



Computer Classes - Suggested Order

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The First Classes Everyone Should Take:

- Computer Club Orientation: What Can the Computer Club Do For Me? - FREE
- How to Buy a Computer

Computer Kindergarten:

No computer skills required. Some familiarity with the keyboard & mouse helpful.

- Getting Started Using A PC
- Mousing Around

Computer Elementary School:

A basic understanding of how to use the keyboard, mouse and Windows file system is required. A student is expected to know how to:

1. Use the keyboard and mouse
2. Locate a file on a flash drive (thumb drive) or CD
3. Open and close a program

- Cut/Copy/Paste Workshop
- Digital Photo Files Basics
- E-mail Basics
- File Management Basics
- Internet Basics
- PC Housekeeping
- PC Security Workshop - FREE
- Printer Workshop
- Scanner Workshop
- Where Did All the Files Go?
- Windows Basics "Vista"



Computer Middle School:

The student should be a competent computer user whose class goal is to learn to use a particular application or its advanced features.

A student is expected to have all the skills required for the elementary level and in addition know how to:

1. Find and move a file from one location to another.
2. Understand the purpose of the right click
3. Use a tool bar and HELP.

- Backing up your Critical Data Files
- Digital Photo Scrapbooking
- E-mail: Beyond the Basics
- Genealogy
- Google Applications
- Kodak EasyShare
- Medical Sites on the Web - FREE
- Photoshop Elements Basics and Layers
- PowerPoint Basics
- Spreadsheets Basics
- Windows Intermediate "Vista"
- Word Processing: MS Word
- Word Processing Projects
 - ✓ Create a Great Looking Letter
 - ✓ Greeting Cards
 - ✓ Labels and Envelopes
 - ✓ Listing and Sorting
 - ✓ Personal and Business Cards
 - ✓ Using Word Tables

Generous volunteers teach our classes and workshops. Not all classes are available each month. Classes are filled on a first come basis. Fees are \$5 per two-hour class session. There are NO refunds unless SCHHCC cancels the class. This list is only a guideline and is subject to change without notice. Check the Computer Club web site for class sign-up dates and class schedules. www.suncitycc.org