### Intro to the PC in a Day
Course is designed for students who have little or no experience with computers. Students will receive a brief introduction of how a computer operates, followed by an introduction to the basic features of MS Windows. Topics include computer terminology, hardware components, software applications, the Internet, basic windows operations, and file systems. Note: 30-minute lunch break included. Instructor: Hassig

1 session, 5 hours  
$79 persons under 60. $25 MD residents over 60 (GPC300). $10 Senior Network members (SPU300).

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### Windows in a Day
Course will provide an overview of the fundamentals of the Windows operating system. Students will learn the basics of the operating system in an easy step-by-step manner. Course will provide the information and skills needed to install, configure, manage, monitor, troubleshoot, and administer the Microsoft Windows operating system. Topics include how to use the computer and the mouse, how to surf the Internet, send and receive e-mails, and customize your computer settings. Note: 30-minute lunch break included. Instructor: Hassig

1 session, 5 hours  
$79 persons under 60. $25 MD residents over 60 (GPC300). $10 Senior Network members (SPU300).

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### Intermediate Windows in a Day
Course is designed to build upon the fundamental skills developed in Windows in a Day. Students will explore the connectivity between MS Windows and the Internet and how to utilize the diagnostic tools of MS Windows. Students will use advanced features and custom settings to optimize productivity. Topics include security, the Internet, networking, and maintenance. Note: 30-minute lunch break included. Instructor: Hassig

1 session, 5 hours  
$79 persons under 60. $25 MD residents over 60 (GPC546). $10 Senior Network members (SPU546).

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### Advanced Windows in a Day
Course is designed to build upon the skills developed in Intermediate Windows in a Day. Students will learn advanced customization and optimization techniques, most of which require the students to edit the registry. Topics include customizing the register editor, how to improve system performance, and understanding how built-in applications operate. Note: 30-minute lunch break included. Instructor: Hassig

1 session, 5 hours  
$79 persons under 60. $25 MD residents over 60 (GPC547). $10 Senior Network members (SPU547).

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### Excel in a Day
Course is designed to teach the fundamentals of Microsoft’s spreadsheet program. Students will learn dozens of shortcuts for setting up fully formatted worksheets quickly and efficiently. Topics include the Excel Window, sorting and analyzing data, creating three-dimensional workbooks, and building links between files. Note: 30-minute lunch break included. Instructor: Hassig

1 session, 5 hours  
$79 persons under 60. $25 MD residents over 60 (GPC549). $10 Senior Network members (SPU549).

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### Word in a Day
Course is designed to provide beginning instruction in Microsoft Word software. The main focus will be learning the primary functions and features of the software product. Learn how to create and modify documents using this word processing program. Find out how to add, move through, change the size or appearance of text, and print your documents. Topics include creating and saving a document, file management, editing techniques, multiple pages, and document image. Note: 30-minute lunch break included. Instructor: Hassig

1 session, 5 hours  
$79 persons under 60. $25 MD residents over 60 (GPC548). $10 Senior Network members (SPU548).

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COMPUTERS

Introduction to the Personal Computer

Start at the beginning. This introductory course will teach students computer terminology, system components, operating systems, and software. Designed to teach computer fundamentals and introduce students to a hands-on experience. Note: Textbook recommended. Instructor: Hawley (Daytime), Duckworth (Evening)

4 sessions, 12 hours
$149 persons under 60. $25 MD residents over 60 (GPC140). $10 Senior Network members (SPF100).

Sec# Day Dates Times Location
01D T/Th 9/5-9/14 10a-1p ES 227
02D T/Th 9/5-9/14 6-9p ES 227

MS Windows 10

What is Windows 10? This course will provide the information and skills needed to install, configure, manage, monitor, troubleshoot, and administer this version of the Microsoft Windows operating system. Learn how to do it all from the word install. Pre-requisite: Introduction to the Personal Computer. Note: Textbook recommended. Instructor: Hawley (Daytime), Duckworth (Evening)

4 sessions, 12 hours
$149 persons under 60. $25 MD residents over 60 (GPC233). $10 Senior Network members (SPF233).

Sec# Day Dates Times Location
01D T/Th 9/19-9/28 10a-1p ES 227
02D T/Th 9/19-9/28 6-9p ES 227

Intermediate MS Windows 10

Your next logical step. This course will explore the interconnectivity between Windows 10 and the Internet and how to utilize the diagnostic tools of Windows 10. This class is a must for Windows 10 users. Pre-requisite: MS Windows 10. Note: Textbook recommended. Instructor: Hawley (Daytime), Duckworth (Evening)

4 sessions, 12 hours
$149 persons under 60. $25 MD residents over 60 (GPC143). $10 Senior Network members (SPF143).

Sec# Day Dates Times Location
01D F 10/6-10/27 9a-12p ES 227
02D W 10/25-11/15 9a-12p ES 227

Photos, Videos, and Music Using Windows 10

For anyone who wants to get started using the excellent photos, videos and music tools provided by Windows 10. Learn how to transfer, organize, view, and print your photos. See how easy it is to create CDs and DVDs. Discover how to use Windows Media Player, Windows Photo Gallery, Movie Maker, and Media Center. Pre-requisite: MS Windows 10. Note: Textbook recommended. Instructor: Davis, C.

4 sessions, 12 hours
$149 persons under 60. $25 MD residents over 60 (GPC143). $10 Senior Network members (SPF143).

Sec# Day Dates Times Location
01D F 10/6-10/27 9a-12p ES 227
02D W 10/25-11/15 9a-12p ES 227

Advanced MS Windows 10

You know how to keep your MS Windows 10 computer healthy, and you’ve even tweaked your interface to fit your personal style. So what’s next? In this class, you’ll learn advanced customization and optimization techniques, most of which require you to edit the registry. If you are ready to go to the next level, this class is for you. Pre-requisite: Intermediate MS Windows 10. Note: Textbook recommended. Instructor: Hawley (Daytime), Duckworth (Evening)

4 sessions, 12 hours
$149 persons under 60. $25 MD residents over 60 (GPC235). $10 Senior Network members (SPF235).

Sec# Day Dates Times Location
01D T/Th 10/17-10/26 10a-1p ES 227
02D T/Th 10/17-10/26 6-9p ES 227

Protect, Clean Up and Speed Up Your Computer

Students will learn how to find and remove viruses and Spyware from a computer. Topics will also include how to prevent Spyware from getting on a PC and utilizing the Disk Defragmenter. Pre-requisite: Introduction to the Personal Computer. Note: Textbook recommended. Instructor: Davis, C.

4 sessions, 12 hours
$149 persons under 60. $25 MD residents over 60 (GPC130). $10 Senior Network members (SPF140).

Sec# Day Dates Times Location
01D M 10/2-10/23 9a-12p ES 227

ONLINE

• Introduction to Adobe Acrobat X
• Introduction to Windows 8
• Introduction to Windows 10
• Keyboarding
See Page 63

DIGITAL IMAGING

• Introduction to Photoshop CC
• Introduction to Photoshop CS5
• Introduction to Photoshop CS6
• Intermediate Photoshop CC
• Intermediate Photoshop CS5
• Intermediate Photoshop CS6
• Photoshop CC for the Digital Photographer
• Photoshop CC for the Digital Photographer II
• Photoshop Elements 12.0 for the Digital Photographer
• Photoshop Elements 12.0 for the Digital Photographer II
• Photoshop Elements 13.0 for the Digital Photographer
• Photoshop Elements 13.0 for the Digital Photographer II
See Page 63