



COMPUTER SENIORS of AMERICA

www.computerseniors.org

410/336-5878



Glenwood's Computer Lab

November 2008

Computer Classes for the 50 Plus

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 (behind the Miller Library)*
- *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)*
- *Elkridge Senior Center, 6540 Washington Blvd, Elkridge, MD 21075, 410/313-5192 (inside the Elkridge Library)*

Wishing
everyone
a very

Happy Thanksgiving



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.



COMPUTER SENIORS OF AMERICA, AN ALL VOLUNTEER HOWARD COUNTY MARYLAND BASED NON-PROFIT, PARTNERS WITH HOWARD COUNTY GOVERNMENT TO OFFER THE COUNTY'S 50 PLUS CITIZENS A VARIETY OF COMPUTER COURSES. CSA DOES NOT GET ANY COUNTY FUNDING, INSTEAD IT USES THE CLASS FEES IT RECEIVES TO PURCHASE THE PCs AND SOFTWARE PROGRAMS USED IN OUR CLASSES.

➤ **FEE WAIVER / FEE REDUCTION POLICY:** FOR THOSE FOR WHOM THE CLASS FEES ARE A FINANCIAL HARDSHIP. HAVE ANY GOVERNMENTAL AGENCY OR CIVIC OR RELIGIOUS NON-PROFIT ORGANIZATION WRITE A LETTER REQUESTING THAT THE CLASS FEE BE REDUCED, OR EVEN WAIVED, AND WHY. CALL CSA AT 410/336--5878 FOR SPECIFIC INFORMATION.

CSA'S MONTHLY NEWSLETTER, "COURSE DESCRIPTIONS AND SPECIAL OFFERINGS CATALOG" AND FLYERS ARE AVAILABLE (1) IN THE ABOVE SENIOR CENTERS (ASK THE CENTER STAFF FOR LOCATION OF THE NEWSLETTERS, CATALOGUES, ETC.), (2) BY CALLING CSA AT 410/336-5878 OR (3) BY VISITING THE CSA WEBSITE AT WWW.COMPUTERSENIORS.ORG.

NOVEMBER 2008 - JANUARY 2009

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**
"IF YOU KNOW NOTHING OR VERY LITTLE ABOUT THE PERSONAL COMPUTER, THIS IS THE PLACE TO START"
 - BAIN CENTER: DECEMBER 8 & 9 (1 - 3PM)
 - ELLICOTT CITY SENIOR CENTER: JANUARY 12 & 13 (9 - 11AM)
- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR BEGINNERS USING WINDOWS XP, \$30 FEE**
"IF YOU KNOW NOTHING OR VERY LITTLE ABOUT THE PERSONAL COMPUTER, THIS IS THE PLACE TO START"
 - GLENWOOD SENIOR CENTER: NOVEMBER 12 & 13 (1 - 3PM); JANUARY 7 & 8 (1 - 3PM)
 - EAST COLUMBIA 50+ SENIOR CENTER: DECEMBER 3 & 4 (1 - 3PM); JANUARY 12 & 13 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: DECEMBER 3 & 4 (9:30 - 11:30AM); JANUARY 7 & 8 (9:30 - 11:30AM)
- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR INTERMEDIATE-LEVEL USERS USING WINDOWS VISTA, \$30 FEE**
"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"
 - BAIN CENTER: JANUARY 5 & 6 (1 - 3PM)
 - ELLICOTT CITY SENIOR CENTER: JANUARY 26 & 27 (9AM - 11AM)
- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR INTERMEDIATE-LEVEL USERS USING WINDOWS XP, \$30 FEE**
"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: DECEMBER 3 & 4 (1 - 3PM); JANUARY 20 & 21 (1 - 3PM)
 - EAST COLUMBIA 50+ SENIOR CENTER: NOVEMBER 18 & 19 (9 - 11AM); DECEMBER 10 & 11 (1 - 3PM); JANUARY 20 & 21 (9 - 11AM)
 - ELKRIDGE SENIOR CENTER: JANUARY 20 & 21 (9:30AM - 11:30AM)
- ❖ **INTERNET I: INTRODUCTION TO THE INTERNET AND E-MAIL, \$30 FEE**
"THIS COURSE WILL GET YOU COMFORTABLE WITH SURFING THE INTERNET AND SENDING E-MAIL IN 4 SHORT HOURS; COME ON AND JOIN CYBERSPACE"
 - BAIN CENTER: NOVEMBER 5 & 6 (9 - 11AM)
 - ELLICOTT CITY SENIOR CENTER: DECEMBER 9 & 10 (9 - 11AM)
 - GLENWOOD SENIOR CENTER: JANUARY 14 & 15 (9:30 - 11:30AM) <= NOTE 9:30AM START TIME
 - EAST COLUMBIA 50+ SENIOR CENTER: DECEMBER 2 & 3 (9 - 11AM)
 - ELKRIDGE SENIOR CENTER: NOVEMBER 5 & 6 (9:30 - 11:30AM)
- ❖ **INTERNET II: ADVANCED E-MAIL, \$30 FEE**
"INTERNET I INTRODUCED YOU TO THE BASICS OF EMAIL, NOW THE GOOD STUFF"
 - BAIN CENTER: DECEMBER 3 & 4 (1 - 3PM)
 - ELLICOTT CITY SENIOR CENTER: JANUARY 20 & 21 (9 - 11AM)
 - GLENWOOD SENIOR CENTER: NOVEMBER 5 & 6 (1 - 3PM)
 - EAST COLUMBIA 50+ SENIOR CENTER: NOVEMBER 3 & 4 (1 - 3PM); DECEMBER 16 & 17 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: NOVEMBER 19 & 20 (9:30 - 11:30AM)
- ❖ **INTRODUCTION TO WORD PROCESSING USING MICROSOFT WORD 2003, \$30 FEE**
"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"
 - BAIN CENTER: NOVEMBER 10 & 12 (1 - 3PM) <= NOTE DATES CHANGED FROM NOVEMBER 10 & 11
 - ELLICOTT CITY SENIOR CENTER: DECEMBER 1 & 2 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: JANUARY 5 & 6 (1 - 3PM)
 - EAST COLUMBIA 50+ SENIOR CENTER: JANUARY 26 & 27 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: NO CLASSES SCHEDULED DURING THESE MONTHS

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❖ **BASIC DIGITAL PHOTOGRAPHY, \$30 FEE**

"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"

- BAIN CENTER: DECEMBER 10 & 11 (1 - 3PM)
- ELLICOTT CITY SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
- GLENWOOD SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
- EAST COLUMBIA 50+ SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
- ELKRIDGE SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*

❖ **IMAGE EDITING USING ADOBE'S PHOTOSHOP ELEMENTS, \$30 FEE**

"LEARN THE BASICS OF A VERY POWERFUL AND COMPREHENSIVE IMAGE EDITING PROGRAM"

- BAIN CENTER: DECEMBER 17 & 18 (1 - 3PM)
- ELLICOTT CITY SENIOR CENTER: *(THE NOVEMBER 12 & 13 CLASS HAS BEEN CANCELLED)*
- GLENWOOD SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
- EAST COLUMBIA 50+ SENIOR CENTER: JANUARY 6 & 7 (9 - 11AM)
- ELKRIDGE SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*

❖ **HOW TO MAKE GREETING CARDS, AND MORE, USING YOUR COMPUTER, \$30 FEE**

"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"

- BAIN CENTER: *NO LONGER OFFERED AT THE BAIN CENTER; CALL CSA AT 410/336-5878*
- ELLICOTT CITY SENIOR CENTER: NOVEMBER 12 & 13 (9 - 11AM)
- GLENWOOD SENIOR CENTER: DECEMBER 10 & 11 (9 - 11AM)
- EAST COLUMBIA 50+ SENIOR CENTER: JANUARY 26 & 27 (9 - 11AM)
- ELKRIDGE SENIOR CENTER: DECEMBER 8 & 9 (9:30 - 11:30AM)

❖ **OPEN PRACTICE LAB AND Q&A SESSIONS, NO FEE, ADVANCE REGISTRATION REQUESTED (ENSURES ASSISTANCE WILL BE AVAILABLE)**

"PRACTICE MAKES PERFECT AND HELP IS FREE!"

- BAIN CENTER: FIRST AND THIRD FRIDAYS OF THE MONTH, 9 - 11AM
- ELLICOTT CITY SENIOR CENTER: EVERY FRIDAY, 9 - 11AM
- EAST COLUMBIA SENIOR CENTER: SECOND AND FOURTH FRIDAYS OF THE MONTH, 9 - 11AM

AT:

- GLENWOOD SENIOR CENTER: BY APPOINTMENT ONLY, CALL CSA AT 410/336-5878 TO SCHEDULE

SPECIAL CLASS OFFERINGS:

❖ **INTRODUCTION TO SPREADSHEETS USING MICROSOFT EXCEL 2003, \$30 FEE**

"LEARN SOME OF THE MANY USES OF EXCEL, LIKE HOW TO USE A SPREADSHEET TO KEEP TRACK OF FINANCIAL INFORMATION"

- EAST COLUMBIA 50+ SENIOR CENTER: DECEMBER 16 & 17 (9 - 11AM)

❖ **PC HOUSEKEEPING, \$15 FEE**

"NEED TO FIND OUT HOW TO TUNE UP YOUR PC OR HOW TO SAVE YOUR IMPORTANT DATA? WELL, THIS IS THE CLASS TO SIGNUP FOR"

- GLENWOOD SENIOR CENTER: DECEMBER 17 (9 - 11AM)

❖ **ADVANCED WORD PROCESSING USING MICROSOFT WORD 2003, \$30 FEE**

"THIS COURSE IS FOR THOSE OF YOU WHO WANT TO LEARN THE POWER OF A WORD PROCESSOR"

- BAIN CENTER: JANUARY 13 & 14 (1 - 3PM)

NOTE: Classes offered at the Bain Center and Ellicott City Senior Center are taught on PCs with the Windows Vista operating system installed; classes offered at the Glenwood, East Columbia 50+ and Elkridge Senior Centers are taught on PCs with the Windows XP operating system installed.

November 2008