

COMPUTER CLASSES

MPTC COMPUTER CLASS HELD AT THE SENIOR CENTER

2012 SCHEDULE

(June—December)



MORAINÉ
PARK
TECHNICAL COLLEGE

The Fond du Lac Senior Center is proud to partner with MPTC to bring you these classes. These computer classes are set up through **Moraine Park Technical College** and held in the Computer Lab at the Senior Center. The classes are taught at a relaxed pace and are open to ALL ages. You do NOT have to be a member of the Senior Center to take these classes.



HOW TO REGISTER

you can register at MPTC in person or by telephone at 922-8611 (ask for the registration desk). To pay, you can use a charge card over the telephone, mail in a check, or pay in person at MPTC. You will need the course number when you call MPTC. Some classes may have limits as to the number of students, so prompt registration is encouraged. Classes often fill fast. Note that when classes are full with waiting lists, "no shows" or late cancellations don't allow others to participate. Another consideration is that a class may be cancelled due to lack of enrollment (under 10 students). If you have any questions about the content of these classes, call the Senior Center at 322-3630 or stop by the front desk.

MPTC COMPUTER CLASSES

HELD AT THE FOND DU LAC SENIOR CENTER

COURSE #	DAY	DATE	DAYS / WEEKS	TIME	TOTAL TIME	INSTRUCTOR	COST (62+)	COST (<62)
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COMPUTER BASICS 1

103-483-10239	T, W, R	July 17, 18, 19	3 days	9:00 a.m.—Noon	9 hrs	JoAnne Smith	\$4.00	\$33.23
103-483-20874	T, W, R	August 21, 22, 23	3 days	9:00 a.m.—Noon	9 hrs	JoAnne Smith	\$4.00	\$33.23
103-483-21516	Wednesday	October 10, 17, 24	3 weeks	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$33.23
103-483-21522	M, T, W	November 5, 6, 7	3 days	9:00 a.m.—Noon	9 hrs	JoAnne Smith	\$4.00	\$33.23

Learn how to turn on equipment; what to expect once it is on; and how to use a mouse, run software and give commands to the computer. Hands-on experience is emphasized. This beginning-level course introduces basic computer information. Each student is required to bring a jump drive to class.

COMPUTER BASICS 2

103-485-10236	T, W, R	June 5, 6, 7	3 days	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$33.23
103-485-20875	T, W, R	August 21, 22, 23	3 days	1:00—4:00 p.m.	9 hrs	JoAnne Smith	\$4.00	\$33.23
103-485-21517	Thursday	October 11, 18, 25	3 weeks	9:00 a.m.—Noon	9 hrs	Karen Beaman	\$4.00	\$33.23
103-485-21526	W, R, F	December 5, 6, 7	3 days	9:00 a.m.—Noon	9 hrs	JoAnne Smith	\$4.00	\$33.23

Learn how to create and save documents; bold, italicize and format documents; and work with files and folders on a computer. Hands-on experience is emphasized. Each student is required to bring a jump drive to class.

COMPUTER BASICS 3

103-490-10237	Wednesday	June 13, 20, 27	3 weeks	9:00 a.m.—Noon	9 hrs	Karen Beaman	\$4.00	\$33.23
103-490-10240	T, W, R	July 17, 18, 19	3 days	1:00—4:00 p.m.	9 hrs	JoAnne Smith	\$4.00	\$33.23
103-490-21510	T, W, R	September 18, 19, 20	3 days	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$33.23
103-490-21518	Thursday	October 11, 18, 25	3 weeks	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$33.23
103-490-21523	M, T, W	November 5, 6, 7	3 days	1:00—4:00 p.m.	9 hrs	JoAnne Smith	\$4.00	\$33.23

Learn how to browse and search web pages as well as send and receive email. Build on the skills learned in Computer Basics for Beginners 1 and 2. Each student is required to bring a jump drive to class.

COMPUTER BASICS 4

103-491-10238	Thursday	June 14, 21, 28	3 weeks	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$33.23
103-491-21511	T, W, R	September 18, 19, 20	3 days	9:00 a.m.—Noon	9 hrs	Karen Beaman	\$4.00	\$33.23
103-491-21527	W, R, F	December 5, 6, 7	3 days	1:00—4:00 p.m.	9 hrs	JoAnne Smith	\$4.00	\$33.23

Explore in-depth concepts of computer software and hardware. This advanced computer basics course builds upon the knowledge and application technique skills learned in Computer Basics for Beginners 1, 2 and 3. Each student is required to bring a jump drive to class.

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MICROSOFT EXCEL—LEVEL 1

103-456-21512	Thursday	September 27	1 time	Noon—4:00 p.m.	4 hrs	Karen Beaman	\$4.00	\$15.69
103-456-21521	Thursday	November 8	1 time	Noon—4:00 p.m.	4 hrs	Karen Beaman	\$4.00	\$15.69

Provides a basic introduction to electronic spreadsheet software using Office XP. Spreadsheets enable you to enter data into rows and columns and then perform calculations on that data. Activities are focused on planning and creating a spreadsheet with emphasis on replicating, formatting and printing.

BEGINNING DIGITAL CAMERAS

105-605-10234	Monday	July 16	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
105-605-21513	Tuesday	September 11	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
105-605-21524	Monday	December 3	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50

Examine the features of digital cameras. Learn the technology and jargon associated with digital cameras such as "megapixel" and "flash memory." Experiment with different types of digital cameras and learn how to share your digital photos with friends and family by e-mail and over the Internet.

INTERMEDIATE DIGITAL CAMERAS

105-609-21288	Monday	August 20	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
105-609-21519	Monday	October 22	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
105-609-21525	Tuesday	December 4	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50

Discover tools to improve both your digital pictures and your digital photography skills.

DIGITAL PHOTO FUN

203-625-21514	Wednesday	September 12	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
203-625-21520	Tuesday	October 23	1 time	9:00 a.m. —1:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50

Learn fun and creative ways to use those digital photos you've taken. The class will touch on the techniques used in digital scrapbooking and how to create photo wear and gifts. Several software packages will be demonstrated to help you create photo "stories" to share! Come join in the fun!

DIGITAL SCRAPBOOKING

306-623-21515	Thursday	September 13	1 time	9:00 a.m. —1:00 p.m.	4 hrs	JoAnne Smith	\$25.94	\$33.25
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Use Microsoft Office 2007 PowerPoint and Picture Manager to edit photos and create digital scrapbook pages to share with your