

YWCA Technology Center

TECHNOLOGY CENTER

September to December 2018 Technology Class Schedule



"I am so happy to have instructors teach to my level. I was able to ask questions to make sure I understood. I was happy to have questions from a previous class answered if I have problems applying at my job site."

~ Student

Technology class schedule also available on our website at
WWW.YWCAWESTMORELAND.ORG

424 N Main St
Greensburg PA 15601
Phone: 724-834-9390
Fax: 724-834-9391

Technology@ywcawestmoreland.org

Gina McGrath
Technology Director

**YWCA IS ON
A MISSION**



eliminating racism
empowering women
ywca

Technology Question & Answer Session (Q & A)

This is a great way to get answers to your questions about your computer, tablet or smartphone in a comfortable, relaxed environment. Start keeping a list of all of your questions and bring them to this session. We meet the **second Tuesday** of each month from **1:30 - 3:00 p.m.**

Registration is required. Call 724-834-9390. Fee: \$10.00.

Dates: September 11 ~ October 9 ~ November 13 ~ December 11

Private Tutoring \$55/hour (M)/\$65/hour (NM)

Get individualized instruction on exactly what you need for your personal use. You can bring your laptop, tablet or smartphone. Our computers are also available for tutoring. *This instruction is meant for private use; see information for Business Computer Training.*

Tech Support

This support is for questions about your tablet, smartphone or computer's operating system and apps. It is not for viruses, hardware or equipment setup. Call Gina at 724-834-9390 extension 107, pay for support using your credit card. Fees: \$20 for 15 minutes, additional fees if more time is needed.

Classes for Women and Men 50 Plus

These classes are designed for women and men 50 plus years. You will never feel lost or left behind in our classes. We teach at a slow pace and help you to become very comfortable with technology. You will be at ease to ask questions and they will be answered in a language that you will understand.

NEW! Smartphones/Tablets \$80(M)/\$90(NM)

Smartphones and Tablets basically work the same way. You can attend this class if you have one or both. Bring your device to class and become more comfortable utilizing many of its features.

| | | |
|----------------------|--------------------|-------------------------|
| Thursday Mornings | 9:15 am - 12:15 pm | Sept. 6, 13, 20, 27 |
| Monday Mornings | 9:15 am - 12:15 pm | Oct. 8, 15, 22, 29 |
| Wednesday Mornings | 9:15 am - 12:15 pm | Oct. 31, Nov. 7, 14, 21 |
| Thurs./Fri. Mornings | 9:15 am - 12:15 pm | Dec. 6, 7, 13, 14 |

Computer Basics \$80(M)/\$90(NM) + \$25 Textbook

This class is designed for the beginner and for all ages to make you comfortable with your computer. You will learn how to use Windows, how to do word processing (typing on the computer) so you can compose your emails or create a letter, how to use the Internet and your email program. You will also be introduced to the programs that come with Windows that are on your computer.

| | | |
|--------------------|--------------------|--------------------------|
| Monday Mornings | 9:15 am - 12:15 pm | Sept. 10, 17, 24, Oct. 1 |
| Wednesday Evenings | 6:00 pm - 9:00 pm | Oct. 3, 10, 17, 24 |
| Tuesday Mornings | 9:15 am - 12:15 pm | Oct. 30, Nov. 6, 13, 20 |

Facebook for 50 Plus \$20(M)/\$25(NM)

Are you concerned about your account and security settings for your Facebook account? Do you want to control: who can see your posts, who can message you through Facebook, what people can see when they find you on Facebook? You will be surprised at the numerous settings that you can control. This class will cover them all.

| | | |
|----------------|--------------------|----------|
| Monday Evening | 6:00 pm - 9:00 pm | Sept. 24 |
| Friday Morning | 9:15 am - 12:15 pm | Oct. 12 |

More Classes on the Back Page including QuickBooks and Google Docs & Sheets

Classes for Women and Men 50 Plus

NEW! What to Buy

\$20(M)/\$25(NM)

Do you need help deciding which electronic device you should buy? We can guide you in making that decision. We will cover computers, smartphones and tablets.

Thursday Morning

9:15 am - 12:15 pm

Nov. 15

COMPUTER CLASSES

Windows 10

\$80(M)/\$90(NM) + \$25 textbook

Windows 10 is the latest operating system for your computer. This class will teach you how to use this new operating system and also how to transition from an older version of Windows to this new one!

Tuesday Mornings

9:15 am - 12:15 pm

Sept. 4, 11, 18, 25

Monday Evenings

6:00 pm - 9:00 pm

Oct. 1, 8, 15, 22

Friday Mornings

9:15 am - 12:15 pm

Nov. 2, 9, 16, 30

Tuesday Evenings

6:00 pm - 9:00 pm

Nov. 27, Dec. 4, 11, 18

Microsoft Word 2016 - Beginners

\$80(M)/\$90(NM) + \$30 textbook

Word processing for beginners. Learn how to create letters, mailing labels, envelopes and use the spelling/grammar check, bullets and numbering. If you are looking for a job you will want to increase your Word skills to the next level by taking Intermediate Word.

Wednesday Mornings

9:15 am - 12:15 pm

Sept. 5, 12, 19, 26

Tuesday Evenings

6:00 pm - 9:00 pm

Oct. 2, 9, 16, 23

Monday Mornings

9:15 am - 12:15 pm

Nov. 5, 12, 19, 26

Microsoft Word 2016 - Intermediate

\$80(M)/\$90(NM)

Take your word processing skills to the next level and learn how to insert pictures, logos, word art, tables, headers and footers. Learn how to do a mail merge. This class uses the same book as the Beginners Word class.

Wednesday Mornings

9:15 am - 12:15 pm

Oct. 3, 10, 17, 24

Mon./Wed. Mornings

9:15 am - 12:15 pm

Dec. 3, 5, 10, 12

Brush Up on Word and Excel Skills

\$45(M)/\$50(NM)

This class is for you if you use Word and Excel and just need to brush up on your skills. We will cover frequently used skills and any skills that you find difficult or do not know how to accomplish. We will also teach you how to determine which of these programs is the best program for you to use to create different types of files.

Monday Evenings

6:00 pm - 9:00 pm

Sept. 10, 17

Thursday Mornings

9:15 am - 12:15 pm

Nov. 1, 8

Microsoft Excel 2016 - Beginners

\$80(M)/\$90(NM) + \$30 textbook

Excel is a spreadsheet program used to track and analyze information. You will learn how to: setup a spreadsheet, sort and filter the information. Also covered will be charts and simple formulas.

Tuesday Evenings

6:00 pm - 9:00 pm

Sept. 4, 11, 18, 25

Thursday Mornings

9:15 am - 12:15 pm

Oct. 4, 11, 18, 25

Wednesday Evenings

6:00 pm - 9:00 pm

Nov. 7, 14, 21, 28

Tuesday Mornings

9:15 am - 12:15 pm

Nov. 27, Dec. 4, 11, 18

NEW! Microsoft Excel 2016 - Intermediate

\$45(M)/\$50(NM) + \$30 textbook

(This class uses the same textbook as Beginning Excel)

Take your Excel skills to the next level. Learn how to: format charts, use the tables tools, how to protect worksheets. Learn how to use an advanced formatting technique called conditional formatting and how to use advanced filters. Also covered are Excel's data analysis features such as: Goal Seek and Scenarios. These features can assist with decision-making or management tasks.

Prerequisite: Excel 2016 - Beginners

Thursday Evenings

6:00 pm - 9:00 pm

Oct. 18, 25

COMPUTER CLASSES

Microsoft Outlook 2016

\$80(M)/\$90(NM) + \$30 textbook

Most companies and organizations use Microsoft Outlook for their email, but it can do a whole lot more. It's a program that can help you to get organized. You use the calendar to schedule your appointments and get reminders. Tasks enable you to track projects and their progress. Contacts track client information and email addresses. You also have a place for your notes.

Tuesday Mornings 9:15 am - 12:15 pm Oct. 2, 9, 16, 23

Microsoft PowerPoint 2016

\$80(M)/\$90(NM) + \$25 textbook

Learn how to create a professional slide presentation.

Thursday Evenings 6:00 pm - 9:00 pm Sept. 6, 13, 20, 27

Monday Evenings 6:00 pm - 9:00 pm Nov. 5, 12, 19, 26

Microsoft Publisher 2016

\$80(M)/\$90(NM) + \$30 textbook

Publisher enables you to create professional looking publications and marketing materials. You will enjoy creating greeting cards, banners, newsletters, signs, gift certificates and much more!

Wednesday Evenings 6:00 pm - 9:00 pm Sept. 5, 12, 19, 26

Tuesday Evenings 6:00 pm - 9:00 pm Oct. 30, Nov. 6, 13, 20

Google Docs and Sheets

\$20(M)/\$25(NM)

If you do not need the more advanced features in Word and Excel and you do not want to purchase them, then a good alternative that is free, is to use Google Docs to create documents and Google Sheets to create spreadsheets. We will introduce you to these two apps that you can use on your computer, smartphone and tablet.

Thursday Evening 6:00 pm - 9:00 pm Oct. 4

Thursday Morning 9:15 am - 12:15 pm Nov. 29

ID Theft 101

\$20(M)/\$25(NM) includes manual

EVERYONE SHOULD TAKE THIS CLASS!

Learn the steps you need to take on your electronic devices to protect yourself from identity theft.

Friday Morning 9:15 am - 12:15 pm Sept. 14

Monday Evening 6:00 pm - 9:00 pm Oct. 29

QuickBooks

\$150(M)/\$170(NM) + \$30 manual

Learn QuickBooks with confidence. In this class you will: setup a company and learn how to navigate in QuickBooks, add customers and vendors, work with bank accounts and credit cards, enter sales information, receive payments and make deposits, enter and pay bills. Also covered will be: analyzing financial data, setting up inventory, tracking and paying sales tax, doing payroll with QuickBooks, customizing forms, and estimating and progress invoicing.

Thursday Evenings 6:00 pm - 9:00 pm Nov. 1, 8, 15

BUSINESS COMPUTER TRAINING

The YWCA Technology Center provides customized business trainings for non-profits and for-profits. Computer training for employees grants numerous benefits for the organization. We will help you design a training that will meet your needs and schedule it at a time that is convenient for you. Trainings can be held in our computer lab or at your site.

FREE PARKING

GIFT CARDS AVAILABLE

CLASS SIZE IS LIMITED TO 8 STUDENTS

FINANCIAL AID IS AVAILABLE FOR MOST OF OUR COMPUTER CLASSES