

Technology and Digital Learning Classes

December 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 PowerPoint 9:30-11:00 a.m. Photoshop (@ Main Library, 2nd floor) 2:00-4:00 p.m.
4 WordPress (Pt. 1) 10:30-11:30 a.m. Apple Mobile Devices 1:30-3:00 p.m.	5 Library Resources for the Job Hunt 10:30-11:30 a.m. Foundation Databases 3:30-4:30 p.m.	6 Universal Class 10:30-11:30 a.m.	7 Intro to Computers noon-1:00 p.m. Photoshop (@ Main Library, 2nd floor) noon-2:00 p.m. Open Lab 5:30-7:30 p.m.	8 Foundation Databases 1:30-2:30 p.m.	9 Microsoft Word 9:30-11:00 a.m.
11 WordPress (Pt. 2) 10:30-11:30 a.m. Android Mobile Devices 1:30-3:00 p.m.	12 Photoshop (@ Main Library, 2nd floor) 9:30-11:30 a.m. Foundation Databases 2:30-3:30 p.m. Internet Safety for Parents 6:00-7:00 p.m.	13 Season's Greetings with Canva 10:30 a.m.-noon	14 Basic Computing noon-1:00 p.m. Photoshop (@ Main Library, 2nd floor) noon-2:00 p.m. Microsoft Excel (Pt. 1) 6:00-7:30 p.m.	15 Open Lab 10:30 a.m.-12:30 p.m. Foundation Databases 1:30-2:30 p.m.	16
18 WordPress (Pt. 3) 10:30-11:30 a.m. MailChimp 1:30-2:30 p.m.	19 Open Lab 10:30 a.m.-noon	20 Lynda.com 10:30-11:30 a.m.	21 Exploring the Internet noon-1:00 p.m. Microsoft Excel (Pt. 2) 6:00-7:30 p.m.	22 Publisher 10:30 a.m.-noon	23
25	26	27 Discover Your New Device 1:30-3:30 p.m.	28 Digital Library: eBooks noon-1:30 p.m. Digital Library: Streaming Media 2:00-3:30 p.m.	29	30



Classes are held on the 3rd floor of Main Library, in the Technology Classrooms, unless otherwise noted. Sessions on the 2nd floor will be in the CALS Creative Technology Center. **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 and Discover Your New Device, but seating is limited.

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December 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.

Basic Computing (60 minutes): For those who have a little computer experience, this class further explores things like search, common computer programs and file types, and using the file manager.

Digital Library: eBooks (60 minutes): Learn to check out eBooks and audiobooks for your tablet, smartphone, or e-reader through the CALS OverDrive collection.

Digital Library: Streaming Media (60 minutes): Learn to check out movies, TV shows, music, and audiobooks to enjoy on your tablet, smartphone, or other device through CALS digital services such as Hoopla and Freegal.

Discover Your New Device (120 minutes): Just got a new piece of technology for the holidays? We'll help you set it up. This is a drop-in session; **no registration required.**

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

Foundation Databases (60 minutes): Learn how to access to the Foundation Center databases to find grants and other funding for your charitable and academic endeavors.

Internet Safety for Parents: Learn how to protect your kids 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, showing you 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 from CALS that helps you build your skills at creative work, technology, or business.

MailChimp (60 minutes): This course will show you how to use the mass email service MailChimp to communicate effectively about your business, organization, or event.

Microsoft Excel Pt. 1 (90 minutes): Start 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.

Photoshop for Beginners: (2 hours): Learn basic Photoshop skills, such as correcting colors and lighting, fixing blemishes, scaling and cropping photos, using tools, and working with layers. No prior photo editing experience required.

Season's Greetings with Canva (90 minutes): Spread the holiday spirit while learning how to use the easy graphic design tools and pre-made templates available through Canva.com.

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

Universal Class (60 minutes): Find out how to get the most out of Universal Class, a free service from 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.**