

Beginning Computer: This class is for students who are just learning to use a computer. It will focus on using the mouse to click, select, and highlight. The desktop and parts of a Window will be identified; skills learned will include cut, copy, and paste, how to save files and pictures, and how to find them again. Email basics and Internet will be covered.

Recommended prerequisite: Have a home computer or have access to one.

Course Length: 8 weeks or 16 hours of instruction

Digital Camera Fun: This class will instruct the student on operating a digital camera, connecting the camera to the computer, transferring files, and scanning photos. The class will use Picasa to enhance and manage digital photos.

Recommended prerequisite: The student should have a digital camera and have read their camera instruction book. They will also need basic computer skills such as save-as, cut, copy, and paste files.

Course Length: 4 weeks or 8 hours of instruction

eBay Basics: Buying & Selling: Visit the largest garage sale in the world by entering the world of eBay. You will learn to navigate through eBay by browsing sale items, how to tell when an auction will end, how to determine whether a seller is trustworthy and how to bid or buy items safely. Part two of the course will help you create an auction listing. This will include the writing of a description and photo of the sale item. You will learn about the responsibilities of a seller throughout the auction process.

Recommended prerequisite: Introduction to Computers and Introduction to Windows or equivalent experience.

Course Length: 4 weeks or 8 hours of instruction

Family Tree Maker: The SeniorNet introduction to genealogy course is an introduction to using Family Tree Maker 2009, a very popular genealogy software program that helps you discover and record your Family's Story. You will learn how to discover and organize your family history, find existing research on your ancestors, and explore the world of genealogy on the Internet.

Recommended prerequisite: Introduction to Computers and Introduction to Windows or equivalent experience and students should have access to a computer.

Course Length: 8 weeks or 16 hours of instruction

File Management: File Management will teach the student how to create folders in order to better organize the information on a computer using the Vista operating system Windows Explorer. The class will cover how to copy, cut, and paste, search for files, and organize pictures, music and other files.

Recommended prerequisite: Beginning Computer or a working knowledge of how to use a computer and have the Vista operating system.

Course Length: 4 weeks or 8 hours of instruction

Introduction to MS Word: An introduction to Microsoft Word 2003, one of the most widely used word processing applications. The class will cover topics like terminology, document handling, character & paragraph formatting, WordArt, cut/copy/paste, spelling & grammar check, and much more.

Recommended prerequisite: Introduction to Computers and Introduction to Windows or equivalent experience, in addition students should have access to a computer with MS Word.

Course Length: 8 weeks or 16 hours of instruction

Photoshop Elements 7.0: Photoshop Elements will provide the student with a working knowledge of how to use the basic tools, provided by the software. Elements allows the student to organize, enhance, print, and share digital photos through email and slide show.

Recommended prerequisite: Have a good working knowledge of the file management system and have Photoshop Elements 5, 6, or 7.

Course Length: 8 weeks or 16 hours of instruction

Spreadsheets: This class will cover the basics of using a spreadsheet program and offer suggestions for use such as collecting and manipulating data. Spreadsheets are frequently used for financial information, address and phone information, home inventory, and more. There are several spreadsheet programs; in this class we will be using Excel 2003.

Recommended prerequisite: The student should have basic computer skills such as save-as, cut, copy, and paste files.

Course Length: 8 weeks or 16 hours of instruction

Introduction to Vista: The class will cover the basics Vista operating system with emphasis on using Windows Explorer. It will also include how to set up an email account, send and receive emails, and create message rules, using the built in Windows Mail program.

Recommended prerequisite: Students must have Vista on their home commuter and have taken Beginning Computer or have a working knowledge of how to use a computer.

Course Length: 8 weeks or 16 hours of instruction