

MPTC COMPUTER CLASSES

MPTC COMPUTER CLASSES HELD AT THE SENIOR CENTER

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

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.



MORAINÉ
PARK
TECHNICAL COLLEGE

COURSE #	DAY	DATE	WKS	TIME	TOTAL TIME	INSTRUCTOR	COST (62+)	COST (<62)
COMPUTER BASICS 1								
103-483-21669	Wednesday	September 7, 14, 21	3 wks	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$31.96
103-483-21670	Tuesday	October 4, 11, 18	3 wks	9:00 a.m.—Noon	9 hrs	Karen Beaman	\$4.00	\$31.96
103-483-21671	Tuesday	November 8, 15, 22	3 wks	9:00 a.m.—Noon	9 hrs	JoAnne Smith	\$4.00	\$31.96

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								
103-485-21672	Thursday	October 6, 13, 20	3 wks	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$31.96
103-485-21673	Monday	December 5, 12, 19	3 wks	1:00—4:00 p.m.	9 hrs	JoAnne Smith	\$4.00	\$31.96

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								
103-490-21674	Tuesday	September 13, 20, 27	3 wks	9:00 a.m.—Noon	9 hrs	Karen Beaman	\$4.00	\$31.96
103-490-21675	Tuesday	November 8, 15, 22	3 wks	1:00—4:00 p.m.	9 hrs	JoAnne Smith	\$4.00	\$31.96
103-490-21676	Monday	December 5, 12, 19	3 wks	9:00 a.m.—Noon	9 hrs	JoAnne Smith	\$4.00	\$31.96

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								
103-491-21677	Thursday	September 8, 15, 22	3 wks	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$31.96
103-491-21678	Monday	October 10, 17, 24	3 wks	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$31.96
103-491-21679	Tuesday	December 6, 13, 20	3 wks	1:00—4:00 p.m.	9 hrs	JoAnne Smith	\$4.00	\$31.96

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.

COMPUTER BASICS 5								
103-492-21680	Thursday	November 10, 17	2 wks	1:00—4:00 p.m.	6 hrs	JoAnne Smith	\$4.00	\$20.78

Examines computer system maintenance programs. Explore virus protection software settings and updates. Set up system restore features and keep your computer running smoothly. (Completion of 103-490 Computer Basics for Beginners 3 is recommended.) Each student is required to bring a jump drive to class.

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EXCEL WORKSHOP								
103-452-21681	Wednesday	September 14	1 time	9:00 a.m.—Noon	3 hrs	Karen Beaman	\$4.00	\$15.19
103-452-21682	Thursday	November 10	1 time	9:00 a.m.—Noon	3 hrs	Karen Beaman	\$4.00	\$15.19

Introduces students to basic spreadsheet techniques including formulas, graphs and function wizards. Students will be able to build a simple spreadsheet and use formatting and other enhancements to make it look professional.

BEGINNING DIGITAL CAMERAS								
105-605-21686	Wednesday	September 28	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
105-605-21687	Wednesday	November 9	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								
105-609-21689	Thursday	September 29	1 time	9 a.m.—1:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
105-609-21690	Wednesday	November 16	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 SCRAPBOOKING								
306-623-21695	Thursday	October 27	1 time	Noon—5:00 p.m.	5 hrs.	JoAnne Smith	\$25.94	\$33.25
306-623-21696	Thursday	December 15	1 time	Noon—5:00 p.m.	5 hrs.	JoAnne Smith	\$25.94	\$33.25

Learn to edit photos and create digital scrapbook pages to share with your family and friends. Digital scrapbooking programs and other online possibilities will be explored. Bring your photos on a jump drive or CD to use in class.

DIGITAL PHOTO FUN								
203-625-21692	Wednesday	October 26	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
203-625-21693	Thursday	December 8	1 time	Noon—4:00 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!