**Bowie Senior Center
Computer Education Program
Courses Synopses**

The next class sessions will begin September 3, 2024
See Special Notes on page 3

Computers 1

Short Description: Computer Basics

Schedule: Mondays and Wednesdays; 10 –11;30 a.m.

Synopsis: This is an entry-level class to introduce seniors who have had little or no exposure to computers to the basics of a computer and its use.

This course will cover computers from A to Z. We'll look at how computers are used in every part of today's life from shopping to filling out doctor's forms. We will learn how to use the keyboard and the mouse, how to launch applications, how to go on the internet, and how to identify internet fraud and scams. Class exercises will cover searching the internet, creating secure usernames and passwords, and creating simple documents online. The pace of instructions is adjusted to enhance comprehension by all students.

Tuition: Bowie residents - $35; nonresidents - $40

Prerequisites: Students must be physically capable of reading the computer screen, hearing the instructor, and using the mouse and keyboard.

Computers 2

Short Description: Skills Development

Schedule: Mondays, Wednesdays; 10 –11;30 a.m.

Synopsis: This is a second-level course to build on the basics learned in Computers 1. Students will gain a more thorough understanding of the computer operating system and applications. Using various applications, exercises will be conducted to further improve mouse and keyboard skills. Students will learn basic text editing skills (cut, copy, paste, text sizing, style, color) and how to insert images in a document. Students will learn how to upload and download files and to manage files using folders. Students will practice searching the internet, and creating and organizing favorites/bookmarks into folders.

For much of the course we will use Google Mail and Google Docs, but we will also look at some of the basic apps that come packaged with Windows 11, such as Word Pad.

Tuition: Bowie residents - $35; nonresidents - $40

Prerequisites: Completion of Computers 1 or approval of the instructor based on completion of the Skills Assessment form. Students must have access to a home computer so that they can practice what is being taught.

Computers 3

Short Description: Hardware, Software, and Applications

Schedule: Tuesdays and Thursdays; 10 –11;30 a.m.

Synopsis: This is a third-level course which will continue to review and build on the skills learned in Computers 1 and Computers 2. Lessons in computer types, terminology, hardware, and software will be conducted. The Windows 11 operating system will be explored and managing its many features will be demonstrated. Managing folders and files will be covered. Windows 11 bundled applications of Snipping Tool and Calculator will be demonstrated. Students will be introduced to MS Office applications of PowerPoint, Excel, and Word. They will also learn how to download and upload files to a flash drive. Exercises will be conducted to review the lessons. Students will also create a spreadsheet and chart using Excel and develop a newsletter using Word.

Each student will be provided with a lesson guide book and a flash drive which will include exercise files.

Tuition: Bowie residents - $35; nonresidents - $40

Prerequisites: Completion of Computers 2 or approval of the instructor based on completion of the Skills Assessment form. Students must have access to a home computer so that they can practice what is being taught.

Excel

Short Description: Introduction to Excel

Schedule: Tuesdays and Thursdays; 1 – 2:30 p.m.

Synopsis: The goal of this course is to introduce Excel as an easy, flexible, and versatile means to organize any information that can be arranged in rows and columns. Excel is useful to both novices and professionals.

While learning the basics of Excel, the class will develop a workbook for home expenses, a checkbook register, and lists of names and addresses. Time permitting, many more of Excel's features will be explored.

Tuition: Bowie residents - $35; nonresidents - $40

Prerequisites: Completion of Computers 3 or approval of the instructor based on completion of the Skills Assessment form. Students must have access to a home computer so that they can practice what is being taught.

Word

Short Description: Introduction to Word

Schedule: Tuesdays and Thursdays; 10– 11:30 a.m.

Synopsis: The goal of this course is to provide an introduction to the basics of word processing using Microsoft Word. This is a powerful word-processing application that can be used by a novice as well as a professional to produce very simple or ultra-complex publications. Lessons include creating documents, tables, borders, and tables of content; formatting; advanced formatting; and desktop publishing. In-class exercises are conducted to practice the skills learned in each lesson.

Each student will be provided with a lesson guide book and a flash drive which will include exercise files.

Tuition: Bowie residents - $35; nonresidents - $40

Prerequisites: Completion of Computers 3 or approval of the instructor based on completion of the Skills Assessment form. Students must have access to a home computer so that they can practice what is being taught.

Special Notes:

1. All courses will be taught using the Windows 11 operating system.
2. All students should have access to a computer for use outside the Center.
3. Minimum enrollment for each class is 5. Maximum enrollment is 10.
4. No computer classes will be held if Prince George's County schools are closed due to bad weather. If a two-hour delay is announced, classes that are scheduled to start before 11 a.m. are canceled. Every attempt will be made to schedule make-up classes.
5. A free computer lab is offered on each Wednesday, 12:30 – 3 p.m., to help members with computer issues. Members may also come in just to practice or receive a computer skills assessment.
6. The Center hosts the Bowie Seniors Computer Club on the first Thursday of each month at 12:30 p.m. All are welcome. Many issues of software and hardware are addressed by the members.