PC LITERACY, PART 1 –Pc Basics:

Basic Concepts - Computer concepts and terminology for beginners. Learn about the parts of a computer, mouse, printer and how they work. Students complete a project on how to purchase a computer and a keyboarding exercise.

PC LITERACY, PART 2 - Windows:

Exploring Windows – Students learn the basics of using the mouse to get around in Ms Windows. Students begin a typing tutor program to practice keyboarding skills. Projects include: creating a folder, saving files to a folder, saving files to a memory stick, etc.

PC LITERACY, PART 3 – Internet Basics:

Internet Basics – Students learn the fundamentals of the Internet and how to conduct research on their prescription drugs and the interaction with over the counter drugs, alcohol, websites that are beneficial to Senior citizens. Students learn how to access a popular online typing program.

PC LITERACY, PART 4 – Using the Internet:

Using the Internet- Online dangers, and how to practice safe computing so you can quit worrying about them. Learn how to pay your bills online, check your bank statements, setup a pay pal account to order items using the Internet, etc.

PC LITERACY, PART 5 – E-Mail:

E-Mail - Students complete a tutorial on e-mail; which teaches how to check, send, receive, attach files, etc using the most popular email providers and students existing e-mail address.

MICROSOFT WORD, PART 1 and 2:

Basic Concepts - Learn to create a document and basic operating procedures such as save, save as, print, etc. Students complete an "About Me" project.

MICROSOFT WORD, PART 3 and 4:

Enhancements & Graphics – Students learn how to add bells and whistles to the "About Me" project, such as inserting their picture, inserting graphics from the Internet, highlighting text, changing fonts and font size and adding color.

MICROSOFT EXCEL, PART 1 and 2

Basic Concepts – Students create a personal budget to track monthly expenses while learning the basics of using Ms Excel such as rows, columns, etc. See how spreadsheets can simplify your record-keeping, add and delete columns and rows, format cells and edit data. Learn to use some quick, handy tools such as Autosum , Create and save a simple budget.

MICROSOFT EXCEL, PART 3 and 4:

Useful Spreadsheets – Students learn how to create a check book register to track online payments, debit transactions, etc. Students learn to add a simple graph, insert pictures, enhance spreadsheet with header, etc.

MS POWER POINT, PART 1 and 2:

Basics of using Power Point – Students learn the basics of creating Power Point presentations. Adding pictures & sound from personal camera or cell phone.

MS POWER POINT, PART 3 and 4:

Power Point projects- Students create several projects in Power Point including the following: "About Me" – students tell their life story, "My Health" – students document their health, prescriptions, doctors, etc.

MS PUBLISHER, PART 1 and 2:

Basics of using Ms Publisher – Students learn the basics of creating desktop publishing documents such as: invitations, flyers, personal information cards (PIC), etc.

MS ACCESS, Part 1 and 2:

Basics of Access- Students learn the basics of entering data into a customized database that tracks your doctors, doctor appointments, prescription drugs, over the counter. Free copy of customized database.

iPod, iPhone:

i Basics – Learn how to more efficiently use your iPod and/or iPhone. Students will learn how to use their devices for personal and professional use.

iPad, iBook, eReader or Tablet:

i Basics 2 – Learn how to more efficiently use your iPad or Tablet. Students will learn how to use their devices for personal and professional use.