

## COMPUTERS & DIGITAL MEDIA

CONTACT  
LUNI BENDAYAN  
514.342.1234  
LOCAL 7348

*Nina and Harry Hart*  
Computer Learning Centre

COMP 385

### BACK UP & RECOVERY

Learn how to back up your data [files], pictures, e-mails and documents. Learn how to recover earlier version of files, accidentally deleted files and files from broken hard drives. Prerequisite: Basic computer skills.

**Tuesday May 9**

10:30 am - 12:30 pm • 1 session • \$22  
Sol Levinson

COMP 338

### COMPUTER MAINTENANCE

Speed up your computer. Learn to scan for and remove viruses and spyware, block pop-ups and clean out old files.

**Tuesday May 16**

9:30 am - 12:30 pm • 1 session • \$30  
Sol Levinson

COMP 384

### CYBERSECURITY

Learn how hackers can gain access to your computer and your identity. Avoid the pitfalls that malware and viruses create. Learn about techniques to protect yourself with various programs. Sign up for our *Computer Maintenance* course to learn how to install and use the tools.

**Wednesday May 3**

11 am - 1 pm • 1 session • \$22  
Sol Levinson

COMP 315

### EXCEL

Learn how to create tables, lists and charts. Manipulate numbers to do calculations and texts to organize data in different ways.

**Tues & Thurs June 6 to 29**

4 - 6 pm • 8 sessions • \$120  
Tammy Halpern

COMP 380

### GOOGLE TOOLS & APPS

An overview of the tools and what their functions are. Use Google maps to plan a route, Google calendar to mark a date and send you a reminder and Google translate to understand and write a message. Suitable for PC and tablet users. Prerequisite: Basic computer skills. Must have a Gmail account.

**Wednesday May 17**

4 - 7 pm • 1 session • \$30  
Tammy Halpern

# BROADEN YOUR WORLD

## STAY CONNECTED WITH LOVED ONES

*The technology teachers at Cummings are fantastic! I've taken everything from iPad and iPhone Tips & Tricks, Computer Maintenance to Live Streaming and YouTube. I've learned the skills I need to stay in touch with family and friends and have created new friendships along the way.*

- Cecily Mason

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COMP 369-01

## iPAD TIPS AND TRICKS - BEGINNER

Learn the power of the iPad and what you can do with it: e-mail, web browsing, multi-tasking, photos, along with some quick tricks and tips. **Bring your iPad.**

**Monday May 8 to June 5**  
11 am - 1 pm • 4 sessions • \$75  
Guy Vezina

COMP 369

## iPAD TIPS AND TRICKS

Discover some of the features, shortcuts and tips to using your iPad. Get the most out of your device with this how-to session for downloading "apps" from iTunes, managing photos and e-mails, as well as some quick tricks. Prerequisite: Basic iPad knowledge. **Bring your iPad.**

**Thursday June 8 to 29**  
1:30 - 3:30 pm • 4 sessions • \$75  
Tammy Halpern

COMP 366

## iPHONE TIPS AND TRICKS

iPhones are great at doing basic things like making calls, sending text messages and checking e-mails, but they can do much more to automate our lives and make tasks easier. Learn some essential tips and tricks to get you started. **Bring your iPhone.**

**Tuesday May 23 to June 13**  
10 am - 12 pm • 4 sessions • \$75  
Carol Shattner

COMP 393

## iPHONE VOICE COMMANDS

Learn how to use Siri to make calls, compose messages and search information.

**Wednesday June 21**  
10 am - 12 pm • 1 session • \$22  
Carol Shattner

COMP 379

## SAMSUNG GALAXY AND ALL ANDROID TABLETS

Learn how to set up your tablet and email account, take and email photos, download and install "apps", copy files from computer to tablet and use Google Voice Command to search the Internet. **Bring your tablet and all wires.**

**Thursday May 11 to 25**  
1:30 - 3:30 pm • 3 sessions • \$60  
Sol Levinson

COMP 347

## SELLING ONLINE

Want to sell online? Learn how to list your item or service on popular local and international sites, how to write descriptions, upload pictures, choose categories and manage the ad.

**Tue & Thur May 9 and 11**  
6 - 8 pm • 2 sessions • \$44  
Marc Bohbot



COMP 348

## SELLING ON EBAY

Sell nationally or internationally, understand account requirements - PayPal, banking. Prerequisite: Internet knowledge and e-mail account.

**Tuesday May 23**  
6 - 8 pm • 1 session • \$22  
Marc Bohbot

COMP 300

## WINDOWS LEVEL 1

Become comfortable and familiar with the basic functions of Windows. Course includes e-mail / Gmail, Internet and file management.

**Mon & Wed May 1 to 29**  
1:30 - 3:30 pm • 8 sessions • \$120  
Sol Levinson



COMP 396 **NEW!**

## MAKE HOME MOVIES

Have fun learning how to create your own slide show/video with text and music, using personal photographs. You can use pictures from your smartphone, digital camera, tablet or hard copies. USB key and connector cables required. Windows Movie Maker is free for PC.

**Friday May 12 to June 16**  
10 am - 12 pm • 6 sessions • \$95  
Sol Levinson