



**Bowie Senior Center
Computer Education Program
Schedule of Courses for September-October 2019**

See Special Notes on page 3

Extra Help for Beginners

Instructors: Volunteers

Short Description: Introduction to the Mouse and Keyboard

Schedule: Wednesdays, 10 – 11:30 a.m.; September 4, 11, 18, and 25

Synopsis: This is a short course to give extra help to seniors who have very little or no experience in the use of a computer mouse and keyboard. Students will be given one-on-one help by an experienced computer volunteer to learn and practice the basic skills needed to communicate with a computer. This extra help is recommended especially for students who have registered for the Computers 1 course but have had no experience with the use of a computer. The class is limited to four students.

Tuition: Bowie residents - \$15; nonresidents - \$17

Prerequisites: Students must be physically capable of reading the computer screen, hearing the instructor, and using the mouse and keyboard. **This is not a class for seniors who have experience with using the mouse and keyboard.**

Computers 1

Instructor: Mirlene André

Short Description: Basics of Computer Usage

Schedule: Mondays and Fridays; Noon – 1:30 p.m.; September 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. **Note:** Anyone who has never used a mouse or keyboard before should also consider taking the Extra Help for Beginners class described above.

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.; September 30, October 4, 7, 11, 14, 18, 21, and 25

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.; September 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.

Word

Instructor: Dave Hackenberg

Short Description: Introduction to Word Basics

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

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.

Excel

Instructor: Verna Teasdale

Short Description: Introduction to Excel

Schedule: Tuesdays and Thursdays; 1 – 2:30 p.m.; October 1,3,8, 10, 15, 17, 22, and 25

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.

Computers: Video Workshop

Instructor: Eric Hein

Short Description: Video creation and editing working sessions

Schedule: Fridays, 9:30 - 11:30 a.m.; September 6, 13, 20, 27, and October 4, 11, 25 and Nov 1

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, August 21, 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 class size for Extra Help for Beginners is 4. Maximum for all other classes 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.

2019

September

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

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October

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