

MPTC COMPUTER CLASSES

January—May, 2012

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

103-483-31273	T, W, R	January 10, 11, 12	3 days	9:00 a.m.—Noon	9 hrs	JoAnne Smith	\$4.00	\$31.96
103-483-31277	T, W, R	April 17, 18, 19	3 days	9:00 a.m.—Noon	9 hrs	Karen Beaman	\$4.00	\$31.96
103-483-31283	Tuesday	May 8, 15, 22	3 wks	1:00—4:00 p.m.	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

103-485-31275	Friday	March 30, April 6, 13	3 wks	9:00 a.m.—Noon	9 hrs	Karen Beaman	\$4.00	\$31.96
103-485-31279	Wednesday	May 9, 16, 23	3 wks	9:00 a.m.—Noon	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	T, W, R	January 10, 11, 12	3 days	1:00—4:00 p.m.	9 hrs	JoAnne Smith	\$4.00	\$31.96
103-490-21675	T, W, R	April 24, 25, 26	3 days	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$31.96
103-490-21676	Wednesday	May 9, 16, 23	3 weeks	1:00—4:00 p.m.	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

103-491-31276	Monday	April 16, 23, 30	3 weeks	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$31.96
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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

103-492-31272	M, F	January 9, 13	2 days	1:00—4:00 p.m.	6 hrs	JoAnne Smith	\$4.00	\$20.78
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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.)

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EXCEL WORKSHOP

103-452-31281	Friday	April 27	1 time	9:00 a.m.—Noon	3 hrs	Karen	\$4.00	\$9.59
103-452-31282	Thursday	May 3	1 time	1:00—4:00 p.m.	3 hrs	Karen	\$4.00	\$9.59

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

105-605-31268	Thursday	January 5	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
105-605-31270	Monday	May 7	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

105-609-31269	Friday	January 6	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
105-609-31271	Monday	May 14	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

203-625-31279	Friday	April 13	1 time	12:30—4:30 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
203-625-31287	Thursday	May 10	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!

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 them.



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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.