



COMPUTER SENIORS of AMERICA

www.computerseniors.org

410/336-5878



Glenwood's Computer Lab

August 2008

Computer Classes for Seniors

- *Classes are offered at the following Senior Centers:*
 - *Bain Center, 5470 Ruth Keeton Way, Columbia, MD 21044, 410/313-7213*
 - *Ellicott City Senior Center, 9401 Frederick Road, Ellicott City, MD 21042, 410/313-1400*
 - *Glenwood Senior Center, 2400 Route 97, Glenwood, MD 21738, 410/313-5440 (inside the Glenwood Community Center)*
 - *East Columbia 50+ Senior Center, 6600 Cradlerock Way, Columbia, MD 21045, 410/313-7680 (inside the East Columbia library) <= beginning September 2008*
 - *Elkridge Senior Center, 6540 Washington Blvd, Elkridge, MD 21075, 410/313-5192 (inside the Elkridge library)*
- *Computer Seniors of America, an all volunteer Howard County Maryland based non-profit, offers the County's 50 plus citizens a variety of computer courses. CSA's Monthly Newsletter, "Course Descriptions and Special Offerings Catalog" and flyers are available (1) in the above Senior Centers (ask the Information Desk staff for location of brochures), (2) by calling CSA at 410/336-5878 or (3) by visiting the CSA website at www.computerseniors.org.*
- *Fee Waiver Policy (for those who can't afford the class fees) - have any non-profit organization – governmental, civic or religious – write a letter requesting that the class fee be reduced, or even waived, and why. Call CSA at 410/336-5878 for specific information.*
- *FYI, a note about the personal computer operating system -- classes at both Ellicott City Senior Center and the Bain Center will be taught on PCs with the Windows Vista operating system; classes offered at the Glenwood, East Columbia 50+ and Elkridge Senior Centers are taught on PCs with the Windows XP operating system.*

Special Genealogy Classes Offered!

- **An Introduction to "Family Tree Maker"** – Learn one of the most popular genealogy computer software programs (pick up a Genealogy Classes flyer at various Senior Centers for a detailed course description and pre-requisites, or call CSA at 410/336-5878 to have a copy sent to you).
 - August 12 & 13 (10am – 12noon) - offered at the Glenwood Senior Center (inside the Glenwood Community Center), 2400 Route 97, Glenwood, MD 21738, 410/313-5440
 - \$30 fee (4 hours of instruction) - advanced payment required.
- **Genealogy Surfing on the Internet** – Learn the best websites to use to find your ancestry information (pick up a Genealogy Classes flyer at various Senior Centers for a detailed course description and pre-requisites, or call CSA at 410/336-5878 to have a copy sent to you).
 - August 19 & 20 (10am – 12noon) - offered at the Glenwood Senior Center (inside the Glenwood Community Center), 2400 Route 97, Glenwood, MD 21738, 410/313-5440
 - \$30 fee (4 hours of instruction) - advanced payment required.

*"Your Most Precious Possession is Your Family History
Learn How to Share It"*

INDIVIDUALIZED TUTORING

HAVE A SPECIAL PC PROJECT THAT YOU NEED SOME HELP WITH OR NEED TO LEARN A SUBJECT THAT ISN'T ACCOMMODATED BY OUR SCHEDULED CLASSES? THEN CSA'S "INDIVIDUALIZED TUTORING" MAY BE YOUR ANSWER! THE TUTORING IS PERFORMED BY ONE OF CSA'S HIGHLY QUALIFIED, AND PATIENT, INSTRUCTORS, ... RIGHT AT THE SENIOR CENTER. THE FEE IS ONLY \$15 PER HOUR OR PART THEREOF — WHAT A BARGAIN! CALL 410/336-5878 FOR ADDITIONAL INFORMATION OR TO MAKE ARRANGEMENTS.



AUGUST - OCTOBER 2008

CLASS OFFERING DATES AND TIMES

ADVANCE REGISTRATION IS REQUIRED AND MUST BE DONE AT
THE CENTER WHERE THE CLASS IS SCHEDULED TO BE HELD
(SEE CENTER ADDRESSES AND TELEPHONE NUMBERS ON FIRST PAGE OF THIS NEWSLETTER)

- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR BEGINNERS USING WINDOWS VISTA, \$30 FEE (4 HOURS OF INSTRUCTION)**

"IF YOU KNOW NOTHING OR VERY LITTLE ABOUT THE PERSONAL COMPUTER, THIS IS THE PLACE TO START"

 - ELLICOTT CITY SENIOR CENTER: AUGUST 11 & 12 (1 - 3PM); OCTOBER 20 & 21 (1 - 3PM)
 - BAIN CENTER: AUGUST 5 & 6 (9 - 11AM); SEPTEMBER 29 & 30 (9 - 11AM)
- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR BEGINNERS USING WINDOWS XP, \$30 FEE (4 HOURS OF INSTRUCTION)**

"IF YOU KNOW NOTHING OR VERY LITTLE ABOUT THE PERSONAL COMPUTER, THIS IS THE PLACE TO START"

 - GLENWOOD SENIOR CENTER: SEPTEMBER 8 & 9 (1 - 3PM)
 - EAST COLUMBIA 50+ SENIOR CENTER: SEPTEMBER 8 & 9 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: AUGUST 6 & 7 (1 - 3PM)
- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR INTERMEDIATE-LEVEL USERS USING WINDOWS VISTA, \$30 FEE (4 HOURS OF INSTRUCTION)**

"AFTER THE BEGINNERS COURSE, THIS IS THE ONE TO TAKE; OR IF YOU ARE FAMILIAR WITH THE PERSONAL COMPUTER, THIS COURSE IS A GOOD REVIEW"

 - ELLICOTT CITY SENIOR CENTER: AUGUST 25 & 26 (1 - 3PM)
 - BAIN CENTER: AUGUST 26 & 27 (1 - 3PM); OCTOBER 14 & 15 (1 - 3PM)
- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR INTERMEDIATE-LEVEL USERS USING WINDOWS XP, \$30 FEE (4 HOURS OF INSTRUCTION)**

"AFTER THE BEGINNERS COURSE, THIS IS THE ONE TO TAKE; OR IF YOU ARE FAMILIAR WITH THE PERSONAL COMPUTER, THIS COURSE IS A GOOD REVIEW"

 - GLENWOOD SENIOR CENTER: SEPTEMBER 22 & 23 (1 - 3PM)
 - EAST COLUMBIA 50+ SENIOR CENTER: SEPTEMBER 22 & 23 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: AUGUST 18 & 19 (1 - 3PM)
- ❖ **INTERNET I: INTRODUCTION TO THE INTERNET AND E-MAIL, \$30 FEE (4 HOURS OF INSTRUCTION)**

"THIS COURSE WILL GET YOU COMFORTABLE WITH SURFING THE INTERNET AND SENDING E-MAIL IN 4 SHORT HOURS; COME ON AND JOIN CYBERSPACE"

 - ELLICOTT CITY SENIOR CENTER: SEPTEMBER 29 & 30 (9 - 11AM)
 - BAIN CENTER: SEPTEMBER 10 & 11 (9 - 11AM)
 - GLENWOOD SENIOR CENTER: AUGUST 4 & 5 (1 - 3PM) <= **CANCELLED**; OCTOBER 22 & 23 (1 - 3PM)
 - EAST COLUMBIA 50+ SENIOR CENTER: OCTOBER 20 & 21 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: AUGUST 6 & 7 (1 - 3PM) <= **CANCELLED**
- ❖ **INTERNET II: ADVANCED E-MAIL, \$30 FEE (4 HOURS OF INSTRUCTION)**

"THE PREVIOUS COURSE INTRODUCED YOU TO THE BASICS OF EMAIL, NOW THE GOOD STUFF"

 - ELLICOTT CITY SENIOR CENTER: OCTOBER 15 & 16 (1 - 3PM)
 - BAIN CENTER: SEPTEMBER 24 & 25 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: SEPTEMBER 3 & 4 (1 - 3PM)
 - EAST COLUMBIA 50+ SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
 - ELKRIDGE SENIOR CENTER: AUGUST 18 & 19 (1 - 3PM) <= **CANCELLED**
- ❖ **INTRODUCTION TO WORD PROCESSING, \$30 FEE (4 HOURS OF INSTRUCTION)**

"WANT TO WRITE A LETTER, CREATE A FLYER OR OTHER KIND OF DOCUMENT, THEN THIS COURSE WILL TAKE YOU THROUGH THE BASICS OF WORD PROCESSING"

 - ELLICOTT CITY SENIOR CENTER: SEPTEMBER 22 & 23 (1 - 3PM)
 - BAIN CENTER: SEPTEMBER 17 & 18 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: OCTOBER 14 & 15 (1 - 3PM)
 - EAST COLUMBIA 50+ SENIOR CENTER: OCTOBER 8 & 9 (9 - 11AM)
 - ELKRIDGE SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*

- ❖ **ADVANCED WORD PROCESSING, \$30 FEE (4 HOURS OF INSTRUCTION)**
"THIS COURSE IS FOR THOSE OF YOU WHO WANT TO LEARN THE POWER OF A WORD PROCESSOR"
 - ELLICOTT CITY SENIOR CENTER: AUGUST 20 & 21 (9 - 11AM)
 - GLENWOOD SENIOR CENTER: AUGUST 13 & 14 (1 - 3PM) <= **CANCELLED**
- ❖ **BUYING AND SELLING ON EBAY, \$30 FEE (4 HOURS OF INSTRUCTION)**
"YOU'VE HEARD OF EBAY, NOW YOU CAN LEARN HOW TO USE IT TO SELL THE TREASURES IN YOUR CLOSETS, ... OR EVEN HOW TO PURCHASE MORE STUFF FOR PENNIES ON THE DOLLAR"
 - ELLICOTT CITY SENIOR CENTER: SEPTEMBER 25 & 26 (1 - 3PM) <= **NOTE THURS & FRI PM CLASS**
 - BAIN CENTER: OCTOBER 27 & 28 (1 - 3PM)
- ❖ **BASIC DIGITAL PHOTOGRAPHY, \$30 FEE (4 HOURS OF INSTRUCTION)**
"DO YOU WANT TO LEARN THE BASICS OF DIGITAL CAMERAS AND HOW TO USE A FREE IMAGE EDITING PROGRAM? THEN THIS IS THE COURSE FOR YOU"
 - ELLICOTT CITY SENIOR CENTER: SEPTEMBER 2 & 3 (1 - 3PM); OCTOBER 27 & 28 (1 - 3PM)
 - BAIN CENTER: OCTOBER 6 & 7 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: SEPTEMBER 17 & 18 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
- ❖ **IMAGE EDITING USING ADOBE'S PHOTOSHOP ELEMENTS, \$30 FEE (4 HOURS OF INSTRUCTION)**
"LEARN THE BASICS OF A VERY POWERFUL AND COMPREHENSIVE IMAGE EDITING PROGRAM"
 - ELLICOTT CITY SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
 - BAIN CENTER: OCTOBER 22 & 23 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: SEPTEMBER 29 & 30 (1 - 3PM)
 - EAST COLUMBIA 50+ SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
 - ELKRIDGE SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
- ❖ **HOW TO MAKE GREETING CARDS, AND MORE, USING YOUR COMPUTER, \$30 FEE (4 HOURS OF INSTR)**
"OUR INSTRUCTOR WILL TEACH YOU HOW TO MAKE GREETING CARDS, POSTERS, BROCHURES, BUSINESS CARDS AND A WHOLE LOT MORE; AND AS A BONUS, YOU WILL LEAVE WITH A COPY OF THE SOFTWARE"
 - ELLICOTT CITY SENIOR CENTER: OCTOBER 8 & 9 (1 - 3PM)
 - BAIN CENTER: SEPTEMBER 17 & 18 (9 - 11AM)
 - GLENWOOD SENIOR CENTER: AUGUST 25 & 26 (1 - 3PM); OCTOBER 29 & 30 (1 - 3PM)
 - EAST COLUMBIA 50+ SENIOR CENTER: SEPTEMBER 15 & 16 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
- ❖ **OPEN PRACTICE LAB AND Q&A SESSIONS, NO FEE, ADVANCE REGISTRATION REQUESTED (ENSURES ASSISTANCE WILL BE AVAILABLE)**
"PRACTICE MAKES PERFECT AND HELP IS FREE EVERY FRIDAY"
 - ELLICOTT CITY SENIOR CENTER: FRIDAYS, 9 - 11AM
 - BAIN CENTER: FIRST AND THIRD FRIDAYS OF THE MONTH, 9 - 11AM
 - GLENWOOD SENIOR CENTER: BY SPECIAL ARRANGEMENT ONLY, CALL CSA AT 410/336-5878 TO SCHEDULE AN APPOINTMENT

SPECIAL CLASS OFFERINGS:

- ❖ **INTRODUCTION TO SPREADSHEETS USING MICROSOFT EXCEL, \$30 FEE (4 HOURS OF INSTRUCTION)**
"LEARN SOME OF THE MANY USES OF EXCEL, LIKE HOW TO USE A SPREADSHEET TO KEEP TRACK OF FINANCIAL INFORMATION"
 - ELLICOTT CENTER SENIOR CENTER: OCTOBER 6 & 7 (1 - 3PM)

SPECIAL GENEALOGY OFFERINGS:

- ❖ **INTRODUCTION TO FAMILY TREE MAKER, \$30 FEE (4 HOURS OF INSTRUCTION)**
"LEARN ONE OF THE MOST POPULAR GENEALOGY COMPUTER SOFTWARE PROGRAMS"
 - GLENWOOD SENIOR CENTER: AUGUST 12 & 13 (10AM - 12N)
- ❖ **GENEALOGY SURFING THE INTERNET, \$30 FEE (4 HOURS OF INSTRUCTION)**
"LEARN THE BEST WEBSITES TO USE TO FIND YOUR ANCESTRY INFORMATION"
 - GLENWOOD SENIOR CENTER: AUGUST 19 & 20 (10AM - 12N)