



Bowie Senior Center Computer Education Program Schedule of Courses for March-April 2020

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Computers 1

Instructor: Mirlene André

Short Description: Basics of Computer Usage

Schedule: Mondays and Fridays; Noon – 1:30 p.m.; March 2, 6, 9, 13, 16, 20, 23, and 27

Synopsis: This is an entry-level class to introduce seniors who have had little or no exposure to computers to the basics of using a computer, including the keyboard and mouse.

The goal is to prepare students for the more technically oriented and inclusive Computers 2 course. A basic understanding of computers and how they work will be taught. Experience will be gained in the use of the keyboard and mouse. Using the Windows 10 operating system, students will learn how to access applications and files, create shortcut icons, and negotiate the desktop. Class exercises will cover the basics of text document development and editing. The pace of instructions is adjusted to enhance comprehension by all students.

Tuition: Bowie residents - \$35; nonresidents - \$40

Prerequisites: Students must be physically capable of reading the computer screen, hearing the instructor, and using the mouse and keyboard.

Computers 2

Instructor: Mirlene André

Short Description: Skills Development and Text Editing

Schedule: Mondays and Fridays; Noon – 1:30 p.m.; March 30, April 3, 6, 10, 13, 17, 20, and 24

Synopsis: This is a second-level course to build on the basics learned in Computers 1. Students will gain a more thorough understanding of the Windows 10 operating system features and how to manage them. Using the WordPad application, exercises will be conducted to further improve mouse and keyboard skills. Text-editing practice exercises will build on the skills of text selection; cut, copy, and paste; drag-and-drop; and text sizing, style, and color. Students will learn to select (highlight) text using the keyboard and the mouse and how to create, save, and manage files using folders. Students learn to create, use, and delete icons. They learn about fonts, menus, scroll bars, scrolling, recycle bin, and what to do about problem shutdowns. The use of folders to keep files organized will also be emphasized.

Much of the course is based on learning to use WordPad (a simple word processor bundled free with the Windows operating system). WordPad is used because students with the Windows operating system on their home computers will have easy access to this application and can use it for practice.

Tuition: Bowie residents - \$35; nonresidents - \$40

Prerequisites: Completion of Computers 1 or approval of the instructor based on completion of the Skills Assessment form. Students must have access to a home computer so that they can practice what is being taught.

Computers 3

Instructors: Dave Hackenberg and Verna Teasdale

Short Description: Hardware, Software, and Applications

Schedule: Tuesdays and Thursdays; 10 – 11:30 a.m.; March 3, 5, 10, 12, 17, 19, 24, and 26

Synopsis: This is a third-level course which will continue to review and build on the skills learned in Computers 1 and Computers 2. Lessons in computer types, terminology, hardware, and software will be conducted. The Windows 10 operating system will be explored and managing its many features will be demonstrated. Managing folders and files will be covered. Windows 10 bundled applications of Snipping Tool, Sticky Notes, and Calculator will be demonstrated. Students will be introduced to MS Office applications of PowerPoint, Excel, and Word. They will also learn how to download and upload files to a CD. Exercises will be conducted to review the lessons. Students will also create a spreadsheet and chart using Excel 2016 and develop a newsletter using Word 2016.

Tuition: Bowie residents - \$35; nonresidents - \$40

Prerequisites: Completion of Computers 2 or approval of the instructor based on completion of the Skills Assessment form. Students must have access to a home computer so that they can practice what is being taught.

Excel

Instructor: Verna Teasdale

Short Description: Introduction to Excel

Schedule: Tuesdays and Thursdays; 1 – 2:30 p.m.; March 3, 5, 10, 12, 17, 19, 24, and 26

Synopsis: The goal of this course is to introduce Excel as an easy, flexible, and versatile means to organize any information that can be arranged in rows and columns. Excel is useful to both novices and professionals.

While learning the basics of Excel, the class will develop a workbook for home expenses, a checkbook register, and lists of names and addresses. Time permitting, many more of Excel's features will be explored.

Tuition: Bowie residents - \$35; nonresidents - \$40

Prerequisites: Completion of Computers 3 or approval of the instructor based on completion of the Skills Assessment form. Students must have access to a home computer so that they can practice what is being taught.

Word

Instructor: Dave Hackenberg

Short Description: Introduction to Word Basics

Schedule: Tuesdays and Thursdays; 1 – 2:30 p.m.; March 31, April 2, 7, 9, 14, 16, 21, and 23

Synopsis: The goal of this course is to provide an introduction to the basics of word processing using Microsoft Word 2016. This is a powerful word-processing application that can be used by a novice as well as a professional to produce very simple or ultra-complex publications. Lessons include creating documents, tables, borders, and tables of content; formatting; advanced formatting; and desktop publishing. In-class exercises are conducted to practice the skills learned in each lesson.

Tuition: Bowie residents - \$35; nonresidents - \$40

Prerequisites: Completion of Computers 3 or approval of the instructor based on completion of the Skills Assessment form. Students must have access to a home computer so that they can practice what is being taught.

Computers: Video Workshop

Instructor: Eric Hein

Short Description: Video creation and editing working sessions

Schedule: Fridays, 9:30 - 11:30 a.m.; March 6, 13, 20, 27, April 3, 10, 17, and 24

Synopsis: Those who have taken the “Video Creation” course in the past have often commented that so much time was spent learning video editing techniques that there wasn’t enough time to work on projects. This workshop is specifically designed for them, and for anyone with some experience in video editing but either looking for additional help (who can remember all the details of transitions, voice overs, keyframing, scrolling text,) or just the helpful suggestions of the moderator and other workshop participants.

Tuition: Bowie city residents: \$35, nonresidents: \$40

Prerequisites: Completion of Video Creation course or equivalent familiarity with a video editor. All Computer Center stations are configured with MoviePlus X6. Workshop participants using other video editors will need to bring in their own laptops.

Special Notes:

1. All courses will be taught using the Windows 10 operating system.
2. Registration assistance will be provided on Wednesday, February 19, 9:30 – 11:30 a.m., in the Center lobby. Course synopses will be explained or potential students may receive a skills assessment by an instructor.
3. All students should have access to a computer for use outside the Center.
4. Maximum enrollment for each course is 12.
5. No computer classes will be held if Prince George's County schools are closed due to bad weather. If a two-hour delay is announced, classes that are scheduled to start before 11 a.m. are canceled. Every attempt will be made to schedule make-up classes.
6. A free computer lab is offered on each Wednesday, 1 – 2:30 p.m., to help members with computer issues. Members may also come in just to practice or receive a computer skills assessment.
7. The Center hosts the Bowie Seniors Computer Club on the first and third Thursdays of each month, 12:30 – 2:15 p.m. All are welcome. Many issues of software and hardware are addressed by the members and, occasionally, a speaker offers a presentation.
8. The Center hosts the Bowie Apple Computer Club on the second and fourth Fridays of the month, 10 – 11:30 a.m., for adults who are Apple-product users.

2020		March				
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02 Computers 1	03 Computers 3 Excel	04 Open Lab	05 Computers 3 Excel	06 Computers 1 Video	07
08	09 Computers 1	10 Computers 3 Excel	11 Open Lab	12 Computers 3 Excel	13 Computers 1 Video	14
15	16 Computers 1	17 Computers 3 Excel	18 Open Lab	19 Computers 3 Excel	20 Computers 1 Video	21
22	23 Computers 1	24 Computers 3 Excel	25 Open Lab	26 Computers 3 Excel	27 Computers 1 Video	28
29	30 Computers 2	31 Word				

2020		April				
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			01 Open Lab	02 Word	03 Computers 2 Video	04
05	06 Computers 2	07 Word	08 Open Lab	09 Word	10 Computers 2 Video	11
12	13 Computers 2	14 Word	15 Open Lab	16 Word	17 Computers 2 Video	18
19	20 Computers 2	21 Word	22 Open Lab	23 Word	24 Computers 2 Video	25
26	27	28	29	30	01	02