

McGrath Computer Learning Center USCA



Spring Course Catalog 2018

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, Mar. 16, 2018, 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 the website home 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 **online registration** (left side 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 (March 28 – May 16, 2018).

Register at our Open House at the McGrath Computer Learning Center on Friday, March 16, 2018, from 11:00 am-1:00 pm. Meet our instructors and coaches. Ask questions. See our classroom.

For the Spring 2018 session, classes begin March 26 and run through May 14, 2018. 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 - 4 weeks/8 hours

Cost \$48



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. Simple editing functions are taught in two lessons on WordPad.

Date & Time: Mondays, March 26 – April 16, 2018; 9:00-11:00 am

PC 102: Use Your PC More Effectively – 4 weeks/8 hours

Cost \$48



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

Date & Time: Mondays, April 23 – May 14, 2018; 9:00-11:00 am

PC 104: Improve Your PC Skills – 6 weeks/12 hours

Cost \$64

MLC104
Adding Skills & Details

This class is for those who have completed the MLC 101 course or who are already skilled in using the mouse. Students will use WordPad to practice text editing skills, as well as learn to manage their documents (files and folders) and get a tour of the Internet. They will also receive information on how to use the broader email features and use settings to personalize their computers.

Date & Time: Thursdays, March 29 – May 3, 2018; 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, March 27 – April 17, 2018; 9:00-11:00 am

BONUS – OPEN LAB

Wednesdays, 3:00-5:00, while classes are in session (March 28 – May 9, 2018)

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, March 26 – April 16, 2018; 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, April 23 – May 14, 2018; 12:30-2:30 pm

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

Cost \$48



Do you belong to a club, team, committee or association – any kind of group that requires you to communicate in writing? Do you write letters, notices or reports – anything with text? Learn to make the most of your words with Microsoft Word, versions 2010 and 2013. Don't just put words on a page. Format your documents any way you like – size, shape, color, style, pictures and graphics. Most of all 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, March 27 – April 17, 2018; 12:30-2:30 pm

Exploring Windows 10 - 4 weeks/8 hours

Cost \$48



Explore the newest version of Windows. Content includes a detailed overview of the new features and apps, including Cortana (the talking personal assistant built into the operating system), the new Start menu, Edge browser and task view. Also included are personalizing Windows 10, with emphasis on understanding how to control the information that is shared with Microsoft, and how to work effectively to get work done, manage files, and make backups.

Dates & Time: Mondays, March 26 – April 16, 2018; 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, March 28 – April 18, 2018; 9:00-11:00 am

SHORT COURSES

Mousing Tips & Tricks – 1 day/2 hours

Cost Free



This is a free workshop available to any McGrath student or potential student who wants to sharpen basic skills in using the mouse and/or the keyboard. The course will cover terminology and basic mouse functions such as pointing, right and left clicking, use of the scroll wheel, dragging, copying, cutting, pasting and more. Also, the class will explore the computer keyboard, experiment with special keys and look at methods for starting programs.

Date & Time: Friday, March 23, 2018; 9:00-11:00 am

Exploring Facebook - 2 weeks/4 hours

Cost \$32



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

Date & Time: Wednesdays, April 25 and May 2, 2018; 9:00-11:00 am

Introduction to Apple iPad/iPhone – 2 weeks/4 hours

Cost \$32



This course will provide students with a basic understanding of the iPad or iPhone. Topics will include: orientation to the device, the screen gestures, customizing the way your iPad or iPhone works by adjusting the settings including privacy, using “Siri”, using the virtual keyboard including some shortcuts and managing and using applications (apps). We will review how to create and manage Apple accounts. Students with Apple accounts should bring their Apple ID and password.

Date & Time: Fridays, March 30 and April 6, 2018; 9:00-11:00 am

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, April 13 and 20, 2018; 9:00-11:00 am

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: Fridays, April 13 and 20, 2018; 1:00-3:00 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 synching 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: Friday, April 27, 2018; 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. Amazon (Kindle) Fire tablet owners should register for the separate Exploring Amazon Fire Tablets course. *Students will need their Google account and should bring their Google ID and password.*

Date & Time: Thursdays, March 29 and April 5, 2018; 12:30-2:30 pm

Exploring Amazon Fire Tablets – 1 day/2 hours

Cost \$23



Learn to make the most of these versatile, yet inexpensive tablets. Here are some of the possibilities that students can explore: access to entertainment such as books, movies, music and games; access and send emails; download apps for an endless variety of opportunities; surf the web; take pictures with the camera. Also, Amazon Fire Tablet owners have Alexa, the virtual assistant at their command. Amazon Fire Tablets are one of the more inexpensive tablets with full support. *Students will need their Amazon ID and password.*

Date & Time: Thursday, April 26, 2018; 12:30-2:30 pm

Streaming Internet Media: Expand Your TV Possibilities – 1 day/2 hours

Cost \$23



Learn about the devices and services for bringing Internet-based programming to your TV. Watch movies, TV shows and sports events from a variety of sources like Amazon Video, Netflix, PBS and YouTube. In this workshop, we will review popular applications, such as Roku, Apple TV, Chromecast and Amazon Firestick. Instructors will provide guidelines to help students choose which app works best for them, and present the basics of setup and use of each.

Date & Time: Tuesday, April 24, 2018; 9:00-11:00 am

File Management – 1 day/2 hours

Cost \$23



Have you ever created a document, saved it and have 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: Tuesday, May 8, 2018; 9:00-11:00 am

Exploring Settings for Mac Computers – 1 day/2 hours

Cost \$23



This workshop is for experienced computer users who are transferring from Microsoft technology or starting to use Mac computers. Students will explore the settings options using computer and application preferences. *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 laptop to practice the provided instructions.*

Date & Time: Wednesday, April 11, 2018; 12:30-2:30 pm

Using Apple's Pages – 1 day/2 hours

Cost \$23



This workshop is for Mac computer users to learn to use Pages (Apple's word processing software). The focus will be on creating, editing, storing, locating and recovering documents. *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 laptop to practice the provided instructions.*

Date & Time: Thursday, May 3, 2018; 12:30-2:30 pm

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, May 4, 2018; 1:00-3:00 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, May 11, 2018; 12:30-2:30 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, May 11, 2018; 3:00-5:00 pm



REGISTRATION FORM Spring 2018

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, March 26, \$48)

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, March 16, 2018, 11:00-1:00 pm
Wednesdays, 3:00-5:00 pm, March 28 - May 16, 2018

Register online:

Enter this link into the address bar of your search engine (such as Google): 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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Aiken, SC 29801

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