

# Technology and Digital Learning Classes

## September 2017

| Monday   | Tuesday   | Wednesday  | Thursday   | Friday  | Saturday   |
|--|---|--|--|---|--|
|  |   |  |  | 1<br><b>Canva.com</b><br>1:30-2:30 p.m.   | 2  |
| 4  | 5<br><b>Lynda.com</b><br>1:30-2:30 p.m.   | 6<br><b>Open Lab</b><br>10:30 a.m.-12:30 p.m.  | 7<br><b>Open Lab</b><br>Noon-2:00 p.m.<br><br><b>Microsoft Excel (Pt. 1)</b><br>6:00-7:30 p.m.         | 8   | 9<br><b>Microsoft Word</b><br>9:30-11:00 a.m.<br><br><b>Apple Mobile Devices</b><br>1:00-2:30 p.m.<br><br><b>Library Resources for the Job Hunt</b><br>4:00-5:00 p.m.      |
| 11<br><b>Microsoft PowerPoint</b><br>10:30 a.m.-Noon<br><br><b>Avoiding Identity Theft and Scams</b><br>2:00-3:00 p.m.   | 12<br><b>WordPress (Pt. 1)</b><br>10:30-11:30 a.m.<br><br><b>Open Lab</b><br>1:30-3:30 p.m.                                     | 13<br><b>Intro to Computers</b><br>10:30-11:30 a.m.<br><br><b>Job Resources for Teens (on Level 4)</b><br>4:00-5:00 p.m. | 14<br><b>Basic Computing</b><br>Noon-1:00 p.m.<br><br><b>Microsoft Excel (Pt. 2)</b><br>6:00-7:30 p.m. | 15<br><b>Open Lab</b><br>10:30 a.m.-12:30 p.m.<br><br><b>Internet Safety for Parents</b><br>2:00-3:00 p.m.                | 16   |
| 18<br><b>Open Lab</b><br>10:30 a.m.-12:30 p.m.<br><br><b>Avoiding Identity Theft and Scams</b><br>2:00-3:00 p.m.         | 19<br><b>WordPress (Pt. 2)</b><br>10:30-11:30 a.m.<br><br><b>Apple Mobile Devices (at Thompson Library)</b><br>1:00-2:30 p.m.   | 20<br><b>Basic Computing</b><br>10:30-11:30 a.m.   | 21<br><b>Open Lab</b><br>Noon-2:00 p.m.<br><br><b>Microsoft Publisher</b><br>6:00-7:30 p.m.            | 22<br><b>Digital Library: Streaming Media</b><br>10:30-11:30 a.m.<br><br><b>Digital Library: eBooks</b><br>1:30-2:30 p.m. | 23   |
| 25<br><b>Microsoft Excel (Pt. 1)</b><br>10:30 a.m.-Noon<br><br><b>Digital Library: Streaming Media</b><br>1:30-2:30 p.m. | 26<br><b>WordPress (Pt. 3)</b><br>10:30-11:30 a.m.<br><br><b>Android Mobile Devices (at Thompson Library)</b><br>1:00-2:30 p.m. | 27<br><b>Exploring the Internet</b><br>10:30-11:30 a.m.  | 28<br><b>Microsoft Word</b><br>6:00-7:30 p.m.  | 29  | 30<br><b>Library Resources for the Job Hunt (at Rooker Library)</b><br>10:00-11:00 a.m.<br><br><b>Open Lab</b><br>1:30-3:30 p.m.<br><br><b>Canva.com</b><br>4:30-5:30 p.m. |



Classes are held on the 3rd floor of Main Library unless otherwise noted. To register, email [digital@cals.org](mailto:digital@cals.org), or call 918-3068. Registration is available on a first-come, first-served basis. Registration is not required for Open Lab sessions, but seating is limited.

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## September 2017 Course Descriptions

**Android Mobile Devices (90 minutes):** Learn how to use Android mobile devices (made by Samsung, LG, HTC, and Google), including device navigation, Google accounts, search, apps, voice commands, and other tips and tricks.

**Apple Mobile Devices (90 minutes):** Learn how to use Apple mobile devices (such as iPhones and iPads), including basic navigation on the device, Apple ID accounts, search, apps, Siri, and other tips and tricks.

**Avoiding Identity Theft and Scams (60 minutes):** Find out how to protect yourself in the digital world (and the real world) from common identity theft schemes and scams. Presented by the Arkansas Attorney General's Office.

**Basic Computing (60 minutes):** For those who have a little computer experience, this class further explores things like computer files, Internet usage and safety, and email.

**Canva.com (60 minutes):** In this class, you can explore Canva.com, a website that allows you to quickly and easily create great promotional materials for a variety of situations.

**Digital Library: eBooks (60 minutes):** Get the scoop on checking out eBooks and audiobooks to enjoy for free on your tablet, smartphone, or e-reader through the CALS OverDrive collection.

**Digital Library: Streaming Media (60 minutes):** Get the scoop on checking out movies, TV shows, music, and audiobooks to enjoy for free on your tablet, smartphone, and other devices through CALS digital services such as Hoopla and Freegal.

**Exploring the Internet (60 minutes):** Wary of the World Wide Web? If you have basic computer skills, this class will teach you how to safely and confidently use the powerful tools available on the Internet, such as search engines and email.

**Internet Safety for Parents:** Learn how to protect your kids from online threats and privacy invasions. Presented by the Arkansas Attorney General's Office.

**Internet Safety for Teens:** Learn how to protect yourself, your friends, and your family from online threats and privacy invasions. Presented by the Arkansas Attorney General's Office.

**Intro to Computers (60 minutes):** Are computers a mystery to you? This class starts at the most basic level with the basics of how--and why--to use a computer.

**Job Resources for Teens (60 minutes):** Find out about free tools from the library to help you find a job, prepare for college, and build skills you can use to reach your professional and artistic goals.

**Library Resources for the Job Hunt (60 minutes):** Find out about the digital library resources that can make your job hunt more effective, including resume-building, professional development, and other useful tools.

**Lynda.com (60 minutes):** Discover Lynda.com, a new (and free) digital service from CALS that helps you build your skills at creative work, technology, or business.

**Microsoft Excel Pt. 1 (90 minutes):** Get started using Microsoft Excel, including learning how to enter information, format text and numbers, sort and filter, and use basic formulas.

**Microsoft Excel Pt. 2 (90 minutes):** Build on your basic knowledge of Microsoft Excel by mastering more advanced formulas (including lookup) and data validation.

**Microsoft Publisher (90 minutes):** Learn how to create newsletters, flyers, postcards, and other publications for your business or event easily using Microsoft Publisher.

**Microsoft Word (90 minutes):** Explore the basics of Microsoft Word, including information on formatting, saving, and printing documents.

**WordPress (three 60-minute sessions):** Learn how to create and manage a website using the WordPress content management system. Three-part course.

**Open Lab:** Drop by and ask technology questions, or get help with a specific problem from an expert. Feel free to bring your mobile device or laptop. **No registration required.**