

# COMPUTER & TECHNOLOGY EVENING CLASSES



**TO REGISTER - CALL: 717-872-9500 ext. 2339**

**Penn Manor Residents - \$25.00 per class**

**Comet Classic Card Holders - \$10.00 per class**

**Non Penn Manor Residents - \$35.00 per class**

**Where:** Manor Middle School

2950 Charlestown Road - Lancaster PA



## Spring Class Schedule - All Classes Run From 6PM to 8PM

<b>March 9 &amp; 11</b>	<b>Windows Intro</b> - At PM High School
<b>March 16 &amp; 18</b>	<b>Mac Intro</b>
<b>March 23 &amp; 25</b>	<b>Internet Basics</b>
<b>March 31</b>	<b>Internet Safety</b> - Free - One Night Only
<b>March 30 / April 1</b>	<b>Internet Tools/Tips/Tricks and Trends</b>
<b>April 6 &amp; 8</b>	<b>Digital Photography</b> - Basics
<b>April 7 &amp; 9</b>	<b>Digital Photography</b> - Advanced
<b>April 14</b>	<b>Blogging Basics</b> - Free - One Night Only

Penn Manor is pleased to offer hands-on community computer classes. Each 4 hour class will be held over two nights, from 6:00PM to 8:00PM in computer labs at Manor Middle School except for "Windows Intro", which will be held at Penn Manor High School.

Each class costs \$10.00 per CometCard holder, \$25.00 per PM resident and \$35.00 per non-PM resident. Classes canceled due to low enrollment will receive a full refund.

Reservations and payments are required to attend the classes. Please bring a check made payable to "Penn Manor School District" on the first night. No cash is accepted.

To register call 717-872-9500, extension 2339. Leave your name, phone number and class choice(s). Someone will return your call after 4:30 PM to confirm your reservation. Do not contact individual buildings.

## Penn Manor Evening Technology Course Descriptions - Spring 2010

**Windows Intro** - You will gain a better understanding of Windows and its basic function. You will learn how to create/ manage your files, folders and shortcuts. Learn the difference between cut, copy and paste as well as the taskbar and start menu customization. Topics apply to both Windows XP and Vista systems.

**Mac Intro (10.4 and 10.5)** - This course offers a basic introduction to Mac OS X. It also provides an overview of some of the more advanced functions offered by the operating system and core applications. Descriptions of the Dock and menus, personalizing your Mac, setting up users, files and folder organization and using the spotlight tool for searching.

**Internet Basics**- This is a basic introduction to the Internet and will cover topics such as which browser to use, which search engine to use, how to do a successful search, general terminology and how to determine which websites are safe and trustworthy.

**Internet Safety** - This is a **free** 2 hour community seminar on the basics of online safety, security and privacy. Topics include crimeware/spyware, online scams and Internet privacy issues. Social networking sites such as YouTube, MySpace and Facebook and their implications for student privacy will also be discussed.

**Internet Tools / Tips / Tricks and Latest Trends** - Learn about changing trends and new tools, trends and tricks on the web. Secure information sharing, collaboration and functionality of the web (wikipedia definition.) Learn about the top ten web 2.0 tools, blogs, video conferencing, Twitter, Google apps; docs, maps, earth, and much more.

**Digital Photography Basics** - This introductory course is for the amateur photographer who is a new or soon to be new digital camera owner. It will cover explore digital camera terminology and moving pictures from the camera to the computer.

**Digital Photography Advanced** - This advanced course is for the amateur photographer and will cover how to access and use free online editing software tools. Hands on exercises will show how easy it is to get started removing red eye, cropping pictures and resizing pictures for print or storing in an online digital album.

**Blogging Basics** - This is a **free** 2 hour community seminar. Have you considered creating a website for your business? If so, blogs are ideal communication tools for small businesses and self-employed entrepreneurs. This session will cover the basics of creating a free blog for business or personal use. This basic workshop and will move at a slow pace and cover blogging setup concepts, site layouts and content updates.

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