

INTERNET & EMAIL SPRING SEMESTER 2012

NEW! Google App Series

Whether you are working in a professional environment, leader in a civic organization, working from your home or retired, Google has an app that you can use to make your life more efficient. Let us show you how to make these applications work for you.

NEW! Google Calendar \$65 + \$5 tech fee

Set up multiple calendars. Sync calendars to mobile devices. Share calendar appointments with colleagues, civic clubs, friends and family. Activate alarms and alerts to assure that you never miss a single appointment. No prerequisite.

1.2 CEUs.

#1224	L. Williams	Jan 9-30
106 Van Dusen Hall	M/W	1-3 pm

NEW! Google DOCs \$65 + \$5 tech fee

Google DOCs will teach you how to publicly or privately share documents with groups and individuals allowing you to edit and create documents-even at a distance. Whether it is working on a professional document, creating a family list of addresses or a collection of family recipes, Google DOCs has a use for you. No prerequisite. 2.0 CEUs.

#1226	L. Williams	Feb 1-20
106 Van Dusen Hall	M/W	1-3 pm

NEW! Google Chrome/Scholar \$65 + \$5 tech fee

Research is made easier using Google Chrome as your internet browser. We will show you how to customize your settings with the options available. For more academic research, we will explore Google Scholar. No prerequisite. 1.2 CEUs.

#1227	L. Williams	Feb 22-Mar 12
106 Van Dusen Hall	M/W	1-3 pm

NEW! Google Voice \$65 + \$5 tech fee

Are you paying for cell phones for your employees? Do you need a system to act as a switchboard router? Would you like for all of your phones to ring in one place? Google Voice will give you one number, provide you with a comprehensive personal or professional voice message system, allow you to store one number with your cell phone company to do all of your calling, minimizing your overall monthly overage possibilities. Make Google Voice work for you. No prerequisite. 1.2 CEUs.

#1228	L. Williams	Mar 14-Apr 2
106 Van Dusen Hall	M/W	1-3 pm

NEW! Gmail \$65 + \$5 tech fee

Gmail is Google's free web-based email service. Gmail offers better spam protection, lots of free mail storage and access via mobile phones. The free version of Gmail also includes built-in chat capabilities. Come and find out how you can setup your gmail account and use it wisely. No prerequisite. 1.25 CEUs.

#1229	L. Williams	Apr 30-May 14
106 Van Dusen Hall	M/W	1-3:30 pm

Windows Live Mail \$40 (all must pay)

Say goodbye to Outlook Express and Windows Mail, and hello to Windows Live Mail. Windows Live Mail is the NEW Microsoft email client. Prerequisite: Windows Level 1, Internet Basics. .75 CEUs.

#1225	D. Kuehl	Jan 19-26
106 Van Dusen Hall	T/Th	9-11:30 am

Buying & Selling on eBay \$65 + \$5 tech fee

Do you have items in your attic that you would like to sell or is there a rare piece of pottery you're wanting to purchase? Learn to buy and/or sell items on eBay. Prerequisite: Windows Level 1 and Internet Basics. 1.25 CEUs

#1230	B. Clifton	Apr 30-May 14
105 Van Dusen Hall	M/W	8:30-11 am