

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.