

Computer Club of Sun City Classes

Class Title	Class Date(s) & Description
Windows System	
Computing 101 (C-101) Three two-hour sessions Prerequisite: None	Tu-W-Th; Oct 31, Nov 1 and 2; 1-3pm Tu-W-Th; Nov 14, 15 and 16; 9-11am Tu-W-Th; Dec 5, 6 and 7; 1-3pm Tu-W-Th; Dec 19, 20 and 21; 9-11am This is a start-at-the-beginning class taught using Window 10 PCs. It will provide a solid foundation for using a Windows PC which will equip you to better use your home computer as well as prepare you for other classes offered at the Computer Club.
File Explorer-Win 10 Three two-hour sessions Prerequisite: C-101	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 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.
Oper Sys I-Win 10 Four two-hour sessions Prerequisite: C-101	CHANGED - M –W-Th-F; Nov 6, 8, 9 and 10; 9-11am M-Tu-W-F; Dec 4, 5, 6 and 8; 9-11am 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.
Email None scheduled	

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Class Title	Class Date(s) & Description
Office Programs	
Excel I Four two-hour sessions Prerequisites: (1) C-101 (2) Operating System (3) File Explorer (4) Word I	M-Tu-W-Th; Nov 6, 7, 8 and 9; 1-3pm Tu-W-Th-F; Dec 12, 13, 14 and 15; 1-3pm Introduction to spreadsheets using Microsoft Excel. You will learn about cells, data values and beginning formulas (functions). Learn how you can record home expenses and have at your disposal all individual totals of each expense category. Other helpful features learned will be copying and pasting data, filling series, replicating, shading certain cells and enhancing your project with borders.
Social Media None scheduled	
Miscellaneous None scheduled	
Photo/Video None scheduled	