

computer classes

Software Socials™

NEW!

Ages: 3-4 years

Computer software programs are visual, educational, thought-provoking and a great medium for learning. Our program gives children an opportunity to build self-esteem and confidence in a group setting, develop verbal skills in communicating their ideas and answers to questions presented, make program choices and experience consequences, learn and reinforce academic skills, problem solve, learn about computer parts and software manipulation, and develop fine motor skills. **(4 wks)**

Min/Max: 2/4 Fee: \$27/\$34
 Instructor: Total PC Services Loc: BPD-Birch

Actv.#	Sec.#	Day	Date	Time
305113	01	Tu	10/7-10/28	9-9:30am
	02	Tu	10/7-10/28	9:45-10:15am
	03	Tu	10/7-10/28	10:30-11am

Digital Photo Fun for Kids

NEW!

Ages: 9-12 years

Children will bring their photos to class on a CD and learn how to: import their photos into the program, crop, edit, add special effects and edge effects, use painting tools, and add frames to their photos. They will then save their edited photos along with a photo slideshow of their work to a CD to take home. **Laptops provided for each student.**

Min/Max: 3/10 Fee: \$27/\$34
 Instructor: Total PC Services Loc: BPD-Birch

Actv.#	Sec.#	Day	Date	Time
305238	01	Th	10/2	4:15-5:45pm
	02	M	11/3	4:15-5:45pm

It's a Snap Digital Photo

Ages: 16 years and up

Students will learn how to import photos from their digital camera (need to bring USB cord) or photo CD into the software program. All participants will organize photos into a "movie" album, edit photos and add special effects, and create a movie CD to take home with them. CD plays in Windows Media Player. Other features covered: photo collages, slideshows, & screensavers, as time permits. Skills learned in this class can be applied to many other photo software programs. **(If bringing a camera, bring a photo CD also). Laptops provided for each student.**

Min/Max: 3/10 Fee: \$32/\$40
 Instructor: Total PC Services Loc: BPD-Birch

Actv.#	Sec.#	Day	Date	Time
305552	01	W	9/17	6:45-8:45pm
	02	Tu	11/11	6:45-8:45pm



Computer Maintenance

Ages: 16 years and up

Is your computer sluggish? Computers need to be periodically maintained to keep them running at their full potential. You will learn how to use your computer's built in tools to clean up, fix disk errors, back up and maintain files; update software programs, troubleshoot hardware problems, and keep your computer protected while on the internet. **Laptops provided for each student.**

Min/Max: 3/10 Fee: \$19/\$24
 Instructor: Total PC Services Loc: BPD-Birch
 Actv.# Sec.# Day Date Time
 305553 01 Tu 10/21 7-8:30pm

Create your Own Website

Ages: 16 years and up

If you can type and insert pictures into a document...then you can create and update your own informational website for your personal use, business, or services. You will be introduced to a very inexpensive online website hosting company that provides templates, easy to use site builder tools, and your choice of domain name. Everything you need to create a website is provided for you! During class, each student will learn how to create a website using the site builder tools.

Min/Max: 3/10 Fee: \$44/\$55
 Instructor: Total PC Services Loc: BPD-Birch
 Actv.# Sec.# Day Date Time
 305555 01 Tu 12/9 6:15-8:45pm

Computer Basics

NEW!

Ages: Mature adults

This class will introduce students to the basic components of a computer system. Students will learn how to work in the Windows environment and learn about the Start Menu, Taskbar, Programs, My Computer, Folders & Files, keyboard features and moving through text, editing, saving and opening documents and backing up files & folders. **Laptops provided for each student.**

Min/Max: 3/10 Fee: \$48/\$60
 Instructor: Total PC Services Loc: BPD-Birch
 Actv.# Sec.# Day Date Time
 305922 01 W 9/24 12:30-2:30pm
 02 W 10/1 12:30-2:30pm

E-mail Made Easy

NEW!

Ages: Mature adults

During this class, students will receive an overview of E-mail program features: Menu Bar, Icons, Folders, and the Address Book. Students will learn how to create and send E-mails with attachments. Students will also open E-mails with attachments and learn how to save them to the computer hard disk. **Laptops provided for each student.**

Min/Max: 3/10 Fee: \$18/\$22
 Instructor: Total PC Services Loc: BPD-Birch
 Actv.# Sec.# Day Date Time
 305923 01 Th 10/16 10-11:30am