CENTRAL ARKANSAS LIBRARY SYSTEM

CALS DIGITAL LITERACY
100 Rock Street, Little Rock, AR 72201
PHONE 501.918.3068   **EMAIL** digital@cals.org   **WEB** CALS.org/tech-classes/

NOVEMBER 2019

Mon	Tue	Wed	Thu	Fri	Sat
				1 Adobe Premiere* noon-2:00 p.m.	**2**
4 Excel: Part 1 10:30 a.m.-noon Mobile Monday* 3:00-4:00 p.m.	**5** Photoshop: Level 1* 1:30-3:00 p.m. Job Seekers' Workshop 11:00 a.m.-noon	**6** Open Lab 9:00-11:00 a.m. Photo Restoration: Level 1* 9:30-11:00 a.m. Photoshop: Level 2* noon-1:30 p.m. Photo Restoration: Level 2* 2:30-4:00 p.m.	**7** Digital Library: eBooks and Audiobooks @ Maumelle Library 10:30-noon Adobe Illustrator* noon-1:30 p.m. Adobe InDesign* 2:30-4:00 p.m. WordPress: Part 1 6:30-7:30 p.m.	**8** Keyboarding Basics 10:00-11:00 a.m.	**9** Microsoft Word 10:00-11:30 a.m. Advanced Word 1:00-2:30 p.m.
11 Excel: Part 2 10:30 a.m.-noon Mobile Monday* 3:00-4:00 p.m.	**12** Adobe Illustrator* 10:30 a.m.-noon Job Seekers' Workshop 11:00 a.m.-noon	**13** Photoshop: Level 2* 9:30-11:00 a.m. Universal Class Orientation @ Thompson Library 10:00-11:00 a.m. Photoshop: Level 1* noon-1:30 p.m. Photo Restoration: Level 1* 2:30-4:00 p.m.	**14** WordPress: Part 2 6:30-7:30 p.m.	**15** Open Lab 2:30-4:30 p.m.	**16** Adobe InDesign* 9:30-11:00 a.m.
18 Excel: Part 3 10:30 a.m.-noon Your Digital Library: eBooks and Audiobooks @ Thompson Library 2:00-3:30 p.m. Mobile Monday* 3:00-4:00 p.m.	**19** Photo Restoration: Level 1* 10:30 a.m.-noon Job Seekers' Workshop 11:00 a.m.-noon Data-Basics: Part 1 2:00-3:30 p.m.	**20** Open Lab 9:00-11:00 a.m. Picture Perfect* 9:30-11:00 a.m. Photo Restoration: Level 2* noon-1:30 p.m. Adobe InDesign* 2:30-4:00 p.m.	**21** Surf Secure noon-1:00 p.m. Adobe Illustrator* noon-1:30 p.m. Photoshop: Level 1* 2:30-4:00 WordPress: Part 3 6:30-7:30 p.m.	**22** Keyboarding Basics 10:00-11:00 a.m.	**23** Game Design with Unity (Saturday Seminar)* 9:30 a.m.-3:00 p.m.
25 Open Lab 9:00-11:00 a.m. Mobile Monday* 3:00-4:00 p.m.	**26** Job Seekers' Workshop 11:00 a.m.-noon Data-Basics: Part 2 2:00-3:30 p.m.	**27**	**28**	**29**	**30**

Classes take place on the 3rd floor of Main Library, unless otherwise noted. Sessions marked with * take place on the 2nd floor of Main Library.

TECHNOLOGY CLASSES

NOVEMBER 2019 CLASS DESCRIPTIONS

Adobe 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.

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

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

Adobe 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.

Adobe 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.

Advanced Word (90 minutes): You know all the basics; now learn how to use Word to create mail merges, make your documents stand out with eye-catching design themes, cite your sources, and create fillable forms.

Data-Basics (two 90-minute sessions): Database sytems can help you manage all kinds of information; this class gives you an introduction to using them.

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

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

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

Game Design with Unity: Learn the basics of Unity, a professional video game development tool used to make games for mobile devices, computers, game consoles, and more. In this Saturday Seminar, the two-part course is offered on one day, with a lunch break.

Job Seekers' Workshop (60 minutes): Ready to start applying for jobs, but need a little help with the process? Visit this drop-in session to move your job search forward.

Microsoft Word (90 minutes): Explore the basics of Microsoft Word, including information on writing, formatting, and editing documents.

Mobile Monday (60 minutes): Learn tips and tricks and ask questions about your tablet or smartphone. This is a drop-in session; no registration required.

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 (90 minutes): Discover more techniques for bringing your old photos back to life. Please attend Photo Restoration Level 1 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.

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.

Universal Class (60 minutes): Find out how to get the most out of Universal Class, a free service from CALS that offers online courses you can take at your own pace, facilitated by human instructors.

WordPress (three 60-minute sessions): Learn how to create and manage a website using the WordPress content management system. Three-part course.

SATURDAY SEMINARS

Microsoft Word
Learn all the basics of writing and editing documents in Word before lunch. Then, after lunch, learn useful advanced techniques.

Nov. 9; 10:00 a.m.-2:30 p.m.

Game Design with Unity
Build a basic example game with professional software in this seminar. Includes a lunch break.

Nov. 23; 9:30 a.m.-3:00 p.m.

BE DEFT WITH YOUR DATA

Microsoft Excel
This three-part course gets you up-to-speed on this versatile program; it's one of the most in-demand job skills.

Nov. 4, 11, and 18; 10:30 a.m.-noon

Data-Basics
This two-part course shows you how to use database systems and SQL--the programming language databases speak.

Nov. 19 and 26; 2:00-3:30 p.m.