

# Computer Learning Center - Guide to Fall 2009 Classes

**Computer classes for adults ages 40 and better, taught by peers.**

## **WORD PROCESSING**

Covers basics of word processing - skills to create flyers, brochures and newsletters and populate form letters and address envelopes from a database. Computer Fundamentals and Mouse Skills *required*.

Eight — once-a-week classes:

Mondays, October 5 - November 23

9:30 - 11:30 a.m.

Cost: \$60 for 8 session class

## **BASIC DIGITAL PHOTOGRAPHY (PICASA)**

Provides an introduction to basic concepts of digital photography and cameras. Mouse skills and some Word Processing skills are *required*.

Learn:

- Basic photo editing, storing, printing and emailing of your own photos
- The use of Picasa, a free software program available to anyone with a computer and an Internet connection

Four — once-a-week classes:

Mondays, October 5 - October 26

1:00 - 3:00 p.m.

Cost: \$40 for 4 session class

## **MICROSOFT PUBLISHER**

Create personalized, high-quality publications choosing from an extensive library of customizable design templates or design your own, including newsletters, brochures, flyers, web sites, and email formats.

- Insert Images
  - ▣ Use custom color and font schemes
- Insert your business logo and information

Six — once-a-week classes:

Tuesdays, October 6 - November 10

9:30 - 11:30 a.m.

Cost: \$60 for 6 session class

## **REALLY BASIC COMPUTER SKILLS**

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

Four — once-a-week classes, choose either session:

### **Session A:**

Tuesdays, October 6 - October 27

1:00 - 3:00 p.m.

### **Session B:**

Tuesday, November 3 - November 24

1:00 - 3:00 p.m.

Cost: \$40 for a 4 session class

## **INTERNET and EMAIL**

Class focuses on the use of the Internet and Email for research and communication. Computer Fundamentals and mouse skills *required*.

- Internet features and capabilities
- Getting the most out of Email
- Search the Internet
- Viruses, Spam, Spyware, and other “nasties”

Five — once-a-week classes:

Wednesdays, October 7 - November 4

9:30 - 11:30 a.m.

Cost: \$50 for 5 session class

## **INTRODUCTION TO COMPUTER APPLICATIONS**

Continue to build your computer skills in this class. Computer Fundamentals and mouse skills *required*.

- Word Processing Techniques - three weeks
- Basic File Management - one week
- Spreadsheets - one week
- Databases - one week
- Internet and Email - two weeks

Eight — once-a-week classes:

Wednesdays, October 7 - November 25

1:00 - 3:00 p.m.



**For additional details or to register for any of our upcoming Computer Learning Center classes or workshops call, Tom Cerjak today at 216.421.1350, ext. 125.**

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## **GENEALOGY**

Obtain and use free genealogy record keeping and software. Research and link up with others on the Internet. Learn to use special resources for Afro-American genealogy.

- Learn about your ancestors
- Create a family album

Eight — once-a-week classes:

Thursday, October 8 - December 3  
1:00 – 3:00 p.m.

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

## **EXCEL**

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

- Format spreadsheets & data
- Create charts from a spreadsheet

Six – Once-a-week classes

Thursdays, October 8 - November 12  
9:30 - 11:30 a.m.

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

## **FILE MANAGEMENT WORKSHOP**

Learn the basics of file management using “folder trees.” Mouse skills are *required*.

- Create and name new folders
- Move documents between folders

One day workshop:

Tuesday, October 20  
10:00 a.m. – 12:00 noon

**Cost: \$5.00**

## **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, November 2 - November 23  
1:00 - 3:00 p.m.

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

## **GOOGLE & BEYOND WORKSHOP**

Search the Internet for useful resources like addresses/phone numbers, price products on Froogle and useful medical web sites.

One day workshop:

Tuesday, November 10  
10:00 a.m. – 12:00 noon

**Cost: \$5.00**

## **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*.

- Planning the flyer or brochure
- Laying out text
- Formatting the document
- Adding pictures, borders, and shading
- Naming, storing and making changes to your file

Three — once-a-week classes:

Wednesday, November 11 - November 25  
9:30 - 11:30 a.m.

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

## **No Charge Class**

### **INTRODUCTORY CLASS**

For adults 40 and better on computer use & mouse skills.

One day workshop.

Choose one of three times:

Wednesday, September 30

Session A: 9:00 - 10:30 a.m.

Session B: 11:00 a.m. - 12:30 p.m.

Session C: 1:00 - 2:30 p.m.

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? We are in need of Instructors and Coaches. Please call Tom Cerjak at 216.421.1350, ext. 125, for details.**