



2024 Spring Class/Seminar Descriptions

A1 - iPhone General – (1½ hour class) Prerequisite: Possess an Apple iPhone. Demystify your iPhone. Class includes basic review of iPhone, screens and how to customize for your individual use.

A2 - iPhone Messaging/Texting - (1½ hour class) Having fun with messaging. Prerequisite: Possess an Apple iPhone and have basic messaging knowledge. Class focus is on fun texting/messaging options on your apple iPhone. Topics will include memes, stickers, location, keyboards, talk to text, editing, deleting and more!

A3 - iPhone Photo App - (1½ hour class) Saving, sharing, searching, etc. Prerequisite: Possess an Apple iPhone. Class highlights ways to share, manage, search and enjoy photos. Including new functionality such as identify, text from photo and memes.

A7 - Apple Ecosystem - (1½ hour class) (iCloud and key apps included) Overview of how Apple devices work together seamlessly so that you can start a task on one device and finish it on another. Students will learn about how iCloud and backups simplify use and safeguard the data on their devices. iPhone, iPad, Apple Watch, Mac, etc.

A8 - Apple Shortcuts - (1½ hour class) Focusing on easy access to accessibility features. Students will learn how the Shortcuts App can quickly and easily perform various tasks to improve their productivity and experience. You will learn how to quickly add a calendar event, create a To Do list and various accessibility tasks such as making text larger and having your device read to you. This course is for both iPhone and iPad users.

AA3 - Apple Photography - (three week class) iPhone and iPad - Three hands on sessions will teach students how to take various styles of pictures, edit their photos and how to share them with family and friends. Students will learn concepts that will improve their skills in landscape, portrait and closeup photography and tips to enhance their pictures after they have been taken.

C1 - Producing and Using Attachments with Email - (1 ½ hour class) 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

C2 - Creating Files and Folders - (1½ hour class) 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.

C3 - Internet Search Techniques - (1½ hour class) 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.

C4 - Google Drive Cloud Computing – (1½ hour class) 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.

CC1 - Windows 11 Basics - (three week class) 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.

CC2 - Windows 11 Intermediate (three week class) 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.

CC3 - Computer Privacy and Security - (three week class) 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.

CC4 - Computer Basics for Beginners - (six week class) 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 11 and two common programs.

CC5 - Ebay Buying and Selling - (six week class) 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.

CC6 - Exploring the Internet – (four week class) 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.

CC7 - Introduction to Scanners - (three week class) 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.

CC8 - Mail Merge and Labels - (two week class) 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.***

PP1 - Android Phone - (three week class) Apps, Email, Texting, Calendars. 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.

PP2 - Android Camera and Photo Shop Express - (three week class) 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.

S1 - Fraud Avoidance - (1½ hour class) Fraud is a present and ongoing problem for individuals and financial institutions, especially for seniors. This session will share some recent schemes and share tips on how to avoid computer scams and fraud from real experiences of our staff and others.

S2 - Illinois Eye Center - TBD

T1 - All About Apps #1 Basic - (1½ hour class) 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

T2 - All About Apps #2 Entertainment & Streaming Apps - (1½ hour class) 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

T3 - All About Apps #3 Books, Blogs & Podcasts - (1½ hour class) 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.

T4 - ChatGPT and Artificial Intelligence - (1½ hour class) 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.