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.

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.

MS Word
Students will learn the fundamentals of word processing, how to create, edit, format, save, and print documents using Microsoft Word.
Six two hour sessions
Class fee $35.-
Recommended prerequisites: Intermediate Computer or good computer knowledge & familiarity with computer keyboard.

MS Excel
Learn the most popular program to create & working on spreadsheet for data, calculation, creating charts and graphs.
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 what 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.

Windows 7 Training
For people who have been using computers with Windows XP or Vista and want to learn the new Windows 7. It's a short course, two hours a week for weeks.
Class fee $15.-

Membership in the Culver City Senior Citizens Association is required to register for any class. All class fees are due at the time of registration.

For more information, please contact Richard Marr – Computer Lab Coordinator in Trip Office
Office hours: Tuesday and Thursday 10:00 am-2:00 pm.
Email: Richard.marr@culvercity.org Phone: 310-253-6720

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