



SOCIAL MEDIA BASICS

NEW

If you are new to social media this is the perfect class to introduce you to the communication and marketing capabilities of Facebook, Twitter, Instagram, Snapchat and YouTube. Each week you will learn the basic functionality of each platform and how you can create a personal or business marketing/communication plan using one or a combination of platforms. Whether you want to reconnect with friends, advertise your business, or attract a personal following, this class will help you harness the powers of social media. Students are expected to practice skills learned during class throughout the week.

Minimum 10, maximum 30.

210125	Mon	6:00-7:30 p.m.	06/05/17 - 07/10/17
6 wks	AEC1	102	De Guzman \$35

Material Fee: \$10 cash payable to instructor at the first class meeting for handouts and certificate.

Rina de Guzman is a certified instructor in adult education from George Brown College with a Master in Communication Management from USC. Mrs. de Guzman is an avid user of all social media platforms and as part of her career.

CONQUERING YOUR COMPUTER PHOBIA

Does the thought of using a computer make you a little uneasy? Are you tired of the youngest members of your family asking you questions to which you haven't got the foggiest notion of how to answer? Then this class is for you. This beginning class focuses on the basics of operating Windows 7 Professional, using common software programs, manipulating and saving files, word processing and printing.

Minimum 5 students, maximum 30.



210101	Tue	3:30-5:30 p.m.	06/06/17-06/27/17
4 wks	AEC1	102	Schermer \$35

Material Fee: \$45 cash payable to the instructor at first class meeting for handouts.

SOARING WITH EXCEL

This is the perfect class for anyone who knows nothing about Excel, or has used Excel for a little while, but needs to learn how to do more. This class will take you from knowing nothing to building a complete spreadsheet with formulas in just the first class. This enjoyable and relaxed environment will teach you Excel basics, the parts of the screen, entering and editing data, formatting your sheet, working with math calculations, functions such as SUM and AVERAGE, cut, copy, and paste, and finally printing your sheet.

Minimum 5 students, maximum 30.

210110	Tue	5:45-7:45 p.m.	06/06/17-06/27/17
4 wks	AEC1	102	Schermer \$35

Material Fee: \$45 cash payable to the instructor at first class meeting for handouts.

These classes will be taught by technology expert, Richard Schermer, M.A.; M.S. He is very well liked and is known for clearly demonstrating, communicating and explaining key learning concepts.



TYPING/KEYBOARDING

Students will get familiar with the computer keyboard and learn the basic typing of the alphabet and numbers. This class will help improve your typing skills.

Minimum 4 students, maximum 10.

210126	Wed	4:00-5:00 p.m.	06/07/17-07/12/17
6 weeks	AEC1	102	Chow \$30

Material Fee: \$5 cash payable to instructor first day of class for handouts.

MICROSOFT WORD

This class will introduce students to Microsoft Word and is intended for people who want to learn the word processing application in the Microsoft Office Suite that lets you easily create professional looking documents using various themes, visual designs, and formatting tools.

Minimum 4, maximum 10 students.

210129	Wed	5:00-6:30 p.m.	06/07/17-07/12/17
6 wks	AEC1	102	Chow \$50

Material Fee: \$5 cash payable to instructor first day of class for handouts.

Charles Chow has taught at Rowland Adult and Community Education for more than two years. Charles Chow invites anyone who wants to learn about to participate in the classes.

GOOGLE DRIVE

Streamline your work and personal life with Google Drive and the many tools connected to this free feature that comes with any Gmail account. Create documents, spreadsheets, cloud integrated surveys and slideshows. **Students must come to class with a Gmail account and a basic knowledge of computers.**

Minimum 6 students, maximum 30.

210121	Sat	10:00 a.m.-12:00 p.m.	06/10/17-06/17/17
2 wks	AEC1	102	Campbell \$75

Material Fee: \$10 cash payable to the instructor at first class meeting for handouts.

John Campbell is a credentialed teacher with over 15 years experience in the classroom. As an elementary and junior high teacher, Mr. Campbell has been an innovator in the use of technology in the classroom. Mr. Campbell is currently the Director of the Computer Lab at the El Monte Adult School where he also teaches as an online instructor.



The Information printed in this Schedule of Classes regarding classes, location, and teachers is as up-to-date as possible at time of printing.