEEKS) FEE: \$15**

Learn to enjoy your phone. This Introduction 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 and other basic features. This class will discuss more features of the Android system such as, working with maps, using the calendar, the alarm clock, Skype, Music, Bluetooth, the Internet and more.

**Fridays, 1/11 - 1/18, 10am - 12 Noon**

**- 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.

**Thursday, 1/24, 1:30 - 3:30pm**

**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.**

**Thursday, 1/31, 1:30 - 3:30pm**

**HOW TO USE YOUR IPHONE, IPAD, OR ANDROID PHONE TO TAKE**

**BETTER PICTURES (6 WEEKS) FEE: \$45**

Get a better understanding of taking great images with your phone (or iPad) and transfer them to a computer, and/or print your selection of pictures to make memories you can share.

**Mondays, 1/7 - 2/11, 1:30 - 3:30pm**

**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.

**Winter 2019: Thursday, 2/25, 1:30 - 3:30pm**

**- OPEN LAB -**

**OPEN LAB SESSIONS - BY APPOINTMENT ONLY FREE**

Our RALC Computer Lab will be available **by appointment only** for supervised practice and assistance every Friday afternoon when RALC classes are in session. The Lab will be open and the computers available with an experienced person to help students practice any parts of the lessons for which they need help. **The lab is only open to former and current students.**

**Fridays, 1/11 - 3/1, 1 - 3pm**

# **ROSWELL ADULT LEARNING CENTER**

## **ADULT COMPUTER CLASSES**

### **WINTER 2019**

(JANUARY - MARCH)

[www.roswellalc.org](http://www.roswellalc.org)

Register through the:

**Roswell Adult Recreation Center @ Grimes Bridge Park**  
830 Grimes Bridge Road  
Roswell, Georgia 30075  
(770) 641-3950

Classes are open to the public.

For full course descriptions, visit our website @ [www.roswellalc.org](http://www.roswellalc.org)



***Important Note:***

Software used in the classroom may be different from what you have at home, but you should be able to apply what you learn to your home environment

## **- 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.

**Tuesdays, 1/8 - 2/26, 10am - 12 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.

**Thursday, 1/17, 1:30 - 3:30pm**

### **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?

**Thursday, 102/14, 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.

**Wednesday, 1/9, 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.

**Mondays, 1/7 - 2/25, 10:00am - 12 Noon**

### **INTRO TO WINDOWS 10 PHOTO APP: (1 DAY) FEE: \$15**

Learn how to use the editing tools for image enhancement. You will be able to share pictures via social networks and email. This new app does more than just display your pictures as a slideshow.

**Thursday, 2/7, 1:30 - 3:30pm**

### **WINDOWS 10 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.

**Thursday, 2/7, 10am - 12 Noon**

### **HOW TO PERSONALIZE WINDOWS 10 (1 DAY) FEE: \$15**

Learn how to personalize your settings - those that let you change your desktop background with pictures, slideshows, windows colors, lock screen background, the Start Menu, Taskbar, themes options and more.

**Thursday, 2/21, 10am - 12 Noon**

## **- E-MAIL -**

### **INTRODUCTION TO OUTLOOK (8 WEEKS) FEE: \$45**

Gives a brief overview of all the tabs in the ribbon, show how to set up an e-mail account and perform basic tasks, and cover the basics of each Outlook component. It will also cover organizing your e-mail, using rules, setting up categories, using Microsoft Word features to create e-mail messages.

**Wednesdays, 1/9 - 2/27, 6 - 8pm**

## **- 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.

**Saturdays, 1/12 - 3/2, 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

**Monday, 2/18, 1:30 - 3:30pm**

### **MICROSOFT WORD 2016 - ADVANCED (8 WEEKS) FEE: \$45**

This course covers passwords, PDF files, templates, viewing multiply files, format printer, split screens, headers and footers, spell check, translations, hyperlinks, bullets and numbering, the navigation pane, mail merge and making labels. Students should have taken the Word Foundation course or have the equivalent experience.

**Tuesdays, 1/8 - 2/26, 1:30 - 3:30pm**

## **- 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.

**Thursday, 1/10, 10am - 12 Noon**

### **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.

**Thursdays, 1/10 - 2/28, 6 - 8pm**

## **- POWER POINT -**

### **INTRODUCTION TO POWERPOINT (8 WEEKS) FEE: \$45**

PowerPoint is an extremely useful tool for communication, expression, training and entertainment. The student will create basic presentations, use design templates, edit existing presentations, add clip art or photos, and develop a slide show including animation. Come learn what your presentations have been missing!

**Mondays, 1/7 - 3/4, 6 - 8pm**

## **- 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.

**Wednesday, 2/6, 1:30-3:30PM**

### **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.

**Thursdays, 1/17 - 1/24, 10am - 12 Noon**