

Culver City Senior Center

Computer Class Descriptions

Beginning Computer

This course is designed for persons who never or have only little experience with using a computer. Students will learn computer basics such as navigating an operating system, computer components and accessories, terminology, and creating simple documents using Microsoft Word. Internet & email will also be introduced.

Six two hour sessions

Class Fee \$35.-

Recommended prerequisite: None



Intermediate Computer

This course is designed for persons with basic computer skills or persons who had taken the Beginning Computer class and want to learn more knowledge and build more experience, learn how to create & manage files & folders, change & modify simple settings. Students will also learn internet & email in more detail.

Six two hour sessions

Class Fee \$35.-

Recommended prerequisites: Beginning Computer or basic computer knowledge & familiarity with computer keyboard.

MS Word & Excel

Learn two of the most popular software – MS Word & MS Excel. Students will learn the fundamentals of word processing, how to create, edit, format, save, and print documents using Microsoft Word. Students will also learn how to create & working on spreadsheet using MS Excel.

Six two hour sessions

Class fee \$35.-

Recommended prerequisites: Intermediate Computer or good computer knowledge & familiarity with computer keyboard.

Internet & Email

Students will learn more skills and gain more confidence in using the internet. Besides using internet to access all kind of information such as news, shopping, cooking & more, students will also learn how to setup an email account, send & receive emails, attach documents or pictures to the emails. Internet & email safety will also be introduced.

Six two hour sessions

Class fee \$35.-

Recommended prerequisites: Intermediate Computer.

Digital Camera & Photo Management

Learn the basics of digital camera usage. Start from choosing the right camera for your needs, what features are necessary and which are not, then learn how to take the photo efficiently, download them to the computer, organize, view and print them.

Six two hour sessions

Class fee \$35.-

Recommended prerequisites: Intermediate Computer.

Microsoft PowerPoint

This class will introduce PowerPoint, one of the programs in the MS Office group. It is mainly used to present information visually by a speaker. It is also used for creating documents which require formatting, photos, artwork, etc. It has become a way for individuals to create slide shows when honoring a person or occasion. Once created, the file can be shown by linking your computer to a TV or projector for a birthday, anniversary.

Six two hour sessions

Class fee \$35.-

Recommended prerequisites: Intermediate Computer.

Advanced Computer

This is a continuation of Intermediate Class. It will help the participants to expand their knowledge about computers, build more skill about computer settings, and the internet. It will also introduce Google earth, Google map, Twitter, Facebook, Skype, etc.

Six two hour sessions

Class fee \$35.-

Recommended prerequisites: Intermediate Computer.

Internet & Email Safety Class

This class is designed to teach participants to be aware of the internet scams which prey on senior citizens. It will teach to safeguard against scams such as phishing, pharming, etc. It will also cover overcoming the fear of online shopping, online banking and online payments, etc.

This is a short class, two 2-hour sessions.

Class fee \$20.-



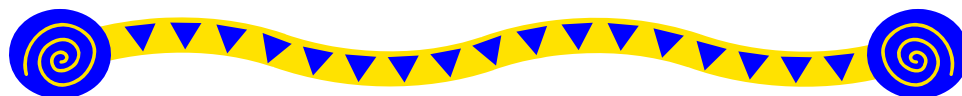
Membership is required to register for the class. The class fee is \$35 per six-class session and due at the time of registration.

For more information please contact Richard Marr – Computer Lab Coordinator in Trip Office

Office hours: Tuesday and Thursday 10am-2pm.

Email: Richard.marr@culvercity.org

Phone: 310-253-6720



Culver CITY Parks, Recreation & Community Services Department
Senior & Social Services Division