

**Putnam County Office for Senior Resources
Computer Learning Center for Seniors-CLCS
Course Descriptions
www.putnamrsvp.com/clc**

BASIC CLASSES

101. Computer Fundamentals: This course is designed for the new or novice computer user. Emphasis will be placed on the use of a mouse, including proper movement, control, dexterity and ergonomics. You will also explore the keyboard and its special uses. You will then explore the basic and essential elements of word-processing, the Internet, and email. This course, when followed by Course 102, will equip a student, new or novice, with every tool needed to confidently use and safeguard their computer. No prior experience with a computer is required. **4 Sessions.\$20**

102. Maintaining Your Computer: This is a "How To" course designed for new computer users. The objective of this course is to help students understand how to set the essential components of the Windows operating system so that they can use electronic mail and search the Internet for information, while still taking care of necessary maintenance items. **2 Sessions. \$10**

WORD PROCESSING CLASSES

103. Basic WordPad: This course reviews the basic skills learned in 101 and focuses on Word Processing using the Microsoft WordPad program that is part of every Windows operating system. By the end of the course, you will have learned the basics of WordPad, including simple text editing, graphic insertion, editing and formatting. **2 Sessions-Prerequisite: 101 or comparable experience. \$10.**

200. Basic Word Processing with Microsoft Word: This course reviews the basic skills learned in 101 and focuses on Word Processing using Microsoft Word. By the end of the course, you will have learned the basics of Word, including text editing, graphic insertion, editing and formatting. Students will be expected to have access to Microsoft Word 2007, Word 2010, or Word 2013, which is similar. Your instructor will assist you in purchasing Word if you do not have it already. **4 Sessions-Prerequisite: 101 or comparable experience. \$20.**

206. Labels, Envelopes, and Mail Merge with Microsoft Word: As a continuation of 200, this course investigates Tables and Mail Merge. After you have completed 206, you should have learned most of the common functions required to print sheets of the same label, print a label on an envelope, and use mailing lists to print labels or form letters. **2 Sessions-Prerequisite: 200 and experience using Word 2007, Word 2010, or Word 2013 --This class should not be taken unless the student is comfortable with the material taught in 200 and has been using Word for a while. \$10 Mahopac Only.**

207 Organizing Your Files and Folders: This course reviews the basic skills learned in 101 and provides a basic introduction to managing your files on a hard drive and on removable storage devices. At the end of the course you should: understand how to look through your folders and files; be comfortable copying and moving files to different folders; have some experience searching for files; understand the importance of backing up (copying) your personal files, and know how to do so. Students will be expected to have access to Microsoft Word 2007, Word 2010, or Word 2013, which is similar. Your instructor will assist you in purchasing Word if you do not have it already. **2 Sessions-Prerequisite: 101 or comparable experience. \$10.**

INTERNET & EMAIL

300. Internet and Email: This course is offered to those students who wish to do basic 'net surfing' and learn the fundamentals of sending and responding to email; including attachments; and saving attachments. You will learn how to use Internet Explorer to search the internet and find sites of interest to you, how to shop safely on the Internet, how to download programs and files, and how to create your own personalized start page. Students will be expected to have access to an email address (***and know their email provider, their ID, and their password***). If the student does not have an email address, they will be shown how to sign up for a free YAHOO! email service. This course does not discuss AOL. **4 Sessions-Prerequisite: 101. \$20**

iPad (Mahopac)

400. iPad Basics: This course covers Getting Started: Basics; Siri, Safari ; Mail, Messages, Camera, Photos, Videos; Calendar; Contacts; Notes, Reminders; Clock, Maps; iTunes Store; App Store; iCloud; Newsstand, iBooks, Game Center; Accessibility, Settings; Safety, Handling, & Support. **3 Sessions. Prerequisite: Students who attend iPad Basics must provide their own iPad, and must know the account name and password. \$15 Mahopac Only**

Android (Mahopac)

401. Android Basics: This course covers Getting Started: Basics; Mail, Messages, Camera, Photos, Videos; Calendar; Contacts; Notes, Reminders; Clock, Maps; Google Store; Accessibility, Settings; Safety, Handling, & Support. **3 Sessions. Prerequisite: Students who attend Android Basics must provide their own Android device, and must know the account name and password. \$15 Mahopac Only**

iPAD (Putnam Valley)

1230. iPad Basics: Our new course for the senior with an iPad. Come & see what we have learned and love about our iPads & become a skilled user. **8 Sessions \$40 -- Prerequisites: computer experience and/or have taken 101, 102, & 300 and have an iTunes account with a password. Session 1 can be taken alone by novices without the above experience for \$5. Putnam Valley Only.**

GENEALOGY (Mahopac)

501. Genealogy: Using your computer knowledge you can trace your family history back before they arrived in the USA. Family roots have a story and your detective work can discover that story. This class will give you the basics for searching for those roots. **4 Sessions: \$20 Students must be familiar with cut/paste, internet, and general computer use. Students are required to bring a flash drive. Mahopac Only.**

502. Advanced Genealogy: This advanced class will entail searching databases in Europe. **4 Sessions: Prerequisite: 501. \$20 Mahopac Only.**