Classes Taught by Gary Cahn

1) **How to Get Rich Surely but Slowly** This class will provide you with the investment tools required to take charge of your investment portfolio regardless of its size. You will learn the pros and cons of investing in stocks, bonds, REITs (real estate investment trusts), money markets, exchange traded funds, and mutual funds. Learn how to use asset allocation and diversification to reduce risk and increase return. Other topics include indexing vs. active management, market timing, taxation issues, estate issues, and how your portfolio should change during your retirement years. This course is designed for individuals with some familiarity with investments. The goal will be to become a self-sufficient investor and not need a broker.

2) **Practical Investing** This class will provide you with online practical tools (Morningstar) that can improve your investment return. One half of the class time will be devoted to "hands on" analysis of investment portfolios held by students in the class. You will be required to do approximately one hour of homework prior to each class. We will discuss the homework in class.

3) **Help Send Your Grandchild to College and Reduce Your Tax Bill at the Same Time** This class will explain how you can help save for your grandchild's college education as well as his/her private elementary or secondary school education. We'll look at the rules that apply to 529 college savings plans, Coverdell accounts, and other types of education savings accounts. Learn which accounts are recommended and which types should be avoided. Discover how much you can save in taxes by participating in these plans.

4) **Candid Camera: Become a digital camera whiz** Most digital cameras are far more versatile than old-style film cameras, but to take advantage of your digital camera's capabilities, you need to understand how to use it. What are all those buttons on my camera, and what do they do? What's an f-stop and why should I care? Why are my digital photos sometimes out of focus? How can I take photos in low light without a flash? How can I eliminate red-eye? This course will answer all those questions and more. You will learn how to use your digital camera for maximum benefit as well as techniques for taking better digital photos.

5) **Every Trick in the Book: Tips and Tricks for Creating a Photo Book Online** A photo book can be a wonderful gift. It can also be a terrific way to remember an overseas trip or a family reunion. If you shared a dinner with your extended family to celebrate your wedding anniversary, you can create a small 20 page photo book for each family member. Alternatively, if you took a month long trip to China and shot 1000 photos, you can produce a 100 page 12 X 15 photo book to showcase your photos. Photo books come in all shapes and sizes and vary in price from $4 - $100. Once you've created the photo book, it can be published as a paperback or hardback, or it can be shared online with friends/family. This class will teach you to use free software from MyPublisher to create beautiful photo books. The quality of these books is top-notch, and the books you create are suitable for displaying on a coffee table or giving as a gift. Optional: Bring a flash drive to class with 20-50 photos from a trip, family reunion, or other occasion. You will have time at the end of class to start a personal photo book, and you can complete the book once you get home. This class is for advanced beginner and intermediate students.

6) **Epic E-Pics: Become an iPad Camera and Photo Expert** iPads can be used to take digital photos. In addition, iPads can display digital photos taken by your digital camera.

This course will teach you to use your iPad to take digital photos, and to ensure that the photos are good quality. You'll also learn how to edit your photos to fix underexposure or to remove red-eye. Once you take photos with your iPad we'll discuss how you can move them to your computer or share them with others. Finally, you'll learn how to download photos from your digital camera or your computer to your iPad so they can be displayed as an iPad slideshow. Please bring your iPad to class.

7) **Introduction to Digital Photography** Digital photography offers many more possibilities than film photography. This course will teach you some of the remarkable things you can do with your digital camera and computer software. You will learn techniques for taking better digital photos, how to crop photos, remove red-eye, and fix overexposed/underexposed photos. Bring your digital camera and instruction book to the first class.

8) **Advanced Adobe Photoshop** This course is designed for individuals who already own Photoshop Elements, know how to use Photoshop, and wish to improve their skills using Photoshop Elements 8. We will cover the following topics: resizing images, lightening/darkening small portions of a photo such as a face, layers, changing a white sky to a blue sky, cloning, the healing brush, and the unsharpen mask.

9) **Grow Your Own** Why buy ordinary flowers or vegetables at the nursery when you can start "special" varieties of seeds indoors under the lights. Raising plants from seeds is fun and it is easy to do. Even if you don't have a green thumb, you can start your own seeds indoors. (A green thumb is not required to start seeds indoors.) This course will help you select the proper type of lighting and soil for your seeds. Other topics will include extra special seed varieties that aren't offered as plants at nurseries, sources for seeds, creating optimal conditions for your seedlings, seed saving, as well as special tips once you plant your seedlings in the garden.   Most seeds are started in March, so sign up for this class now so that you'll be ready to start your seeds indoors in a few months.

10) **The Greatest Performances in Figure Skating History** The U.S. National Figure Skating championships will be held in January. Come see more than 30 of the greatest figure skating performances in history. This is your chance to compare these great champions with those who will skate at this year's national championships. Performances shown will include Torvil and Dean, Michelle Kwan, Paul Wylie, Peggy Fleming, Scott Hamilton, Kurt Browning Gordeeva and Grinkof and many others.

11) **Blades on Ice** The winter Olympics are coming. The premiere event of every winter Olympics is figure skating, and this year's competition promises to be exciting. This course will help you understand and appreciate figure skating more than you have in the past. We'll look at videotape of some of the greatest figure skating performances in history. You'll learn to distinguish between a triple axel, a double salchow, and a single toe loop.   We'll talk about the old scoring system as well as the new scoring system, and we'll see videotape of the top contenders who will be at this year's competition. Finally, you'll get to look at videotape from a World Championship competition, and you'll be asked to score the competitors. How does your score compare to the actual judges?

12) **Introduction to Bridge** Bridge is a terrific game that helps to keep your mind alert and provides you with an enjoyable time spent with friends. This course will introduce you to the game, and is designed for people who have never played bridge. The following topics will be covered: counting points in your hand, bids at the 1 level, responses by

partner, and opening leads. You will get a lot of practice playing many hands. A computer bridge game is included in the price of the course.

13) **Bridge for Advanced Beginners** You must have completed the OASIS course "Introduction to Bridge" to enroll in this class. If you did not take that course, you must call OASIS and obtain permission from the instructor to take this course. The following topics will be covered: brief review of the Introduction to Bridge course, bids at the 2 level and responses by partner, preemptive bids, slam bidding, and cross ruffs. You'll get lots of practice playing many hands which will give you confidence with these new skills.

14) **eBay-Internet Auction-Going, Going, Gone** Do you want to empty your attic and find bargains at the same time? Learn to use eBay on your home computer to both buy and sell. You can find thousands of items at reduced prices. Selling on eBay is a great way to empty your house of things you don't need and make some money. It's easy to learn. A handout will be sent to you prior to the class which includes homework you must complete before attending the first class.

15) **Introduction to Microsoft Excel** Learn how to organize and track your finances, prepare and maintain a budget, or create a database using Microsoft Excel. This course will teach you the fundamental essentials of spreadsheets. You will learn how to use pre-formatted templates or how to create your own custom spreadsheets.

16) **Introduction to PowerPoint** This course will teach you to create PowerPoint presentations that can accompany a talk you are giving. You will learn how to add bulleted text to your presentation as well as art work and photographs.   You will also learn how to animate your presentations. On the last day of the course, you will create your own PowerPoint presentation. This course assumes you have little or no previous experience with PowerPoint. However, you must be an experienced Microsoft Word user, and you must already have PowerPoint installed on your computer.

17) **Advanced PowerPoint** This course will cover advanced topics including: Using the Slide Master, creating photo albums, using animation, adding videos, music, hyperlinks, and transitions, using Presenter View, automatic slide advance, Notes, and more.

18) **Google: It's More Than You Think** Just about everyone who has done a search on the internet has used Google. But if that's all you've used it for, you're missing 80% of what Google has to offer. In this course you will learn to use other Google features, including Groups, Maps, Mashups, Image Search, Product Search, Directory, Earth, Catalogs, Translation and Blogger.

19) **Shopping on the Internet** Internet shopping can save you a lot of time; smart internet shopping can also save you a lot of money. Learn the best sites for evaluating and purchasing virtually any product or service—electronics, prescription drugs, long-distance telephone service, automobiles, life/auto/health insurance, car repair, plumbers, electricians, mutual funds/stocks, travel arrangements, certificates of deposit, theatre tickets and much more. We will also discuss security issues and how to avoid being "taken" while shopping on the internet.

20) **Your Computer—What You Don't Know Could Hurt You** Your computer is susceptible to four threats: viruses, spyware, phishing, and spam. Viruses can wipe out all the data on your computer and render your computer inoperable. Four or five new viruses are created each day. Spyware can track the keystrokes that you type and report your credit card number or other sensitive information to spyware creators. Phishing can infect your computer with many problems. Spam (junk email) is a nuisance. This class

will cover each of these threats and explain what you can do to protect your computer from them.

21) **Get Your Computer Back Up to Speed** The single greatest complaint heard about computers is that they are like us—they slow down over time. This course will help you resuscitate your computer so that it runs more quickly, like it did in its youth. We will also cover other maintenance items you should perform on your computer periodically such as backup, windows updates, Secunia, adding memory, restore points, disk cleanup, and disk defrag.

22) **Your Internet Connection** Are you unhappy with your internet provider? Are you considering changing to a different internet provider? This lecture will discuss the four major methods for connecting to the internet (dial-up, cable, DSL, FIOS) and you will learn the pros and cons for each type of connection. We'll also discuss what you can do if you're not receiving the speed that you're paying for, and how to determine your upload and download speed.

23) **Create Your Own Greeting Cards** Why pay $2 for a birthday card when you can make your own personalized greeting card for less than 25 cents. The computer software that allows you to make greeting cards is easy to use and you can make your card in 5 minutes or less. When your friends receive their personalized card from you, they'll think you're the most creative person they know, when really the software did 99% of the work.

24) **How to Buy a Digital Camera** Are you shopping for a digital camera for the holidays? This class will demystify the process. You'll learn which features are useful to have and which are useless. What's the difference between an optical zoom lens and a digital zoom? Are 16 megapixels necessary, or are 8 megapixels more than sufficient. And what's a megapixel anyway? You'll learn which brands of digital camera are most reliable, and which tend to break down. You'll also be provided with recommendations for the best digital cameras and where to purchase them inexpensively.

25) **How to Buy a Computer** Are you thinking about purchasing a computer? Are you confused by all the technical mumbo jumbo? (Megabytes, Gigahertz, RAM, etc.) Would you like recommendations on the best computer to purchase? Do you know which features are essential to have and which features are unnecessary? Do you know which brands are the most reliable, and which are more likely to break down? We will also discuss purchasing monitors, printers and the software that you will need. All of these questions and more will be covered in this class.

26) **Backup Your Computer Before It Dies** The data you store on your computer is critical. What happens if your computer "dies" and you can't get to your data? You could lose your digital photos, word processing documents, email, tax records, and more. This class will teach you how to backup your computer so that if it dies, you're protected. There are multiple approaches to computer backup and you'll learn about a variety of options, some of which can be accomplished for less than 50 cents. It's better to be safe than sorry

27) **Windows 7 Pains – Making the Transition from Windows XP to Windows 7** This course is for students who have purchased a computer recently, and would like to learn about the features that are new to Windows 7. Our course will cover: Aero Snap and Peek, Restore Points, Jump Lists, Shadow Copy, Searching, Libraries, The Troubleshooter, Live Photo Gallery, configuring IE8, and more.

28) **Windows 8 Pains – Making the Transition to Windows 8** Windows 8 is a radical departure from previous Windows operating systems. If you are having trouble learning

to use Windows 8, this course is for you. The class assumes that you previously owned a Windows XP or Windows Vista, or Windows 7 computer and that you were comfortable and experienced using the computer. This course is for students who have purchased a new computer recently, and would like to learn about the features that are new to Windows 8, the operating system that comes with most new computers. Our course will cover the following subjects: the two halves of Windows 8—the new Start Screen and the old Desktop screen, tips and tricks that will make it easier to use the Internet, using the pre-installed Apps that come with Windows 8, File Explorer, the Windows Store, Windows Update, how to get your Start button back, Restore Points, Jump Lists, Searching, the Charms Bar, Libraries, the Troubleshooter, and more.

29) **Computer Surgery** This is a two part course, but you may choose to enroll in part 1 only, part 2 only, or both parts. This course will acquaint you with the hardware that is inside your computer and connected to your computer. You will learn about memory chips, the hard drive (internal and external), CD/DVD drive, video card, sound card, network card, wireless card, and monitor. Part 1 of the course will focus on the purpose and function of all these computer parts. We will also discuss the benefit to upgrading these parts. For example, when we discuss the memory chips in your computer we will cover the purpose of memory chips, the benefit gained from adding additional memory and the cost to do so, how much memory do you need, types of memory, etc. Part 2 of the course is "hands-on."   We will open several demonstration computers and learn to identify the parts and how to upgrade the parts. For your "final exam", you will work with several classmates to upgrade the memory chips and replace the hard drive in the demonstration computer you are working on. If you can change a light bulb, you can upgrade the memory chips in your computer. Come learn how easy it is to do. If you enroll in part 2 of the class, be sure to bring a Phillips head screwdriver to class.

30) **Love at First Site** Creating your own web site is easy to do, free of charge, and it doesn't require knowledge of arcane HTML code. You will learn to use Google Sites to build your own web site. You'll learn how to add text, images and links to your site. We'll also discuss good web site design principles.

31) **Moving Day** You've purchased a new computer. This class will show you how to move the programs and data on your old computer to your new computer. We will discuss software programs that will do some of this for you automatically, as well as a manual approach that is often more effective. We will cover moving from Windows XP and Vista computers to Windows 7 or Windows 8 computers. Some people may not purchase a brand new computer, but instead may wish to replace the XP or Vista operating system on their current computer with the Windows 7 or Windows 8 operating system. This subject will also be covered in class

32) **Mug Shots** You're struggling to come up with gift ideas for your spouse, children, grandchildren, etc. Instead of giving them another gift that they'll place on the top shelf of the closet, why not give them a personalized gift that's made expressly for them. This course will teach you how to turn your digital photos into clever and unusual gifts that will make your recipient say, "Wow." You'll find out about 32 unique photo gifts priced from $6 to $150.   We'll also cover the best web sites where you can purchase these gifts. Even if you don't have a digital camera, you'll learn how you can purchase clever gifts with photos of your spouse/children/grandchildren. Most of these gifts require virtually no effort or special talent on your part, and can be purchased online in fewer than 2

minutes. We'll also discuss some photo gift ideas that require a bit more work on your part, but which can result in extraordinary gifts.

33) **iLove iPad** This course will provide you with 39 tips and tricks that will enable you to get more out of your iPad, and to do so with greater ease. We will cover hidden iPad shortcuts, backing up your iPad, organizing the apps on your home page, using Safari more effectively, updating the operating system, searching for documents, and much more. Bring your iPad to class. You will use it extensively during the course. This course is for owners of the iPad who have been using their iPad for a minimum of one month, and who are comfortable surfing the web and using their iPad. If you just purchased your iPad in the last few days, please take this course next semester, after you have become more familiar with your iPad. This course is not suitable for owners of other tablets such as the Kindle, Nook, Galaxy, etc.

34) **Pitch Your Post-Its** Are you having trouble keeping track of all those little scraps of paper containing your notes, web site passwords, to-do lists, ideas, grocery lists, and other jottings? Learn how to use *OneNote*, a free software program that can help you easily record and find all your information in one spot on your computer or other electronic device. Have you ever seen an interesting page or paragraph of text on the web you'd like to save for future reference? With two clicks of the mouse you can save the text to *OneNote*, and easily find it years later. Did a friend send you an email with a passage of text or URL that you don't want to "lose" among your 1000 other saved emails? Save it to OneNote, and it is forever easily accessible. There's no limit on the length of notes you can save. Best of all, you don't even have to organize your information inside *OneNote*, because *OneNote* can instantly find what you're looking for. Once you save your data to *OneNote*, you can retrieve it from all your electronic devices, including PCs, Macs, iPads, cell phones, etc. After you take this class, you'll never need to buy another yellow pad or Post-It.

35) **Create a Digital Scrapbook** When we were children we often made scrapbooks with photos and memorabilia from our summer. Today digital scrapbooks are infinitely more versatile than paper scrapbooks. In this class you'll learn to use your computer and software to make several types of items including:

A digital scrapbook of photos from your last vacation that contains your audio narration of each photo
A digital scrapbook of your extended family including your grandparents, parents, you, children, and grandchildren
A digital scrapbook of your grandchild from birth through today

The beauty of these digital scrapbooks is that they can be turned into a photo quality professionally printed book, or printed on paper at home, or emailed to a family member for viewing on their computer, or burnt to a DVD for playing on a TV, or turned into a podcast that you can send to your grandchild. Won't they be surprised to learn that their grandparent knows how to create a podcast! You'll also use the software to create:
A t-shirt or sweatshirt with a family photo on it (this is a great gift idea)
Customized photo holiday greeting cards, or invitations to a party, wedding, etc. or a customized photo birthday card for your grandchild