

# Computer Learning Center - Guide to 2010 Classes

**Fairhill Partners offers computer classes for adults ages 40 and better, taught by peers. Classes take place on the Fairhill Partners campus (12200 Fairhill Rd.)**

## WORD PROCESSING

Covers basics of word processing.  
Computer Fundamentals and mouse skills *required*.

Eight — once-a-week classes:

Mondays, June 21-Aug. 9, 9:30-11:30

Mondays, Sept. 27-Nov. 15, 1:00-3:00

**Cost: \$60 for 8 session class**

## BASIC DIGITAL PHOTOGRAPHY

Learn to edit, store, print and e-mail your own photos. Also learn Picasa, a free software program available to anyone with a computer and an Internet connection. Mouse skills and some word processing skills *required*.

Four — once-a-week classes:

Mondays, Mar. 22-Apr. 12, 1:00-3:00

Mondays, Apr. 19-May 10, 1:00-3:00

Mondays, June 21-July 12, 1:00-3:00

Mondays, Oct. 25-Nov. 15, 1:00-3:00

**Cost: \$40 for 4 session class**

## FLYERS, BROCHURES AND NEWSLETTERS

Learn how to create attractive and attention-getting flyers, brochures and newsletters using MS Word. Mouse skills and basic Word skills are *required*. Plan the flyer or brochure; lay out text; format the document; add pictures, borders and shading; name, store and edit your file.

Three — once-a-week classes:

Wednesdays, Apr. 28—May 12, 9:30-11:30

**Cost: \$30 for 3 session class**

## GOOGLE & BEYOND WORKSHOP

Search the Internet for useful resources.

One day workshop:

Tuesday, May 4, 10:00-12:00

Tuesday, Oct. 26, 10:00-12:00

**Cost: \$5**

## REALLY BASIC COMPUTER SKILLS

Designed for the *very beginner*. Introduction to hardware & software, Windows operating system basics and use of mouse & keyboard.

Five — once-a-week classes:

Tuesdays, Mar. 23-Apr. 20, 1:00-3:00

Tuesdays, Apr. 27-May 25, 1:00-3:00

Tuesdays, June 22-July 20, 1:00-3:00

Thursdays, June 24-July 22, 9:30-11:30

Tuesdays, July 27-Aug. 24, 1:00-3:00

Tuesdays, Sept. 28-Oct. 26, 1:00-3:00

Tuesdays, Nov. 2-Nov. 30, 1:00-3:00

**Cost: \$40 for 5 session class**

## INTRODUCTION TO COMPUTER APPLICATIONS

Continue to build your computer skills in this class. Computer Fundamentals and mouse skills *required*. Learn word processing techniques, basic file management spreadsheets, databases, Internet and e-mail

Eight — once-a-week classes:

Wednesdays, Mar. 24-May 12, 1:00-3:00

Wednesdays, June 23-Aug. 11, 1:00-3:00

Wednesdays, Sept. 29-Nov. 17, 1:00-3:00

**Cost: \$60 for 8 session class**

## INTERNET and EMAIL

Learn to use the Internet and e-mail. Computer Fundamentals and mouse skills *required*. Learn Internet features and capabilities, how to get the most out of e-mail, how to search, and how to avoid viruses, spam, spyware and other "nasties."

Five — once-a-week classes:

Wednesdays, Mar. 24-Apr. 21, 9:30-11:30

Wednesdays, June 23-July 21, 9:30-11:30

Wednesdays, Sept. 29-Oct. 27, 9:30-11:30

**Cost: \$50 for 5 session class**



**For additional details or to register for any of Fairhill Partners upcoming Computer Learning Center classes or workshops call Vince Tillman today at 216.421.1350, ext. 113.**

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## GENEALOGY WORKSHOP

Expand your knowledge of genealogy.

One day workshops:

Thursdays, Mar. 18, Apr. 15, May 20,  
1:00-3:00

Cost: **NO CHARGE**

## GENEALOGY—FALL ONLY

Obtain and use free genealogy record keeping and software. Research and link up with others on the Internet. Use special resources for Afro-American genealogy. Learn about your ancestors and create a family album.

Eight — once-a-week classes:

Thursdays, Sept. 30-Nov. 18, 1:00-3:00

Cost: **\$60 for 8 session class**

## EXCEL—FALL ONLY

Learn how to create spreadsheets and charts for business and personal use. Mouse skills *required*.

Six — once-a-week classes

Thursdays, Sept. 30-Nov. 4, 9:30-11:30

Cost: **\$60 for 6 session class**

## BUYING AND SELLING ON EBAY

Learn how to buy and sell items on eBay. Learn how to set up an account, describe your item, bid, collect money, and more.

Four — once-a-week classes:

Mondays, Mar. 22-Apr. 12, 9:30-11:30

Mondays, Apr. 19-May 10, 9:30-11:30

Mondays, July 19-Aug. 9, 1:00-3:00

Mondays, Sept. 27-Oct. 18, 9:30-11:30

Cost: **\$40 for 4 session class**

## POWERPOINT

Create your own slide show!

Eight — once-a-week classes:

Tuesdays, June 22-Aug. 10, 9:30-11:30

Cost: **\$60 for 8 session class**

## SEARCHING FOR MEDICAL INFORMATION—NEW!

Search the Internet for health information.

Six — once-a-week classes:

Thursdays, Mar. 25-Apr. 29, 9:30-11:30

Cost: **\$50 for 6 session class**

## SOCIAL NETWORKING—NEW!

Learn all about Facebook, Twitter, LinkedIn and other ways of communicating with old and new friends.

Eight — once-a-week classes:

Tuesdays, Mar. 23-May 11, 9:30-11:30

Tuesdays, Sept. 28-Nov. 16, 9:30-11:30

Cost: **\$60 for 8 session class**

## FILE MANAGEMENT WORKSHOP

Learn the basics of file management using “folder trees.” Create, delete and move folders. Organize your computer! Mouse skills are *required*.

One day workshop:

Tuesday, Apr. 20, 10:00-12:00

Tuesday, Oct. 12, 10:00-12:00

Cost: **\$5**

## No Charge Classes

### INTRODUCTORY CLASS

On computer use and mouse skills, for adults 40 and over.

One day workshop.

Monday, Mar. 15, 10:00-12:00

Monday, Mar. 15, 1:00-3:00

Monday, June 14, 10:00-12:00

Monday, June 14, 1:00-3:00

Monday, Sept. 20, 10:00-12:00

Monday, Sept. 20, 1:00-3:00

Cost: \$5 deposit which will be refunded upon arrival at class.

Registration is Required.

Class is limited to 12 participants.



**Want to share your computer knowledge and expertise? Fairhill Partners is in need of Instructors and Coaches. Please call Vince Tillman at 216.421.1350, ext. 113.**