

McGrath Computer Learning Center USCA



Winter Course Catalog 2019

The McGrath Computer Learning Center is located on the USCA campus in the one story brick building between the tennis courts and softball field.


Come to our **OPEN HOUSE & REGISTRATION**, Friday, Jan. 4, 2019, 11:00 am – 1:00 pm, at McGrath Computer Learning Center.

For more information visit us:

Online, at our website address:
mcgrathclc.com

On Facebook at:
Facebook.com/mcgrathclc

On Twitter at:
twitter.com/mcgrathclc

*Learn to use everyday technology (computers, tablets, smartphones, etc.) in courses designed for adults and taught by adults. We offer a variety of courses, at basic, intermediate and advanced levels, to adults who want to develop or increase their technical skills. Learn more about the **McGrath Computer Learning Center** at our website: **mcgrathclc.com**. Our website contains descriptions of every course we teach, our schedules and links to many interesting sites. You can also like us on our Facebook page by clicking on the Facebook icon found on any website page.* 

For information about McGrath courses and how to register for them, call (803) 641-3741 or visit our website: mcgrathclc.com

Enrolling in McGrath Courses

Register online by going to our website (mcgrathclc.com), clicking on **register online** (middle of screen) and following the prompts.

Register by mail for any course by using the form on the last page of this catalog or downloading the form from our website at *mcgrathclc.com/rform.pdf*.

Register in person in room 113 of the Business & Education Building, on the USCA campus. Call 641-3741 for directions and an appointment. Or, visit the McGrath classroom on Wednesdays, 3:00-5:00 pm, during the school term (January 16 – March 6, 2019).

Register at our Open House at the McGrath Computer Learning Center on Friday, January 4, 2019, from 11:00 am-1:00 pm. Meet our instructors and coaches. Ask questions. See our classroom.

For the Winter 2019 session, classes begin January 14 and run through March 8, 2019. Courses are anywhere from one to six weeks in length.

Note: Course schedule is subject to change depending on student enrollment.



McGrath CLC
Adults Teaching Adults Everyday Technology

BASIC COURSES

PC 101: First-Time Computer User - 3 weeks/6 hours

Cost \$40

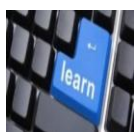


Are you a First Time Computer User? Get over your fear; surprise your friends; become computer savvy. This course, using WordPad and Windows 10, offers hands-on learning of mouse and keyboard functions. It covers the Desktop, the Taskbar, and the Win 10 Opening Screen. Students are introduced to the useful text editing program, Wordpad.

Date & Time: Mondays, January 14 – 28, 2019; 9:00-11:00 am

PC 102: Use Your PC More Effectively – 5 weeks/10 hours

Cost \$56



For those who know a little about computers, and for students who have completed the MLC 101 class. This class introduces students to more Wordpad editing functions, managing files and folders and takes them on a tour of the Internet. The course also gives them an introduction to email and its features and shows them how to personalize their computers.

Date & Time: Mondays, February 4 – March 4, 2019; 9:00-11:00 am

APPLE 201: Intro to Apple Computers – 4 weeks/8 hours

Cost \$48



This class is for beginning users of Apple computers. Topics to be covered include: introduction to Apple computing, customizing your computer for your use, creating and managing files and folders, Safari and email. *Enrollment is limited to 10 students. McGrath has 5 Mac desktop computers that may be reserved by students on a first come basis. Students without a reserved computer should bring their own Mac laptops to practice the provided instructions.*

Date & Time: Tuesdays, January 15 – February 5, 2019; 9:00-11:00 am

BONUS – OPEN LAB

Wednesdays, 3:00-5:00, while classes are in session (January 16 – March 6, 2019)

In addition to the courses that are offered, our coaches will help with any class work difficulties, making up missed classes and other computer related problems. Non-students can, if they wish, get advice on our courses and register for any openings in our classes. The best part is that this is an extra weekly practice class for free! Come visit us, ask your questions and see how computers and devices can enrich your life. You bring the problem; we'll help you to solve it!

ADVANCED COURSES

Basic Excel - 4 weeks/8 hours

Cost \$48



Learn the basics of spreadsheet development using the Microsoft Excel 2010/2013 spreadsheet program. Class exercises will focus on useful applications such as tracking expenses, keeping records of personal finances and investments, preparing an address book, and more.

Date & Time: Mondays, January 14 – February 4, 2019; 12:30-2:30 pm

Advanced Excel - 4 weeks/8 hours

Cost \$48



Using Microsoft Excel 2010/2013 learn more advanced Excel concepts, such as graphing and hiding data, using pivot tables to more easily manipulate data, advanced and nested formulas and protecting your work with passwords. Many other concepts that are useful at home and at work will be introduced. *Basic Excel or equivalent knowledge is a prerequisite.*

Date & Time: Mondays, February 11 – March 4, 2019; 12:30-2:30 pm

Making the Most of your Words - 4 weeks/8 hours

Cost \$48



Do you write letters, notices or reports – anything with text? Learn to make the most of your words with Microsoft Word. Don't just put words on a page. Format your documents any way you like – size, shape, color, style, pictures and graphics. Learn to save, organize and find your priceless documents. All this is easier than you think. This course focuses on the most used and most useful features of Microsoft Word and makes you comfortable with this powerful program.

Date & Time: Tuesdays, January 15 – February 5, 2019; 12:30-2:30 pm

Exploring Windows 10 - 5 weeks/10 hours

Cost \$56



Explore the newest version of Windows. Content includes an overview of using Windows 10, new features and apps, including Cortana (the talking personal assistant), the new Start menu, Edge browser and new ways to organize and track your work. Also included are personalizing Windows 10, managing and backing up your files, protecting your computer from malware, and recovering from hardware failures or software corruption.

Dates & Time: Mondays, January 14 – February 11, 2019; 3:00-5:00 pm

Photoshop Elements – 4 weeks/8 hours

Cost \$48



This course uses Adobe Photoshop Elements to introduce students to photo editing at its best. Do you take vacation photos, selfies, posed portraits, and special event photos? Go from so-so snapshots to amazing professional photos. Make quick photo edits. Add artistic touches like a pro, and transform your photos to wow friends and family. With this hands-on course, students will learn basic photo editing techniques. See how Photoshop Elements works for you.

Date & Time: Wednesdays, January 16 – February 6, 2019; 9:00-11:00 am

SHORT COURSES

Exploring Facebook - 2 weeks/4 hours

Cost \$32



Explore the options provided by a Facebook account. The first lesson will cover using your account (Timeline, Profile and News feed), handling photos and videos and addressing student issues. The second lesson will focus on protecting privacy and controlling what you share, by updating your account and privacy settings. To enroll in this course students must already have a Facebook account and be able to sign into their account in class.

Date & Time: Thursdays, January 17 and January 24, 2019; 9:00-11:00 am

Beginning Apple iPad/iPhone – 2 weeks/4 hours

Cost \$32



This course will provide students with a basic understanding of the iPhone and iPad. Topics will include: orientation to your device(s), terminology, lock/home screens, control center, basic settings, privacy issues, apps, passwords and Siri. All students must bring their device(s) and have their Apple ID and Apple password with them.

Date & Time: Fridays, January 18 and 25, 2019; 1:00-3:00 pm

Intermediate Apple iPad/iPhone – 2 weeks/4 hours

Cost \$32

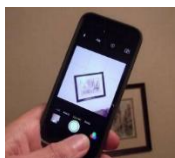


This course will feature an overview of some of the most useful apps that come with your iPad/iPhone. Learn how to surf the web with the Safari app; how to communicate and sync with the Contacts, Mail, Phone, Message (texting) and Facetime apps; how to use the Notes, Calendar and Reminder apps for organization; and how to navigate with the Maps app. You will need your Apple ID and password. *Introduction to Apple iPad /iPhone course or equivalent knowledge is a prerequisite for this course.*

Dates & Time: Fridays, February 1 and 8, 2019; 1:00-3:00 pm

Camera & Photo Apps with Apple iPhone/iPad – 2 weeks/4 hours

Cost \$32



In this course students will learn how to make the most of the camera and photo app on their iPhone or iPad. Learn to access and use the various camera controls and settings for photos and video and how to view them. Students will also learn how to use the photo app to edit photos and videos, create a custom album and share photos or videos. *The Introduction to Apple iPad/iPhone course or equivalent knowledge is a prerequisite for this course.*

Date & Time: Thursdays, February 21 and 28, 2019; 9:00-11:00 am

Basic Photo Improvements Using a Mac – 1 day/2 hours

Cost \$23



This course will teach students how to improve their photos on their Apple computer by using the Preview and Photo apps. Never take another bad picture! This course will focus on the rotating, cropping, editing light, colors, retouching and red-eye correction.

Date & Time: Thursday, March 7, 2019; 12:30-2:30 pm

Use iCloud with your iPad/iPhone – 1 day/2 hours

Cost \$23



Having trouble making sense of iCloud? In this course students will investigate syncing their iPad/iPhone to other devices and backing up their iPad/iPhone using iCloud. Also students will explore how iCloud treats photos, as well as comparing the use of iTunes to sync and back up iPad/iPhone to their PC or Mac. You will need your Apple ID and password. *Introduction to Apple iPad/iPhone or equivalent knowledge is a prerequisite.*

Date & Time: Wednesday, February 20, 2019; 9:00-11:00 am

Introduction to Android Tablet/Smartphone – 2 weeks/4 hours

Cost \$32



Do you have a new Android based tablet or smart phone, such as Samsung, LG or Nexus; and want to learn more about it? This course will provide students with a basic understanding of their device. Learn the screen gestures. Customize your Android by adjusting the settings. Understand the world of applications. Use mail and surf the web. Many devices deviate from the pure Android interface, so be prepared for some minor differences. There will be time to work separately with like tablet and smartphone users. Get the best out of your new mobile device to meet your needs. Questions are encouraged. *Students will need their Google account and should bring their Google ID and password.*

Note: This course does not cover Amazon (Kindle) Fire tablets. If Kindle Fire owners would like us to offer a course, they should indicate their interest by email to: mcgrathclc@gmail.com. With sufficient interest, a 2-hour workshop could be offered in the spring session.

Date & Time: Thursdays, January 17 and 24, 2019; 12:30-2:30 pm

Transitioning from PC to Mac Computers – 1 day/2hours

Cost \$23



Moving from Microsoft to Mac can be tricky? Have you ever wondered why Apple computers do not have a “Save As” feature? Is it hard to find your files? Things may have seemed simpler on your old PC. This course is designed to help you get used to your new Mac and the Apple operating system.

Date & Time: Tuesday, February 19, 2019; 12:30-2:30 pm

Mac Office Systems – 2 days/4 hours

Cost \$32

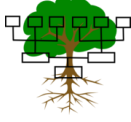


Why pay high prices for the MS Office (Word, Excel and PowerPoint) software? Use the free Apple system on your Apple computer. This course will give students an introduction to the Apple system, including the Pages, Numbers and Keynotes applications.

Date & Time: Tuesdays, February 26 and March 5, 2019; 12:30-2:30 pm

Very Basic Genealogy – 1 day/2 hours

Cost \$23



Do you know who you are and from where you come? This is a very basic workshop in which you will build a five-generation family tree, using your memory as your only source. The intent is to introduce you to some basic concepts and conventions for discovering, recording and reporting genealogical information and data.

Date & Time: Tuesday, February 12, 2019; 9:00-11:00 am

File Management – 1 day/2 hours

Cost \$23



Have you ever created a document, saved it and been unable to find it again? In this workshop students will learn how to find, save, copy, move, and delete files and folders, using File Explorer and the updated Windows 10 operating system. Every program in your computer and every document you write are contained in “files.” Managing files is one of the most important things to learn in order to use your computer effectively and hang on to your precious creations.

Date & Time: Wednesday, February 13, 2019; 9:00-11:00 am

Computer Security – 1 day/2 hours

Cost \$23

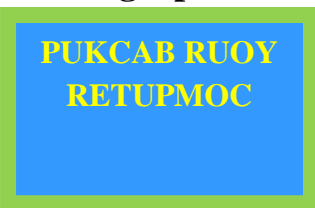


You've read about rogues hacking into commercial, government and financial computers. Why do you think your computer is any safer? It is a lot easier and a lot cheaper to prevent an intrusion than it is to clean up after your computer has been compromised. Learn about protecting your identity and computer from viruses, worms, adware, spyware, and malware. Free security tools will be covered.

Date & Time: Friday, March 1, 2019; 1:00-3:00 pm

Backing Up Your Computer – 1 day/2 hours

Cost \$23



Computers fail and files can be accidentally erased. Malware can corrupt your computer's memory. Or your machine may simply get old and quit working. Whatever the cause of a problem, backing up the data on your computer is easier and less painful than trying to find it and re-enter it from many different locations. In this course, students will learn to protect their files and data by using simple techniques for backing up their data and cloning their computer.

Date & Time: Friday, March 8, 2019; 3:00-5:00 pm

Computer Maintenance – 1 day/2 hours

Cost \$23



Students will learn to keep their hard drive clean and fast, install memory, replace CD/DVD drives and video cards, and much more.

Date & Time: Friday, March 8, 2019; 12:30-2:30 pm



REGISTRATION FORM Winter 2019

Please Print

Name _____

Mailing Address _____

Day Phone _____

City, State, Zip _____

Email Address _____

For each course, enter the course title, beginning date and fee (e.g. PC 101, January 14, \$40)

Course _____ Beg. Date _____ Fee \$ _____

Course _____ Beg. Date _____ Fee \$ _____

Course _____ Beg. Date _____ Fee \$ _____

For Apple Classes (check one): ___ I will bring my MAC laptop. ___ Please reserve a desktop MAC for me

Register by mail: Complete this form; send it and your payment information to:

Register in person:

USCA Office of External Programs
Continuing Education & Conferences
Box 20
471 University Parkway
Aiken, SC 29801

USCA Campus, Business & Education Building
Room 113

-OR-

McGrath Computer Learning Center
USCA Campus
Friday, January 4, 2019, 11:00-1:00 pm
Wednesdays, Jan. 16 – Mar. 6, 2019, 3:00-5:00 pm

Register online:

Enter this link into the address bar of your web browser (such as Google, Chrome, Edge): mcgrathclc.com/ol.htm

The last day to register for any course is the Wednesday of the week before the course starts.

FULL PAYMENT AND COMPLETED REGISTRATION FORM MUST BE RECEIVED BY USCA TO HAVE A VALID REGISTRATION.

PAYMENT: You may pay by credit card or check. Please check the appropriate box:

- Enclosed check (Payable to USCA)
Enclosed credit card information (Visa, MasterCard, Discover or AmEx only)

Visa, MC, Disc, AmEx: _____ Exp. Date: _____

Refund Policy: Prior to the first day of class, requests for refunds will be honored (less a \$10 administrative fee). No refunds after classes begin.

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