



Connections Course Listings

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Introduction

The Connections curriculum is research-based and designed for the needs of adult learners. Each participant is provided with a Student Handbook to use in class and take home afterward.

We recommend course sessions be limited to 1 ½ to 2 hours in length. Each course comes with a suggested number of sessions (see course descriptions.) Keep in mind that these are broad guidelines and that sufficient time should be given for your particular class size as well as the age and technical skill level of the participants.

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 Connections Coordinator or local OASIS Director. You may also call The OASIS Institute at 314/862-2933 x272.

Translations

Spanish translations are available for a growing list of courses. Some courses are also available in Korean. These courses may be taught by a bi-lingual instructor where available.

Connections Instructor Guide

Most Connections courses have a corresponding Instructor Guide that can be downloaded directly from the OASIS website.

Courses by Category

Windows

- [Windows 8.1](#)

Internet

- [Beginner's Guide to the Cloud](#)
- [Exploring the Internet](#)
- [Introduction to the Internet](#)
- [Safety First: Privacy and Safety Online](#)
- [Going Wireless: Intro to Wi-Fi](#)
- [Skype Video Calling](#)

Microsoft Office

- [Introduction to Microsoft Word 2003-2007](#)
- [Intermediate Microsoft Word 2003-2007](#)
- [Introduction to Microsoft Word 2010](#)
- [Intermediate Microsoft Word 2010](#)
- [Introduction to Microsoft Excel 2003-2007](#)
- [Introduction to Microsoft Excel 2010](#)
- [Introduction to Microsoft PowerPoint 2007](#)
- [Introduction to Microsoft Publisher 2007](#)
- [Word Online](#)

Social Media

- [Facebook 1: The Starter Kit](#)
- [Facebook 2: I'm On Facebook, Now What?](#)
- [Gone Blogging](#)

Mobile Devices

- [Android Tablet Essentials – Jelly Bean OS](#)
- [iPad 1: Try Your Hand at iPad IOS 6](#)
- [iPad 2: Gain the Upper Hand with iPad IOS 6](#)
- [iPad 1: Try Your Hand at iPad IOS 7](#)
- [iPad 2: Gain the Upper Hand with iPad IOS 7](#)
- [iPad IOS 8](#)
- [iPhone Essentials IOS7](#)

Email

- [Introduction to Email](#)

General Computer Skills

- [Introduction to Computers Windows 7/Office 2010](#)
- [Introduction to Computers XP/Office 2003/2007](#)
- [Meet the Computer](#)
- [Computer Survival Skills](#)
- [Exploring Google](#)

Job Seeking Skills

- [The Complete Job Search](#)
- [Resumes and Cover Letters](#)

General Interest

- [Going, Going, Gone: Buying and Selling on eBay](#)
- [Picture This: Introduction to Digital Photography](#)
- [Fantastic Photos with Picasa](#)
- [Me, My Family and I: Exploring Genealogy](#)
- [Wellness on the Web: An Introduction](#)

Course Descriptions (alphabetic)

Android Tablet Essentials – Jelly Bean

Suggested course length 2 two-hour sessions.

Featuring the Nexus 7 and Jelly Bean operating system.

This course will teach you the basic skills of using your Android-based tablet device including initial setup, gestures, organizing apps and Home screens, finding and installing useful apps, and using Maps and the Camera functions. Most Android versions are covered but the latest version, Jellybean, is featured. This course does not include phone-specific information (functions used by the phone only.)

Beginner's Guide to the Cloud

Suggested course length 2 two-hour sessions.

Increasingly we are relying on services in "the cloud" for our entertainment, file storage, and backup. This module will introduce the cloud and some of the popular services for file storage and backup, entertainment, and Productivity. Services covered include Dropbox, Pandora, Evernote, iHeartRadio and Stitcher.

Computer Survival Skills

Suggested course length 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.

Exploring Google

Suggested course length 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 and Google Earth, videos, calendars and financial information.

Exploring the Internet

Suggested course length 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, available in Spanish

Facebook 1: The Starter Kit

Suggested course length 2-3 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.

Facebook 2: I'm on Facebook: Now What?

Suggested course length 2-3 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.

Fantastic Photos with Picasa

Suggested course length 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 and albums with family and friends via email and online albums, including Google+.

Going, Going, Gone: Buying and Selling on eBay

Suggested course length 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.

Going Wireless: How to Use Wi-Fi

Suggested course length 1-2 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.)

Gone Blogging

Suggested course length 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.

Introduction to Computers

Suggested course length 6 two-hour sessions.

Available in Spanish.

Old version XP/W7 with Office 2003/2007 or (new version) Windows 7/Office 2010.

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.

Introduction to Email

Suggested course length 2-3 two-hour sessions.

Available in Spanish.

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.

Introduction to the Internet

Suggested course length 6 two-hour sessions.

The Internet is a treasure trove of information. Introduction to the Internet covers all the basics of why you want to be there. You'll learn how to use a browser to safely surf the web. You'll learn techniques to help you recognize and avoid phishing schemes and frauds. You'll also learn about the fun aspects of the Internet, including popular sites for video and music, sites that will entertain and challenge you, and opportunities for continued learning and mental growth. You'll also be introduced to the most popular social media sites that are all the rage. Use a smart phone or tablet? You'll also learn how many popular apps cross over from device to device.

Introduction to Microsoft Word

Suggested course length 6 two-hour sessions.

Available in versions for Microsoft Word 2003/2007 and 2010.

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

Suggested course length 6 two-hour sessions.

Available in versions for Microsoft Word 2003/2007 and (new version) 2010.

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

Suggested course length 6 two-hour sessions.

Available in versions for Microsoft Office 2003/2007 and 2010.

This course teaches Microsoft Excel basics. Excel is a spreadsheet program 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 mortgages, create invoices and more. Prior experience with the computer and an understanding of the Windows operating system is required.

Introduction to Microsoft PowerPoint

Suggested course length 6 two-hour sessions.

Windows XP/Windows 7 & Office PowerPoint 2003/2007.

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

Suggested course length 6 two-hour sessions.

Windows XP/Windows 7 & Office Publisher 2003/2007.

Microsoft Publisher is a program that helps you easily create newsletters, brochures, fliers 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.

iPad 1: Try Your Hand at iPad (iOS 6 and iOS 7)

Suggested course length 2-3 two-hour sessions.

Available in Spanish

In this course you will learn the basic tricks and techniques for using your iPad including: physical layout of buttons and features, navigating screens and apps, connecting to the Internet, overview of included apps, downloading apps from the Apple Store and the settings you need to know. Please bring your own iPad fully charged.

iPad 2: Gain the Upper Hand with Your iPad (iOS 6 and iOS 7)

Suggested course length 2-3 two-hour sessions.

Available in Spanish

In this course you will learn: advanced search techniques for apps for business or pleasure, using advanced apps for iPad, how to create a personal hot spot, using the iPad to read books, magazines, and listening to podcasts and audio books. Additionally, you will learn to use Skype, Facetime, iTunes and the iCloud. Please bring your own iPad fully charged.

iPad iOS 8

Suggested course length 6 two-hour sessions

Available in Spanish

Note: iOS 8 is a combined manual equivalent to iPad 1 and 2 in older versions.

Apple's iOS 8 for the iPad introduces a ton of exciting new features including enhanced security, Family Sharing of apps, calendars, and photo albums, panoramic and time-lapse photo, Flyover tours, and much, much more. This course is a comprehensive introduction to using the iPad including all of the included apps.

iPhone Essentials IOS 7

Suggested course length 2-3 two-hour sessions.

Have a new iPhone? This class will help you master all of the functions you need to get started including how to set up email accounts and connect to the Internet, download apps and organize them using Home screens and folders, how to take pictures and share via social media, how to use maps, and Siri. And, of course, how to make and answer calls.

Joining the Online Community

Suggested course length 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.

Meet the Computer

Suggested course length 1-2 two-hour sessions.

Available in Spanish

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*.

Me, My Family and I: An Introduction to Genealogy

Suggested course length 1 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

Suggested course length 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.

Resumes and Cover Letters

Suggested course length 1-2 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

Suggested course length 1-2 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.

Skype Video Calling

Suggested course length 1 two-hour session.

Skype is the world's most popular video calling app. This course will cover the types of devices you can use, how to set up an account and add contacts, and how to use Skype to talk with anyone in the world who also has Skype, for free.

The Complete Job Search

Suggested course length 3-4 two-hour sessions.

Available in Spanish.

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 *Resumes and Cover Letters*, plus many more job search skills.)

Wellness on the Web: An Introduction

Suggested course length 1-2 two-hour sessions.

This short, hands-on computer class will help you go online to find resources and information on health-related issues. You will get to explore many health-related websites recommended by OASIS. You will also learn to evaluate the reliability of websites dealing with health topics.

Windows 8.1

Suggested course length 2-3 two-hour sessions.

Windows 8.1 brought a whole new look to Windows, blending the tablet user interface with the traditional desktop. In this course, we'll learn to navigate and customize the new Windows Start screen the way you want it. We'll also learn how to download and install new apps from the Windows Store and access common settings and functions in Windows 8.1. This course assumes the user has basic skills with Windows 7 and does not cover the desktop environment.

Word Online

Suggested course length 2 two-hour sessions

Word Online is a free, online version of the best known word processing program ever. Even though it lacks the advanced features of Word, it is a great app for the casual user to create letters, resumes, newsletters, and more. In this class you'll learn the basics of Office Online use, including the use of OneDrive, Microsoft's cloud storage solution. You'll learn how to create and format, print, and share simple documents.