

Computer Club of Sun City Classes

Class Title	Class Date(s) & Description
Windows System	
<p>Computing 101 (C-101)</p> <p>Three two-hour sessions</p> <p>Prerequisite: None</p>	<p>Tu-W-Th; Jul 18, 19 and 20; 9-11am Tu-W-Th; Sep 19, 20 and 21; 9-11am</p> <p>This is a class designed for new computer users. Each class consists of three consecutive sessions. Content includes: basic information about your computer and the Windows operating system; use of a USB flash drive; finding, identifying, and copying files; creating folders; basic word processing; some Internet and e-mail information.</p>
<p>File Explorer-Win 10</p> <p>Three two-hour sessions</p> <p>Prerequisite: C-101</p>	<p>M-Tu-W; Nov 6, 7 and 8; 9-11 am Tu-W-Th; Nov 14, 15 and 16; 1-3 pm M-Tu-W; Dec 4, 5 and 6; 9-11 am Tu-W-Th; Dec 12, 13 and 14; 1-3 pm</p> <p>This is an intense study requiring you to know your keyboard and have good listening skills. File Explorer is an organizational program that helps you to organize and make your own folders and put files into them. This course will give you knowledge to understand what is on your computer – along with how to add, change, create, move, organize and control your folder system.</p>
<p>Oper Sys I-Win 10</p> <p>Four two-hour sessions</p> <p>Prerequisite: C-101</p>	<p>M-Tu-W-F; Jun 19, 20, 21 and 23; 9-11am M-Tu-W-F; Jul 24, 25, 26 and 28; 9-11am M-Tu-W-F; Sep 18, 19, 20 and 22; 9-11am M-Tu-W-F; Oct 9, 10, 11 and 13; 9-11am M-Tu-W-F; Nov 6, 7, 8 and 10; 9-11am M-Tu-W-F; Dec 4, 5, 6 and 8; 9-11am</p> <p>Explanation of the Win 10 operating system features in "Lay Language," to make changes to personalize your computer, to take the fear out of making changes to the appearance of some of the windows, desktop background, the mouse and how to get back to the Win 10 defaults.</p>
Email None scheduled	
Office Programs None scheduled	

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Class Title	Class Date(s) & Description
	Social Media None scheduled
	Miscellaneous None scheduled
	Photo/Video None scheduled