

The Computer Learning Center for Seniors of Upper Cape Cod



The Computer Learning Center for Seniors of Upper Cape Cod teaches older adults how to take advantage of current computer technology and the Internet to enhance their lives. It is operated entirely by volunteers from our community. The Learning Center makes use of high-quality curriculum materials prepared by the staff of the center. Fundamentals of Computers for Beginners, Introduction to Computer Skills, Word Processing Basics, Introduction to the Internet and Genealogy are just a few of the classes offered on a regular basis.

If you are interested in taking any one of our classes, please give us a call at **508-457-0800**. Once we have enough interest in a class, we will schedule the class time and instructor.

The class descriptions and costs are listed below.

▶▶ **Membership is required for all classes, unless you are currently a member of FCTV.**

Computer Learning Center Classes

Fundamentals of Computers for Beginners

The objective of this class is to make students comfortable with computers. Students will be given extensive practice in using a mouse and some practice using a keyboard. Students will become familiar with hardware, software and the Windows desktop. This course is designed for the new computer user. ***This course is a prerequisite for all other courses unless student currently has basic computer skills.***

Two sessions; two hours each session.

Cost: \$20

Introduction to Computer Skills

This course offers students the basics of using the Windows operating system and beginning word processing skills through the MSWord program. Students are also introduced to the Internet and email using Internet Explorer and Outlook Express. Students who take this course should be comfortable with the mouse and familiar with the keyboard. ***This course assumes the student has completed the Fundamentals of Computers for Beginners course or its equivalent.***

Four sessions; two hours each session.

Cost: \$30

Word Processing Basics

Using Microsoft Word, this course is designed to make students comfortable with some basic word processing procedures. Students learn to write letters and create a variety of other documents. They learn some of the editing features of the Word program including how to change font size, color and style of text. Students will practice alignment, line spacing and indents and will learn about margins and tabs, how to insert page numbers and page breaks, and how to spell check documents. ***This course assumes the student has completed the Introduction to Computer Skills course or its equivalent.***

Four sessions; two hours each session.

Cost: \$30



Introduction to the Internet

This course teaches the necessary skills for the student to join the millions of other adults who are already online, using email and taking advantage of the vast resources of the World Wide Web. Covered topics include signing on to the Internet, providing basic skills for corresponding with friends and family using email, navigating around the web, searching for information of interest and sharing ideas and support with others in discussions, chat or email groups. ***This course assumes the student has completed the Introduction to Computer Skills course or its equivalent.***

Four sessions; two hours each session.
Cost: \$30

Introduction to Genealogy

This is a basic course on researching family history. Classes will concentrate on how to search the internet to help the genealogist in researching their family history. ***Students should possess some computer experience, including basic internet skills, competent mouse skills and familiarity with the computer keyboard.***

Four sessions; two hours each session.
Cost: \$30

Special Workshops

These workshops are offered as single-session introductions to other applications available on the computer. ***Students MUST possess mouse skills and have some basic experience on a computer.***

The cost of each Workshop is \$15.

Getting Organized: File Management

Too much information being stored haphazardly on your computer? Learn how to keep your work organized using folders, backup, copy, move, delete and rename features of Windows.

Are You Ready to “Smile and Say Digital?”

Anyone who travels, or attends family gatherings, is seeing more and more snapshots being taken with digital cameras. This workshop will bring you up to speed on what a digital camera has to offer how to decide which type works for you, and what accessories and support programs you may want when you’re ready to “go digital.”

What is a Spreadsheet anyway?

Become familiar with some of the basic features of spreadsheets. Learn how to enter numbers and formulas to automatically calculate financial data, select information, edit and format values. Find out how to present your data as a chart.

Get More from Google

Do you use Google to search the web? Well, there’s a lot more to Google than meets the eye. Find out about some of the useful tools and cool features of Google in this two-hour workshop.

Kodak Picture Gallery

Learn how to upload pictures from your digital camera to the internet, edit and order prints and share your photos with friends and family on the web. ***Students must be comfortable using the Internet.***