


Mon	Tue	Wed	Thu	Fri	Sat
		<b>1 Publisher</b> 9:30-11:00 a.m.  <b>Photoshop @ Main 2nd Floor</b> 1:30-3:00 p.m.	<b>2 InDesign @ Main 2nd Floor</b> 1:30-3:00 p.m.  <b>Perfect Resumes with InDesign @ Main 2nd Floor</b> 6:00-7:30 p.m.  <b>Excel Pt. 1</b> 6:00-7:30 p.m.	<b>3 Keyboarding</b> 10:30-11:30 a.m.	<b>4 QuickBooks @ Brooks Library</b> 11:00 a.m.-12:30 p.m.  <b>Open Lab</b> 2:30-4:30 p.m.
	<b>6 Video Editing @ Main 2nd Floor</b> 2:30-4:00 p.m.	<b>7 Library Resources for the Job Hunt</b> 9:30-10:30 a.m.  <b>Open Lab</b> 1:30-3:30 p.m.	<b>8 Smartphone Photography</b> 11:00 a.m.-noon  <b>Photoshop @ Main 2nd Floor</b> 1:30-3:00 p.m.	<b>9 InDesign @ Main 2nd Floor</b> 1:30-3:00 p.m.  <b>Excel Pt. 2</b> 6:00-7:30 p.m.	<b>10 Keyboarding</b> 10:30-11:30 a.m.  <b>Google Photos</b> 1:00-2:00 p.m.
	<b>13 Premiere @ Main 2nd Floor</b> 10:00 a.m.-noon	<b>14 Mailchimp</b> 9:30-11:00 a.m.  <b>Perfect Resumes @ Main 2nd Floor</b> 10:30 a.m.-noon  <b>Photo Restoration Pt. 1 @ Main 2nd Floor</b> 1:30-3:00 p.m.	<b>15 Android Mobile Devices</b> 10:00-11:30 a.m.  <b>Google Photos</b> 1:00-2:00 p.m.  <b>Photoshop @ Main 2nd Floor</b> 1:30-3:00 p.m.	<b>16 Open Lab @ Maumelle Library</b> 10:00 a.m.-noon  <b>InDesign @ Main 2nd Floor</b> 1:30-3:00 p.m.  <b>Excel Pt. 3</b> 6:00-7:30 p.m.	<b>17 Keyboarding</b> 10:30-11:30 a.m.
<b>20 Hello World: Intro to Code</b> noon-1:30 p.m.  <b>Researching with ProQuest</b> 2:30-3:15 p.m.	<b>21 Picture Perfect @ Main 2nd Floor</b> 10:30 a.m.-noon  <b>Photo Restoration Pt. 2 @ Main 2nd Floor</b> 1:30-3:00 p.m.  <b>Small Business SEO</b> 1:30-3:00 p.m.  <b>QuickBooks @ Williams Library</b> 6:00-7:30 p.m.	<b>22 Apple Mobile Devices</b> 10:00-11:30 a.m.  <b>Open Lab</b> 1:00-3:00 p.m.  <b>Photoshop @ Main 2nd Floor</b> 1:30-3:00 p.m.	<b>23 Digital Library: eBooks and Audiobooks</b> noon-1:30 p.m.  <b>InDesign @ Main 2nd Floor</b> 1:30-3:00 p.m.	<b>24 Keyboarding</b> 10:30-11:30 a.m.	<b>25</b>
<b>27</b>	<b>28 Perfect Resumes with InDesign @ Main 2nd Floor</b> 10:30 a.m.-noon	<b>29 Open Lab</b> 9:30-11:30 a.m.  <b>Photoshop @ Main 2nd Floor</b> 1:30-3:00 p.m.	<b>30 Digital Library: Video and Music</b> noon-1:30 p.m.  <b>InDesign @ Main 2nd Floor</b> 1:30-3:00 p.m.  <b>Small Business SEO</b> 6:00-7:30 p.m.	<b>31 Keyboarding</b> 10:30-11:30 a.m.	



## TECHNOLOGY CLASSES

Unless otherwise indicated, sessions are held in the Technology Classrooms on the 3rd floor of Main Library. **Sessions on the 2nd floor of Main Library are held in the Creative Technology Center.**

**Register:**

**ONLINE:** CALS.org/tech-classes/ **EMAIL:** digital@cals.org **PHONE:** 501.918.3068

# MAY 2019 CLASS DESCRIPTIONS

**Android Mobile Devices (90 minutes):** Learn how to use Android mobile devices (made by Samsung, LG, HTC, and Google), including device navigation, apps, and other tips and tricks.

**Apple Mobile Devices (90 minutes):** Learn how to use Apple devices like iPhones and iPads, including basic device navigation and other tips and tricks.

**Digital Library: eBooks and Audiobooks (90 minutes):** Check out books, audiobooks, and magazines from the library digitally—anytime, anywhere—using OverDrive and Flipster.

**Digital Library: Video and Music (90 minutes):** Use your CALS card to get free access to great content online, including video streaming and unlimited audiobooks with RBDigital, and music with Freegal.

**Excel Pt. 1 (90 minutes):** Get started using Microsoft Excel, including learning how to enter information, format text and numbers, sort and filter, and use basic formulas.

**Excel Pt. 2 (90 minutes):** Build on your basic knowledge of Microsoft Excel by mastering more formulas, charts, data validation, and more.

**Excel Pt. 3 (90 minutes):** Sharpen your Microsoft Excel skills even further by learning how to employ PivotTables, use VLOOKUP, and even troubleshoot your formulas.

**Google Photos (60 minutes):** The free Google Photos service is a great way to organize, back up, and make basic edits to your photos. This class will teach you how to take advantage of all it has to offer.

**Hello World: Intro to Code (90 minutes):** Learn basic techniques and concepts of writing computer programs, and write a few programs. No previous coding experience required.

**InDesign (90 minutes):** Learn the fundamentals of Adobe InDesign, publishing software used to create posters, flyers, brochures, presentations, and eBooks.

**Keyboarding (60 minutes):** Go from “hunting and pecking” to typing mastery in a self-paced course with practice time.

**Library Resources for the Job Hunt (60 minutes):** Find out about the digital library resources that can make your job hunt more effective, including resume-building, professional development, and other useful tools.

**Mailchimp (90 minutes):** This course will show you how to use the mass email service MailChimp to communicate effectively about your business, organization, or event.

**Open Lab (2 hours):** Drop by and ask technology questions, or get help with a specific problem from an expert. Feel free to bring your mobile device or laptop. No registration is required.

**Microsoft Publisher (90 minutes):** Learn how to create newsletters, flyers, postcards, and other publications for your business or event easily using Microsoft Publisher.

**Perfect Resumes with Adobe InDesign (90 minutes):** Create high-impact resumes with Adobe’s InDesign Desktop Publishing Program.

**Photo Restoration (two 90-minute sessions):** Restore and enhance old photos: repair damage, correct exposure, and recreate missing parts. No prior photo editing experience required.

**Photoshop (90 minutes):** Learn basic Photoshop skills, such as correcting colors, fixing problems, scaling, cropping, and using layers. No prior photo editing experience required.

**Picture Perfect (90 minutes):** Learn to use Adobe Photoshop to smooth wrinkles, remove blemishes, even out skin tones, remove unwanted objects (or people), whiten teeth, and enhance or change color.

**Premiere (2 hours):** Learn how to use the professional video editing application Adobe Premiere, along with basic editing techniques, to turn raw video footage into compelling content.

**QuickBooks (90 minutes):** Get up and running with QuickBooks, the popular bookkeeping software used by entrepreneurs and serious number-crunchers everywhere.

**Researching with ProQuest (45 minutes):** ProQuest is a valuable tool for academic research. Learn skills pros use to find the info they need.

**Small Business SEO (90 minutes):** SEO—search engine optimization—is a key part of helping your business’s website stand out in an online world. This class will help you get started.

**Smartphone Photography (60 minutes):** You’ve got a camera with you at all times. Learn basic photography techniques, and use the strengths and limitations of your smartphone’s camera to take pictures that really stand out.

**Video Editing (90 minutes):** Learn how to edit your own short video clips with free, open-source software that works on Windows, Mac, and Linux operating systems.

**WordPress (Saturday Seminar):** Learn how to create and manage a website using the WordPress content management system. The usual three-part course is offered on a single Saturday (including a lunch break).



## SMALL BUSINESS TOOLS

In business, technology makes it possible to do more with less—and do it better and faster than ever before. Learn to use the tools you need to help your business make a splash this summer by checking out these classes:

### Small Business SEO

SEO—search engine optimization—is a key part of helping your business’s website stand out in an online world. This class will help you get started.

May 21, 30

### Mailchimp

This course will show you how to use the mass email service MailChimp to communicate effectively about your business, organization, or event.

May 14

### QuickBooks

Get up and running with QuickBooks, the popular bookkeeping software used by entrepreneurs and serious number-crunchers everywhere.

May 4, 21

### WordPress (Saturday Seminar)

Learn how to create and manage a website using the WordPress content management system. The usual three-part course is offered on a single Saturday (including a lunch break).

May 18