

For-Fee Courses, Workshops and Private Instruction

During the Spring of 2023 we are offering an array of for-fee **one-on-one** courses, workshops and customized help with computers and devices — in person in our classroom and online.

We work with all types of tablets, smartphones, and computers (Apple, Windows, Android) and can help almost anyone, from beginners to advanced users wanting a new skill set.

Below is a detailed list of courses and workshops with prescribed curriculum.

Private instruction, customized to individual needs, is another option for which we charge \$40 per hour.

Courses for Beginners – One On One

- **Buying A Device**
Inform yourself before you buy a new computer. (1 hour) \$35.
- **Introduction to Computers**
Learn a computer's basic parts and functions. Set up your first email account and develop safe Internet habits. (2 hours) \$75.
- **Introduction to Windows 10**
Learn how to navigate your operating system, search the internet, and manage your emails. (4 hours) \$145.
- **Introduction to MacBooks**
Introduction to the world of Apple Computing. (4 hours) \$145.

Courses in Microsoft Office – One On One

- **Introduction to Word**
Learn how to create, edit, print and save documents. (4 hours) \$145.

- **Intermediate Word**
Work with additional tools and mail merge functions. (4 hours) \$145.
- **Introduction to Excel**
Learn to use and sort worksheets and information. (4 hours) \$145.
- **Intermediate Excel**
Includes advanced formulas and functions, cross-referenced data and charts. (4 hours) \$145.
- **PowerPoint I: Form and Functionality** (2 hours) \$75.
- **PowerPoint II: Creative Presentations** (2 hours) \$75.

Courses in Online Essentials – One On One

- **Social Media Today**
Learn to connect with friends and family online (e.g. Facebook, Instagram). (2 hours) \$75.
- **File and Photo Management**
Explore the available options for backing up your information using various forms of digital storage. Learn helpful tips for using Google Drive, iCloud, OneDrive, and Dropbox. (2 hours) \$75.
- **Device Settings**
Take control of your devices. Learn to make your technology work for you! (2 hours) \$75.

Workshops – One On One

- **iPads and iPhones**
 - Level 1 Learn basic functions, tips, and tricks for your Apple devices. (2 hours) \$75.
 - Level 2 Explore the various “bells and whistles” your Apple devices have to offer. (2 hours) \$75.

- **Tablets and Smartphones (Android)**
 - Level 1 Learn basic functions, tips, and tricks for your Android devices. (2 hours) \$75.
 - Level 2 Explore the various “bells and whistles” your Android devices have to offer. (2 hours) \$75.
- **“There’s An App For That!”**

Learn more about how your device can work for you. Discover the apps that will make your life easier and more fun. All devices welcome. (1 hour) \$35.
- **Apps for Learning Language**

Tools to improve language learning. (1 hour) \$35.
- **“Don’t Get Hacked!”**

Online banking, email, and old software can put you at risk for viruses, ransomware, and even identity theft. Learn how to protect yourself and your computer from online threats. (1 hour) \$35.

Private Instruction

If you have a specific set of questions for something you'd like to tackle or get help with, we can offer private instruction for \$40 an hour.

Payments

We accept payment by cash, cheque or credit card (no debit or e-transfers). All cheques should be made out to the Atwater Library.

How it works

The first thing to do is email connect@atwaterlibrary.ca or call 514-935-7344 (ask for Liz Perrin) to let us know what you need.

After you book and pay, one of our facilitators will reach out to you to work out a schedule that is mutually convenient.