

CCOKC-SeniorNet Learning Center 3rd&4th Quarter Curriculum
3000 Center, 3000 United Founders Blvd, Suite 201
LC CORDINATOR: Charlene Francis, (405) 359 5675 or cfrancis2@cox.net
June 30, 2011

| COURSE TITLE | DESCRIPTION | #SESSIONS | START DATES & TIME | COST |
|---------------------------------|--|-----------|---|--|
| Computer Fundamentals | Beginners Course – A basic introduction to Computers, the Windows operating system and extensive practice using a mouse and plus some keyboard exercises. | 5 Weeks | July 27, 2011 Sept 14, 2011 Wednesday 9-12 | \$35-Includes cost of workbook which is optional |
| Introduction to Computer Basics | Review Computer Fundamentals and Windows Operating System. Also Introduction to some features of MS Word, the Internet, the World Wide Web, and File Management. Prerequisite – Computer Fundamentals or equivalent. | 6-8 Weeks | August 15, 2011 October 17, 2011 Monday 1-4 | \$35-Includes cost of workbook which is optional |
| Exploring Windows 7 | Introduction to Windows Operating System to include Manipulating Windows, working with the Desktop and Taskbar, accessing Help, File Management and more. Prerequisite Computer Fundamentals and Intro to Computer Basics | 8 Weeks | August 31, 2011 Wednesday 1-4 | \$35-Includes cost of workbook which is optional |
| Introduction to Internet | Install and configure your modem; Send and Receive Email; Surf the Web Plus more. Prerequisite: Intro to Computer Basics and Windows. | 8 Weeks | To be announced later | \$20 + cost of workbook which is optional. |
| Introduction to MS Word | Introduces the concept of word processing to include creating, editing, saving, retrieving and printing documents. Also learn about font styles, setting margins, spell check etc. Prerequisite: Intro to Computer Basics and Windows. | 8 Weeks | To be announced later | \$20 + cost of workbook which is optional. |
| Introduction to Genealogy | Learn how to organize and display basic and detailed genealogy information, including how to search archives and print family trees. This course is for people who are seriously interested in genealogical research. Prerequisite: Some computer experience. | 4 Weeks | To be announced later | \$20 + cost of workbook which is optional. |
| Photoshop Elements (Beginners) | Basic introduction to graphics and digital photography using Adobe Photo Elements 6. Prerequisite: Some computer experience. | 8 Weeks | To be announced later | \$20 + cost of workbook which is optional. |
| Introduction to MS Excel | Learn how to do calculations on numeric data and ways to format data for presentation purposes including charts and reports. Also, learn how to track your home expenses, manage you investments, and make address books and more. Prerequisite: Some computer experience. | 6-8 Weeks | To be announced later | \$20 + cost of workbook which is optional. |
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NOTE: Our courses are open to everyone, and you must register to take them. To register, you can come to our office and fill out a registration form or, you can contact Charlene Francis, by phone (405) 359 5675 or, email, cfrancis2@cox.net. Once registered you will be contacted regarding the enrollment date.

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| WORKSHOP TITLE | DESCRIPTION | # OF SESSIONS | START DATES & TIME | COST |
|--|---|---------------|----------------------------------|-------------------------------------|
| Win Live Photo Gallery-Digital Photo Editing | Have fun while learning all the essentials including how to adjust color and light, fix red eye, crop, straighten, and create a panoramic photo and even airbrush. | 1 | August 26, 2011 Friday 9-4 | \$15.00 – Includes cost of Handout. |
| Win Live Movie Maker - Creative Photo Slideshow | Learn how to turn your digital photos and videos into a fun movie slideshow! Also learn easy ways to create movies with your photos by adding transitions, motion effects, titles, credits and music. Burn a DVD to play on your TV or Computer or to share with your family and friends. | 1 | October 28, 2011 Friday 9-4 | \$15.00 – Includes cost of Handout. |
| Windows Live Messenger Connecting with Friends and Family | Learn three new ways to stay in touch—See loved ones on your PC via webcam, try out social networking to keep connected with your family and friends. Also learn how to share photos in different ways. | 1 | September 30, 2011 Friday 9-4 | \$15.00 – Includes cost of Handout. |
| Getting Started with Windows 7 | Introduction too many of the new and exciting features in the Win 7 operating system. | 1 | Sept 23, 2011 Friday 9-4 | \$15.00 – Includes cost of Handout. |
| Introduction to Scanning and OCR (Optical Character Reading) | Learn how to import your photos and documents from the scanner plus more. | 1 | To be announced later | To be announced |

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