

Class Prerequisites & Topics

(B) Beginning Classes ● (I) Intermediate Classes ● (A) Advanced Classes

(See Page 12 for software versions used in classes.)

Intro to Computers I (B)

Prerequisite: None

Topics:

- Turn on/off system
- Mouse & Keyboard
- Beginning Windows

Intro to Computers II (B)

Prerequisite: Intro to Computers I

Topics:

- Equipment in Detail
- Comprehensive Windows Functions

File Maintenance I (I)

Prerequisite: Intro to Computers II

Topics:

- Moving & Copying Files
- Saving and Deleting Files

File Maintenance II (I)

Prerequisite: Intro to Computers II

Topics:

- Storing Files in the Cloud
- Using External Drives

Beyond the Basics: Troubleshooting (I)

Prerequisite: File Maintenance

Topics:

- Cleaning & Maintenance
- PC Troubleshooting
- Getting Help

Beyond the Basics: Personalization (I)

Prerequisite: File Maintenance

Topics:

- Customizing Windows
- Desktop Settings

Beyond the Basics: Scanners (I)

Class is limited to 6 students.

Prerequisite: File Maintenance

Topics:

- Scanning Pictures & Slides
- Scanning Other Flat Articles
- Advanced scanning options

Internet Skills I (B)

Prerequisite: Intro to Computers II

Topics:

- Getting Connected
- Browsers
- Surfing through Webpages
- Basics of a Search Engine

Internet Skills II (B)

Prerequisite: Internet Skills I

Topics:

- Tabbed Browsing
- Online Forms
- Print from the Internet
- Changing the Home Page

Internet Skills III (B)

Prerequisite: Internet Skills II

Topics:

- Add & Manage Favorites
- Importing Images
- Search Images, News, Etc.

Internet Skills IV (Searching) (I)

Prerequisite: Internet Skills III

Topics:

- Simple Search Tips
- Advanced Search Techniques
- Evaluating Websites

Internet Skills V (Beyond Search Engines) (I)

Prerequisite: Internet Skills III

Topics:

- Google Scholar & Groups
- Library Resources

Google: Calendar (I)

Prerequisites: Internet Skills III & Google Account

Topics:

- Creating Calendars and Events
- Adding Reminders & Sharing Calendars

Google: Gmail I (I)

Prerequisites: Internet Skills III & Google Account

Topics:

- Sending and Receiving Email
- Creating Labels, Archiving, and Searching

Google: Gmail II (I)

Prerequisites: Internet Skills III & Google Account

Topics:

- Settings & Filters
- Chat

Google: Drive (I)

Prerequisites: Word IV, Gmail & Google Account

Topics:

- Upload & Share Files
- Introduction to the Drive apps

Google: Docs (I)

Prerequisite: Google: Drive

Topics:

- Create & Format Documents
- Sharing Documents

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Google: Sheets (I)

Prerequisite: Google: Drive

Topics:

- Create & Format Spreadsheets
- Share Spreadsheets

Google: Forms (I)

Prerequisite: Google: Drive

Topics:

- Create & Format Surveys
- Share Surveys & Collect Responses

Google: Maps (I)

Prerequisite: Internet Skills III

Topics:

- Searching Maps
- Obtaining Directions

Word I (B)

Prerequisite: File Maintenance

Topics:

- Anatomy of Word Window
- Enter & Edit Text
- Character Formatting

Word II (B)

Prerequisite: Word I

Topics:

- Paragraph & Page Formatting
- Cut, Copy & Paste
- Spell Check
- Printing

Word III (I)

Prerequisite: Word II

Topics:

- Indents, Tabs, Bullets & Numbers
- Headers, Footers & Page Breaks

Word IV (I)

Prerequisite: Word III

Topics:

- Templates
- Thesaurus
- Find and Replace
- Saving to Other Formats

Word V (I)

Prerequisite: Word IV

Topics:

- Clip Art
- Watermarks & Borders
- SmartArt & Screen Shots

Word VI (I)

Prerequisite: Word IV

Topics:

- Drawing Tools

Word VII (A)

Prerequisite: Word IV

Topics:

- Tables

Excel I (I)

Prerequisite: Word IV

Topics:

- Enter & Edit Information
- Formulas
- Character Formatting

Excel II (I)

Prerequisite: Excel I

Topics:

- Formulas & Functions
- Number Formats
- Printing Features

Excel III (A)

Prerequisite: Excel II

Topics:

- More Functions
- Absolutes
- Sorting Data & Number Formatting

Excel IV (A)

Prerequisite: Excel III

Topics:

- Charts
- Advanced Printing

Excel V (A)

Prerequisite: Excel III

Topics:

- Linking Sheets
- If/Then Statements
- Trace Precedents & Data Validation

Excel VI (A)

Prerequisite: Excel V

Topics:

- Pivot Tables & Sparklines
- More Functions
- Templates

Excel VII (A)

Prerequisite: Excel VI

Topics:

- VLookup & Macros
- Pivot Tables

PowerPoint I (I)

Prerequisite: Word IV

Topics:

- Anatomy of PowerPoint Window
- Enter & Edit Information
- Views/Slide Show

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PowerPoint II (I)

Prerequisite: PowerPoint I

Topics:

- Templates & Slide Layouts
- Insert Pictures & Change Backgrounds
- Printing

PowerPoint III (I)

Prerequisite: PowerPoint II

Topics:

- Transitions
- Custom Animation & Sounds

PowerPoint IV (A)

Prerequisite: PowerPoint III

Topics:

- Integrating & Importing Text
- Custom Slide Transitions
- Masters

Photos & Computers (I)

Prerequisite: File Maintenance

Topics:

- Moving Pictures from Camera to Computer
- Delete Pictures On Camera
- Renaming Pictures

Photoshop Elements I (A)

Prerequisite: Word V, Internet III & Advanced Computer Knowledge

Topics:

- Opening & Saving Images
- Zoom, Hand, Crop, & Move Tools
- Sponge, Dodge & Burn Tools

Photoshop Elements II (A)

Prerequisite: Photoshop Elements I

Topics:

- Pixels & Resolution
- Modify Size & Create Layers
- Marquee, Lasso and Feathering Tools

Photoshop Elements III (A)

Prerequisite: Photoshop Elements II

Topics:

- Color Selecting & Clone Tools
- Brightness & Contrast

Photoshop Elements IV (A)

Prerequisite: Photoshop Elements III

Topics:

- Filters & Layer Masks
- Linking & Merging Layers

Premiere I (A)

Prerequisite: Advanced Computer Knowledge

Topics:

- Anatomy of the Premiere Interface
- Split and Trim Video Clips
- Adding Effects

Premiere II (A)

Prerequisite: Premiere I

Topics:

- Adjusting Audio and Video
- Using Croma Key & Videomerge
- More Effects

Tablets: Android I (B/I)

Tablets: iPad I (B/I)

Prerequisite: Previous Computer Knowledge Helpful

Topics:

- Touch Screen Methods & Button Functions
- Accessing Settings & Finding Apps

Tablets: Android II (I)

Tablets: iPad II (I)

Prerequisite: Android I or iPad I

Topics:

- E-Mail, Internet & Other Apps
- Creating & Searching Contacts

Tablets: Settings on Android (I)

Tablets: Settings on iPad (I)

Prerequisite: Tablets: Apps

Topics:

- Display Settings
- Wifi Settings
- Bluetooth Settings

Tablets: Camera & Editing (I)

Tablets: Maps (I)

Prerequisite: Android I or iPad I

Topics:

- Exploration of the App on your Device
- Button Functions
- Accessing Settings

Smartphones

Prerequisite: Previous Computer Knowledge Helpful

Topics:

- Touch Screen Methods & Button Functions
- Accessing Settings & Finding Apps
- Calling & Texting Functions