January 2020 Computer Classes USS/Midwest/Gary

CLASSES FOR January, 2020 SPOUSES CAN COME FOR FREE WITH EMPLOYEE

CLASS TIMES:
Noon—2:30pm or
4:00-6:30 pm

TO REGISTER:
Call Tracy at 762-1010 or
Debbie at 884-7930
To register for a class

TO SEE CLASSES ON-LINE:
Visit WWW.CEI-EDU.COM

OPEN COMPUTER LAB (MITTAL/BH)
WEDNESDAYS, Jan 8, Jan 22 8:00am-4:00pm

FITBITS—GET HEALTHY ONLINE (MITTAL
Mondays, January 13 January 27

UPGRADE YOUR PC (USS/MWS)
Mondays, January 13—February 3

PASSWORD MANAGEMENT (USS/MWS)
Wednesday, January 15

EXCEL BASICS AND MOS CERTIFICATION (MITTAL/BH)
Thursdays, January 16—February 27

FITBIT ACE FOR KIDS (CEI)
Saturdays, January 18 & January 25

SOCIAL MEDIA (MITTAL)
Wednesday, January 29

WINDOWS 10 TIPS AND TRICKS (USS/MWS)
Wednesday, January 29

OPEN HARDWARE LAB
Every other Wednesday between the hours of 8am and 4pm we will have a technician at the Computer lab waiting for you to bring in your very slow, broken, needing upgrading PCs! Here is a brief list of things we can help with: Fixing Slow or Broken Machines, Upgrading software /Transfer data, making sure your PC is Protected, and Upgrading Computers. Just stop by or call and make an appointment. This is an incredible opportunity, don't miss it! Keep in mind if you need any hardware or non-free software you will need to purchase it. Sam will assist in getting you the necessary software and hardware. (If you need to attend later than 4pm, please contact Sam to set up an appointment)

FITBITS AND GET HEALTHY ONLINE
So, you REALLY want to get healthy this year. This class will help you begin. We will show you some of the best web-sites for exercises, motivation, healthy menus, keeping track of daily food intake and much much more. We will also talk about the different types of Fitness Trackers, showing you the pro's and con's of several different models. Students will be able to purchase a Fitbit tracker with this class. The student cost for the class ranges from $75-$150. This must be paid the first day of class.

UPGRADE YOR PC
Need to upgrade your PC but you don't want to have to deal with the Geek Squad and their expensive bills. Be your own Geek Squad! This class will show you hands-on how to upgrade a computer. If you want to bring in your own computer for upgrading, you can work on it in class.

PASSWORD MANAGEMENT
So, do you have tons of passwords only to forget the one that you really need? We will begin by teaching you how passwords actually work. Then you will learn how web browsers store sensitive data. So you think "thisismypassword" is a good one? Think again! We will teach you the formulation of a good password and the reason passwords should not be re-used. Learn how to store passwords and then how to use password-management tools such as Keeppass, Lastpass and Roboform why someone might pick one over the other

EXCEL BASICS AND MOS CERTIFICATION
This class covers the parts of the spreadsheet and how to navigate through the cells. You will learn how to write simple functions (SUM, MAX, MIN, AVG), print, save, close and open files, and format the spreadsheet to make it look professional. You will also learn how to copy/cut/paste formulas and text using the menu and autofill. At the end of this class, you can take the MOS Specialist Exam.

FITBIT ACE FOR KIDS
Fitbit has a new fitness tracker for kids called the Fitbit ace. Come learn all about it and soon your kids will be "tracking their exercise" and probably yours too. The cost of this class is $40 if you wish to purchase one. The ace is designed for kids 8+.

SOCIAL MEDIA
What's the fuss about Twitter? Learn the secrets of successful tweeting. Is it for me, should I be doing it, is it safe, what are the advantages vs. disadvantages? Do you even now what Facebook, Instagram, Snapchat or Blogging is? I bet your kids and grandkids do! This class will get you tech savvy.

WINDOWS 10 TIPS AND TRICKS
If you have been using Windows 10 for a week or 3 years, I am sure that you are self taught and could use some Tips and Tricks in making yourself more efficient. This class will help you finally understand the in's and out's of Windows 10. Come learn some cool tricks of the trade.