



June, July & August Classes

Computer Security & Privacy Protection: Internet Safety

WITC Webinar **July 20 & 22** **1PM - 3PM** **CALL**

Internet Browsing & Safety. Whether you realize it or not, the internet touches almost all aspects of your daily life and you need the tools, resources and education to stay safe online. In this class you will learn how you can protect your computers, mobile devices, information and identity. Topics include internet browsing & tracking, USB devices, authentication, phishing attacks, scams, identity theft, malware, backups, Wi-Fi security, anti-virus software, deleting files securely and more. Bring your laptop.

Backing Up Your Computer

WITC Webinar **June 15** **1PM - 3PM** **CALL**

Computer Maintenance & Safety. There are two types of hard drives: those about to fail, and those that will fail eventually. Plan accordingly. It goes without saying that backing up data is a sensible thing to get into the habit of doing. In this course you will learn many options available for backing up your data, and we will discuss the pros and cons of each method. Please bring your laptop to class.

How to Keep Track of ALL Those Dang Passwords

Professional Tutor **June 16** **1PM - 3PM** **\$25**

We all have so many different passwords to keep track of nowadays- rather than taking the dangerous shortcuts of either using the same password for everything, or else writing passwords down and keeping them near your computer, this course will teach you tips to make it easier to create unique, memorable passwords for every different application. Please bring your laptop to class.



June, July & August Classes

iPhone & iPad - Basics

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|--------------------------|-------------------------|------------------|-------------|
| Pro Tutor Webinar | June 4 & 9 | 1PM - 3PM | \$25 |
| WITC Webinar | July 27 & 29 | 1PM - 3PM | CALL |

Learn to use Apple's devices including: iPad and iPhone. Interact with your device, access different features, set up and manage your account, and access the Internet. Understand the capabilities and limitations of your device and why it may or may not replace your computer. Gain basic troubleshooting tips for when something goes awry. Please bring your device to class.

iPhone & iPad Next Steps

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|---------------------|-------------------------|------------------|-------------|
| WITC Webinar | August 3 & 5 | 1PM - 3PM | CALL |
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Dig deeper into the capabilities of your iPad and iPhone. Discover the many applications available and how to install them. Learn how to send emails, use the camera and share photos. Understand Cloud storage, security and how to sync files between your mobile devices and computer.

Windows 10

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| Professional Tutor | June 18 | 1PM - 3PM | \$25 |
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Learn the essential components of Windows 10. Become familiar with how to customize the Start Menu and work with the mouse, touchscreen, and keyboard. Explore Apps, create and modify user account settings, and understand file storage including photo management. Please bring your laptop to class.



June, July & August Classes

Microsoft Office Overview

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|---------------------------|----------------|------------------|-------------|
| Professional Tutor | June 17 | 5PM - 7PM | \$25 |
| Professional Tutor | July 15 | 5PM - 7PM | \$25 |

Whether you're completely new to Microsoft Office or are just looking to refresh your skills for a potential job or the one you're already in, this class will help you. You will learn the basics and more of Word, Excel, and PowerPoint. Please bring your laptop to class.

Androids

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|---------------------------|----------------|------------------|-------------|
| Professional Tutor | June 23 | 1PM - 3PM | \$25 |
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Learn to use your Android smartphone or tablet. Interact with your device, access different features, set up and manage your account, and access the Internet. Understand the capabilities and limitations of your Android and why it may or may not replace your computer. Gain troubleshooting tips for when something goes awry. Please bring your Android device to class. Maximum of six students.

Photo Organization

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| WITC Webinar | June 22 & 24 | 1PM - 3PM | CALL |
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If your digital photo collections are a mess, the good news is that software and online services now have excellent tools for helping you organize your images fast. The goal is to be able to find and share the photos you love without a headache. Learn the concepts and techniques behind efficient photo management, photo editing, organizing, backup, and sharing. Please bring your laptop or device to class.



June, July & August Classes

Using Google and All It Has To Offer

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|---------------------------|---------------------------|------------------|-------------|
| Professional Tutor | June 30 | 1PM - 3PM | \$25 |
| Professional Tutor | July 8 | 5PM - 7PM | \$25 |
| WITC Webinar | August 10 & 12 | 1PM - 3PM | CALL |

What is the use of Google? Google offers Gmail, Chrome, Maps, Drive, Spreadsheets, YouTube, Calendar... and much more! With Google, you can upload and store all of your files online. You can share these files with others and access them from any computer, smartphone, or tablet. With Google you can quickly and easily get answers on your smartphone or computer. Please bring your laptop or device to class. YOU MUST HAVE A GMAIL EMAIL ADDRESS BEFORE ATTENDING CLASS.

Gmail and Calendar

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|---------------------------|----------------|------------------|-------------|
| Professional Tutor | June 24 | 5PM - 7PM | \$25 |
| Professional Tutor | July 7 | 1PM - 3PM | \$25 |

Dive in further to Google and discover what Gmail and Calendar have to offer. In this class you will learn more on how to navigate through your Gmail account and stay organized with the help of Calendar. Please bring your laptop or device to class.

Cut the Cable Bill and SAVE \$1500 a YEAR

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|---------------------------|------------------|------------------|-------------|
| WITC Webinar | June 29 | 1PM - 3PM | CAL |
| Professional Tutor | July 9 | 1PM - 3PM | \$25 |
| WITC Webinar | August 11 | 1PM - 3PM | CALL |

Thinking about getting rid of another monthly bill? TV lovers have more budget-friendly options these days than they may realize. This class will teach you how to ditch cable and satellite TV- and save a bundle- without giving up your favorite shows or features.



June, July & August Classes

Social Media

Professional Tutor July 14 1PM - 3PM \$25

Keep in touch with all your friends and family. Social Media like: Facebook, Instagram, Snapchat... and many more are great ways to stay in contact with those you don't see often. Learn how to manage your account and sharing abilities. Please bring your laptop or device to class.

Mac Basics

Professional Tutor July 16 1PM - 3PM \$25

Learn the basic operations of your Mac computer. In this class you will explore Apple, create and modify user account settings, and understand file storage. Please bring your laptop to class.

Microsoft Excel Basics (4 week class)

Professional Tutor July 20 - August 10 5PM - 7PM \$100

Microsoft Excel is a spreadsheet program. That means it's used to create grids of text, numbers and formulas specifying calculations. That's extremely valuable for many businesses, which use it to record expenditures and income, plan budgets, chart data and succinctly present fiscal results.

Microsoft Word Basics (4 week class)

Professional Tutor July 21 - August 11 5PM - 7PM \$100

Microsoft Word is a word processing program that was first developed by Microsoft in 1983. Since that time, Microsoft has released an abundance of updated versions, each offering more features and incorporating better technology than the one before it. The most current web-based version of Microsoft Word is Office 365, but the software version of Microsoft Office 2019 includes Word 2019.



June, July & August Classes

Microsoft Outlook Basics (4 week class)

Professional Tutor July 22 - August 12 5PM - 7PM \$100

The Office application, Microsoft Outlook, helps you organize and manage your communications, contacts, schedules and tasks. Email (short for electronic mail) is the transmission of messages and files between computers or smart devices over a network. An email client, such as Microsoft Outlook, is an app that allows you to compose, send, receive, store, and delete email messages. Outlook can access mail servers in a local network, such as your school's network, or on a remote network, such as the Internet. Finally, you can use Outlook to streamline your messages so that you easily can find and respond to them later.