

2008 – 2009 Schedule

Introduction to Computers		
9/22/08 - 10/30/08	M,Th	1-4 PM
1/13/09 - 2/19/09	T, Th	9-Noon
Internet & Email		
11/3/08 - 12/15/08	M,Th	9-Noon
3/2/09 - 4/9/09	M,Th	1-4 PM
Special Projects		
11/3/08 - 12/15/08	M,Th	1-4 PM
3/2/09 - 4/9/09	M,Th	9-Noon
Digital Cameras & Computers		
1/13/09 - 2/19/09	T, Th	1-4 PM
4/21/09 - 5/28/09	T, Th	9-Noon
Security & Maintenance		
4/21/09 - 5/28/09	T, Th	1-4 PM
Essential Job Skills		
Word Processing	Sat. 9 AM – 4 PM Tues. 5:30 – 7:30 PM (Online)	1/24/09 – 2/14/09
Spreadsheets		3/14/09 – 4/4/09
PowerPoint™		4/25/09 – 5/16/09

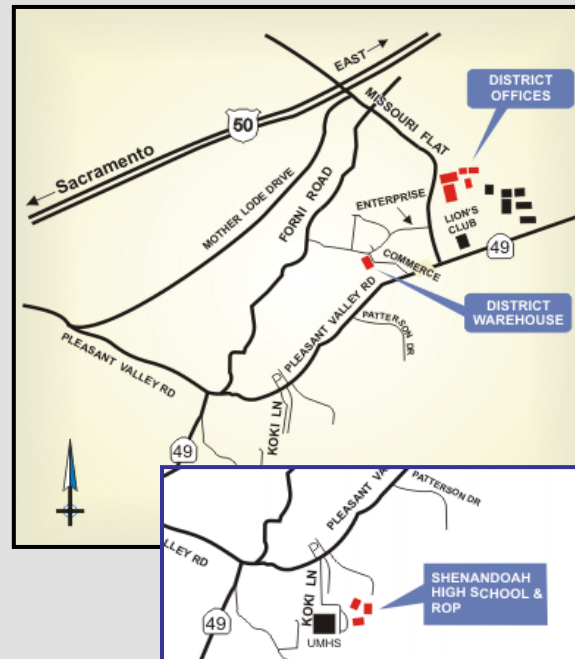
Certificates of Competency are available to successful students.

Registration & Information:

Central Sierra ROP
4675 Missouri Flat Road
Placerville, CA 95667
(530) 622-5081
Extension 7233 or 7239

You must pre-register to guarantee a space in class.

Classes meet on the Shenandoah High School campus, Room ROP A



Central Sierra ROP

Computer Class Schedule

September 2008 - June 2009



CSROP offers a series of computer classes designed to teach the skills necessary to operate successfully in today's digital age. Classes consists of 24-36 hours of instruction consisting of lectures, demonstrations, reading materials and plenty of hands-on practice. Lessons are designed to answer common questions and emphasize real-life situations. Each student is provided with a desktop computer equipped with popular Microsoft™ software, internet access and printing capabilities. Students of all ages are welcome and adult students will find this format and instructor particularly effective.

Introduction to Computers

Can't communicate with your computer? Don't understand tech support or your ISP? Tired of trying to read the manual? Introduction to Computers may be just the class for you. It is designed for those with no computing experience and new users who want to improve their technique and understanding. Emphasis is on basic skills and simple applications. No previous computer experience is required. Windows XP and Vista are covered. Classes are scheduled for October 2008 and January 2009. *(Skills taught in this class are required for all other classes.)*

Internet & Email



The main reason many people have a computer is to send email and surf the internet. The main reason some people don't is fear. We cover both in this class teaching you how to find interesting and useful websites, use email and do it all safely. Learn how to customize your internet program to improve both safety and ease of use. Some previous computer experience is recommended for this class. It is scheduled to start November 2008 and March 2009. *(The skills taught in this class are also recommended for most other classes.)*

Digital Cameras & Computers



In this class you'll learn how to move photos from a digital camera to a computer using free software from Adobe™. Also covered:

- How to keep photos organized
- Basic photo editing
- Printing photos
- Sending photos via email.
- Free internet resources

This class is for advanced-beginner and intermediate students. Students are encouraged to bring their own cameras to class. Classes are scheduled to start in January and April 2008.

Special Projects

Create sophisticated documents using templates. Templates are pre-designed documents that can be customized to suit your purpose. They are available for letters & business cards, calendars & greeting cards, flyers & newsletters, and stationary, envelopes & labels. We'll create mailing lists and merge them with your documents. Discover free online resources for photographs & clipart and project specific software. This class is for advanced-beginner and intermediate students. Classes are scheduled to start November 2008 and March 2009.

Computer Security & Maintenance



Computers need regular maintenance. Without maintenance they become clogged with unnecessary files, unused programs and fragmented data. In addition, the operating system and antivirus software must be updated to protect against endless security threats. Failure to perform regular maintenance results in slow performance, computer crashes and leaves you vulnerable to computer viruses. This class is for advanced-beginner and intermediate students. This class is scheduled to be taught in April 2009.

Microsoft Word, Excel & PowerPoint™

These 3 classes represent the most often used Microsoft™ software used in professional settings today. Word is used to create text documents. Excel is found in most accounting situations. And PowerPoint is used to create presentations. To accommodate most work schedules we offer these classes on Saturdays from 9 AM - 4 PM with three 2-hour online sessions on Tuesday evenings from 5:30-7:30 PM. These are fast paced classes open to advanced-beginner and intermediate students. They are scheduled for winter & spring 2009. See the schedule for details.