

# YWCA Technology Center

## September to December 2017 Technology Class Schedule



Take a class in our comfortable computer lab with Windows 10 computers and 23" touchscreen monitors.

### Classes for Women and Men 50 Plus

Look inside for a list of classes

#### “Free Friday” Classes

Details on back page

YWCA Westmoreland County  
424 N Main St  
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Gina McGrath  
Technology Director

\*Certificate Provided Upon Request\*

**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 Thursday** of each month from **2 - 3:30 pm**.

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

**Dates: September 14 ~ October 12 ~ November 9 ~ December 14**

### 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.

### Smartphones

\$75(M)/\$85(NM)

If you are new to using a smartphone or not utilizing many of its features, join us in this class to learn what your phone can do for you. You will be surprised how smart it is and become more comfortable using your phone.

Tuesday Mornings	9:15 am - 12:15 pm	Sept. 5, 12, 19, 26
Monday Mornings	9:15 am - 12:15 pm	Oct. 9, 16, 23, 30
Wednesday Mornings	9:15 am - 12:15 pm	Nov. 1, 8, 15, 22
Friday Mornings	9:15 am - 12:15 pm	Dec. 1, 8, 15, 22

### Tablets

\$75(M)/\$85(NM)

**This class is for all tablets including iPads.** Bring your tablet to class and learn about: settings, backup, email, calendar, camera, photos, surfing the Internet, getting apps, how your tablet uses the cloud, conserving your battery, how to prevent from going over your data plan if your tablet uses cellular access and much more!

Wednesday Mornings	9:15 am - 12:15 pm	Sept. 6, 13, 20, 27
Thursday Mornings	9:15 am - 12:15 pm	Oct. 5, 12, 19, 26
Monday Mornings	9:15 am - 12:15 pm	Nov. 6, 13, 20, 27
Wednesday Mornings	9:15 am - 12:15 pm	Nov. 29, Dec. 6, 13, 20

### Introduction to Computers

\$75(M)/\$85(NM) + \$20 material fee

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.

Tuesday Evenings	6:00 pm - 9:00 pm	Sept. 5, 12, 19, 26
Wednesday Mornings	9:15 am - 12:15 pm	Oct. 4, 11, 18, 25
Monday Evenings	6:00 pm - 9:00 pm	Oct. 23, 30, Nov. 6, 13
Wednesday Evenings	6:00 pm - 9:00 pm	Nov. 29, Dec. 6, 13, 20

**QuickBooks & "Frzz Friday" classes on back page.**

## COMPUTER CLASSES

### Windows 10

\$75(M)/\$85(NM) + \$30 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!

Thursday Mornings	9:15 am - 12:15 pm	Sept. 7, 14, 21, 28
Wednesday Evenings	6:00 pm - 9:00 pm	Oct. 4, 11, 18, 25
Tuesday Mornings	9:15 am - 12:15 pm	Oct. 31, Nov. 7, 14, 21
Thursday Evenings	6:00 pm - 9:00 pm	Nov. 30, Dec. 7, 14, 21

**Windows 7 or Windows 8.1** We offer private tutoring for Windows 7 and Windows 8.1.

### Microsoft Word 2016 - Beginners

\$75(M)/\$85(NM) + \$30 textbook

Word processing for beginners. Learn how to create letters, mailing labels, envelopes and use the spelling/grammar check, bullets and numbering. We are offering the next level of Word in the next 2 weeks following this class. If you register for both you will receive a \$5 discount. If you are looking for a job you will want to increase your Word skills to the next level.

Monday Evenings	6:00 pm - 9:00 pm	Sept. 11, 18, 25, Oct. 2
Tuesday Mornings	9:15 am - 12:15 pm	Oct. 3, 10, 17, 24
Wednesday Evenings	6:00 pm - 9:00 pm	Nov. 1, 8, 15, 22
Tuesday Mornings	9:15 am - 12:15 pm	Nov. 28, Dec. 5, 12, 19

### Microsoft Word 2016 - Intermediate

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

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.

Friday Mornings	9:15 am - 12:15 pm	Sept. 8, 15
Monday Evenings	6:00 pm - 9:00 pm	Oct. 9, 16
Thursday Evenings	6:00 pm - 9:00 pm	Nov. 2, 9
Monday Mornings	9:15 am - 12:15 pm	Dec. 4, 11

### Mail Merge

\$30(M)/\$35(NM)

You have a list of names and addresses and you want to create envelopes, mailing labels, name tags, a form letter, directory or emails from them. Microsoft Word can do all the work for you! In just three short hours learn how to accomplish this by doing a mail merge.

Friday Morning	9:15 am - 12:15 pm	Oct. 6
Friday Morning	9:15 am - 12:15 pm	Nov. 17

### Microsoft Excel 2016 - Beginners

\$75(M)/\$85(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.

Monday Mornings	9:15 am - 12:15 pm	Sept. 11, 18, 25, Oct. 2
Tuesday Evenings	6:00 pm - 9:00 pm	Oct. 3, 10, 17, 24
Thursday Mornings	9:15 am - 12:15 pm	Nov. 2, 9, 16, 30
Monday Evenings	6:00 pm - 9:00 pm	Nov. 27, Dec. 4, 11, 18

### Microsoft Publisher 2016

\$75(M)/\$85(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!

Thursday Evenings	6:00 pm - 9:00 pm	Oct. 5, 12, 19, 26
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### Microsoft PowerPoint 2016

\$75(M)/\$85(NM) + \$30 textbook

Learn how to create a professional slide presentation.

Thursday Evenings	6:00 pm - 9:00 pm	Sept. 7, 14, 21, 28
Tuesday Evenings	6:00 pm - 9:00 pm	Nov. 7, 14, 21, 28

### ID Theft 101

\$20 including manual

## EVERYONE NEEDS TO 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. 29
Friday Morning	9:15 am - 12:15 pm	Oct. 27
Friday Morning	9:15 am - 12:15 pm	Nov. 10
Thursday Morning	9:15 am - 12:15 pm	Dec. 7

## COMPUTER CLASSES

### 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.

Wednesday Afternoons

1:30 pm - 4:30 pm

Oct. 4, 11, 18

### 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.

## New!

## **“FREE FRIDAY” CLASSES**

### **Popular Apps that are Free for Smartphones, Tablets and Windows 10 Computers**

Friday Morning

9:15 am - 11:15 am

Sept. 22

Join us for this free session to learn about apps that are very useful and also free!

### **How to be Aware of Scams and What to do About Them**

Friday Morning

9:15 am - 11:15 am

Oct. 20

This informative class will show how to be aware of scams so you will not become a victim.

### **Shopping for Computers, Smartphones and Tablets. How to know what to look for before you purchase.**

Friday Morning

9:15 am - 11:15 am

Nov. 3

This session is just in time for your holiday shopping so you can purchase the perfect electronic gift this season.

**FREE PARKING**

**CLASS SIZE IS LIMITED TO 8 STUDENTS**

**FINANCIAL AID IS AVAILABLE FOR  
MOST OF OUR COMPUTER CLASSES**

**GIFT CARDS AVAILABLE**