



**Marshall County
Retired and Senior Volunteer Program**

Academy of Life Long Learning

**Computer Learning Center
Course Catalog
2009 - 2010**

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Based on Calendar of Classes Rev A

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General Information

The Marshall County RSVP Computer Program is open to all adults wishing to expand their personal computer knowledge and ability. The RSVP Computer Lab and the classes are managed by volunteers who are turning their vocation and avocation expertise into a computer education program that concentrates on the individual using hands-on instruction techniques. Classes are offered on various topics and software programs that run on either the Microsoft XP or Microsoft Vista Operating Systems.

Computer classes are offered on various days and at various times depending on overall student interest, and are typically offered on Tuesdays, Wednesdays, and Thursdays.

Course schedules are available at the RSVP Office and are announced in local publications. They are also available on the Internet at www.mcrrsvp.org.

Classes are typically scheduled from 9:00 am to 11:30 am, 1:00 pm to 3:30 pm, and 6:00 pm to 8:30 pm.

Genealogy Research course is typically offered on Friday mornings only.

The RSVP Computer Lab is usually open for general use by the public and students on Monday and Friday afternoons from 1:00 pm to 4:00 pm. The lab is closed on Monday mornings for computer maintenance.

Tuition is \$5.00 per class session unless otherwise indicated. As an example, the tuition for a three session course is \$15.00. See course catalog and schedule for the number of sessions for each course.

Tuition is refundable only if the student notifies RSVP at least 3 business days prior to the start of the course.

The class size is typically limited to 11 students maximum.

A scheduled course may be cancelled if a minimum student enrollment is not met.

Tuition is fully refundable if a course is cancelled.

Class cancellation is subject to weather conditions and instructor availability.

A one session class will be taught even if only one student has registered.

Class enrollment will be determined 24 hours prior to the start of the class and the decision to cancel will be made on the number of students enrolled at that time.

Some courses may require additional material and books. The course description will identify any extra requirements.

When required, books typically cost \$25.00 and may be returned for full refund after the course providing book is returned in clean condition.

All students are requested to have a Flash Memory Drive, which is a small portable storage device for saving computer files. Flash Drives may be purchased at local stores (Staples, Wal-Mart, etc.) for a nominal price. A Flash Drive with a capacity of 1 Gigabyte or more is recommended. The Flash Drive will be used during class to copy class materials, handouts and instructional exercises.

Students must register at the RSVP Office. No registration by phone.

COMPUTER FUNDAMENTALS

Course 100 - PC Keyboard and Mouse Use - 2 Classes, Cost \$10

Course uses computerized programs to train the student on the use of the keyboard, keyboard functions and the mouse. The course is self paced with heavy instructor assistance.

Recommended Prerequisites: None

Recommended Material: None

Introduction to Computers -

Recommended Prerequisites: Completed Course 100, or have equivalent experience

Recommended Material: Flash Drive 1 Gigabyte minimum

Course 110 - Introduction to Computers, XP - 8 Classes, Cost \$40

Class covers basic computer operation, XP computer operating system, basic file management and using the internet. This course will cover: Keyboard, mouse, Desktop, parts of Windows, Windows Explorer, cut and paste, WordPad, and printing a document; plus basic features of Word.

Course 120 - Introduction to Computers, Vista Part 1 - 4 Classes, Cost \$20

This Course will cover the following material: Class 1: Keyboard and mouse. Class 2: You will become familiar with Start, the Desktop, parts of a window, and how to adjust mouse settings. Class 3: Adjust Desktop properties, perform system maintenance, open "Windows Explorer", determine the size of a document, and using "Windows Explorer" transfer data to an from a flash drive. Class 4: Cut and paste, write a short letter in Word, correct errors in a letter, learn to use "save", be able to write to a CD, be able to print a document.

Course 122 - Introduction to Computers, Vista Part 2 – 4 Classes, Cost \$20

Class 1: Into to Vista using a self paced computerized program with instructor assistance. Class 2: File and save, create folders, organize files, use search, and use "Help". Class 3: Learn to use basic features of a "Word" type document, learn about new features of Vista. Class 4: Introduction to the Internet and IE 7. Class 5: Mailing labels and E-mail

Note: A one year paid membership to the Marshall County RSVP Computer Users Group will be provided upon completion of an Introduction to Computers courses, 120 and 122 or 110.

COMPUTER INTERMEDIATE COURSES

Recommended Prerequisites: The ability to use computer keyboard and mouse, and basic computer knowledge; or successful completion of Course 110 or Course 120/122

Recommended Material: Flash Drive 1 Gigabyte minimum

Course 300 - Buying a Computer - 1 Class, Cost \$5

Purchasing a computer can be a big and sometimes costly decision. There are many makes and models, and many people willing to give advice about what to buy and where to buy it. This course will offer helpful suggestions on what to look for and ask when purchasing a computer new or used.

Course 302 - Buying a Digital Camera - 1 Class, Cost \$5

If you are buying your first digital camera you might be confused by the bewildering range of models available. How do you know which model will suit your needs? To make things more interesting, digital cameras vary widely in cost. Choosing the wrong camera could easily cost a few hundred dollars. Buying a digital camera isn't all about mega-pixels. We'll translate the jargon and tell you just how important each specification is to your purchase, and explore tips on choosing a digital camera that's just right for you.

Course 304 - Buying a Printer - 1 Class, Cost \$5

Explains the difference between Ink Jet and Laser Printers. Details the features of each type of printer and the pros and con of those features. Discussed features are ink cartridges, laser supplies, photo quality, double sided, networkable and other key considerations.

Course 306 - CD Creation using XP or Vista Operating System S/W - 1 Class, Cost \$5

Learn how to use the software provided by Microsoft with either XP or Vista to create CD's. Capabilities and limitations will be presented and compared to available 3rd party software programs. Advice on using, handling and storing CDs. Procedure can be used to archive pictures, data, video, music files for use on PCs.

Course 308 - Understanding the XP Folder/File System - 3 Classes, Cost \$15

Class will present the use of Windows Explorer; creating, naming, deleting, copying, moving folders using "Cut and Paste", "Drag and Drop" and menu functions.

Course 310 - Understanding the Vista Folder/File System - 3 Class, Cost \$15

Class will present the use of Windows Explorer; creating, naming, deleting, copying, moving folders using "Cut and Paste", "Drag and Drop" and menu functions.

Course 312 - DVD Creation using Vista Operating System S/W - 1 Class, Cost \$5

Learn how to use the software provided by Microsoft with Vista to create DVD's. Capabilities and limitations will be presented and compared to available 3rd party software programs. Advice on using, handling and storing DVDs.

Course 314 - Computer Command Short Cuts for XP and Vista - 1 Class, Cost \$5

Prepare your fingers, and throw your mouse away: you're not going to need it. Keyboard command shortcuts are a way to enter computer commands without having to use the mouse. Shortcut commands help you save time as you never have to take your hands off the keyboard, and help provide an easier and usually quicker method of navigating and using computer software programs. By reducing such sequences to a few keystrokes, this can often save the user time, hence "shortcut". We will provide information on the most useful keyboard shortcuts

Course 316 - Computer Hardware - 1 Class, Cost \$5

Course discusses what computer hardware is, how it interconnects with the PC, its functions, the pros and cons of the hardware and how it affects cost and performance. Installing hardware will be explained including obtaining required s/w drivers.

Course 318 - Computer Home Networking, XP/Vista - 1 Class, Cost \$5

This course will cover the components of wireless networking, plus associated items.

Course 320 - Computer Security, XP/Vista - 1 Class, Cost \$5

The various types of computer malware will be discussed, including Viruses, Trojan Horses, Spyware, Spam, Phishing and other security threats. Recommendations for updating, scanning and protecting your computer will be covered, including what to do if you think you have a problem. Free antivirus, Spyware and anti-Phishing s/w will be discussed and provided.

Course 322 - Using the Control Panel in XP - 1 Class, Cost \$5

Students will learn the use of the Control Panel programs for customizing and maintaining their XP Operating System

Course 324 - Using the Control Panel in Vista - 1 Class, Cost \$5

Students will learn the use of the Control Panel programs for customizing and maintaining their Vista Operating System

Course 326 - Updating Your Windows Operating System, XP/Vista - 1 Class, Cost \$5

Course covers the procedure and pitfalls in maintaining your MS Operating System via updates provided by Microsoft. Explains how to determine which updates you need, those that you have, how to automate the updates and how to delete or refuse updates.

Course 328 - Using Flash Drive - 1 Class, Cost \$5

Course explains what flash drives are; various sizes and types, their pros and cons, formatting, limitations, available special applications, security risks and how to use them

Course 330 - Selecting an Internet Provider - 1 Class, Cost \$5

A computer without Internet access is like a car with flat tires--it works, but it won't get you very far. To get online, you need an Internet service provider (ISP). This course will provide a simple explanation of various ISP services and equipment, and provide some resources to get you started in selecting an Internet connection that fits your needs.

Course 332 - Using Outlook Express (XP) - 3 Class, Cost \$15

Course will cover simple emailing, sending, receiving and forwarding, creating folders; cleaning up emails to resend.

Course 334 - Using Windows Mail (Vista) - 3 Class, Cost \$15

Course will cover simple emailing, sending, receiving and forwarding, creating folders; cleaning up emails to resend.

Course 336 - Sending and Receiving Pictures by Email - 1 Class, Cost \$5

Course explains how to send and receive pictures by Outlook Express, Windows Mail and Web mail. Sending the correct resolution is covered. Using Web pages to store and share photos will be discussed. Saving pictures will be explained. The difference between pictures inside an email and those attached to an email will be discussed.

Course 338 - Accessing your Email or Internet away from home - 1 Class, Cost \$5

Learn to safely retrieve your email anyplace you can find a computer. Will cover both high-speed, wireless and dialup access.

Course 340 - Accessing Photos on a Digital Camera - 1 Class, Cost \$5

Instruction on digital cameras and the various types of internal and insertable photo storage devices. Student will learn how to transfer pictures from the camera with cable or memory device. How to save, store and move images. How to erase images on cameras or their storage devices.

Course 342 - Using a Scanner for Pictures and Documents - 1 Class, Cost \$5

Course covers setup and use of computer scanners. Course answers: What is a scanner, what is a digital image, what are a .jpg, .bmp, .PDF file, resolution, and color versus black and white versus grey scale. What to do with scanned images. We will provide tips and techniques to help you scan like a pro.

Course 344 - Obtaining and Using Free Software for your PC - 1 Class, Cost \$5

Is there anything better than getting something for free? Finding free software known as Freeware, Shareware and Trialware on the Internet is easy. Finding the right free software is not as easy. Find out here what you can get, where you can get it, and if it is worth it.

Course 346 - Using Internet Explorer to Access the Internet - 1 Class, Cost \$5

Course will cover techniques and tips to get the most out of your Web browsing experience using Internet Explorer to access the Internet. Learn the basics for finding Web pages and building up your Favorites, then move on to customizing features, learning about security and privacy settings, and more.

Course 348 - Introduction to Office 2007: Word, Excel, PowerPoint - 3 Classes, Cost \$15

Course will explain what MS Office is: Student will have one day each at Word, Excel, and Power Point. Class is intended to give the student basic functionality in these three applications programs and prepare the student for the more advanced course in Office. Access and other elements of Office will be discussed but not taught.

COMPUTER SPECIALITY COURSES

Recommended Prerequisites: The ability to use computer keyboard and mouse, and basic computer knowledge; or successful completion of Course 110 or Course 120/122

Required Material: Flash Drive 1 Gigabyte minimum. When required, books typically cost \$25.00 and may be returned for full refund after the course providing book is returned in clean condition.

Course 500 - Introduction to Microsoft Excel 2002/2003 - 7 Classes, Cost \$35

What is Excel? Workbooks & Worksheet Layouts, Setting Row and Column Size; Entering Text in Cells, Formatting Cells; Using Formulas; Using Functions, Cleanup for Printing; Printing; Sorting Data; Creating Charts

Course 502 – Introduction to Microsoft Excel 2007 - 7 Classes, Cost \$35

What is Excel 2007? How is different from Excel 2002? Workbooks & Worksheet Layouts, Setting Row and Column Size; Entering Text in Cells, Formatting Cells; Using Formulas; Using Functions, Cleanup for Printing; Printing; Sorting Data; Creating Charts

Course 504 – Introduction to PowerPoint 2002/2003 - 3 Classes, Cost \$15

What is PowerPoint? Brief description of Menu differences between PowerPoint 2002 & 2007; Show & Tell samples that might interest you; Design Templates; Menus/Toolbars/Task Panes; Text Boxes; Graphics/Pictures/ Movies/Sounds; Slide Transitions and Timing. Class will collectively build a PowerPoint presentation.

Course 506 – Introduction to PowerPoint 2007 - 3 Classes, Cost \$15

What is PowerPoint? Brief description of Menu differences between PowerPoint 2002 & 2007; Show & Tell samples that might interest you; Design Templates; Menus/Toolbars/Task Panes; Text Boxes; Graphics/Pictures/ Movies/Sounds; Slide Transitions and Timing. Class will collectively build a PowerPoint presentation.

Course 508 – Introduction to Microsoft Word 2002/2003 - 7 Classes, Cost \$35

Beginning course in Microsoft Word 2000/2002/2003 version. Course covers document creation, formatting, saving, and printing, use of tables, inserting pictures, creating labels and envelope printing, mail merge. An optional "personal" Word project is part of the course

Course 510 - Introduction to Microsoft Word 2007 - 7 Classes, Cost \$35

Beginning course in Microsoft Word 2007 version. Course covers document creation, formatting, saving, and printing, use of tables, inserting pictures, creating labels and envelope printing, mail merge. An optional "personal" Word project is part of the course.

Course 512 – Creating 2002/03 Word Documents with Inserted Pictures - 1 Class, Cost \$5

Learn how to insert pictures into a Word document, how to wrap text, compress pictures, create borders, etc. Enables student to create posters, pamphlets, booklets, inventory records, send pictures by mail, etc

Course 514 – Using Word 2002/03 Mail Merge - 2 Class, Cost \$10

Student will learn how to use Word Mail Merge to create personalized labels, envelopes, emails and letters that are personalized to either an Excel or Word data base. Student will be able to create Christmas mail lists or personalized mass mailings for their organization or company.

Course 516 - Create Business Cards, Personalized Labels with Mail Merge - 1 Class, Cost \$5

Learn how to easily create personalized business cards or labels with pictures and special artwork using Mail Merge in Word. Student will have choice of using either Word 2002 or Word 2007 in class.

Course 518 – Create Booklets/Pamphlets/Directories using Word and Mail Merge - 1 Class, Cost \$5

Students will learn the procedure for creating booklets, pamphlets, telephone directories, etc in MS Word. The use of Mail Merge to create special telephone type directories will also be discussed and illustrated.

Course 520 - Genealogy - 4 Classes, Cost \$20

Basis introduction to getting started in genealogy. Learn to document your ancestor data into Family Tree Maker (FTM) & use the program to search FTM CD's. Learn to use Ancestry.com (Paid site by RSVP) & Heritage Quest to search & print census records & lots of other genealogy data. Learn to search free genealogy sites like LDS, GenForum, Rootsweb & many others.

Course 522 – Introduction to EBay Online Auctions - 3 Classes, Cost \$15

What is EBay and How to Use it? Registering, Paying (PayPal), Sniping, Phishing, Selling; Other Online Auctions, Practice Buying & Selling

Course 524 - Photo Shop Basic - 3 Classes, Cost \$30

This is a basic overview and explanation of most photo tools used in Photo Shop Elements.

Course 526 - Digital Video - 1 Class, Cost \$5

This is a basic video course designed to provide basic skills for camcorder operations is preparation for (NLE) non-linear-editing and production of DVD video disks. Limited actual video exercises and the importance of problems of audio will be presented

Course 528 - Trip Mapping using S/W Programs and Internet Based - 1 Class, Cost \$5

Using Microsoft Streets and Trips to plan and map out a trip. Using Internet sites to plan and map out a trip; some discussion of automotive GPS trip planning may be mixed. This will necessarily be limited as Satellite reception with projection screens is not usable in the building.

Course 530 - Microsoft Outlook Overview - 3 Classes, Cost \$15

This course will cover features of Microsoft Outlook email application. Features discussed are emailing, calendars, archiving, etc.

532 Tax Preparation Classes (TCE/VITA) - 6 Classes, Cost \$0 (*Free, see below*)

Learn how to interview and advise Tax clients in the IRS and state tax rules. Course will consist of lectures and practical exercises. It will include a test at the end that you must pass to be certified to perform these community services. Free – you are expected to participate in the RSVP TCE/VITA program assisting community members in file their tax returns each year - a modest stipend to cover travel and lunch expenses is paid to graduates for their services during tax season.

534 Using Tax Wise for Tax Returns - 1 Class, Cost \$0 (*Free, see below*)

Learn how to input client Tax data into the computer in accord with IRS and state tax rules. Course will be a 'hands on' exercise using simulated taxpayer data for you to enter successfully into RSVP computers. Free – you are expected to participate in the RSVP TCE/VITA program assisting community members in file their tax returns each year - a modest stipend to cover travel and lunch expenses is paid to graduates for their services during tax season.

536 Using Tax Preparation Software - 1 Class, Cost \$5

Learn how to use commercial Tax preparation software. Course will be a 'hands on' exercise using simulated taxpayer data for you to enter successfully into RSVP computers. If student chooses to use his own data, that will be permitted.

538 OCR Scanning - 1 Class, Cost \$5

Instruction on OCR (Optical Character Recognition). Instruction on Abby Sprint a free document reading and conversation program. Students will learn how to scan, read and save documents to file.

540 Photo Story 3 – 1 Class, Cost \$5

Using the free MS Photo Story 3 software to create personal slideshows with your pictures and jpg file. The software provides the capability to use your digital pictures to create movie like stories of trips, reunions, parties, or business presentation that included sound, titles, and special visual effects. Student may build their own story if they bring 10 .jpg files on a flash drive or CD.

542 Digital Photo Enhancement – 6 Classes, Cost \$30

This class teaches basic photo enhancement and manipulation of digital images using free photo software programs. Students will learn how to remove red eye, lighten or darken images, remove or replace objects in photos, create collages, and best printing techniques for photo images. Techniques taught are applicable to any photo enhancement software programs. Class uses Serif Photo Plus 6.0 available free at www.serif.com

550 Introduction to MS Word 2007 – 3 Classes, Cost \$15

Introductory course in Microsoft Word 2007.

Student learns menus and features of Word, how to open and save documents, keyboard functions, simple letter writing, customizing Word

552 Intermediate MS Word 2007 – 3 Classes, Cost \$15

Intermediate course in Microsoft Word 2007.

Class will cover formatting, editing, inserting pictures and graphics in a Word document.

550 Advanced MS Word 2007 – 3 Classes, Cost \$15

Advanced Microsoft Word 2007.

Class will cover the use of tables, table of contents, styles, labels and envelopes.

560 Introduction to MS Excel 2007 – 3 Classes, \$15.00

What is Excel 2007? How is different from Excel 2002? Workbooks & Worksheet Layouts, Setting Row and Column Size; Entering Text in Cells, Formatting Cells; Using Formulas;

561 Introduction to MS Excel 2007 – 3 Classes, \$15.00

Continuation of Excel 560. Using functions, cleanup for printing, printing, entering text in cells.

562 Introduction to MS Excel 2007 – 3 Classes, \$15.00

Continuation of 621 Intermediate Excel 2007. Covers charting, text manipulation and extraction, horizontal lookup, simple macros.

570 Building a Simple Web Page – 4 Classes, \$20.00

Course will cover the design and building of personal web pages using FREE Microsoft Office Live. Office Live is available on the Internet.