EMERITUS COLLEGE SENIORS
COMPUTER WORKSHOPS

Jun-Dec 2015 Schedule

Computer Basics
*Pre-requisite: Curiosity
If you have little or no experience with the computer, then join us. This is a good course for the first time user. You’ll be introduced to the use of the keyboard, mouse and hand gestures on a touchscreen. With your newly found learning, you may register for the next course, Internet Your First Experience.
Aug 3, 5, 7; MW; 9:30-11:30am; Yuen, Kawamata; $100 (Emeritus Club: $75)
Code: SR060315

Internet Your First Experience
*Pre-requisite: Computer Basics or equivalent experience
This Internet course is for the first time World Wide Web user. In this course, you will become familiar with surfing the Web through hands-on experience. After completing this course, you may register for Email.
Aug 18, 20; ThTh; 9:30-11:30am; Yamashiro; $75 (Emeritus Club: $50)
Code: SR081815

Email (Electronic Mail)
*Pre-requisite: Internet Your First Experience or equivalent experience
Create an Outlook.com account and learn to compose, send and retrieve email. It’s a great way to stay connected with family and friends around the world.
Aug 28, Sep 4; F; 9:30-11:30am; Yonemoto; $75 (Emeritus Club: $50)
Code: SR082815

Excel 2013 for Beginners
*Pre-requisite: Computer Basics and a working knowledge of the keyboard
This course is designed with the beginner in mind. You will become familiar with the layout of Excel 2013, and learn the basic features to create and manage simple spreadsheets.
Sep 29, Oct 1; ThTh; 9:30-11:30am; Sonoda; $90 (Emeritus Club: $60)
Code: SR092915

Word 2013 for Beginners
*Pre-requisite: Computer Basics and a working knowledge of the keyboard
This is the ideal course for beginners interested in word processing. You will be introduced to the layout of Microsoft Word 2013 and learn to create simple documents using basic features. Bring a USB flash drive to class to save your documents.
Jul 1, 8, W; 9:30-11:30am; Nakajo; $90 (Emeritus Club: $60)
Code: SR070115
Sep 21, 23; MW; 9:30-11:30am; Nakajo; $90 (Emeritus Club: $60)
Code: SR092115

Word 2013 Intermediate
*Pre-requisite: Word 2013 for Beginners
This intermediate-level course continues where the Beginners course left off. Add the “WOW” factor to your documents by using fun features like styles, borders, text effects, word art, and bullets. Translate one word or an entire document with a few clicks of your mouse. Bring a USB flash drive to class to save your documents.
Jul 15, 22; W; 9:30-11:30am; Nakajo; $90 (Emeritus Club: $60)
Code: SR071515

Word: Graphics
*Pre-requisite: Word 2013 Beginners
Have fun using the enhanced graphics features in Word 2013. Use your own photos or other graphics in class. You will be surprised at the many picture editing tools and artistic effects in this word processing program. Bring a USB flash drive to class to save your documents.
Jul 29; W; 9:30-11:30am; Nakajo; $50 (Emeritus Club: $30)
Code: SR072915

Address Labels
*Pre-requisite: Word 2013 for Beginners
Create your personalized mailing labels. This course includes using your own address database to use with mail merge for unique labels for your recipients.
Dec 2; W; 9:30-11:30am; Nakajo; $50 (Emeritus Club: $30)
Code: SR120215

iPad Basics using iOS
*Pre-requisite: Participant must come to class with your Apple ID & password written on a notepad, and the latest iOS installed onto your iPad. The iPad is one of the most popular tablet computers today. The iPad is a personal device which runs on the mobile operating system, has a touchscreen display, virtual on screen keyboard, can access the internet, and run programs from the App Store. (If you don’t have an iPad, class use rental is $10 and made on a first come, first serve basis. Email <eschonolulu@gmail.com> by July 27, 2015 to reserve an iPad. The iPad rental fee is collected on the first day of class.)
Aug 10, 12; MW; 9:30am-12:00pm; Nakajo; $100 (Emeritus Club: $75)
Code: SR081015

Scanning Photos
A scanner is a device that reads and copies information or images to a computer. In this course you will learn to use a scanner to archive old family photos and save them to your USB flash drive. Bring a dozen photos to scan in class. For the second class meeting (on Jul 17), you will sign up in class for individual times to work on your own photographs.
Bring a USB flash drive to save your images.
Jul 10, 17; F; 9:30-11:30am; Yonemoto; $75 (Emeritus Club: $50)
Code: SR070115

Join Jane Burgsay, Social Security Public Affairs Specialist for an Introduction to what you need to know about Social Security
Social Security 101 Workshop
Pre-Retirement Social Security account
Retirement Medicare Spouse’s Benefits Disability
You will learn about eligibility requirements for various Social Security programs and online services, including how to create a my Social Security account. Attendees will have the opportunity to create their online account to access their Social Security Statement, and get estimates of future benefits. If you already receive benefits, you also can get your benefit verification letter, and much more!
Go to pcatt.org/emeritus/SS101 to register for Social Security 101
Available workshops:
- Jul 20, 2015; 2:30-4:00pm
- Jul 23, 2015; 11:00am-12:30pm
Honolulu Community College is excited to bring you a fun series of hands-on workshops that will change the way you interact with your PC. These workshops are customized for adult learners and are delivered at a pace you can enjoy.

My PC: Windows 8.1 Basics  
*Pre-requisite: A working knowledge of prior Windows operating systems – i.e. Windows 7, Vista or XP.
This hands-on course, created by Microsoft, covers the basic skills necessary to use Windows OS efficiently. Use a touch screen monitor, keyboard and mouse to navigate confidently on the PC and have fun using the new features of Windows latest operating system.

**My PC: Create Movies and Slideshows – Windows 8.1**  
*Pre-requisite: A working knowledge of prior Windows operating systems – i.e. Windows 7, Vista or XP.
Turn your digital photos and videos into a fun movie slideshow! Learn easy ways to create movies with your photos by adding transitions, motion effects, titles, credits, captions and sound track, as well as export to share the movie. Bring to class digital photos, videos, and music on a USB flash drive; and earphones.

**My PC: Edit and Get Creative with Digital Photos - Windows 8.1**  
*Pre-requisite: A working knowledge of prior Windows operating systems – i.e. Windows 7, Vista or XP.
Have fun while learning all the essentials, including color and light adjustments, crop, straighten, fix red-eye, panoramic, photo fuse and retouch photos. Bring to class a USB flash drive with several digital photos to work with.

**My PC: Secure Your PC - Windows 8.1**  
*Pre-requisite: A working knowledge of prior Windows operating systems – i.e. Windows 7, Vista or XP.
This workshop focuses on the security features in Windows 8.1 and Internet Explorer 11. Learners will discover how to help keep their PCs protected from malware using a wide range of built-in security features and how to back up and restore files.

**My PC: Create Movies and Slideshows – Windows 8.1**  
*Pre-requisite: A working knowledge of prior Windows operating systems – i.e. Windows 7, Vista or XP.
Turn your digital photos and videos into a fun movie slideshow! Learn easy ways to create movies with your photos by adding transitions, motion effects, titles, credits, captions and sound track, as well as export to share the movie. Bring to class digital photos, videos, and music on a USB flash drive; and earphones.

**My PC: Edit and Get Creative with Digital Photos - Windows 8.1**  
*Pre-requisite: A working knowledge of prior Windows operating systems – i.e. Windows 7, Vista or XP.
Have fun while learning all the essentials, including color and light adjustments, crop, straighten, fix red-eye, panoramic, photo fuse and retouch photos. Bring to class a USB flash drive with several digital photos to work with.

**Register Now!! Choose your classes carefully. There are no transfers and refunds.**

**Course Information**

- **Course Code**: SR070715
- **Start Date**: Jul 7, 14; T; 9:30 - 11:30am
- **Location**: Kawamata; Yamashiro; Yonemoto; Tomiyama; Kawamata
- **Duration**: 8 weeks
- **Fee**: $75 (Emeritus Club: $50)
- **Time**: 9:30 - 11:30am
- **Day**: Tuesdays, Fridays
- **Location**: 874 Dillingham Blvd. Bldg 2, Rm 507 Honolulu, HI 96817-4598
- **Contact**: Phone: 845-9296 • Fax: 845-3567
- **Hours**: 3:00 to 11:30am, 12:30 to 4:00pm

**Register Now!!**

**Method of Payment**

- Check (Payable to: UHP Emeritus)
- Credit Card
- Visa
- MasterCard

**Parking Information**

- **Registered Owner**: ____________
- **Make of Car**: ____________
- **Color**: ____________
- **State**: ____________
- **License #**: ____________
- **Start Date**: ____________
- **Expiration Date**: ____________
- **Number on Credit Card**: ____________
- **Signature**: ____________

**EMERITUS CLUB**

We are a membership organization for retirees and those near retirement, age 55 years and older. Emeritus Club members have unique benefits, such as discounts on selected Emeritus computer workshops and the use of the Open Computer Lab. It is easy to join. Print the Emeritus Club form, along with a $25 payment to the University of Hawaii Foundation – Emeritus Program, and mail to the address below. Membership is renewed annually and expires on December 31, 2015.

**Honolulu Community College**
Non-Credit Registration Office
874 Dillingham Blvd. Honolulu, HI 96817-4598

**Open Computer Lab: Wednesdays, Fridays: New hours: 12:00 – 2:30pm**

The Open Lab is for members of the Emeritus Club. The lab is designed as an extension of Emeritus computer workshops, where seniors practice their class assignments. Lab users may also work independently.

The Open Lab is not a course and private lessons are not allowed. Activities such as copying copyrighted & licensed materials, and accessing adult websites are prohibited at the College. It will result in the loss of access and use of this facility and the equipment in it.

Participants bring their own computer supplies when working in this comfortable, up-to-date facility. Friendly senior volunteers are on duty from 12:00 to 2:30pm. The Emeritus College is closed on Jun 11, Jul 3, Aug 21, Sep 7, Nov 11, 26, 27, and Dec 14-31, 2015.

If you do not wish to remain on our customer list, please call us at 845-9296.

Unwanted mail is costly for us and the environment.

If you wish to discontinue receiving material, please send your request to:

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UHF-Emeritus Program
Non-Credit Registration Office
874 Dillingham Blvd. Bldg 2, Rm 507
Honolulu, HI 96817-4598

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Hours: 3:00 to 11:30am, 12:30 to 4:00pm