2023 Fall Class Descriptions

- Multi-Day Classes -

C   Computer Basics for Beginners – Wil Lowther

{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   Mail Merge and Labels – Wil Lowther

{D} Mail Merge (2 - Week Course)

Learn how to create address labels from a list of names using the Mail Merge Wizard in Microsoft Word. The method to print addresses directly on envelopes will also be covered. In addition, how to personalize information into a letter will be shown. *Students will need to bring a flash drive to save their work created in the first class.*

E   Windows 11 Basics – UPGRADED – Wil Lowther

{E} Windows 11 Basics (Three - Week Course) UPDATED

Prerequisite: A computer with the Windows 11 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.

F   Windows 11 Intermediate – UPGRADED – Wil Lowther

{F} Windows 11 Intermediate (Three - Week Course) UPDATED

Prerequisite: A computer with the Windows 11 Operating System and possess good computer skills. You will be introduced to the various "Settings "which enable you to better manage your computer. Then you will open the "File Explorer "and learn how to create and manage files and folders. You will be introduced to "Shopping on the Internet" which enables you to order, receive and save on merchandise. Learn how to download photos from your smartphone and edit them using the Windows 11 software.

J   Apple iPhone – General Topics - Wendy Coyle/Charlie Grier

{J} Apple iPhone General Topics (Four - Week Course)

Prerequisite: Possess an Apple iPhone. Learn more about your iPhone: how to personalize your iPhone, storage, updates, apps, fun with texting (the most popular way of communicating in the world today), internet searching, calendars, emails and more. Learn how to find "Applications" that enable you to really take advantage of your new personal assistant, the "iPhone". See calendar for class schedule.

K   Apple iPhone – Camera, Photos and Editing – Wendy Coyle/Charlie Grier

{K} Apple iPhone Camera, Photos and Editing (Three - Week Course)

Prerequisite: Possess an Apple iPhone. This course will cover all aspects of the use and operation of the iPhone Camera. Including forms of pictures and videos, storage, tagging, folders and searching. 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.

L   Apple iCloud – How to benefit from the iCloud - Wendy Coyle/Charlie Grier

{L} Apple iCloud How to benefit from the iCloud (One - Week Workshop)
Prerequisite: Possess Apple product(s) (iPhone, iPad, Mac). 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. 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 – Charlie Grier/Wendy Coyle

{M} iPad Settings, E-mails, Calendars, Camera/Photos (Three - Week Course)
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). You will be introduced to taking picture, videos and how to store these for the future use and possible sharing with family and friends.

N   Android Phone Apps, Email, Texting, Calendars – Fred Bliss

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

{0} Android Phone Camera, Photos and Photo Shop Express Editor (Three - Week Course)
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 Privacy and Security – Fred Bliss/Wil Lowther

{P} Computer Privacy and Security (Three - Week Course)
Prerequisite: Possess a home or laptop computer.
Learn how to be secure and protect your privacy while using the internet. Get hands-on experience in using a password manager to create strong passwords that you don't have to remember. Learn how to avoid viruses and malware. This class will discuss the trade-offs involved in keeping your internet browsing private. We will also discuss the various internet scams and how to avoid them.

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   Introduction to 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.

T   Exploring the Internet – Ron Ziemba
{T} Exploring the Internet (Four - Week Course) - NEW
Prerequisite: Students must have a computer/device with an online service and good computer skills. This Internet course will introduce students to the "ins" and "outs" of the Microsoft Edge browser, popular search engines, "fun" and "educational" places to visit on the Web, and how to share and download information via the Internet.

- One Day Seminars -

A1   Producing and Using Attachments with Email – 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 and finally, how to send these to the recipient(s) of your choosing. Receiving attachments will also be discussed.

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   ChatGPT - Artificial Intelligence – Fred Bliss
{A3} ChatGPT - Artificial Intelligence (1½ Hour Session) NEW
You will be introduced to ChatGPT, the amazing chatbot that utilizes the latest technology in artificial intelligence. You will learn how to use ChatGPT in your everyday life and how it can be your personal assistant to do various tasks for you. You will also learn how to create a free account to use ChatGPT, and how to phrase your input prompts to get the most out of it.

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.

A5   All About Apps #2 – Entertainment & Streaming Apps – Fred Bliss/Wil Lowther
{A4} All About Apps #2 Entertainment & Streaming Apps (1½ Hour Session) NEW
This class gives more clarity and direction on how to tap into the mountains of movie and music available through technology. Topics include streaming, Firestick, Roku, media packages (free and for a fee), tv, movies, books, music, and games.

A6   All About Apps #3 – e-Books, Blogs and Podcasts – Fred Bliss/Wil Lowther
{A6} All About Apps #3 Books, Blogs and Podcasts (1½ Hour Session) NEW
This class is to introduce and expand your knowledge of Electronic Books, Blogs and Podcasts. We will review how to read e-books, (Nook, Kindle, Fire, etc) what is needed and how to borrow from your local library. We will answer what is a blog, how can you find, follow, and read a blog? And we will touch on what is a podcast and how to find them.

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.

B3 Google Drive Cloud Computing – Fred Bliss

{B3} Google Drive Cloud Computing (1½ Hour Session) – 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.

B4 Illinois Eye Center – TBD

B5 Fraud Avoidance - Wil Lowther

{B5} Fraud Avoidance (1½ Hour Session) – NEW
This is a session discussing various fraud schemes, how to spot them and how to avoid them. With some real-life examples and what to watch for.