

Mon	Tue	Wed	Thu	Fri	Sat
			1 Surf Secure 6:00-7:00 p.m.	2	3
5	6 Photoshop: Level 1 10:30 p.m.-noon Digital Library: eBooks and Audiobooks 1:00-2:30 p.m. Automate Your Life 6:00-7:00 p.m.	7 Photo Restoration: Level 1* 10:30 a.m.-noon Library Resources for the Job Hunt 9:30-10:30 a.m. Photoshop: Level 2* noon-1:30 p.m. Publisher 1:00-2:30 p.m. Photo Restoration: Level 2* 2:30-4:00 p.m.	8 Illustrator* noon-1:30 p.m. InDesign* 2:30-4:00 p.m. Picture Perfect* 6:00-7:30 p.m.	9	10 Open Lab 10:00 a.m.-noon
12 Open Lab noon-2:00 p.m.	13 QuickBooks 9:30-11:00 a.m. Illustrator* 10:30 a.m.-noon Digital Library: Video and Music 2:00-3:30 p.m.	14 Photoshop: Level 1* 9:30-11:00 a.m. Photoshop: Level 2* noon-1:30 p.m. Library Resources for Entrepreneurs @ Thompson Library 2:00-3:00 p.m. Photo Restoration: Level 1* 2:30 -4:00 p.m.	15 Excel: Part 1 noon-1:30 p.m. Photo Restoration: Level 2* noon-1:30 p.m. Picture Perfect* 2:30-4:00 p.m. Hello World: Intro to Code 6:00-7:30 p.m.	16 Keyboarding 10:30-11:30 a.m.	17 InDesign* 9:30-11:00 a.m.
19 Open Lab 9:00-11:00 a.m.	20 Photo Restoration: Level 1 10:30 a.m.-noon	21 Hello World: Intro to Code 9:30-11:00 a.m. Picture Perfect* 9:30-11:00 a.m. Photo Restoration: Level 2* noon-1:30 p.m. InDesign* 2:30-4:00 p.m.	22 Excel: Part 2 noon-1:30 p.m. Illustrator* noon-1:30 p.m. Photoshop: Level 1* 2:30-4:00 p.m. Hello World: Object-Oriented Code 6:00-7:30 p.m.	23 Keyboarding 10:30-11:30 a.m.	24 Adobe Premiere* 9:30-11:30 a.m. Basic Computing 1:00-2:30 p.m. Canva.com 3:30-4:30 p.m.
26	27 Photoshop: Level 2* 10:30 a.m.-noon Small Business SEO 1:00-2:30 p.m.	28 Hello World: Object-Oriented Code 9:30-11:00 a.m. Photo Restoration: Level 1* 9:30-11:00 a.m. Photo Restoration: Level 2* noon-1:30 p.m. Picture Perfect* 2:30-4:00 p.m.	29 Excel: Part 3 noon-1:30 p.m. InDesign* noon-1:30 p.m. Illustrator* 2:30-4:00 p.m.	30 Open Lab 10:00-noon	31

TECHNOLOGY CLASSES

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

Register:

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

AUGUST 2019 CLASS DESCRIPTIONS

Automate Your Life (60 minutes): The future is here. Learn how to make your life more convenient and bring your home into the Internet age using voice activation, automation, and more.

Basic Computing (90 minutes): If you have a little computer experience, this class further explores things like search, common computer programs and file types, and using the file manager.

Canva (60 minutes): In this class, you can explore Canva.com, a website that allows you to quickly and easily create great promotional materials for a variety of situations.

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.

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.

Hello World: Object-Oriented Code (90 minutes): After learning the basics in Hello World: Intro to Code, expand your skills with object-oriented programming, a technique that helps you organize the information in your software.

Illustrator (90 minutes): Creative pros use Adobe Illustrator to create logos, icons, drawings, typography, and illustrations. This class will help you learn the basics: drawing and transforming basic shapes, using colors and gradients, and adding text. No prior illustration experience needed.

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 Entrepreneurs (60 minutes): CALS offers free resources that can make a big difference for your small business, including tools to help with marketing, convenient ways to pick up new skills, and more.

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.

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

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.

Photo Restoration Level 1 (90 minutes): Restore and enhance old photos: repair damage, correct exposure, and recreate missing parts. No prior photo editing experience required.

Photo Restoration Level 2: Discover more techniques for bringing your old photos back to life. Please attend Photo Restoration Level 1 first.

Photoshop Level 1 (90 minutes): Learn basic Photoshop skills, such as correcting colors and lighting, scaling, cropping, using selection tools, and managing layers. No prior photo editing experience required.

Photoshop Level 2 (90 minutes): Find out how to apply gradients, styles, and effects to your layers; and learn how to create and edit masks and channels. Photoshop Level 1 should be attended first.

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.

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.

Surf Secure (60 minutes): Learn to protect your personal information and your privacy in the digital world. You’ll learn about tools like password managers and two-step verification, and techniques and best practices to stay safe online.