



Connections Course Descriptions

OASIS Connections is made possible by contributions from:
The U.S. Department of Commerce
AT&T

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Introduction

The Connections curriculum is research-based and designed for the needs of adults age 50 plus. There are two types of courses: “Long” and “Short.”

Long Courses

Long Courses are comprehensive programs designed to promote optimal learning and retention for older adults. There are 11 Long Courses - each one consisting of multiple sessions. Each participant is provided with a spiral bound Student Handbook to use in class and take home afterward. Long Course Student Handbooks are ordered from The OASIS Institute.

Short Courses

Short Courses are introductions to topics or reviews of topics already covered in Long Courses. There are 23 Short Courses - each one consisting of 1 to 4 sessions. Each participant is provided with a Student Handbook to use in class and take home afterward. Short Course Student Handbooks are downloaded directly from the OASIS website.

Spanish Translations

Spanish translations are available for the Long Courses *Introduction to Computers* and *Introduction to the Internet*, and the Short Courses *Exploring the Internet* and *Getting Acquainted with the Computer*. These courses may be taught by a bi-lingual instructor where available.

Connections Instructor Guide

Each Connections course has a corresponding Instructor Guide that can be downloaded directly from the OASIS website.

Course Descriptions

The following pages contain descriptions of all the OASIS Connections courses. These descriptions may be used for marketing purposes and course catalogs.

If you have questions, please don't hesitate to contact your Participating Partner, Connections Coordinator or local OASIS Director. You may also call The OASIS Institute at 314/862-2933.

Courses by Category

Computers:

Meet the Computer (S)
Introduction to Computers (L, ST)
Getting Acquainted
 with the Computer (S, ST)
Computer Survival Skills (S)
Safety First:
 Privacy and Security Online (S)

Windows:

Let's Do Windows (L)
Looking at Windows (S)
What's New in Windows Vista? (S)

Internet and Email:

Exploring the Internet (S, ST)
Introduction to the Internet (L, ST)
Surfing, Shopping & Beyond: Getting
 the Most Out of the Internet (L)
Keeping Your Email Organized (S)
Wellness on the Web: An
 Introduction (S)
Me, My Family and I:
 An Introduction to Genealogy (S)
Going, Going, Gone:
 An Introduction to eBay (S)
Exploring Google (S)
Gone Blogging (S)
Going Wireless:
 How to Use Wi-Fi (S)

Job Hunting:

The Complete Job Search (L)
The Job Search Online (S)
Your Resume (S)

Microsoft Office:

Introduction to Microsoft Word (L)
Intermediate Microsoft Word (L)
Introduction to Microsoft Excel (L)
Introduction to
 Microsoft PowerPoint (L)
Introduction to
 Microsoft Publisher (L)

Social Networking:

Joining the Online Community (S)
Social Networking Online (S)
The Facebook Starter Kit (S)
I'm on Facebook: Now What? (S)
The Twitter Toolkit (S)
I'm on Twitter: Now What? (S)

Digital Photography:

Picture This: An Introduction to
 Digital Photography (S)
Fantastic Photos with Picasa (L)

(S) Short Course

(L) Long Course

(ST) Spanish Translation Available

Long Course Descriptions

Introduction to Computers – 6 two-hour sessions

In this fun, hands-on course you will learn all the basic computer skills including using the mouse and keyboard, working in Microsoft Windows, using Microsoft Word, surfing the Internet and using Email. This course is ideal for someone who has a little experience with the computer but wants to know more. *Note:* If you have never touched a computer or keyboard before, you may benefit from attending our *Meet the Computer* course prior to *Introduction to Computers*.

Introduction to the Internet – 6 two-hour sessions

Demystify the Internet! Learn how to navigate the Internet and use email to keep in touch with your friends and family. Not a lecture, this class is all hands-on learning with a high-speed Internet connection. You will open your own free email account to send and receive email with friends and relatives. Before taking this course, you should know basic computer skills like how to use a mouse and keyboard, how to turn the computer on and off and a general understanding of the Windows operating system.

Let's Do Windows – 6 two-hour sessions

Want to make using your computer easier? In this course, you will learn Windows tips and tricks to make computing easier and more fun. Learn about the Windows operating system, customizing your Desktop, creating shortcuts and managing your files and folders. You'll also learn tips to keep your computer running smoothly and efficiently.

The Complete Job Search – 6 to 7 two-hour sessions

In this course you will begin conducting a modern job search including planning and tracking, searching for jobs online, filling out job applications, writing and sending resumes and cover letters and interviewing. Prior to taking this course, you should already have basic Windows, Word, Internet and Email skills.

(Instructor Notes: This course includes the content of *The Job Search Online* and *Your Resume*, plus many more job search skills. This course is written as seven sessions. However, an OASIS Director or Partner may choose to schedule the entire course or the individual modules as needed.)

Long Course Descriptions continued

Surfing, Shopping & Beyond: Getting the Most Out of the Internet

– 6 two-hour sessions

Want to use the Internet more safely and effectively? In this course, you will learn a variety of skills such as how to navigate through shopping sites and know what to look for to ensure your privacy and security. You will also learn about online communities, message boards and chat rooms, as well as advanced email techniques like creating your own stationery and sending photographs and documents to friends and relatives.

Introduction to Microsoft Word – 6 two-hour sessions

In this course you will learn valuable word processing skills like creating, saving and retrieving documents; inserting and deleting text; formatting text; and using cut, copy and paste. Before you take this course, you should have some experience with the computer and the Windows operating system.

Intermediate Microsoft Word – 6 two-hour sessions

This course focuses on intermediate word processing skills like formatting longer documents, using clipart, using templates and styles, creating and editing tables and creating mail merges. This is a follow-up to the Connections course *Introduction to Microsoft Word*. If you haven't taken that course, you should at least be familiar with the basic features and functions of Microsoft Word.

Introduction to Microsoft Excel – 6 two-hour sessions

This course teaches Microsoft Excel basics. Excel is a spreadsheet program that helps you manage mathematical information. It is frequently used in today's workplace. Once you begin to understand the basics, you will find it is an easy and fun application to use. For example, you can use Excel to budget your personal finances and keep track of your investments. You can also use Excel to follow loan repayments, compare different mortgages, create invoices and more. Prior experience with the computer and an understanding of the Windows operating system is recommended.

Long Course Descriptions continued

Introduction to Microsoft PowerPoint – 6 two-hour sessions

Microsoft PowerPoint is a software program for creating and showing presentations that include slides, outlines, speaker's notes and audience handouts. In this course designed for beginners, you will learn the fundamentals of PowerPoint. Practice using text, pictures and clip art, and then edit your presentation to make it look professional. General knowledge of the Windows operating system and some knowledge of Microsoft Word are recommended prerequisites.

Introduction to Microsoft Publisher – 6 two-hour sessions

Microsoft Publisher is a computer-publishing program that helps you easily create, customize and publish newsletters, brochures, flyers and catalogs. In this course you will learn skills like designing page layout, creating master pages, setting design guidelines, creating styles, inserting pages and copying formats.

Fantastic Photos with Picasa – 5 two-hour sessions

Want to learn how to enhance, organize and share your digital photos? In this course you will learn how to edit and crop photos, organize them and create beautiful albums, collages and slideshows. Plus, you'll learn how to share digital photos with family and friends via email and the Internet.

Short Course Descriptions

Meet the Computer – 1 to 2 two-hour sessions

Never tried a computer before? In this course you will get to meet the computer, the keyboard and the mouse, and you will learn what they are and how to use them. No experience is necessary for you to take this relaxed, fun class.

Note: If you have never used a computer before, this is an excellent class to take before *Introduction to Computers*.

Getting Acquainted with the Computer – 1 to 2 two-hour sessions

Never used a computer before? Wondering what all the excitement is about? Take this class to learn a bit about computers. This is a hands-on class that will acquaint you with the parts of a computer, working in Microsoft Windows and how to open and use software programs.

Exploring the Internet – 1 to 2 two-hour sessions

Having trouble finding what you need on the Internet? Come to this class and learn the best way to search for the information you want. You will get to try out some search strategies online with plenty of time to practice.

Keeping Your Email Organized – 1 to 2 two-hour sessions

You've been using email for some time now, but things are getting messy. How do you get all your email organized? And how do you deal with all that annoying junk mail? This class teaches you helpful email skills, including how to use your email address book and junk mail filters.

Looking at Windows – 1 to 2 two-hour sessions

Refresh the skills you need to work with the Windows operating system or just learn some helpful things about Windows. In this course, you will learn skills that are useful for beginning computer users including resizing and manipulating Windows, changing the mouse properties, using toolbars, rearranging the Desktop and getting support online.

Computer Survival Skills – 1 to 2 two-hour sessions

Come to this short hands-on class to find out how to keep your computer running well and troubleshoot minor problems. Before taking this class, you should already know how to use a computer mouse and keyboard.

Short Course Descriptions continued

The Job Search Online – 1 to 2 two-hour sessions

Looking for a new or part-time job? In today's world, the Internet is an important resource in the search for work. In this class you will learn to search for jobs online, post your resume and communicate with prospective employers. Before taking this class, you will need some basic computer and Internet experience.

Your Resume – 1 to 2 two-hour sessions

If you are thinking about returning to the workforce, transitioning to a part-time job or making a change in your life, you may need to upgrade your resume or even create a new one. Learn the basics of professional resume writing and avoid the errors that are common on many resumes. You will leave this class with a professional looking resume. Some knowledge of Microsoft Word and the Windows operating system are a prerequisite.

Safety First: Privacy and Security Online – 1 to 2 two-hour sessions

The Internet provides us with powerful tools to shop, instant message with friends, send email to family and even talk to people in chat rooms. However, it also creates some threats to our privacy. Learn about using passwords, good security habits, virus protection, firewalls and much more. Knowing how to protect yourself online can go a long way towards making the use of the Internet safer.

Wellness on the Web: An Introduction – 1 to 2 two-hour sessions

This short, hands-on computer class will help you find resources for health related issues. You will get to explore many health related websites recommended by OASIS, including the *Better Choices, Better Health* online workshop. You will also learn to be wary of inaccurate websites dealing with health topics.

Exploring Google – 1 to 2 two-hour sessions

Google is a leading search engine that helps you locate information on the Internet. In this course, you will learn about some of the other useful and fun features of Google, including news, maps, videos, calendars and health and financial information.

Short Course Descriptions continued

Going, Going, Gone: An Introduction to eBay – 1 to 2 two-hour sessions

Buying and selling items online is a fun and easy way to shop and sell. eBay is the largest and most active auction site on the Internet featuring everything from books to cars. This class will help you navigate your way through the ins and outs of eBay, whether you want to buy, sell or simply browse.

Social Networking Online – 4 two-hour sessions

Social networking online is communicating electronically with people who share common interests. There are many methods of social networking online. In this class, we will focus on chatting, blogging and participating in a social networking community. We will also discuss common sense and safety online.

Joining the Online Community – 2 two-hour sessions

An online community is a website that facilitates electronic communication among people with similar interests. Community members get to know each other through personal profiles, messages, photos and blogs. In this course, you will join AARP Online and Facebook to learn what they have to offer.

Gone Blogging – 1 to 2 two-hour sessions

A blog, or web log, is an online journal. Blogs are usually created by an individual called a blogger. Many blogs provide commentary or news on a particular subject, and others function as personal online diaries. Blogging can be an inexpensive, fun and fulfilling hobby. In this course, you will create your own blog using a free website.

The Facebook Starter Kit – 3 two-hour sessions

Facebook is the most popular social networking website in the world, with over 350 million active users. It's a great way to stay in touch with family and friends. In this course, you will learn all about Facebook, become a member of this free website and post messages and photos online. After this course, you will be able to continue making friends and using Facebook on your own.

Short Course Descriptions continued

I'm on Facebook: Now What? – 3 two-hour sessions

Are you one of the millions of Facebook users saying to themselves, "I'm on Facebook, now what?" In this course, you will learn more fun Facebook features such as fan pages, photo albums, tagging, chatting and emailing. This is a follow up to the Connections course *The Facebook Starter Kit*. If you haven't already taken that course, you should at least have a Facebook account and know how to post on Facebook. Be sure to bring your Facebook login information to class.

The Twitter Toolkit – 2 two-hour sessions

Twitter is a fun way to keep in touch. People use the Twitter website to tell others what they're doing right now and to see what other people are up to. In this course, you will learn all about Twitter, become a member of this free website and read and post messages online. After this course, you will be able to continue using Twitter on your own.

I'm on Twitter: Now What? – 2 two-hour sessions

Are you one of the millions of Twitter users saying to themselves, "I'm on Twitter, now what?" In this course, you will learn more useful Twitter features, such as posting photos, using account settings and sending direct messages. This is a follow up to the Connections course *The Twitter Toolkit*. If you haven't already taken that course, you should at least have a Twitter account and know how to tweet. Be sure to bring your Twitter login information to class.

Going Wireless: How to Use Wi-Fi – 1 to 2 two-hour sessions

Want Internet access on the go? Wi-Fi is the wireless Internet connection available at many coffee shops, libraries and airports. You can also set up a Wi-Fi system at home. In this course, you will learn all about Wi-Fi, where and how to get it and important safety precautions you need to know. (If you have a laptop computer or cell phone with Wi-Fi Internet access, you can bring it to class. However, this is not required.)

Short Course Descriptions continued

Me, My Family and I: An Introduction to Genealogy – 1 to 2 two-hour sessions
Genealogy can be fun and rewarding. But there's so much information on the Internet that you may be asking, "Where do I begin?" and "What will work for me?" This course is designed as an introduction to online genealogy to help you learn vocabulary, get organized and begin to sort through all the possibilities. You will go on to do your own research and make your own discoveries.

Picture This: An Introduction to Digital Photography – 2 two-hour sessions
Tired of having film developed? Want to share photos electronically via email and the Internet? Considering buying a digital camera? In this course you will learn about the advantages of digital photography and the equipment and features you need to know about when buying a digital camera. You will also get a brief introduction to software and websites for organizing, editing and sharing digital photos.

What's New in Vista – 1 to 2 two-hour sessions

In January of 2007, Microsoft introduced a new operating system called Vista. If your computer uses Vista, this course will help you to understand many of the new features you need to know, such as the new Desktop, Control Panel, Ease of Access Center and Windows Sidebar.