Technology and Digital Learning Classes
October 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 **Microsoft Excel (Pt. 2)** 10:30 a.m.-Noon **Internet Safety for Parents** 2:00-3:00 p.m.	3 **Lynda.com** 10:30-11:30 a.m.	4 **Open Lab** 10:30 a.m.-12:30 p.m.	5 **Library Resources for the Job Hunt** Noon-1:00 p.m. **Android Mobile Devices** 6:00-7:30 p.m.	6 **Avoiding Identity Theft and Scams** 11:00 a.m.-Noon **Open Lab** 1:30-3:30 p.m.	7
9 **Intro to Computers** 10:30-11:30 a.m. **Basic Computing** 1:30-2:30 p.m. **Exploring the Internet** 2:30-3:30 p.m.	10 **Canva.com** 1:30-2:30 p.m. **Universal Class** 6:30-7:30 p.m.	11	12	13 **Apple Mobile Devices** 1:30-3:00 p.m.	14 **Open Lab** 9:30-11:30 a.m. **Canva.com** 1:30-2:30 p.m. **Microsoft PowerPoint** 4:00-5:30 p.m.
16 **Library Resources for the Job Hunt** 1:30-2:30 p.m.	17 **Digital Library: eBooks (at Thompson Library)** 1:00-2:00 p.m.	18 **Microsoft Excel (Pt. 1)** 10:30 a.m.-Noon	19 **Open Lab** Noon-2:00 p.m. **WordPress (Pt. 1)** 6:30-7:30 p.m.	20	21
23 **Lynda.com** 10:30-11:30 a.m. **Apple Mobile Devices** 1:00-2:30 p.m.	24 **Digital Library: Streaming Media (at Thompson Library)** 1:00-2:00 p.m.	25 **Microsoft Excel (Pt. 2)** 10:30 a.m.-Noon	26 **Microsoft Word** Noon-1:30 p.m. **WordPress (Pt. 2)** 6:30-7:30 p.m.	27	28 **Digital Library: eBooks (at Rooker Library)** 10:00-11:00 a.m. **Universal Class** 1:30-2:30 p.m. **Open Lab** 3:00-5:00 p.m.
30 **Microsoft Publisher** 10:30 a.m.-Noon	31 **Exploring the Internet** 10:30-11:30 a.m.				

Classes are held on the 3rd floor of Main Library unless otherwise noted. To register, email 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.

CENTRAL ARKANSAS LIBRARY SYSTEM

Technology and Digital Learning Classes

October 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 in 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.

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 through CALS that helps you build your skills in 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.

Universal Class Orientation (60 minutes): Find out how to get the most out of Universal Class, a free service through CALS that offers online continuing education courses—complete with human instructors—that you can take at your own pace.

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.**