

CCOKC-SeniorNet Learning Center 2012, 1st Quarter Curriculum
3000 Center, 3000 United Founders Blvd, Suite 201
LC CORDINATOR: Charlene Francis, (405) 359 5675 or cfrancis2@cox.net

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 plus some keyboard exercises.	4 Weeks	Jan 25, 2012 March 21, 2012 Wed 9-12 Noon Cleo Roberts, Instr.	\$20 + 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	March 5, 2012 Monday 1-4 Ann Knutson, Instr.	\$20 + cost of workbook which is optional.
Introduction to 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	To be announced later.	\$20 + 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	January 23, 2012 Monday 9-12 JP Williams, Instr.	\$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.

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 date of enrollment.

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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	January 31, 2012 Tuesday 9-4 Ann Knutson, Instr	\$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	February 7, 2012 Tuesday 9-4 Ann Knutson, Instr	\$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	January 24, 2012 Tuesday 9-4 Ann Knutson, Instr	\$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	January 16, 2012 Tuesday 9-4 Ann Knutson, Instr	\$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	To be announced

NOTES: These workshops (excluding “Getting Started with Windows 7”) apply to all versions of Windows including XP and Vista and the software required is free from Microsoft. This is a good starting point if you want to work with photos and or connect with family and friends. Also, if you want an introduction to Windows 7, “Getting Started with Windows 7” workshop will do that for you.

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