



**COMPUTER SENIORS of AMERICA**

[www.computerseniors.org](http://www.computerseniors.org)

410/336-5878

**March 2009**



*Ellicott City Senior Center's Computer Lab*

## ***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)*

### ***We're Looking For Volunteers***

- ◆ *Teaching and Tutoring*
- ◆ *Technical Support*
- ◆ *Office Help*
- ◆ *Marketing*
- *Please call 410/336-5878 if you can help us*

***Thank You!***



***Happy St. Patrick's Day***

## COMPUTER SENIORS OF AMERICA

- ◆ *CSA IS 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 PERSONAL COMPUTERS 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 LOCAL GOVERNMENTAL AGENCY OR CIVIC OR RELIGIOUS NON-PROFIT ORGANIZATION WRITE A LETTER REQUESTING THAT THE CLASS FEE BE WAIVED OR REDUCED, DEPENDING ON COURSE, 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:*
  - *AT THE ABOVE SENIOR CENTERS - ASK CENTER STAFF FOR LOCATION OF NEWSLETTERS & BROCHURES*
  - *BY VISITING THE CSA WEBSITE AT [WWW.COMPUTERSENIORS.ORG](http://WWW.COMPUTERSENIORS.ORG)*
  - *BY CALLING CSA AT 410/336-5878*
- ◆ *CLASSES OFFERED AT THE BAIN CENTER AND ELLICOTT CITY SENIOR CENTER ARE TAUGHT ON PERSONAL COMPUTERS WITH THE WINDOWS VISTA OPERATING SYSTEM INSTALLED; CLASSES OFFERED AT THE GLENWOOD, EAST COLUMBIA 50+ AND ELKRIDGE SENIOR CENTERS ARE TAUGHT ON PERSONAL COMPUTERS WITH THE WINDOWS XP OPERATING SYSTEM.*
- ◆ ***INCLEMENT WEATHER POLICY:***
  - *IF HOWARD COUNTY SCHOOLS ARE **CLOSED**, ALL CSA CLASSES FOR THE DAY ARE CANCELLED*
  - *IF HOWARD COUNTY SCHOOLS HAVE A **DELAYED OPENING** (EITHER A 1 HOUR OR 2 HOUR), MORNING CSA CLASSES WILL BEGIN AT 10AM; AFTERNOON CSA CLASSES WILL BEGIN AS SCHEDULED*
  - *IF HOWARD COUNTY SCHOOLS CLOSE EARLY, AFTERNOON CSA CLASSES WILL BE CANCELLED.*
  - *IF THE FIRST DAY OF A TWO-DAY CLASS IS CANCELLED, THE SECOND DAY WILL ALSO BE CANCELLED.*
  - *IN THE EVENT OF CANCELLATION, STUDENTS WILL BE CONTACTED TO ARRANGE FOR A RESCHEDULED CLASS DATE*
  - *ALWAYS CALL THE CENTER WHERE THE CLASS IS TO BE TAUGHT TO CHECK THE LATEST STATUS OF THE CLASS*

### 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.*



# MARCH - MAY 2009

## CLASS OFFERING DATES AND TIMES

ADVANCE REGISTRATION IS REQUIRED AT THE CENTER WHERE THE CLASS IS OFFERED  
(SEE CENTER ADDRESSES AND TELEPHONE NUMBERS ON FIRST PAGE OF THIS NEWSLETTER)

- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR BEGINNERS, \$30 FEE**  
*"IF YOU KNOW NOTHING OR VERY LITTLE ABOUT THE PERSONAL COMPUTER, THIS IS THE PLACE TO START"*
  - BAIN CENTER (USING WINDOWS VISTA): APRIL 6 & 7 (9 - 11AM)
  - ELLICOTT CITY SENIOR CENTER (USING WINDOWS VISTA): APRIL 15 & 16 (1 - 3PM)
  - GLENWOOD SENIOR CENTER (USING WINDOWS XP): MARCH 3 & 4 (1- 3PM); MAY 4 & 5 (1-3PM)
  - EAST COLUMBIA 50+ SENIOR CENTER (USING WINDOWS XP): MARCH 18 & 19 (9 - 11AM); MAY 18 & 19 (1 - 3PM)
  - ELKRIDGE SENIOR CENTER (USING WINDOWS XP): MARCH 10 & 11 (9:30 - 11:30AM); MAY 13 & 14 (9:30 - 11:30AM)
- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR INTERMEDIATE-LEVEL USERS, \$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 (USING WINDOWS VISTA): APRIL 20 & 21 (1 - 3PM)
  - ELLICOTT CITY SENIOR CENTER (USING WINDOWS VISTA): MARCH 9 & 10 (9 - 11AM); MAY 6 & 7 (1 - 3PM)
  - GLENWOOD SENIOR CENTER (USING WINDOWS XP): MARCH 18 & 20 (1 - 3PM) <- NOTE WEDNESDAY AND FRIDAY DATES; MAY 18 & 19 (1 - 3PM)
  - EAST COLUMBIA 50+ SENIOR CENTER (USING WINDOWS XP): MARCH 31 & APRIL 1 (9 - 11AM)
  - ELKRIDGE SENIOR CENTER (USING WINDOWS XP): MARCH 25 & 26 (9:30 - 11:30AM); MAY 20 & 21 (9:30 - 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 ONLY 4 HOURS; COME ON AND JOIN CYBERSPACE"*
  - BAIN CENTER: MARCH 16 & 17 CHANGED TO MARCH 18 & 19 (2 - 4PM); MAY 11 & 12 (1 - 3PM)
  - ELLICOTT CITY SENIOR CENTER: MARCH 30 & 31 (9 - 11AM)
  - GLENWOOD SENIOR CENTER: APRIL 14 & 15 (1 - 3PM)
  - EAST COLUMBIA 50+ SENIOR CENTER: APRIL 28 & 29 (9 - 11AM)
- ❖ **INTERNET II: ADVANCED E-MAIL, \$30 FEE**  
*"INTERNET I INTRODUCED YOU TO THE BASICS OF EMAIL, NOW THE GOOD STUFF"*
  - BAIN CENTER: MARCH 30 & 31 (9 - 11AM); MAY 27 & 28 (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: MARCH 9 & 10 (1 - 3PM); MAY 13 & 14 (1 - 3PM)
- ❖ **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: MARCH 11 & 12 (2 - 4PM) <=NOTE 2PM START TIME; MAY 6 & 7 (1 - 3PM)
  - ELLICOTT CITY SENIOR CENTER: MARCH 24 & 25 (1 - 3PM); MAY 18 & 19 (1 - 3PM)
  - GLENWOOD SENIOR CENTER: APRIL 6 & 7 (1 - 3PM)
  - EAST COLUMBIA 50+ SENIOR CENTER: APRIL 20 & 21 (1 - 3PM)
- ❖ **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: MAY 20 & 21 (1 - 3PM)
  - ELLICOTT CITY SENIOR CENTER: APRIL 28 & 29 (1 - 3PM)
  - GLENWOOD SENIOR CENTER: NO CLASSES SCHEDULED DURING THESE MONTHS
  - EAST COLUMBIA 50+ SENIOR CENTER: MARCH 2 & 3 (1 - 3PM)

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- ❖ **PHOTO 1: 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: APRIL 15 & 16 (2 - 4PM) <= NOTE 2PM START TIME
  - ELLICOTT CITY SENIOR CENTER: APRIL 22 & 23 (1 - 3PM)
  - GLENWOOD SENIOR CENTER: MARCH 9 & 10 (1 - 3PM); MAY 12 & 13 (7 - 9PM)
  - EAST COLUMBIA 50+ SENIOR CENTER: MARCH 24 & 25 (1 - 3PM); MAY 18 & 20 (6 - 8PM)
  - ELKRIDGE SENIOR CENTER: APRIL 8 & 9 (9 - 11AM)
- ❖ **PHOTO 2: IMAGE EDITING USING ADOBE'S PHOTOSHOP ELEMENTS VERSION 5, \$30 FEE**  
*"LEARN THE BASICS OF A VERY POWERFUL AND COMPREHENSIVE IMAGE EDITING PROGRAM"*
  - BAIN CENTER: APRIL 29 & 30 (1- 3PM)
  - ELLICOTT CITY SENIOR CENTER: MARCH 9 & 10 (1 - 3PM); MAY 11 & 12 (1 - 3PM)
  - GLENWOOD SENIOR CENTER: MARCH 23 & 24 (1 - 3PM); MAY 19 & 20 (7 - 9PM)
  - EAST COLUMBIA 50+ SENIOR CENTER: APRIL 6 & 7 (1 - 3PM)
  - ELKRIDGE SENIOR CENTER: APRIL 22 & 23 (1 - 3PM)
- ❖ **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: MARCH 25 & 26 (2 - 4PM) <- NOTE 2PM STARTING TIME; MAY 20 & 21 (9 -11AM)
  - ELLICOTT CITY SENIOR CENTER: APRIL 27 & 28 (9 - 11AM)
  - GLENWOOD SENIOR CENTER: APRIL 22 & 23 (9 - 11AM)
  - EAST COLUMBIA 50+ SENIOR CENTER: MARCH 4 & 5 (9 - 11AM); MAY 4 & 6 (6 - 8PM)
- ❖ **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"*
  - ELLICOTT CITY SENIOR CENTER: MARCH 19 (9 - 11AM); MAY 28 (9 - 11AM)
  - GLENWOOD SENIOR CENTER: MARCH 31 CLASS CHANGED TO APRIL 1 (9 - 11AM)
  - EAST COLUMBIA 50+ SENIOR CENTER: APRIL 16 (9 - 11AM)
- ❖ **BUYING AND SELLING ON EBAY, \$30 FEE**  
*"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"*
  - BAIN CENTER: MARCH 5 & 6 (1:30 - 3:30PM) <- NOTE 1:30PM CLASS STARTING TIME
  - ELLICOTT CITY SENIOR CENTER: APRIL 20 & 21 (1 - 3PM)
  - EAST COLUMBIA 50+ SENIOR CENTER: MARCH 30 & 31 (1 - 3PM)
  - ELKRIDGE SENIOR CENTER: MAY 28 & 29 (1 - 3PM)
- ❖ **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: 1<sup>ST</sup> AND 3<sup>RD</sup> FRIDAYS OF THE MONTH, 1 - 3PM (2 - 4PM FROM JANUARY 1 - APRIL 15)
  - ELLICOTT CITY SENIOR CENTER: EVERY FRIDAY, 9 - 11AM
  - EAST COLUMBIA 50+ SENIOR CENTER: 2<sup>ND</sup> & 4<sup>TH</sup> FRIDAYS OF THE MONTH, 1 - 3PM (2 - 4PM FROM JANUARY 1 THRU APRIL 15)
  - GLENWOOD SENIOR CENTER: BY APPOINTMENT ONLY, CALL CSA AT 410/336-5878 TO SCHEDULE

**SPECIAL 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"*
  - GLENWOOD SENIOR CENTER: MARCH 16 & 17 (1 - 3PM)
- ❖ **INTRODUCTION TO DATABASES USING MICROSOFT ACCESS 2003, \$30 FEE**  
*"LEARN HOW TO CREATE A DATABASE TO AUTOMATE MANY OF THOSE DAY-TO-DAY TASKS"*
  - BAIN CENTER: MAY 4 & 5 (1 - 3PM)