

2012

Community Computer Classes

Available for 2012

Instructors:	Classy Lines And Designs - Sandy, Oregon	503-668-4223
Locations:	Sandy Oregon Community Center	503-668-5569
	Hoodland Oregon Senior Center	503-622-3331
	Private Tutoring	503-668-4223



Easy Computer 1 (4 weeks) \$52.00 Jan 23 thru Feb 13

Beginner Class. No computer skills needed. 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 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.

Instruction is for Windows operating systems only. No class limit. Six computers available. Open to anyone with a PC laptop. Students may register up to and including the first day of class.

Need: 1 Flash Drive – 1 gig or higher

Monday, 1pm-3pm.

Instructor: Devon Huey – 503-668-4223.

Easy Computer 2 (4 weeks) \$52.00 Feb 27 thru Mar 13

Intermediate Class. 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. Relaxed atmosphere. Plenty of opportunities to ask question and practice techniques presented.

Basic computer skills required (see Easy Computer 1 description for needed skills).

Instruction is for Windows operating systems only. No class limit. Six computers available.

Open to anyone with a PC laptop. Students may register up to and including the first day of class.

Need: 1 Flash Drive – 1 gig or higher

Monday, 1pm-3:pm.

Instructor: Devon Huey – 503-668-4223.

Easy Computer 3 (4 weeks) \$52.00 April 2 - 23

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

Working knowledge of the computer required (see Easy Computer 1 and 2 descriptions for needed skills.).

Instruction is for Windows operating systems only. No class limit. Six computers available.

Open to anyone with a PC laptop. Students may register up to and including the first day of class.

Need: 1 Flash Drive – 1 gig or higher

Monday, 1pm-3pm.

Instructor: Devon Huey – 503-668-4223

Easy Mac 1 (4 weeks) \$52.00 Jan 23 thru Feb 13

Beginner Class. No computer skills needed. Start with the basics and get to know your Mac computer. Learn how to turn-on and turn-off your computer, use a mouse, work with _____ understand 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 with plenty of opportunities to ask questions. Slow paced. Lots of hands-on practice.

Instruction is for Mac operating systems only. No class limit. Students will need to bring their own Mac Laptops. (No computers available in the lab.) Students may register up to and including the first day of class.

Need: 1 Flash Drive – 1 gig or higher

Monday, 10am-12pm.

Instructor: Devon Huey – 503-668-4223.

Google Feb 27 thru Mar19

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 Windows operating systems only. No class limit. Six computers available. Open to anyone with a PC laptop. Students may register up to and including the first day of class.

Monday, 10am-12pm.

Instructor: Devon Huey – 503-668-4223.

Email - In depth (4 weeks) \$52.00 April 30 – May 21

Anyone can have fun with email and this “ in-depth” class will share 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 Windows operating systems only. No class limit. Six computers available. Open to anyone with a PC laptop. Students may register up to and including the first day of class.

Monday, 1pm-3pm

Instructor: Devon Huey, 503-668-4223

Organize Your Photos (4 weeks) \$52.00 April 2 - 23

Photos everywhere? Here is your chance to create a filing system for all the photos you want to store on your computer. Bring your digital camera and learn how to download your pictures to your computer or flash drive. Also, how to resize photos for best viewing, create a folder photo album and ways to protect and back up your precious photos.

Basic computer skills required.

Instruction is for Windows operating systems only. No minimum number of students. 6 Laptops available plus anyone who wants to bring a laptop class. Students may register up to and including the first day of class.

Need: 1 Flash Drive - 1 gig Flash Drive

Monday, 1pm-3pm.

Instructor: Devon Huey – 503-668-4223.

Create Your Own Website (4 weeks) \$52.00 Feb 27 thru Mar 19

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 is for Windows operating systems only. No class limit. Six computers available. Open to anyone with a PC laptop. Students may register up to and including the first day of class.

Needed: 1 Flash Drive – 1 gig or higher.

Monday, 6pm-8-pm.

Instructor: Devon Huey, 503-668-4223.

Crafting with MS Word Starter/MS Office Word (\$52.00 + \$10.00 art /printing supplies) April 5 thru 26

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.

Tuesday, 10am-12pm

Instructor: Kim Huey – 503-668-4223

Put the "I" in iPhone, iPod or iPad and iTunes Jan 23 thru Feb 13

Get something "cool" for Christmas and now you're stumped! What to text, 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. Students may register up to and including the first day of class.

Requirements: None.

Bring your own "I" product for practice. You do not need an "I" Product to attend for information only.

Monday 6pm-8pm

For more info, contact instructor: Devon Huey – 503 -668-4223.

Skype (4 weeks) \$52.00 April 2 -23

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 Windows operating systems only. No class limit. Six computers available. Open to anyone with a PC laptop. Students may register up to and including the first day of class.

Needed: 1 Flash Drive – 1 gig or higher.

Monday, 10am-12pm.

Instructor: Devon Huey, 503-668-4223.

Sharing Your Photos TBA – Sandy Only call for info

Great way to share personal photos with friends and family using Shutterfly. Safe, too! Learn 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 Windows operating systems only. No class limit. Six computers available. Open to anyone with a PC laptop. Students may register up to and including the first day of class.

Needed: 1 Flash Drive – 1 gig or higher.

Monday, Instructor: Devon Huey, 503-668-4223.

eBooks \$13.00 April 2 – only –

Whether you want to find out what an eBook, 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 Windows operating systems only. No class limit. Six computers available. Open to anyone with a PC laptop. Students may register up to and including the first day of class.

Needed: 1 Flash Drive – 1 gig or higher.

Monday, 6pm-8-pm.

Instructor: Devon Huey, 503-668-4223.

Social Media for Business \$39.00 (3 weeks) April 9-23

Facebook, Twitter 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's advertising campaign to help build a business and create stronger relationships with customers.

Instruction is for Windows operating systems only. No class limit. Six computers available. Open to anyone with a PC laptop. Students may register up to and including the first day of class.

Needed: 1 Flash Drive – 1 gig or higher.

Monday, 6pm-8pm.

Instructor: Devon Huey, 503-668-4223.

Office Skills \$52.00 (4 weeks) April 30 thru May 21

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, how to use Office Starter To-Go Device and tips for resume writing.

Basic computer skills required.

Instruction is for Windows operating systems only. No class limit. Six computers available. Open to anyone with a PC laptop. Students may register up to and including the first day of class.

Needed: 1 Flash Drive – 1 gig or higher.

Monday, 6pm-8pm.

Instructor: Devon Huey, 503-668-4223.