



## 2022 Spring Class Descriptions

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### C Computer Basics for Beginners – Wil Lowther/Judi Bussman

{C} Computer Basics for Beginners (Six - Week Course)

Prerequisite: Either possesses a home computer or has access to one.

This course will introduce the student to the functions of the mouse and keyboard of the computer through various practice exercises. The student will also be introduced to the basics of the operating system of Windows 10 and two common programs.

### D Email Basics for Beginners – Bob Knott

{D} E-Mail Basics for Beginners (YAHOO) (Four - Week Course)

Prerequisite: An active Yahoo account.

This course is designed to explain Yahoo to the beginner or novice and help them become comfortable and familiar using Yahoo Email. Covered topics include sending, receiving, replying and forwarding Yahoo Messages using contact lists, files or labels and using fonts and options.

**All Students Must Bring Their Yahoo Id and Password to the First Class.**

If you do not have a Yahoo email account, the instructor will meet with you prior to classes and help you set up a free account.

### E Windows 10 Basics – UPGRADED – Wil Lowther

{E} Windows 10 Basics (Three - Week Course) UPDATED

Prerequisite: A computer with the Windows 10 Operating System and possess good computer skills.

Learn the many features of the “Start Menu” and of the “Desktop”. Discover the myriad number of “Applications (Apps) which can enhance your knowledge of the Digital World. Learn how to download, position selected Apps and Files on the Start Menu and Desktop for easy access. Also, learn to use WordPad and other programs.

### G Microsoft Word – Judi Bussman

{G} Microsoft Word (Five - Week Course)

Prerequisite: Access to a computer with Microsoft Office 2013 or an earlier version. A basic knowledge of Microsoft Office tools.

Students will become familiar with the Microsoft Word starting with the ribbon. Functions covered include how to process letters, stories, reports, newsletters and other documents. Editing text, checking for spelling errors and how to insert pictures into a document will also be discussed. Some advanced features such as find and replace, Word Art and screen shots will also be included in the course.

### H Microsoft Excel – Judi Bussman/Staff

{H} Microsoft Excel (Five - Week Course)

Prerequisite: Access to a computer with Microsoft Office 2013 or an earlier version and a basic knowledge of Microsoft office tools.

This course will be the introduction in the use of spreadsheets. Skills covered include a review of the ribbon used in Excel; how to create a spreadsheet; how to identify the address of a cell; how to build a formula from scratch; use of formulas and format cells; and creating a chart. Use of spreadsheets to manage textual information such as lists or databases will also be covered.

### J Apple iPhone Apps, Email, Texting, Calendars – NEW – Wendy Coyle

{J} Apple iPhone Settings, Email, Texting, Apps (Three - Week Course) - NEW

Prerequisite: Possess an Apple iPhone. Learn how to personalize your iPhone by viewing and selecting options from your “Settings” App. Learn the features on how to view and send “E-mails”. Be accomplished at sending

and receiving “Text messages”, the most popular way of communicating in the world today. Learn how to find “Applications” that enable you to really take advantage of your new personal assistant, the “iPhone”.

### **K Apple iPhone, Camera and Photo Editing/Sharing – NEW – Wendy Coyle**

{K} Apple iPhone Camera, Photo Editing, Tips and Calendars (Three - Week Course) - NEW

Prerequisite: Possess an Apple iPhone. This course will also cover all aspects of the use and operation of the iPhone Camera including taking of all forms of pictures and video. You will learn how to edit pictures and videos plus storing and sharing features that makes the iPhone’s camera the premier camera in today’s digital world. We will show you how to set up personal calendars to enable you to manage your daily life to the fullest. Lastly, a feature unique of the iPhone is called “Tips”, an App that provides you with the up to date NEW features of your iPhone.

### **L Apple iPhone Photos with iCloud and Windows – NEW – Wendy Coyle**

{L} Apple iCloud and other Features (Three - Week Workshop) - NEW

Prerequisite: Possess an Apple iPhone. iCloud enables you store to information online and then access it from many of your devices including iPhone, iPad, Apple TV, Mac and even Windows. iCloud gives you the ability to coordinate and update your Mail, Contacts, Calendar(s), Photos, iCloud Drive, Notes, Reminders and to find Friends or your misplaced iPhone. Most importantly it enables you to synch photos, videos and files in a safe place and make available on your selected devices.

### **M iPad Email, Messages, Calendars, Camera/Photos – NEW – Wendy Coyle**

{M} iPad Settings, E-mails, Calendars, Camera/Photos (Three - Week Course) – NEW

Prerequisite: Possess an Apple iPad. Learn the options available in “Settings” to personalize your iPad. Learn to make and send E-mails and how to set up personal Calendar(s). Since there are a multitude of Apps available, you will become familiar with searching and selecting new Apps. You will be introduced to taking picture, videos and how to store these for the future use and possible sharing with family and friends. Lastly the App – “TIPS” contains up to date information which is available to you on a regular basis.

### **N Android Phone Apps, Email, Texting, Calendars – NEW – Fred Bliss**

{N} Android Phone Settings, Email, Texting, Calendars (Three - Week Course) - NEW

Prerequisite: Possess an Android Smartphone. Learn the latest in the primary operation of the Android Smartphone. The Phone contains apps (applications) and provides Internet access. This course will cover navigating the Android Phone including settings, managing and using phone calls, texting, contacts, voice mail, apps, music, and the Internet. There is an extensive variety of free applications available for almost every interest.

### **O Android Camera and Photo Shop Express – NEW – Fred Bliss**

{O} Android Phone Camera, Photos and Photo Shop Express Editor (Three - Week Course) – NEW

Prerequisite: Possess an Android Smartphone. This course continues the introduction of the capabilities of the Android family of Phones. In recent years, the smartphone camera has received such improvements as to make it the leading mode of taking of pictures and videos. It is the purpose of this course to show you the functions and capabilities of this phone. It has the capabilities of editing raw photos, selective editing, to quickly remove or clone part of a photo, fix inconsistencies as well as create amazing collages in an instant and much more.

### **P Computer Maintenance and Security – Fred Bliss/Wil Lowther**

{P} Computer Maintenance and Security (Three - Week Course)

Prerequisite: Possess a home or laptop computer.

Learn routine maintenance tasks which will keep your computer(s) running properly; how to fix slowdowns, freezes, and other glitches; plus, how to install and maintain software to protect against viruses, spyware and identity theft. Additionally, other up-to-date measures to further preserve and protect the integrity of many personal electronic devices will be covered.

### **Q Google Drive Cloud Computing – Fred Bliss**

{Q} Google Drive Cloud Computing (Three - Week Course) – NEW

Prerequisite: Good computer skills with experience in using the Internet.

An in depth look at the free Google cloud services. Learn how to share all the files and folders. There is an unlimited free storage for all your photos and videos. Discover how to use the free Google Apps as a replacement for Microsoft Word, Excel and PowerPoint. This course is applicable to all types of devices including Android Phones, iPhones, Windows and Macintosh Computers.

### **R Ebay Buying and Selling – Ron Ziemba**

{R} eBay Buying and Selling (Six - Week Course)

Prerequisite: Good computer skills with experience in using the Internet.

This course will begin with setting up your personal eBay account. Next, the instructor will provide suggestions including: “Search techniques”, “Buying on eBay”, “Payment methods on eBay “and researching market values for actual selling on eBay. You will learn to display your item(s) in their best light as well as to determine what options to use to sell a specific item. We will also discuss timing in regard to selling certain items. You will construct and follow listings during class. We will provide some hints, Do’s and Don’ts regarding how best to work within eBay.

### **S Scanners – Ron Ziemba**

{S} Introduction to Scanners (Three - Week Course) - UPDATED

Prerequisite: Basic Computer Skills and a home-based scanner or copier with scanning capabilities.

Learn how to scan pictures and send them via the Internet (email) as well as how to scan a picture(s) for printing. Additional areas of interest will be picture cropping, scanning and using documents that are not pictures, and much more.

## ***- One Day Seminars -***

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### **A1 Producing/Use of Attachments – Ron Ziemba**

{A1} Producing and Using Attachments with Email (1½ Hour Session)

Learn how to create, search and find attachments; i.e., documents, pictures, videos, etc. Then practice how to select the item(s) to be attached to an email, text message, etc., and finally, how to send these to the recipient(s) of your choosing.

### **A2 Creating Files and Folders – Wil Lowther**

{A2} Creating Files and Folders (1½ Hour Session)

Learn how files and folders are used for assembling and managing text, photos and videos. Learn how to design and use these so that you may easily locate and utilize the desired text, photos or videos.

### **A3 VPN - Virtual Private Network – Fred Bliss**

{A3} Virtual Private Network (VPN) (1½ Hour Session) NEW

You will be introduced to virtual private networks. You will learn what a VPN is and how it can protect your privacy and security using online services. This seminar will describe some of the advantages and pitfalls of a VPN and how to shop for one that suits your needs

### **A4 All About Apps #1 – Basic – Fred Bliss/Wil Lowther**

{A4} All About Apps #1 Basic (1½ Hour Session) NEW

This class is designed to unravel the mystery of Apps. What is an App? How do you get one and how do you get rid of it? How do you use it? How much does it cost? What types of Apps are there? Is it the same on my phone or computer or TV? Hints for users.

### **B1 Internet Search Techniques – Ron Ziemba**

{B1} Internet Search Techniques (1½ Hour Session)

During each HTML class at ICC, the instructor would say, “Anybody can put anything on the Internet.” In this session, we will discuss how to find valid and unbiased information and show some techniques for selecting the search words efficiently and quickly. We will also do some searching during the session to illustrate the techniques.

## **B2 Making Labels and Mail Merge – Judi Bussman/Wil Lowther**

{B2} Making Labels and Mail Merge (1½ Hour Session)

Learn how to create labels from a list of names using Mail Merge Wizard. You will learn the method of printing addresses directly onto envelopes. In addition, we will show you how to merge a name onto a letter.

## **B3 ABC's of Medicare – Health Alliance – Sherry Gordon-Harris**

{B3} ABC's of Medicare (1½ Hour Session)

This course teaches the basics of the federal Medicare program and introduces options like Medicare Advantage, Medicare Supplement and prescription drug plans. Attendees will learn about Medicare timelines, requirements to qualify, ID cards, enrollment methods and more. At the end of the course, they should know key Medicare terms and have a better understanding of the options available to people who qualify. Great for individuals 65+ who are aging in to Medicare and as a refresher course for current Medicare members

## **B4 Overcoming Stress and Its Effects – Golden Tours Midwest – Tracy Geisz**

{B4} Overcoming Stress and Its Effects (1½ Hour Session)

Stress is a natural thing in everyone's life. In this workshop you will be learning to recognize stress, understand how it affects us as we grow older and ways we can manage our stress to live a more healthy life.

## **B5 Fraud Prevention – Peoria County Sherriff's Victims Services – Aimee Shinall**

{B5} Fraud Prevention (1½ Hour Session) NEW

The Peoria County Sheriff's Victims Services Coordinator will provide important information to help keep you and your family safe. She will explain how people can protect themselves against identity theft and how to avoid falling victim to common scams. She will explain how to recognize, avoid, and escape abusive behaviors. People attending this workshop will also learn how to protect themselves and their property from residential burglary. These are just a few of the items covered during this great workshop intended for anyone who does not want to become a victim.

## **B6 Illinois Eye Center – TBD**