

ADULT EDUCATION OFFERINGS – WINTER/SPRING 2011-12

Course No.	Workshop	Date	Time	Location	Cost*	Enrollment
W12-4	Microsoft Office 2007—Excel Basics	Tues., Jan 3, 17, 31, Feb. 6	5:30-7:30 PM	HS -A147	\$40.00	15
W12-5	Knitting Basics and Projects	Tues. Jan 3, 17, 31, Feb. 7	3:30-5:00 PM	HS Faculty Room	\$40.00	10
W12-6	Knitting Basics and Projects	Thurs. Jan. 5, 12, 19, 26	6:00-7:30 PM	HS Faculty Room	\$40.00	10
W12-7	CANCELLED- Microsoft Office 2007—PowerPoint Basics	Thurs. Jan. 5, 12, 19, 26	5:30-7:30 PM	HS-A147	\$40.00	15
W12-8	YogaFit	Tues. Jan. 10, 17, 24, 31, Feb. 7, 14, 21 makeup date	6:30-7:30 PM	Bonfield Music Rm	\$40.00	14
W12-9	Arthritis Foundation Tai Chi	Wed., Jan. 11, 18, 25, Feb. 1, 8, 15	6:30-7:30 PM	Bonfield Music Rm	\$40.00	14
W12-10	Making Simple Movies Using iMovie	Tues. & Thurs. Jan. 10, 12, 17, 19	6:30-8:00 PM	HS-A121	\$40.00	15
W12-11	Rug Braiding	Tues. Feb. 7, 14, 21, 28, Mar. 6, 13	7:00-8:30 PM	Bonfield Library	\$50.00	12
W12-12	Digital Story	Tues. & Thurs. Feb. 7, 9, 16, 21	6:30-8:00 PM	HS-A121	\$40.00	15
W12-13	Knitting Basics and Projects	Tues. Feb. 21, 28, Mar. 6, 13	3:30-5:00 PM	HS Faculty Room	\$40.00	10
W12-14	Knitting Basics and Projects	Thurs. Feb. 2, 9, 16, 23	6:00-7:30 PM	HS Faculty Room	\$40.00	10
W12-15	Microsoft Office 2007—Excel Intermediate	Tues. Feb. 21, 28, Mar. 6, 13	5:30-7:30 PM	HS -A147	\$40.00	15
W12-16	Knitting Basics and Projects	Thurs. Mar. 1, 8, 15	6:00-8:00 PM	HS Faculty Room	\$40.00	10
W12-17	Using the Windows 7 Operating System—Level 1	Thurs. Jan. 12	3:30-5:30 PM	HS-A147	\$20.00	15
W12-18	Using the Windows 7 Operating System—Level 2	Thurs. Jan. 19	3:30-5:30 PM	HS-A147	\$20.00	15
W12-19	Time to Get Connected—FACEBOOK for First Timers	Mon. Jan 23 & Tues. Jan 24	3:30-5:00	JB Comp Lab	\$20.00	15
W12-20	FACEBOOK 2	Wed. Jan 25 & Thurs. Jan. 26	3:30-5:00	JB Comp Lab	\$20.00	15
W12-21	Microsoft Office 2007—Word Intermediate	Thurs. Jan 26, Feb. 2, 16	3:30-6:00 PM	HS-A147	\$40.00	15
W12-22	Video Chat with SKYPE	Tues. Feb. 7	3:30-5:00 PM	JB Comp Lab	\$20.00	15

W12-23	Microsoft Office 2007—PowerPoint Presentations	Tues. Apr. 3, 10, 17	5:30-7:30 PM	HS-A147	\$40.00	15
--------	--	----------------------	--------------	---------	---------	----

Think Spring!!!

S12-1	Knitting Basics and Projects	Tues. Apr. 3, 10, 17, May 8	3:30-5:00 PM	HS Faculty Room	\$40.00	10
S12-2	Knitting Basics and Projects	Thurs. Apr. 5, 12, 19	6:00-8:00 PM	HS Faculty Room	\$40.00	10
S12-3	Microsoft Office 2007—Access Basics	Tues. May 8, 15, 22	5:30-7:30 PM	HS-A147	\$40.00	15
S12-4	Knitting Basics and Projects	Tues. May 15, 22, June 5	3:30-5:30 PM	HS Faculty Room	\$40.00	10
S12-5	Knitting Basics and Projects	Thurs. May 17, 24, June 7	6:00-8:0 PM	HS Faculty Room	\$40.00	10

- **No charge for senior citizens**

W12-4 Microsoft Office Excel Basics

Instructor: Dr. Judy Drager-McCoy

Location: HS, Room A147

Dates: Tuesdays, Jan. 3, 17, 31, Feb. 6

Time: 5:30-7:30 PM

Cost: \$40.00/Senior Citizens No Charge

Did you upgrade to Microsoft Office 2007 or 2010? Boy does it look different!! This course is designed for novices to spreadsheets, those who need a brush up, or those who want more formal training using spreadsheet software. After a review of the Excel window and the new ribbons and groups (toolbars), some of the topics participants will learn are how to: open, create, edit, format and save a spreadsheet; enter numbers, text, and formulas; insert clip art and objects to enhance spreadsheets; and use various page setup and print options. This workshop will help even if you are using other versions of Microsoft Word or Microsoft Works!

Prerequisites: None

Maximum Enrollment: 15

W12-5 Knitting Basics and Projects

Instructor: Dr. Judy Drager-McCoy

Location: HS Downstairs Faculty Room

Dates: Tuesdays, Jan. 3, 17, 31, Feb. 7

Time: 3:30-5:00 PM

Cost: \$40.00/Senior Citizens No Charge

Would you like to learn how to knit? Do you already have some basic knitting skill and would like to learn a little more about knitting? Would you like more time to practice knitting? Would you like to make new friends and enjoy the company of other knitters? If so, here is your chance. The goal of this knitting workshop is to give you a chance to be with other knitters and to complete a project or perhaps two!!!! You can learn or review various knitting skills: casting on and binding off, knitting and purling, increasing and decreasing/reading patterns, establishing your knitting gauge, etc. Come have some fun! (Use front entrance and walk through lobby. Take the first hallway to your left. Faculty Room is the first door on the left.)

Prerequisites: None

Maximum Enrollment: 10

W12-6 Knitting Basics and Projects

Instructor: Dr. Judy Drager-McCoy

Location: HS Downstairs Faculty Room

Dates: Thursdays, Jan. 5, 12, 19, 26

Time: 6:00-7:30 PM

Cost: \$40.00/Senior Citizens No Charge

Would you like to learn how to knit? Do you already have some basic knitting skill and would like to learn a little more about knitting? Would you like more time to practice knitting? Would you like to make new friends and enjoy the company of other knitters? If so, here is your chance. The goal of this knitting workshop is to give you a chance to be with other knitters and to complete a project or perhaps two!!!! You can learn or review various knitting skills: casting on and binding off, knitting and purling, increasing and decreasing/reading patterns, establishing your knitting gauge, etc. Come have some fun! (Use front entrance and walk through lobby. Take the first hallway to your left. Faculty Room is the first door on the left.)

Prerequisites: None

Maximum Enrollment: 10

CANCELLED- W12-7 Microsoft Office 2007—PowerPoint Basics

Instructor: Barb Whitman

Location: HS, Room A147

Dates: Thursdays, Jan. 5, 12, 19, 26

Time: 5:30-7:30 PM

Cost: \$40.00/Senior Citizens No Charge

Did you upgrade to Microsoft Office 2007? Boy does it look different!! This course is designed for novices to experts, those who need a brush up, or those who want more formal training using presentation software. After a review of the Power Point window and the new ribbons and toolbars, you will become familiar with how to create dynamic, professional looking presentations with easy-to-use predefined layouts, themes, or templates. Topics covered include: Presentation Basics; Text Basics; Themes and Background Styles; Pictures and Clip Art; Word Art and Shapes; Working with Tables; Working with Charts; Animating Text and Objects; Using Transitions; Creating Slide Shows and more.

Prerequisites: None

Maximum Enrollment: 14

W12-8 YogaFit

Instructor: Kathy Ross

Location: Bonfield El Music Room

Dates: Tuesdays, Jan. 10, 17, 24, 31, Feb. 7, 14, 21 for a make up date.

Time: 6:30-7:30 PM

Cost: \$40.00/Senior Citizens No Charge

Try Yoga and explore the benefits of stretching and strengthening your body. The YogaFit style provides a safe instruction for those new to yoga. The flowing positions provide a full body work out. (Yoga mats are available for anyone that does not have one.)

Prerequisites: None

Maximum Enrollment: 14

W12-9 Arthritis Foundation Tai Chi Program

Instructor: Kathy Ross

Location: Bonfield El Music Room

Dates: Wednesdays, Jan. 11, 18, 25, Feb. 1, 8, 15, Feb., 29 make up date.

Time: 6:30-7:30 PM



Arthritis Foundation
Tai Chi Program™



Cost: \$40.00/Senior Citizens No Charge

Learn the agile steps and arm work of Dr. Lam's Tai Chi for Arthritis. The twelve movements of this Tai Chi form will provide a safe way to help your physical condition no matter what your age without any prior knowledge of Tai Chi. This class includes Qigong exercises that facilitate healing improve breathing and relaxation. This class can increase strength and flexibility, decrease pain in joints, and improve balance. Instructor Kathy Ross has been teaching Tai Chi for Arthritis since 2006.

Prerequisites: None

Maximum: 14

W12-10 Making Simple Movies Using iMovie

Instructor: Joanna Lynch

Location: HS A121

Charge

Dates: Tuesdays and Thursdays, Jan. 10,

12, 17, 19

Time: 6:30-8:00 PM



Cost: \$40.00/Senior Citizens No

Learn how to use this video editing program to capture and create family memories. You will learn how to import video and edit footage to create interesting presentations. You will also learn how to add graphics, music, narration, and photos.

Prerequisites: None

Maximum Enrollment: 15

W12-11 Rug Braiding

Instructor: Marsha Campbell

Location: John R. Bonfield Library Classroom

Cost: \$50.00/Senior Citizens No Charge

Dates: Tuesdays, Feb. 7, 14, 21, 28, Mar. 6, 13

Time: 7-8:30 PM

Learn an old craft and take part in a "Green" activity! Braided rugs were originally made with old worn out garments that had usable parts. In six evening sessions and extra at-home work, you will complete a round braided chair pad and learn the tips and skills to make your own braided rug. Bring to class a scissors, needle, thread and, of course, wool fabric. Old woolen clothing can be found in your closets, gathered from relatives or purchased in thrift shops. Some will be available for purchase in class. During the last three classes, you will also need a lacer and lacing thread. Both can be purchased on-line or in class for approximately \$5. each. When you braid, everything is in your hands! Come join us.

Prerequisites: None

Maximum Enrollment: 15

W12-12 Digital Story

Instructor: Joanna Lynch

Location: HS A121

Cost: \$40.00/Senior Citizens No Charge

Dates: Tuesdays and Thursdays, Feb. 7, 9, 16, 21

Time: 6:30-8:00 PM



Ever wanted to take your old photos and make them into a digital story that you can view over and over again? Digital storytelling weaves photos, music, narrative, and voice together to create a visual story. A variety of tech resources will be used including iPhoto, iTunes, iMovie, and another programs found online.

Prerequisites: None

Maximum Enrollment: 10

W12-13 Knitting Basics and Projects

Instructor: Dr. Judy Drager-McCoy

Location: HS Downstairs Faculty Room

Cost: \$40.00/Senior Citizens No Charge

Dates: Tuesdays, Feb. 21, 28, Mar. 6, 13

Time: 3:30-5:00 PM

Would you like to learn how to knit? Do you already have some basic knitting skill and would like to learn a little more about knitting? Would you like more time to practice knitting? Would you like to make new friends and enjoy the company of other knitters? If so, here is your chance. The goal of this knitting workshop is to give you a chance to be with other knitters and to complete a project or perhaps two!!!! You can learn or review various knitting skills: casting on and binding off, knitting and purling, increasing and decreasing/reading patterns, establishing your knitting gauge, etc. Come have some fun! (Use front entrance and walk through lobby. Take the first hallway to your left. Faculty Room is the first door on the left.)

Prerequisites: None

Maximum Enrollment: 10

W12-14 Knitting Basics and Projects

Instructor: Dr. Judy Drager-McCoy

Location: HS Downstairs Faculty Room

Dates: Thursdays, Feb. 2, 9, 16, 23

Time: 6:00-7:30 PM

Cost: \$40.00/Senior Citizens No Charge

Would you like to learn how to knit? Do you already have some basic knitting skill and would like to learn a little more about knitting? Would you like more time to practice knitting? Would you like to make new friends and enjoy the company of other knitters? If so, here is your chance. The goal of this knitting workshop is to give you a chance to be with other knitters and to complete a project or perhaps two!!!! You can learn or review various knitting skills: casting on and binding off, knitting and purling, increasing and decreasing/reading patterns, establishing your knitting gauge, etc. Come have some fun! (Use front entrance and walk through lobby. Take the first hallway to your left. Faculty Room is the first door on the left.)

Prerequisites: None

Maximum Enrollment: 10

W12-15 Microsoft Office 2007—Excel Intermediate

Instructor: Dr. Judy Drager-McCoy

Location: HS, Room A143

Dates: Tuesdays Feb. 21, 28, Mar. 6, 13

Time: 5:30-7:30

Cost: \$40.00/Senior Citizens No Charge

After a brush up and review of the basic features of Excel learned in the Excel Basics workshop, this course will cover the following topics: formatting a chart, using graphic objects, sorting and filtering data; customizing the work area; advanced formula construction, linking cells, and integrating an Excel document with a Word document. This workshop will improve your Excel skills even if you are using an older version of Microsoft Excel.

Prerequisites: None

Maximum Enrollment: 15

W12-16 Knitting Basics and Projects

Instructor: Dr. Judy Drager-McCoy

Location: HS Downstairs Faculty Room

Dates: Thursdays, Mar. 1, 8, 15

Time: 6:00-8:00 PM

Cost: \$40.00/Senior Citizens No Charge

Would you like to learn how to knit? Do you already have some basic knitting skill and would like to learn a little more about knitting? Would you like more time to practice knitting? Would you like to make new friends and enjoy the company of other knitters? If so, here is your chance. The goal of this knitting workshop is to give you a chance to be with other knitters and to complete a project or perhaps two!!!! You can learn or review various knitting skills: casting on and binding off, knitting and purling, increasing and decreasing/reading patterns, establishing your knitting gauge, etc. Come have some fun! (Use front entrance and walk through lobby. Take the first hallway to your left. Faculty Room is the first door on the left.)

Prerequisites: None

Maximum Enrollment: 10

W12-17 Using the Windows 7 Operating System—Level 1

Instructor: Dr. Judy Drager-McCoy

Location: HS-A147

Cost: \$20.00/Senior Citizens No Charge

Date: Thursday, Jan. 12

Time: 3:30 – 5:30 PM

The purpose of this course is to have participants become more familiar with the Windows 7 Operating System. Some of the topics included in this workshop are how to: customize the appearance of your system, properly add and remove programs and hardware, format a disk, create and delete shortcuts on your desktop, move/copy/delete files, and use the control panel. Note: Even if you are using another Windows Operating System, this is an excellent workshop!

Prerequisites: None

Maximum Enrollment: 15

W12-18 Using the Windows 7 Operating System—Level 2

Instructor: Dr. Judy Drager-McCoy

Location: HS-A147

Cost: \$20.00/Senior Citizens No Charge

Date: Thursday, Jan. 19

Time: 3:30 – 5:30 PM

In this Level 2 workshop participants will continue explore the features available in the Windows 7 Operating System. Some of the topics included in this workshop are how to: use more features of the control panel and My Computer, troubleshoot your system and create and emergency startup disk, set up a file management system to meet your needs, and how to maintain your system so it will work faster and more efficiently. Note: Even if you are using another Windows Operating System, this is an excellent workshop!

Prerequisites: Familiarity with Windows & or completion of the Level I workshop

Maximum Enrollment: 15

W12-19 Time to Get Connected--FACEBOOK for First Timers!

Instructor: Dr. Joyce Good

Location: John Beck Computer Lab

Cost: \$20.00/Senior Citizens No Charge

Dates: Monday, Jan. 23 & Tuesday, Jan. 24

Time: 3:30 – 5:00 PM

This workshop will help participants understand what Facebook is, how it is being used in today's society and the benefits/challenges of having an account. During the first session participants will set up an account, review privacy settings, and delve into the difference between the Wall and the News Feed pages. Then we'll look at and update Profiles. We will also investigate finding and adding friends and posting a status. The second session will investigate messages, notifications and chatting. We will also discuss how to handle "friend" issues such as deleting or limiting a friend's ability to see items, and creating groups.

A computer will be available for you to use, however, if you are bringing your own computer, please email the instructor so that a Guest Network pass can be created.

Prerequisites: None

Maximum Enrollment: 15

W12-20 Time to Get Connected--FACEBOOK 2

Instructor: Dr. Joyce Good

Location: John Beck Computer Lab

Cost: \$20.00/Senior Citizens No Charge

Dates: Wed., Jan 25 & Thurs., Jan. 26

Time: 3:30 – 5:00 PM

In this workshop, we'll explore how to comment/like someone's status, upload and tag photos, use the status updater, and show/hide both posts. The second session will focus on answering questions participants have about using their accounts.

A computer will be available for you to use, however, if you are bringing your own computer, please email the instructor so that a Guest Network pass can be created.

Prerequisites: Participants must already have created a Facebook account to attend this session.

Maximum Enrollment: 15

W12-21 Microsoft Office 2007—Word Intermediate

Instructor: Dr. Judy Drager-McCoy

Location: HS-A147

Cost: \$40.00/Senior Citizens No Charge

Dates: Thursdays Jan. 26, Feb. 2, 16

Time: 3:30 – 6:00 PM

This course will continue to reinforce the skills learned in the Word Basics class. We will review formatting and editing skills learned in the basic class. Additional topics covered in this workshop include: working with tabs, columns, and tables; working with sections within a document; working with styles and auto text; and enhancing documents with graphics and pictures. This workshop will improve your Word skills even if you are using an older version of Microsoft Word.

Prerequisites: None

Maximum Enrollment 15

W12-22 Video Chat with Skype

Instructor: Dr. Joyce Good

Location: John Beck Computer Lab

Cost: \$20.00/Senior Citizens No Charge

Dates: Tues., Feb. 7

Time: 3:30 – 5:00 PM

Skype is an online collaborative tool that allows you to video chat, message or share documents with others. You can use Skype on whatever works best for you - on your phone or computer or a TV with Skype on it. This is an introductory course that will begin with creating an account and using basic tools. We will be looking at just the free version of Skype for this session.

Prerequisites: None

Maximum Enrollment 15

W12-23 Microsoft Office 2007—PowerPoint Presentations

Instructor: Dr. Judy Drager-McCoy

Location: HS-A147

Cost: \$40.00/Senior Citizens No Charge

Date: Tuesdays April 3, 10, 17

Time: 5:30 – 7:30 PM

This course will introduce participants to PowerPoint 2007 that is used to make slide presentations for personal and business use. Participants will become familiar with the various functions and menus needed to create and edit slides. In addition, participants will learn how to enhance slides with clipart, graphics, images, transitions, animations, video clips, and sounds. Come with a specific idea or no idea at all and just enjoy. PowerPoint is interesting and fun!

Prerequisites: None

Maximum Enrollment: 15

S12-1 Knitting Basics and Projects

Instructor: Dr. Judy Drager-McCoy

Location: HS Downstairs Faculty Room

Cost: \$40.00/Senior Citizens No Charge

Dates: Tuesdays, Apr. 3, 10, 17, May 8

Time: 3:30-5:00 PM

Would you like to learn how to knit? Do you already have some basic knitting skill and would like to learn a little more about knitting? Would you like more time to practice knitting? Would you like to make new friends and enjoy the company of other knitters? If so, here is your chance. The goal of this knitting workshop is to give you a chance to be with other knitters and to complete a project or perhaps two!!!! You can learn or review various knitting skills: casting on and binding off, knitting and purling, increasing and

decreasing/reading patterns, establishing your knitting gauge, etc. Come have some fun! (Use front entrance and walk through lobby. Take the first hallway to your left. Faculty Room is the first door on the left.)

Prerequisites: None

Maximum Enrollment: 10

S12-2 Knitting Basics and Projects

Instructor: Dr. Judy Drager-McCoy

Location: HS Downstairs Faculty Room

Cost: \$40.00/Senior Citizens No Charge

Dates: Thursdays, Apr. 5, 12, 19

Time: 6:00-8:00 PM

Would you like to learn how to knit? Do you already have some basic knitting skill and would like to learn a little more about knitting? Would you like more time to practice knitting? Would you like to make new friends and enjoy the company of other knitters? If so, here is your chance. The goal of this knitting workshop is to give you a chance to be with other knitters and to complete a project or perhaps two!!!! You can learn or review various knitting skills: casting on and binding off, knitting and purling, increasing and decreasing/reading patterns, establishing your knitting gauge, etc. Come have some fun! (Use front entrance and walk through lobby. Take the first hallway to your left. Faculty Room is the first door on the left.)

Prerequisites: None

Maximum Enrollment: 10

S12-3 Microsoft Office 2007—Access Basics

Instructor: Dr. Judy Drager-McCoy

Location: HS-A147

Dates: Tuesdays, May 15, 22, June 5

Time: 5:30 – 7:30 PM

This course will introduce participants to database basics using Microsoft Access 2002. Access is a very powerful and useful software package for both business and personal use. Participants will gain an understanding as to what databases are and how they can be used; how to design, create, modify and navigate in the database program; and how to manipulate, sort, and query data. Even if all you would like to do is create and use a mailing list to generate labels and envelopes for your Christmas cards, this workshop is for you!!!

Prerequisites: None

Maximum Enrollment: 15

S12-4 Knitting Basics and Projects

Instructor: Dr. Judy Drager-McCoy

Location: HS Downstairs Faculty Room

Cost: \$40.00/Senior Citizens No Charge

Dates: Tuesdays, May 15, 22, June 5

Time: 3:30-5:00 PM

Would you like to learn how to knit? Do you already have some basic knitting skill and would like to learn a little more about knitting? Would you like more time to practice knitting? Would you like to make new friends and enjoy the company of other knitters? If so, here is your chance. The goal of this knitting workshop is to give you a chance to be with other knitters and to complete a project or perhaps two!!!! You can learn or review various knitting skills: casting on and binding off, knitting and purling, increasing and decreasing/reading patterns, establishing your knitting gauge, etc. Come have some fun! (Use front entrance and walk through lobby. Take the first hallway to your left. Faculty Room is the first door on the left.)

Prerequisites: None

Maximum Enrollment: 10

S12-5 Knitting Basics and Projects

Instructor: Dr. Judy Drager-McCoy

Location: HS Downstairs Faculty Room

Cost: \$40.00/Senior Citizens No Charge

Dates: Thursdays, May 17, 24, June 7

Time: 6:00-8:00 PM

Would you like to learn how to knit? Do you already have some basic knitting skill and would like to learn a little more about knitting? Would you like more time to practice knitting? Would you like to make new friends and enjoy the company of other knitters? If so, here is your chance. The goal of this knitting workshop is to give you a chance to be with other knitters and to complete a project or perhaps two!!!! You can learn or review various knitting skills: casting on and binding off, knitting and purling, increasing and decreasing/reading patterns, establishing your knitting gauge, etc. Come have some fun! (Use front entrance and walk through lobby. Take the first hallway to your left. Faculty Room is the first door on the left.)

Prerequisites: None

Maximum Enrollment: 10