



CLASSY LINES

& *Designs*

Small Business Websites and Computer Education

Schedule - Winter 2013 Community Education Classes

Classes designed for the School Classroom, Corporate or Group Instruction - Tutoring

Mt Hood Community College

Mt Hood Community College

503-491-7393

503-668-5569

Sandy Community Center

Sandy Community Center

503-491-6100

Hoodland Community Center

Hoodland Community Center

503-622-3331

Winter 2013 Community Education Classes

January – March

Classes presented by Classy Lines and Designs; Sandy, Oregon 97055

For More info: Call 503-668-4223 or Email: ClassyEtc@ClassyLinesAndDesigns.com

To register for the following classes call the School or Center directly.

MT HOOD COMMUNITY COLLEGE 503-491-7393 (Main Campus)

Date	Day	Time	Class
Jan 7 - Mar 18 (no 1/21 class)	Monday	3:30 -5:30 pm	Gently Learning Computers 1 - Windows 7 PC
Jan 19 - Mar 14	Thursday	3:30 -5:30 pm	Gently Learning Computers 2 - Windows 7 PC
Jan 7 - Mar 11	Monday	7:00-9:00 pm	Have Fun with Photoshop

MT HOOD COMMUNITY COLLEGE 503-491-6100 (Maywood Campus)

Date	Day	Time	Class
Jan 8 - Jan 29	Tuesday	1:00 –3:00 pm	Create Your Own Website
Jan 15	Tuesday	6:00-8:30 pm	Facebook Security
Feb 5 - Feb 26	Tuesday	10:00 am-12:00 pm	Put the "I" in iPhone & iPad
Feb 7 - Mar 14	Tuesday	6:00-8:30 pm	Creating a Webpage
Feb 12 - Mar 12	Tuesday	1-3 pm	HTML5
Feb 15 - Mar 8	Friday	9-11:30 am	Social Media for Business

SANDY COMMUNITY CENTER 503-668-5569

Date	Day	Time	Class
Jan 16 - Feb 6	Wednesday	10:00 am-12:00 pm	Easy Computer 1: Windows 7 PC
Jan 16 - Feb 6	Wednesday	1:00-3:00 pm	Easy Computer 1: Mac
Feb 7 - Feb 28	Thursday	6:00-8:00 pm	Office Skills
Feb 13 - Mar 6	Wednesday	10:00 pm-12:00 pm	Easy Computer 2: Windows 7 PC
Feb 13 - Mar 6	Wednesday	1:00-3:00 pm	Easy Computer 2: Mac
Mar 7 - Mar 28	Thursday	6:00-8:00 pm	Creating a Website
Mar 13 to Apr 3	Wednesday	10:00 am-12:00 pm	Have Fun Emailing

Sandy Community Center Classes (cont.)

Mar 13	Wednesday	1:00-3:00 pm	Learn About Your Digital Camera
Mar 20 - Mar 27	Wednesday	1:00-3:00 pm	Organize Your Photos
Apr 1 - Apr 22	Monday	1:00-3:00 pm	"I" in iPhone & iPad
Apr 3 - Apr 10	Wednesday	1:00-3:00 pm	Tweak Your Photos
Apr 4 - Apr 25	Thursday	6:00-8:00 pm	Social Media for Business
Apr 17 - Apr 24	Wednesday	1:00-3:00 pm	Share Your Photos
Apr 29 - May 20	Monday	1:00-3:00 pm	App Essentials for iPhone & iPad
May 1 - May 22	Wednesday	10:00 am-12:00 pm	Easy Computer 1: Windows 8 PC
May 1 - May 22	Wednesday	1:00-3:30 pm	Digital Camera Photo Fun

HOODLAND COMMUNITY CENTER 503-622-3331

Date	Day	Time	Class
Mar 7– 28	Thursday	1:00-3:00 pm	Easy Computer 1: Windows 7 PC
Apr 4 - 25	Thursday	1:00-3:00 pm	Easy Computer 2: Windows 7 PC

CLASS DESCRIPTIONS**BASIC COMPUTER CLASSES****Easy Mac 1 - 4 weeks**

Start with the basics and get to know your Mac computer. Learn how to turn-on and turn-off your computer, understand the desktop, use a mouse, work with files and folders, access menus and choose simple commands. This class is for computer beginners who want to learn a Mac instead of a PC. Relaxed atmosphere. Lots of hands-on practice.

Beginner Class. No computer skills needed.

Instruction is for a Mac, Windows Operating Systems only.

Need: 1 Flash Drive – 1 gig or higher.

Easy Mac 2 - 4 weeks

Build on your knowledge and enjoy working with your computer. Learn to customize your desktop and windows, make shortcuts, create your own filing system, and have fun with handy MS tools and programs that come installed on your computer. Relaxed atmosphere. Lots of time to practice techniques presented.

Intermediate Class. Basic understanding of a Mac Computer required.

Instruction is for a Mac, Windows Operating Systems only.

Need: 1 Flash Drive – 1 gig or higher.

Easy Mac 3 - 4 weeks

Do more with your computer. Learn how to make the most of your browser; create favorites; add fonts; download, install and operate programs; work with add-ons and toolbars. Also, how to clean-up and do simple maintenance on your computer. Lots of time to practice techniques presented.

Advanced Class. Intermediate understanding of a Mac Computer required.

Instruction is for Mac, Windows Operating System only.

Need: 1 Flash Drive – 1 gig or higher. 4

Easy Computer 1 - PC – 4 weeks

Start with the basics and get to know your computer. Learn how to turn-on and turn-off your computer, use a mouse, work with desktop and windows, understand files and folders, access menus and choose simple commands. This class is for computer beginners and offers a relaxed atmosphere with plenty of opportunities to ask questions. Slow paced. Lots of hands-on practice.

Beginner Class. No computer skills required.

Instruction is for PC, Windows Operating Systems only.

Need: 1 Flash Drive – 1 gig or higher.

Easy Computer 2 - PC – 4 weeks

Build on your knowledge and enjoy working with your computer. Learn to customize your desktop and windows, make shortcuts, create your own filing system and have fun with handy MS tools and programs that come installed on your computer. Relaxed atmosphere. Lots of time to practice techniques presented.

Intermediate Class. Basic understanding of a PC Computer required.

Instruction is for PC, Windows Operating Systems only.

Need: 1 Flash Drive – 1 gig or higher.

Easy Computer 3 - PC – 4 weeks

Do more with your computer. Learn how to make the most of your browser; create favorites; add fonts; download, install and operate programs; work with toolbars and add-ons. Also, how to clean-up and do simple maintenance on your computer

Advanced Class. Intermediate understanding of a PC Computer required.

Instruction is for PC, Windows Operating Systems only.

Need: 1 Flash Drive – 1 gig or higher.

Easy Computer 1 - PC Windows 8 – 4 weeks

Microsoft's latest operating system designed to work compatibly with mobile devices. Learn how to use the new Start Screen, Live Tile links, Swipe and Zoom. Also, introduction to the "cloud". Experienced students will be able to adapt their current computer skills to the new system.

Beginner class. No computer skills required.

Instruction is for PC, Windows 8 operating system only.

Need: 1 Flash Drive—1 gig or higher.

MICROSOFT OFFICE CLASSES

Crafting with MS Word Starter/MS Office - 4 weeks

Doing crafts on the Computer... who knew? The basics of desktop publishing using Word. Create your own finished "Keepsake Family Cookbook". Design unique cover art, personalized theme recipe pages, insert family photos, memories, etc. Finished book files will be saved to flash drive for printing future copies.

Basic computer skills required. You do not need to know how to type for this class.

Instruction is for PC, Windows Operating Systems only.

Need: 1 Flash Drive 1 gig or higher. 5

Office Skills - 4 weeks

Ready to enter the work force? Need to apply for a job? Time to get acquainted with the latest version of Word and Excel. This class includes creating a professional word document, a useful spreadsheet, finding and using templates, formatting, printing envelopes, and program integration. Also, tips for resume writing.

Basic computer skills required.

Instruction is for PC or Mac.

Need: 1 Flash Drive – 1 gig or higher.

ADOBE CLASSES

Dreamweaver - 4 weeks; offered only at MHCC

Create a simple website for your business, hobby, or personal use. Start with an introduction to Dreamweaver CS5. Learn the steps for making a website and which tools to use. This class covers creating a basic main page, inserting backgrounds and graphics, adding an additional page(s), navigation and links. Also, info on domain names, how to launch your site to the internet, and tracking your visitors.

Intermediate computer skills required.

Instruction is for PC or Mac, Windows operating system only.

Need: 1 Flash Drive – 1 gig or higher.

Photoshop - 10 weeks

A practical approach to using Photoshop that makes image-editing accessible to those of us who are not professionals. Almost everyone can benefit from the ability to make their photos look better. Includes tips for working with digital photographs, as well as scanning older prints and making them look brand new. Whether you want to learn these skills for personal use or to improve your occupational marketability, this course makes it easy to learn the tricks of the trade. You will learn to fix common photographic problems, restore old photographs and even create original artwork using Adobe Photoshop or Photoshop Elements.

Intermediate computer skills required.

Instruction is for PC or Mac, Windows .

Need: 1 Flash Drive—1 gig or higher.

PHOTO / CAMERA CLASSES

Learn About Your Digital Camera - 1 week

Holiday and Vacation time and you'll be taking pictures! Bring your digital camera and discover how it works and how to take great photos with it. Learn about settings, still shots, videos plus more.

Bring your own camera.

Digital Camera Photo Fun - 4 weeks

New camera for Christmas! Learn to take some great photos with your digital camera while enjoying local Sandy sites. This class will take an easy walking tour while having fun shooting photos. Then, return to the classroom to discuss and compare pictures. For photographers ages 12 and up. (Kids may invite an adult to accompany them.)

Need: Digital Camera, Walking Shoes, Water (Possible Rain Coat)

Digital Camera "Night" Photo Fun - 4 weeks

Learn to take some great photos at night with your digital camera. This class will discuss composition and techniques for shooting still, motion and sky after dark; also lighting and weather. Then, return to the classroom to discuss and compare pictures.

Photographers ages 12 and up. (Kids may invite an adult to accompany them.)

Need: Digital Camera, Walking Shoes, Water (Possible Rain Coat)

Optional: Camera rain cover available for purchase = \$4.00.

Organize Your Photos - 2 weeks

Photos everywhere? Here is your chance to create a filing system for the photos you want to store on your computer. Bring your digital camera and learn how to download and save your pictures to your computer or flash drive.

Basic computer skills required.

Instruction is for Windows Operating Systems only.

Optional: Flash Drive 1 gig or higher.

Tweak Your Photos - 2 weeks

Make a good photo great! Class will focus on how to "fix" pictures. Learn to determine the best size for photo viewing, printing and easy emailing; how to fix minor flaws, red-eye, crop, adjust color and straighten. Bring your photos on Camera, Flash Drive or your own Laptop.

Basic computer skill a plus, not required.

Print Your Photos - 1 week

Have you taken some fantastic photos you would like to print? Come learn about the best free software to use in editing, correct settings, and how to prepare your pictures for the final version before printing. Learn important terms such as resolution, dpi and more. Instruction on Windows 7 computer. Students can bring their own laptop for use in class.

Requirements: Intermediate computer skills and installing software

Date: Tuesday Nov. 06 from 1:00pm to 3:00pm

Share Your Photos - 2 weeks

Learn a great way to share personal photos with friends and family using Shutterfly. Safe, too! Instruction on how to create an account, upload and display pictures, invite selected guests to view your albums and password protect everything.

Basic computer skills required.

Instruction is for PC and Mac, Windows Operating System only.

Need: 1 Flash Drive.

COMPUTER / FLASH DRIVE CLASSES

Choosing a Computer - 1 week

Planning to buy your first computer or replace an older one? Wondering if price matters? Get smart before you go shopping! This class covers how a computer works; the meaning of RAM, CPU, USB, Operating System, Disk Drives, screen display (pixels); the differences between a desktop and a laptop/notebook; the difference between a MAC and a PC; and how to decide which computer capabilities best meet your needs.

Requirements: none

Flash Drive (Information Seminar) - 1 week

What is it and how does it work? Sometimes called a thumb drive, a memory stick or a USB drive, they are all one and the same. However, learning to use them can be intimidating. This seminar will cover how to purchase a flash drive to meet your specific needs, how to insert and eject one from your commuter, plus all the hard-working duties it can perform.

Need: 1 flash Drive.

Put the "I" in iPhone and iPad - 4 weeks

Want to text, send email, take photos / videos, collect music, set-up a calendar, download cool apps, transfer "stuff" to your computer, get the latest tweets or even twitter yourself? This class is for you! Bring your "I" gadget and learn which buttons to push...or scroll...or touch...or whatever. Also, covers iPod Touch. Tons of fun.

Requirements: None.

Bring your own "I" product for practice.

INTERNET BASED CLASSES

Create Your Own Website - 4 weeks

Economy bad? Whether you want to go into business or just have fun, make your presence known on the internet. Learn to design and customize your own page with an easy to learn editor. Format text, add photos or graphics, create links, even set up a shopping cart. Also, information on buying a domain name and web hosting services.

Basic computer skills required.

Instruction for PC or Mac, Windows Operating system only.

Need: 1 Flash Drive – 1 gig or higher.

eBooks - 2 weeks

Whether you want to find out what an eBook is, share your own literary creations with the world, or turn your personal website into an online Book Store, this class will teach you all the tricks. Learn about eBook software, how to create an eBook and publish it to the internet. Also, how to upload, save and view eBooks on a PC or hand held device.

Basic computer skills required. You do not need to know how to type for this class.

Instruction is for PC, Windows Operating System only.

Need: 1 Flash Drive – 1 gig or higher.

Email - 4 weeks

Anyone can have fun with email and this “in-depth” class will show you how to do it. Beginners will get their own free email address. For everyone else, it's a great overview of all the options available in an email program. Learn to send, receive, forward, CC and reply to posts. Also, how to send attachments, personalize posts, add a signature and create a contacts file. Slow paced.

Easy steps. Weekly practice working with email.

Basic Computer skills required.

Instruction is for PC and Mac, Windows Operating System only.

Instruction is for either internet access email or installed Windows Live Mail.

Need: 1 Flash Drive – 1 gig or higher 9

Facebook - 4 weeks

Find old friends, meet new people, share news, promote your business or play games. Facebook is the latest in Social Networking. Find out what it's all about, including what's safe and what's not. This class will take you through the steps of setting up an account, understanding privacy options and security features. Also, how to download and share pictures.

Basic computer skills required.

Instruction is for PC and Mac, Windows Operating System only.

Need: 1 Flash Drive – 1 gig or higher.

Game Whiz (Summer only) - 4 weeks

Do you like to play computer games? Have you ever wanted to design your own? Here's your chance. Learn to create a simple, fun game with colorful objects, animation and sounds. Great summer activity for teens. (12 +)

Requirements: Basic computer skills.

Get Above the Digital Cloud - 3 weeks

Learn about the latest way to save, store, trade and more in the virtual storage system called the Cloud. What is it? Where is it? What can you do with it? And is it safe! This class explores several cloud-based websites and free applications such as DropBox, Pandora, Flickr, Mint, etc.

Basic internet skills required.

Instruction is for any operating system.

Google - 4 weeks

A browser, a search engine, email...and so much more! Google is one of the handiest free tools on the internet. It's easy, Interactive, intuitive and always interesting. Whether you need to type a letter, get driving directions, set-up a group calendar, customize a great home page or market your business this class is for you.

Basic computer skills required.

Instruction is for PC and Mac, Windows Operating System only.

An Introduction to HTML 5 w/ CSS - 5 weeks

Back to the basics, no XML or XHTML, only HTML.. This class explains the basics of laying out an HTML page and all the where's, when's and how's of inserting HTML 5 tags. Then we will move into CSS 3 and learn some basics that change font, size and color; bold, italicize or underline. This is a beginner HTML class that will cover some of the new HTML 5 tags.

Instruction on Windows 7 computer.

Students can bring their own laptop for use in class.

Requirements: Intermediate computer skills and internet usage. 10

Planning a Vacation “via” Computer - 2 weeks

Take the stress out of traveling. Know where you'll go, how you'll get there, where you'll stay, how much it will cost and even what the street scene looks like before you leave home. This class covers how to map your route; determine what documentation to take when you travel, find the best gas prices; book reservations for air, hotels, motels, or campgrounds; locate restaurants; find coupons and discounts for attractions and events including info on how to pre-purchase tickets and admissions. Fun ideas for traveling with kids. Also, how to create an on-line vacation planner. And once you're on your way, “blog” to your friends about your great adventure and show them the photos!.

Requirements: None

Information with visuals class.

Class information adapted to current student needs.

Basic computer skills required.

Instruction is for PC and Mac, Windows Operating System only.

Need: 1 Flash Drive.

Skype - 2 weeks

Bring your far-away friends and relatives into your own front room anytime you like. Skype is a great FREE downloadable application that turns your computer into a telephone. Use it with a web cam and you can even make video calls. All free when calling Skype to Skype. Even long distance! Learn how to download the software, set up the program, the right hardware to use, how to make calls, transfer files, text, do a video chat and video conferencing.

Basic computer skills required.

Instruction is for PC and Mac, Windows Operating System only.

Social Media for Business - 4 weeks

Facebook, Twitter, Google Plus and Linked-In are the latest and most popular social media tools. This class will introduce each of these communication technologies and explain how they can be integrated into any business advertising campaign to bring in new customers and create stronger relationships with current customers.

Basic computer skills required.

Instruction is for PC and Mac, Windows Operating System only.

Need: 1 Flash Drive – 1 gig or higher.

Contact Information

Classes offered by :

Classy Lines and Designs

P.O. Box 1444

Sandy, Oregon 97055

Phone: 503-668-4223

Email: ClassyEtc@ClassyLinesAndDesigns.com

Website: www.ClassyLinesAndDesigns.com

Private Computer Tutoring and Group Classes Available

See our website for details or call our office;

Hours: 9am to 5 pm Monday thru Thursday; 9am to 4pm Friday

Closed Saturday and Sunday