SeniorTechEd

Providing Technology Education for Adults

Class and Seminar Offerings
2019 Fall Semester - September through December

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

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

> **Registration forms available:**
> 1) **Online** : @ **www.raleighseniorteched.org/schedule/**   **NEW Online** process: direct payment through PayPal or credit/debit card. OR print a mail-in invoice &/or Registration Form. Completed forms can be <u>mailed</u> with check for class fee to: RaleighSeniorTechEd – 6300 Creedmoor Rd. # 170-224 – Raleigh, NC 27612
> 2) <u>Call</u> SeniorTechEd @ **919-954-3688** (leave message with name, address & phone #) Ask for Registration form to be mailed to you.
> 3) <u>On-Site</u> @ all instruction sites
> 4) <u>Attached</u> to back of this Schedule

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
               1/mo. Tuesdays @ Rex Wellness Center
            No Workshops on Labor Day (9/2); Thanksgiving & Christmas/New Year's weeks

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	9/6/2019 – 12/6/2019	1st Fridays	10:00 - Noon
St James UMC	9/9/2019 – 12/09/2019	2nd & 4th Mondays	1:30 pm – 3:30 pm
Knightdale Recreation Center	9/16/2019 – 12/16/2019	1st & 3rd Mondays	1:30 pm – 3:30 pm
Rex Wellness Center	10/15/2019, 11/12/2019 & 12/10/2019	Tuesdays	1:30 pm – 3:30 pm

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Classes and Seminars   Registration Required

Courses are based on Microsoft Windows 10 operating system, except the Apple iOS classes. Sessions are two hours in length unless otherwise noted. Students may need an email account ID & <u>password</u> and a flash drive for some classes. Students may bring personal devices or use classroom laptops.

Windows Technology   PC System:

Getting Started – Internet & Email   **(Basic Level)**   **Fee: $20.00**
3 sessions   Pre-Req: *Getting Started - Hands-On.*   **Alice Jones / Jennie Gunther**
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.

Knightdale Rec Center	9/13/2019 – 9/27/2019	Friday	1:30 - 3:30 pm
St. James UMC	11/19/2019 – 12/03/2019	Tuesday	1:30 - 3:30 pm

File Explorer – Where's My Stuff?   **(Intermediate Level)**   **Fee: $20.00**
3 sessions   Pre-Req: *Going Further with Your PC* or equivalent.   **Jennie Gunther**
This course offers ways to manage data storage in files and folders. Covers folder creation, structure, and organization using Windows File Explorer.

St. James UMC	10/10/2019 - 10/24/2019	Thursday	1:30 – 3:30 pm
A. E. Finley YMCA	12/2/2019 – 12/16/2019	Monday	10:00 am - noon

Windows 10: Features & Functions   **(Advanced Level)**   **Fee: $15.00**
2 sessions   Pre-Req: Some experience using Windows.   **Dick Stearns**
Students will learn how to use the new features of Windows 10, such as the Start menu, Taskbar, and the Windows Store.

Knightdale Rec Center	11/01/2019 – 11/08/2019	Friday	1:30 - 3:30 pm

Windows 10: Settings   **(Advanced Level)**   **Fee: $15.00**
2 sessions   Pre-Req: *Windows 10: Features & Functions* or equivalent.   **Dick Stearns**
Windows 10 has many options that enable you to customize the way your computer operates. Learn how to personalize the various screens, control notifications, protect your privacy, and much more.

Knightdale Rec Center	12/06/2019 – 12/13/2019	Friday	1:30 - 3:30 pm

Windows 10: Tips & Techniques   **(Advanced Level)**   **Fee: $10.00**
Seminar   Pre-Req: Experienced PC User.   **Tom Ogburn**
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.

A. E. Finley YMCA	12/13/2019 – 12/13/2019	Friday	10:00 - noon

Windows Backup   **(Advanced Level)**   **Fee: $10.00**
Seminar   Pre-Req: *Going Further with Your PC* or equivalent.   **Tom Ogburn**
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.

St. James UMC	09/25/2019 – 09/25/2019	Wednesday	1:30 - 3:30 pm
A. E. Finley YMCA	11/22/2019 – 11/22/2019	Friday	10:00 - noon

Apps:

Fun with Photos - Google Photos   **(Intermediate Level)**   **Fee: $15.00**
2 Sessions   Pre-Req: Experienced PC user.   **Nell Kilmartin**
This class encompasses basic photo editing and sharing photos using the Google Photos app that can be used on most devices.

St. James UMC	09/19/2019 – 09/26/2019	Thursday	1:30 - 3:30 pm
Knightdale Rec Center	10/17/2019 – 10/24/2019	Thursday	1:30 - 3:30 pm

Google Can Do That?   **(Intermediate Level)**   **Fee: $15.00**
2 sessions (2.5 hrs.)   Pre-Req: *Going Further with Your PC* or equivalent.   **Alice Jones**
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.

St. James UMC	09/17/2019 – 09/24/2019	Tuesday	1:30 – 4:00 pm
Knightdale Rec Center	11/7/2019 – 11/14/2019	Thursday	1:30 – 4:00 pm

Cut The Cable Cord – Save on HDTV   **(Intermediate Level)**   **Fee: $10.00**
Seminar   Pre-Req: None   **Tom Ogburn**
Cable TV costing too much? Not happy about your channel choices? This class will help you with your choices for TV without cable. This class will help you save money while enjoying all the programs you like to watch.

| Rex Wellness Center | 10/22/2019 – 10/22/2019 | Tuesday | 1:30 - 3:30 pm |
| Knightdale Rec Center | 11/20/2019 – 11/20/2019 | Wednesday | 1:30 - 3:30 pm |

Genealogy Series: Ancestry.com #1: Genealogy Overview   (Intermediate Level)   **Fee: $10.00**
Seminar   Pre-Req: Computer user, some internet browsing experience.   **Henry Spencer**
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**. Q/A included in class.

| A. E. Finley YMCA | 10/25/2019 – 10/25/2019 | Friday | 10:00 - noon |

Genealogy Series: Ancestry.com #2: Getting Started with Ancestry.com (Intermediate)   **Fee: $10.00**
Seminar   Pre-Req: Knowledgeable computer users, Web browsing   **Henry Spencer**
experience, beginning/casual experience, beginning/casual Ancestry.com users.
This seminar will explain how to create an account with **Ancestry.com** and how to get started building your family tree. It will include overviews of working with Hints ("green leaves") and using the Search feature. The instructor will demonstrate. Q/A included in class.

| A. E. Finley YMCA | 10/28/2019 – 10/28/2019 | Monday | 10:00 - noon |

Genealogy Series: Ancestry.com #3: More Topics in Ancestry.com (Intermediate Level)   **Fee: $10.00**
Seminar   Pre-Req: Knowledgeable computer users, Web browsing   **Henry Spencer**
experience, beginning/casual Ancestry.com users.
This seminar will demonstrate more **Ancestry.com** topics building on the information covered 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.

| A. E. Finley YMCA | 11/08/2019 – 11/08/2019 | Friday | 10:00 - noon |

Genealogy Series: Ancestry.com #4: Ancestry.com Workshop (Intermediate Level)   **Fee: $10.00**
Workshop   Pre-Req: Ancestry.com account and some experience. Workshop is   **Henry Spencer**
open to anyone who has a current **Ancestry.com** account, has some experience with
Ancestry.com or has taken **Ancestry.com** #2 and **Ancestry.com** #3.
This workshop is presented as a forum to promote best practices, address students' questions, issues, problems and/or suggestions about using the web site **Ancestry.com**. Topics raised by students will be discussed in class. Students can bring their own devices or use a school PC. Instructor will lead the class with a demonstration of that student's topic and/or the student can demonstrate.

| A. E. Finley YMCA | 11/15/2019 – 11/15/2019 | Friday | 10:00 - noon |

Genealogy Series: Ancestry.com #5: Making Sense of Your   **(Intermediate Level)**   **Fee: $10.00**
Ancestry DNA Test Results   **Henry Spencer**
Seminar   Pre-Req: Knowledgeable computer users, experienced with Web browsing.
This seminar is intended for students who have had their DNA tested by **Ancestry.com**. It will benefit students who either have an Ancestry tree linked to their test results, or have just had their DNA test completed and do not yet have a tree. Users without a tree can view their DNA results without having to pay for an Ancestry subscription. Students who already have a tree on Ancestry will already have an account. Subjects of seminar will cover ethnicity results, DNA match lists and techniques to find matched people in those lists. Instructor will demonstrate. Q/A included in class.

| A. E. Finley YMCA | 11/18/2019 – 11/18/2019 | Monday | 10:00 - noon |

Genealogy Series: Basic Genealogy Concepts   (Basic)   Jennie Gunther   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.

A. E. Finley YMCA	09/30/2019 – 09/30/2019	Monday	10:00 - noon

Genealogy Series: Libraries & Archives for Genealogists (Basic)   Sue Olmsted   Fee: $10.00
Seminar   Pre-Req: None. Workshop is open to anyone who is interested in genealogy and family history subject. The variety of libraries and archives that are available by visiting in person or online can give genealogists a wealth of information to document their research. Each will have distinct types of records that can supply proofs for your research, background for your written family history or clues to where to search next.

St. James UMC	10/02/2019 – 10/02/2019	Wednesday	1:30 - 3:30 pm

Genealogy Series: Tech Tools – More Tools & Websites   (Basic)   Sue Olmsted   Fee: $10.00
Seminar   Pre-Req: None. Workshop is open to anyone who is interested in genealogy and family history subject. This is a continuation of the topic of online tools that are useful to genealogists and writers of family history. They include but are not limited to: YouTube, gleanings from Geoff Rasmussen's Tech Tools webinars, Timelines & tools to supply background or context, translation of foreign texts, GenScriber, Snap Tool, the US GenWeb and International GenWeb, Deedmapper, et al.

St. James UMC	10/16/2019 – 10/16/2019	Wednesday	1:30 - 3:30 pm

Genealogy Series: Organizing Your Genealogy Information (Basic)   Jennie Gunther   Fee: $10.00
Workshop   Pre-Req: None. Workshop is open to anyone who is interested in genealogy and family history subject. This session will suggest various tools and techniques to organize the digital and manual "pile" of information generated by genealogy research, including color coding systems, numbering systems, file naming, basic recording forms, beginning the family tree, organizing manual and digital files, inventorying artifacts, local resources, and much, much more.

A. E. Finley YMCA	10/18/2019 – 10/18/2019	Friday	10:00 - noon

Using the Internet:

Cloud Computing - Introduction   (Advanced Level)   Tom Ogburn   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, Google Drive, Dropbox, etc.

A. E. Finley YMCA	9/27/2019 – 9/27/2019	Friday	10:00 - noon
Rex Wellness Center	11/19/2019 – 11/19/2019	Tuesday	10:00 - noon

Internet Browsing: Using Chrome   (Intermediate Level) Henry Spencer   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.

Knightdale Rec Center	11/06/2019 – 11/13/2019	Wednesday	1:30 - 3:30 pm

Travel Planning Using the Internet   (Basic Level) Alice Jones   Fee: $10.00
Seminar (2.5 hrs.) Pre-Req: None
Learn the basics of how to use the internet to plan your trips, vacations, and more - explore travel sites, research specialty trips, make travel arrangements, explore tourist attractions.

St. James UMC	9/18/2019 – 9/18/2019	Wednesday	1:30 – 4:00 pm
Knightdale Rec Center	11/15/2019 – 11/15/2019	Friday	1:30 – 4:00 pm

Android Technology

Android: Using Your Android Smartphone   **(Basic Level)**   **Fee: $10.00**
Seminar (2.5 hr.)   Pre-Req: *Going Further with Your PC* or equivalent.   **Tom Ogburn, Jesse Waters,**
Ed Campbell

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).

| St. James UMC | 9/12/2019 – 9/12/2019 | Thursday | 1:30 – 4:00 pm |
| St. James UMC | 10/29/2019 – 10/29/2019 | Tuesday | 1:30 – 4:00 pm |

Android: Smartphone Settings Workshop   **(Intermediate Level)**   **Fee: $10.00**
Workshop (2.5 hr.)Pre-Req. Using Your Android Smartphone or equivalent.   **Tom Ogburn, Jesse Waters,**
Ed Campbell

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.

| Knightdale Rec Center | 9/19/2019 – 9/19/2019 | Thursday | 1:30 – 4:00 pm |
| St. James UMC | 11/14/2019 – 11/14/2019 | Thursday | 1:30 – 4:00 pm |

Android: Smartphone Applications Workshop   **(Intermediate Level)**   **Fee: $10.00**
Workshop (2.5 hr.)Pre-Req. Using Your Android Smartphone or equivalent.   **Tom Ogburn, Jesse Waters,**
Ed Campbell

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, many more applications available for your smartphone. We will cover as many as possible.

| St. James UMC | 10/01/2019 – 10/01/2019 | Tuesday | 1:30 – 4:00 pm |
| St. James UMC | 12/10/2019 – 12/10/2019 | Tuesday | 1:30 – 4:00 pm |

Android: Using Your Samsung Tablet   **(Intermediate Level) Tom Ogburn   Fee: $10.00**
Seminar   Pre-Req. Using Your Android Smartphone or equivalent.

Need help getting your Samsung Tablet to work the way you would like? This Seminar will review the Tablet set-up options and operational considerations.   Learn how to find, download, and set-up the applications you want and need. Learn to enjoy your Samsung Tablet.

| A. E. Finley YMCA | 10/11/2019 – 10/11/2019 | Friday | 10:00 - noon |
| Rex Wellness Center | 12/03/2019 – 12/03/2019 | Tuesday | 1:30 - 3:30 pm |

Apple Technology

iOS #1: iPad/iPhone: Introduction to the "Basics"   **Duane Reaugh   Fee: $10.00**
Seminar. This course will focus on mobile devices from Apple to illustrate their capabilities and underlying concepts. In this course you will be shown how to set up these devices and be provided with a brief overview of the many applications(apps) available including the "Find My iPhone" app. Bring your iPad and/or iPhone along as well as your Apple ID and password.

| A. E. Finley YMCA | 9/09/2019 – 9/09/2019 | Monday | 10:00 - noon |

iOS #2: iPhone: Getting to Know Your iPhone   **Duane Reaugh   Fee: $10.00**
Seminar. This course will teach you how to get the most out of your Apple iPhone, including basic set up, making phone calls, and more advanced telephone features such as" Do Not Disturb" and, importantly, how to use the Find My iPhone app. Bring your iPhone along as well as your Apple ID and password.

| A. E. Finley YMCA | 9/23/2019 – 9/23/2019 | Monday | 10:00 - noon |

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

Seminar.   Pre-Req: iOS "Basics" or "Getting to Know" class, or Intermediate User.

 Learn about the apps that were included with your iPhone/iPad; especially the Contacts, Calendar, Camera, Photos, and FaceTime Apps. Advanced settings will also be covered. Either "iOS1 - The Basics" or "IOS2: Getting to Know Your iPhone" class is a prerequisite. Bring your iPad and or iPhone as well as your Apple ID and password

A. E. Finley YMCA	10/07/2019 – 10/07/2019	Monday	10:00 - noon

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

Seminar.   Pre-Req: Either "iOS1 - The Basics" or "iOS2: Getting to Know Your iPhone".

There are over 2 million apps available, over 26 million songs and millions of books that you can get for your iPhone/iPad. Learn how to search and download some of this great content from the App Store, the iTunes Store, and the iBooks store as well as how to check out eBooks from the Wake County Public Library. Bring your iPad and/or iPhone along as well as your Apple ID and password.

A. E. Finley YMCA	11/25/2019 – 11/25/2019	Monday	10:00 - noon

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

Seminar.   Pre-Req: Intermediate device user.

Siri is an Apple iPhone and iPad personal assistant app. It uses natural language to answer questions, make recommendations, and send requests to services such as OpenTable, Apple Maps, Settings and more. This seminar will describe this technology and how best to use it.

A. E. Finley YMCA	11/04/2019 – 11/04/2019	Monday	10:00 - noon

LOCATIONS and INFORMATION

Raleigh SeniorTechEd offers classes in several locations in Wake County –
- Knightdale Recreation Center
- St. James United Methodist Church
- A.E. Finley YMCA
- Rex Wellness Center

Course lists, class dates, and registration information are all available at:
- **NEW Online** @ our website: **www.raleighseniorteched.org/schedule/**: online registration & fee payment through PayPal or credit/debit card; or invoice mailed.
- **On our website**: **www.raleighseniorteched.org/schedule/**: download/print forms to mail in with check to: Raleigh SeniorTechEd, 6300 Creedmoor Rd. #170-224, Raleigh, NC 27612
- **CALL** us at: **919-954-3688** (Leave a message and your call will be returned).
- **On-Site** @ all instruction sites
- **Attache**d to this Schedule

DIRECTIONS TO INSTRUCTION SITES

Rex Wellness Center: (near hospital campus at Blue Ridge Rd & Lake Boone Trail)
4200 Lake Boone Trail, Raleigh, NC 27607   Phone**:** 919-784-1371
Parking available around Center.

Knightdale Rec Center: (connected to the Forestville Road Elementary School)
101 Lawson Ridge Rd, Knightdale, NC 27545.   Phone: 919-217-2230
Parking available at main entrance.

St. James UMC: (near the intersection of New Hope Rd and Buffaloe Rd)
3808 St. James Church Rd, Raleigh, NC 27604.   Phone: 919-876-5796
Park in the north parking lot (near the playground), and enter through the single set of double doors to the Lobby.

A. E. Finley YMCA: located near Six Forks Road and Lead Mine Road in North
Raleigh, just off Interstate 540 at 9216 Baileywick Rd.   Phone: 919-848-9622
Parking is available all around the center.

SeniorTechEd
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RALEIGH SENIORTECHED CLASS REGISTRATION INSTRUCTIONS

To Register for Raleigh SeniorTechEd Classes
Please complete this form

Select the class(es) you would like to attend from the course schedule, available at various sites and online at https://www.raleighseniorteched.org/. Enter the class title, location, date and fee. Once all the information is entered, add the class fee amounts and enter the total in the **Total Fees** line. When completed, submit payment of the **Total Fees** amount by check, payable to **Raleigh SeniorTechEd**. Attach the check to this completed form and mail to the following address:

Raleigh SeniorTechEd
6300 Creedmoor Rd, #170-224
Raleigh, NC 27612

A few days later, you should receive a registration confirmation from Raleigh SeniorTechEd either by email or phone call. If there are questions or problems associated with your registration please call us at **919-954-3688** and one of our volunteers will return your call.

STUDENT INFORMATION

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

EMAIL ADDRESS _____

CONTACT PHONE _____

POSTAL ZIP CODE_____

CLASS INFORMATION

CLASS TITLE	LOCATION	DATE	FEE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Payment of fees is required at the time of registration, payable by check.   **Total Fees**   _____

THANK YOU for participating in Raleigh SeniorTechEd technology education events!

Raleigh SeniorTechEd Class Registration Form
08/17/2019 – 01NS