

LAGUNA WOODS PC CLUB

April & May Classes

Rev. 3/8/20

To Register: Visit the PC Club website at <https://www.thepcclub.org/> and select Class Registration in the left menu. Or visit the PC Club Workshop on the third floor of the Community Center to register manually. Classes are held in the adjacent PC Club Learning Center.

Effective Resume Writing, and Interview Preparation For Success – 4 weeks

Includes Career/Job Focus With Assessment

Saturday mornings, 9:00AM – 12:00PM from April 11th through May 2nd 2020

Tuition \$25 non member – \$15 member

Instructor: Dr. Kathryn Green

For those of us who are interested in continuing our work lives – we are certainly aware the way we look for and apply for jobs has completely evolved from when we did this earlier in our lives.

This class is being taught by Dr. Kathryn Green. Kathryn – both earlier in her own career and now – is a career life planning professional. She has both a Master's Degree in Career Counseling and a Doctorate in Education. Kathryn has a deep and practical understanding that can guide you in navigating today's job market – which uses artificial intelligence software to sort applicants before reaching a human HR person.

Over her career, she has helped professionals, long term unemployed and mature workers find rewarding employment opportunities.

Introduction & Refresher - Windows 10 3 weeks + an added 4th week if needed

Wednesdays, 10:00AM – 12:00PM from April 15th through May 6th

Tuition \$25 non member – \$15 member

Instructor: Jack Schnabel

If you would like more instruction and practice with Windows 10, this is the class. We will go at a moderate pace, have considerable hands-on time, and always have time for questions. This class will help you become more comfortable using Windows 10 in general, and doing common tasks such as email, photo sharing, and online browsing. Please note: this class requires prior experience with some version of Windows.

Smart Speaker – Intelligent Personal Assistant – SIG

These include the Amazon Echo and Amazon TV stick

Tuesday, 10:00AM to 1:00PM on April 14th

Tuition \$10 non member – Free for members

Instructor: Yori Neumark

This SIG will include information on current generations of these devices, including the Amazon TV stick Streaming Device. And in order to demonstrate more fully the most interesting and capable features of newly available products, much of the discussion will use the recently updated Amazon's Alexa Echo Show, which includes video.

THESE CLASSES ARE FOR LAGUNA WOODS RESIDENTS ONLY

D I Y: Computer System Maintenance – 3 Weeks

Tuesdays, 1:00PM to 3:00PM from April 21st through May 5th

Tuition \$15 non member – \$10 member

Instructor: Les Mahru

This class is intended to reduce or prevent your frustration with your computer system and to save you costly repair bills. It includes simple steps to back up important files, examine and analyze a computer and speed up a slow computer. It also covers how to deal with freeze-ups and other problems, including balky printers and restoring lost internet access.

Downloading and installing free cleanup, anti-virus and anti-malware programs will also be demonstrated and explained.

Prerequisite: good working knowledge of Windows 10. This is not a suitable class for computer beginners.

Chromebook: Introduction and Use – SIG

Thursday 1:00PM – 3:00PM on April 16th

Tuition \$10 non member – Free for members

Instructor: J.R. Davis

This session will provide an introduction and demonstration of the Chromebook, a computer that is much easier to use, more secure, and less costly than PCs or Macs.

In addition to the demonstration, we will answer your questions on owning and using one.

Setting up and using a Chromebook will be covered along with tasks and applications such as email, word processing, photos, news, weather, videos, etc. For your further familiarization, a Chromebook is available in the PC Workshop for your trial and use.

Video Production – presented in the Chinese Language – 3 weeks

Thursdays, 9:30AM to 11:30AM from April 2nd through April 16th

Tuition \$15 non member - \$10 member

Instructor: Frank Liu

If you have a lot of photos and some video clips on your PC, you may want to put them together, add music, and make a video. This course will show you how to use your PC and Windows 10 with an app, called Photos to do this.

Video production software can have many, many editing functions and variations – and complexity. But this course is specially focused on basic video editing so that you can learn and use the features and enjoy the results. With this good introduction to video production, you can later learn and use other software with more editing features.