**Course Information: Raleigh Senior Tech Ed 919-954-3688**

**https:/www.RaleighSeniorTechEd.org Ages: Adult**

**Registration forms available:**

1. **Attached to back of this Schedule**
2. **Call SeniorTechEd at 919-954-3688 (leave message with name, address & phone #)**
3. **Online at:** [**https://www.raleighseniorteched.org/registration/**](https://www.raleighseniorteched.org/registration/)
4. **On site at: all instruction sites (listed below)**

**Completed forms can be mailed** **with check for class fee to:**

**RaleighSeniorTechEd – 6300 Creedmoor Rd. # 170-224 – Raleigh, NC 27612**

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| **Open Help Workshop**  **Locations:**  **1st & 3rd Monday** afternoons. Knightdale Recreation Center  **2nd & 4th Monday** afternoons. St. James United Methodist Church  **1st Friday Mornings**. A. E. Finley YMCA  ***No Workshops on 4/19; 4/22; 5/2*7**  **This workshop is for anyone.** Have questions about using your computer? Just drop in to get one-on-one assistance with laptops, tablets**,** smart phones. Volunteers are available to help with a variety of questions such as: how to use Windows 10, photos management, computer apps, help with some hand-held devices, assistance with problems such as malware, virus protection, or for class students to practice or get help on assignments, etc. No advance registration required for Open Help Workshops.  **Help Fee: $5.00** -- **Money Back Guarantee** - If we can’t help you or answer your question, we will refund.   |  |  |  |  | | --- | --- | --- | --- | | **A.E. Finley YMCA** | **4/5/2019; 5/3/2019; 6/7/2019** | 1st Fridays | 10:00 - Noon | | **St James UMC** | **4/8/2019 – 6/10/2019** | 2nd & 4th Mondays | 1:30 pm – 3:30 pm | | **Knightdale Recreation Center** | **4/1/2019 – 6/3/2019** | 1st & 3rd Mondays | 1:30 pm – 3:30 pm | |

**Classes and Seminars Registration Required**

**Courses are based on Microsoft Windows 10 operating system, except the Apple iOS classes. Students may need an email account ID & password and a flash drive for some classes. Students may bring personal laptop or use classroom PC.**

**Windows Technology**

**PC System:**

**Getting Started with Your PC – Hands-On (Basic Level) Fee: $20.00**

**4 sessions** Pre-Req: Little or no computer skills.

This course is for new users with limited or no computer experience who are starting to get familiar with a computer, mouse and keyboard. Class exercises improve skills and teach participants to create and save short documents.

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| Knightdale Rec Center | Apr 4 – Apr 25 | Thursday | 1:30 pm – 3:30 pm | Jennie Gunther / Alice Jones |

**Getting Started – Internet and Email (Basic Level)**  **Fee: $15.00**

**3 sessions** Pre-Req: *Getting Started - Hands-On*.

This course is for users with limited computer experience. Students are introduced to: basic Internet usage; e-mail: sending and receiving messages, and uploading/downloading attachments and photos.

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| St James UMC | May 9 – May 23 | Thursday | 1:30 pm – 3:30 pm | Alice Jones / Jennie Gunther |

**Going Further with Your PC (Intermediate Level)**  **Fee: $20.00**

**4 sessions** Pre-Req: *Getting Started courses* or equivalent skill.

This course is for students who have basic experience using the mouse and keyboard. Students will learn the basics of Windows10: how to use the different features and function, how to enter/edit text, and to save and retrieve data files.

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| Knightdale Rec Center | May 22 – Jun 12 | Wednesday | 1:30 pm – 3:30 pm | Tom Ogburn |

**File Explorer – Where’s My Stuff? (Intermediate Level)** **Fee: $20.00**

**3 sessions** Pre-Req: *Going Further with Your PC*  or equivalent.

This course offers ways to manage data storage in files and folders. Covers folder creation, structure, and organization using Windows File Explorer.

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| A.E. Finley YMCA | Jun 3 – Jun 17 | Monday | 10:00 am – Noon | Jennie Gunther |

**Windows 10 Tips & Techniques** **(Advanced Level)** **Fee: $10.00**

**Seminar** Pre-Req: Experienced PC User.

This seminar will present helpful tips and techniques for using Windows latest operating system. These techniques will guide the user to utilize Windows 10 more efficiently.

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| St James UMC | May 7 | Tuesday | 1:30 pm – 3:30 pm | Tom Ogburn |

**Windows Backup** **(Advanced Level)** **Fee: $10.00**

**Seminar** Pre-Req: *Going Further with Your PC* or equivalent.

Learn the importance of backing up your computer onto various storage devices. Students will learn how to automate regularly scheduled computer backups. Several methods of backing up data will be discussed.

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| St James UMC | May 30 | Thursday | 1:30 pm – 3:30 pm | Tom Ogburn |

**Working with Windows 10 (Advanced Level)** **Fee: $20.00**

**4 sessions** Pre-Req: *Going Further with Your PC* or equivalent.

The class offers an introduction to Windows 10. It provides an overview of features, such as the Start menu, taskbar, settings, customization and the revised File Explorer**.**

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| Knightdale Rec Center | Mar 29 – Apr 26  **No Class: Apr 19** | Friday | 1:30 pm – 3:30 pm | Dick Stearns |
| St James UMC | May 1 – May 22 | Wednesday | 1:30 pm – 3:30 pm | Dick Stearns |

**Apps:**

**Fun with Photos - Google Photos** **(Intermediate Level)** **Fee: $15.00**

**2 Sessions** Pre-Req: Experienced PC user.

This class encompasses basic photo editing and sharing photos using the Google Photos app that can be used on most devices.

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| A.E. Finley YMCA | May 10 – May 17 | Friday | 10:00 am – Noon | Nell Kilmartin |
| Knightdale Rec Center | Jun 6 – Jun 13 | Thursday | 1:30 pm – 3:30 pm | Nell Kilmartin |

**Genealogy Series: Ancestry.com #1: Genealogy Overview** **(Intermediate Level)** **Fee: $10.00**

**Seminar** (2.5 hr) Pre-Req: Computer user, some browsing internet experience.

This seminar will provide an overview of the genealogy hobby including DNA testing and building a family tree. The instructor will demonstrate using [***Ancestry.com***](http://ancestry.com/). Q/A included in class.

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| Knightdale Rec Center | Apr 17 | Wednesday | 1:30 pm – 3:30 pm | Henry Spencer |
| A.E. Finley YMCA | May 20 | Monday | 10:00 am – Noon | Henry Spencer |

**Genealogy Series: Ancestry.com #2: Getting Started with Ancestry.com** **(Intermediate)** **Fee: $10.00**

**Seminar** (2.5 hr) Pre-Req: Knowledgeable computer users, experienced with Web browsing, and are beginning or casual Ancestry.com users.

This seminar will explain how to create an account with [***Ancestry. .com***](http://ancestry.com/) and how to get started building your family tree. It will include overviews of working with Hints (‘shaking leaves’) and using the Search feature. The instructor will demonstrate. Q/A included in class.

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| Knightdale Rec Center | May 1 | Wednesday | 1:30 pm – 3:30 pm | Henry Spencer |

**Genealogy Series: Ancestry.com #3: More Topics in Ancestry.com (Intermediate Level)** **Fee: $10.00**

**Semina**r (2.5 hr) Pre-Req: Knowledgeable computer users, Web browsing experience, beginning/casual Ancestry.com users.

This seminar will demonstrate more [***Ancestry.com***](http://ancestry.com/) topics building on the family tree created in the Getting Started with Ancestry.com seminar. It will include demonstrations of working with other genealogy sites including Find a Grave. Other miscellaneous topics will be covered such as sharing your tree, working with Settings and the Ancestry.com Home screen. The instructor will demonstrate. Q/A included in class.

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| Knightdale Rec Center | May 8 | Wednesday | 1:30 pm – 3:30 pm | Henry Spencer |

**Genealogy Series: Ancestry.com Workshop**  **(Intermediate Level)** **Fee: $10.00**

**Workshop**  Pre-Req: None. Workshop is open to anyone who has a current *Ancestry.com* account.

This workshop is presented as a venue to promote best practices, address students' questions and as a learning experience for attendees. The workshop will serve as a forum for people to share questions, issues, problems and/or suggestions about using the web site ***Ancestry.com***.  The forum will be led by an ***Ancestry.com*** instructor.  Items brought up by students will be discussed in class.  Optionally, the student can sign on to their own account and the instructor will lead the class with a demonstration of that student's question, suggestion, etc. and/or the student can demonstrate.

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| Knightdale Rec Center | Apr 10 | Wednesday | 1:30 pm – 3:30 pm | Henry Spencer |
| Knightdale Rec Center | May 15 | Wednesday | 1:30 pm – 3:30 pm | Henry Spencer |

**Genealogy Series: Genealogy Basics - Introduction (Basic)**  **Fee: $10.00**

**Workshop**  Pre-Req: None. Workshop is open to anyone who is interested in genealogy and family history subject. This session introduces genealogy basic concepts: how and where to start, basic recording forms, beginning the family tree, organizing manual and digital files, inventorying artifacts, local resources, and much, much more.

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| A.E. Finley YMCA | Jun 14 | Friday | 10:00 am – Noon | Jennie Gunther |

**Google Can Do That?** **(Intermediate Level)** **Fee: $15.00**

**2 sessions** (2.5 hrs) Pre-Req: *Going Further with Your PC o*r equivalent.

Google is known primarily as a Search Engine, but it is way more than that.  This class will cover more comprehensive ways of searching and using Maps, and introduce apps such as Google+, Photos, YouTube, Google Play, Gmail and Calendar, and Google Drive and Docs.

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| Knightdale Rec Center | Jun 7 – Jun 14 | Friday | 1:30 pm – 4:00 pm | Alice Jones |

**Skype, An Introduction** **(Intermediate Level)** **Fee: $10.00**

**Seminar** (2.5 hrs) Pre-Req: *Going Further with Your PC* or equivalent.

Learn the basics of how to use Skype to communicate with family and friends. Skype is a free program that allows you to communicate by voice and video with other users around the world. Anyone with internet access can create a Skype account.

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| St. James UMC | May 14 | Tuesday | 1:30 pm – 4:00 pm | Alice Jones, Nell Kilmartin, Tom Ogburn |

**Using the Internet:**

**Cloud Computing - Introduction** **(Advanced Level)** **Fee: $10.00**

**Seminar** Pre-Req: None.

Introduction to Cloud Computing is an overview of the basics of using the “Cloud” for data storage, document backup and utilizing cloud-based applications. This is a general overview and will prepare students to utilize cloud vendor services like Microsoft’s OneDrive, GoogleDrive, DropBox, etc.

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| A. E. Finley YMCA | Apr 19 | Friday | 10:00 - Noon | Tom Ogburn |

**Internet Browsing: Using Chrome** **(Intermediate Level)** **Fee: $15.00**

**2 sessions** Pre-Req:  *Getting Started* or equivalent.

This class will teach students to install and use the popular and FREE internet browser Google Chrome.  Students may bring their personal devices to class or use one of the classroom laptops.

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| A.E. Finley YMCA | May 6 – May 13 | Monday | 10:00 - Noon | Henry Spencer |

**Android Technology**

**Using Your Android Smartphone** **(Basic Level)**  **Fee: $10.00**

**Seminar** (2.5 hr.) Pre-Req: *Going Further with Your PC* or equivalent.

Learn the basics of how to use your Android-based Smartphone. Understand settings for safe and efficient use. Learn practical use of your phone’s applications (Apps).

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| Knightdale Rec Center | May 9 | Thursday | 1:30 pm – 3:30 pm | Tom Ogburn, Jesse Waters, Ed Campbell |

**Android Smartphone Settings Workshop (Intermediate Level) Fee: $10.00**

Seminar. Pre-Req. Using Your Android Smartphone or equivalent.

Learn how to customize and personalize your Smartphone to meet your needs. Learn how to manage notifications and interruptions. Set up your Security management to protect your privacy. Learn how to extend the life of your Smartphone battery and much more.

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| St James UMC | Apr 9 | Tuesday | 1:30 pm – 3:30 pm | Tom Ogburn, Jesse Waters, Ed Campbell |
| May 21 | Tuesday | 1:30 pm – 3:30 pm | Tom Ogburn, Jesse Waters, Ed Campbell |

**Android Smartphone Applications Workshop**  **(Intermediate Level)** **Fee: $10.00**

**Seminar** (2.5 hr.) Pre-Req. Using Your Android Smartphone or equivalent.

Learn how to use the Play Store, finding new applications, downloading them to your Smartphone. Learn all the tricks to take good pictures. Learn the Map application and how to use your GPS – never get lost again. Many more applications available for your smartphone. We will cover as many as we can.

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| St James UMC | Apr 25 | Thursday | 1:30 pm – 3:30 pm | Tom Ogburn, Jesse Waters, Ed Campbell |
| St James UMC | Jun 4 | Tuesday | 1:30 pm – 3:30 pm | Tom Ogburn, Jesse Waters, Ed Campbell |

**Apple Technology**

**iOS #1: iPad/iPhone: Introduction to the “Basics”** **Fee: $10.00**

Seminar. Are you thinking of getting an Apple iOS-device? This course will teach you how to set up your iPhone or iPad, provide a brief overview of the many available applications, or apps. Bring your own iOS-devices and your Apple ID & Password.

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| St James UMC | Apr 11 | Thursday | 1:30 pm – 4:00 pm | Duane Reaugh |
| A.E. Finley YMCA | Apr 26 | Friday | 10:00 - Noon | Duane Reaugh |

**iOS #2: iPhone:  Getting to Know Your iPhone**  **Fee: $10.00**

Seminar. This course illustrates the capabilities and underlying concepts of the Apple iPhone. You will learn basic set up, making simple phone calls, and advanced features such as “Do Not Disturb”.  A brief overview of the many applications (apps) available, such as Safari, Mail, Calendar and Contacts. Bring your iPhone, Apple ID & password.

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| St James UMC | Apr 17 | Wednesday | 1:30 pm – 4:00 pm | Duane Reaugh |
| A.E. Finley YMCA | May 24 | Friday | 10:00 - Noon | Duane Reaugh |

**iOS # 3: iPad/iPhone: Going Further with Built-in Apps**  **Fee: $10.00**

Seminar. Pre-Req: *iOS #1 “Basics”* or *iOS #2 Getting to Know* class, or Intermediate User.

This course will cover email, contacts, calendars, Notes, Maps, Facetime, the App Store, eBook readers and how to borrow electronic books from the library. Bring you iPad, iPhone, or iTouch device, your Apple ID & password.

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| St James UMC | Apr 18 | Thursday | 1:30 pm – 4:00 pm | Duane Reaugh |

**iOS #4: iPhone/iPad: Enhance with New Content**  **Fee: $10.00**

Seminar. Pre Req: Either *iOS #1 “Basics”* or *iOS #3 Going Further* or Intermediate iOS user.

Learn how to search and download the great variety of content from the App Store, the iTunes Store, and the iBooks store, and how to check out eBooks from the Wake County Public Library.  Bring your personal Apple device to class, and your Apple ID and password.

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| St James UMC | Apr 24 | Wednesday | 1:30 pm – 4:00 pm | Duane Reaugh |

**iOS #5: iPad: Introduction to iCloud**  **Fee: $10.00**

Seminar. Pre-Req: *iOS #1 “Basics”* or *iOS #2 Getting to Know*.

The iCloud service allows users to securely store personal computer files on Apple's iCloud servers and access them from multiple devices. It also lets you sync multiple devices, including your iPad, iPhone, iPod and PCs running Mac OS or Windows. Consider it a highly capable personal Internet hard drive! This class will show you how to set up an account and make the best use of the service. Bring your own iPad, iPhone or iPad Touch, your Apple ID & password.

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| St James UMC | Jun 5 | Wednesday | 1:30 pm – 4:00 pm | Duane Reaugh |

**iOS #6: iPhone/iPad: Getting to Know Siri**  **Fee: $10.00**

Seminar. Pre-Req: Intermediate device user.

Siri is an Apple iPhone and iPad personal assistant app, using natural language to answer questions, make recommendations, and send requests to services like Google Maps and more.

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| St James UMC | Apr 3 | Wednesday | 1:30 pm – 4:00 pm | Duane Reaugh |
| St James UMC | Jun 12 | Wednesday | 1:30 pm – 4:00 pm | Duane Reaugh |

**iOS #7: Taking, Editing & Sharing your iPhone/iPad Photos**  **Fee: $10.00**

Seminar. Pre-Req: *iOS #1 “Basics”* or *iOS #2 Getting to Know*.

Over 80% of all photos are taken on mobile devices. Most of those photos are still on the device that took them. This workshop will discuss the best way to take, edit and share those digital photos on your iPhone/iPad. Bring your iPad/iPhone and learn how to take, edit and share great photos.

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| St James UMC | Apr 10 | Wednesday | 1:30 pm – 4:00 pm | Duane Reaugh |
| St James UMC | Jun 19 | Wednesday | 1:30 pm – 4:00 pm | Duane Reaugh |