

Computer Classes for 2012

Note: All classes are held in the Elm Room of the LaFetra Center
Minimum enrollment required – 5 students for each class offering

January and February – Getting the Most from your Digital Camera

Learn to take great photos with your digital camera, transfer them to your computer, then enhance the pictures with simple, but effective editing techniques. Organize your pictures then straighten, crop, remove redeye, adjust color, contrast, and lighting, retouch minor blemishes and add text to any photo. Share your pictures by e-mail, CD, posting to the web, or even making a video.

When: Thursdays, January 12 through February 23 – 1:00 to 3:30 PM

Class fee: \$40.00 paid at least one week prior to start of class.

Enrollment: Limited to 12 students

The student must have a PC with Windows 7, XP or Vista and a CD writer. The student should be familiar with the operation of the PC including mouse operations such as click and drag, right and left button usage, and be able to save and retrieve files from various storage media.

March – Microsoft Office That Darned Ribbon!

It's not a yellow ribbon or a pink ribbon, but Microsoft got rid of menus, sort of starting with Office 2007. If the Ribbon still confuses you, then this four week course is for you.

When: Thursdays, March 8 through 29 – 1:00 to 3:30 PM

Class fee: \$20.00 paid at least one week prior to start of class.

Enrollment: Limited to 12 students

April and May– Basic Computer Skills

If you are new to PCs or have been using a PC for a while but want to use it more effectively, then this 8 week course is for you. We will cover the fundamentals starting with how to turn the PC on and off, keyboard and mouse usage, installing and uninstalling applications, beginning word processing, as well as proper file management and maintenance. We will demystify some of those confusing dialog boxes that pop up unexpectedly and throughout the course, we will use the language of computers so that you can understand and even speak a little geek.

When: Thursdays, April 5 through May 24 – 1:00 to 3:00 PM

Class fee: \$40.00 paid at least one week prior to start of class.

Limited to 12 students

The student must have access to his/her own computer and be prepared to practice the techniques learned in this class for at least two hours each week.

June and July – The Digital Darkroom

This eight week class is designed to help you get more out of your photo editing projects. Use the powerful editing capabilities in Adobe Photoshop Elements. Use layers and masking techniques to not just edit your pictures, but create digital masterpieces. Create digital collages, montages, and even scrapbooks.

When: Thursdays, June 7 through July 26 – 1:00 to 3:00 PM

Class fee: \$40.00 paid at least one week prior to start of class.

Limited to 12 students

The student must have a Windows computer, a scanner and printer, and Adobe Photoshop Elements 6 or later software. The student should be familiar with basic photo editing techniques such as cropping, and color and lighting correction.

August and September – Basic Computer Skills

If you are new to PCs or have been using a PC for a while but want to use it more effectively, then this 8 week course is for you. We will cover the fundamentals starting with how to turn the PC on and off, keyboard and mouse usage, installing and uninstalling applications, beginning word processing, as well as proper file management and maintenance. We will demystify some of those confusing boxes that pop up unexpectedly and throughout the course, we will use the language of computers so that you can understand and even speak a little geek.

When: Thursdays, August 9 through September 27 – 1:00 to 3:00 PM

Class fee: \$40.00 paid at least one week prior to start of class.

Limited to 12 students

The student must have access to his/her own computer and be prepared to practice the techniques learned in this class for at least two hours each week.