



[www.computerseniors.org](http://www.computerseniors.org)  
410-336-5878



Ellicott City Senior Center's Computer Lab

# September 2009

## 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, Cooksville, MD 21723, 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)

### Make Your Own Holiday Greeting Cards

**Course:** How to make Greeting Cards, and much, much more, using your Personal Computer

**Course Description:** Surprise your friends and relatives with a personalized greeting card made just for them! This course teaches basic graphic commands, how to choose the correct paper size, how to enter and change the shape, size and color of words and pictures and how to find and use available stock greetings and sayings. Upon completion of this course, you will be able to create unique greeting cards, flyers, brochures, and more; and as a bonus you will receive a copy of the software.

**Locations, dates and times:**

- Bain Center: October 21 & 22 (1 - 3pm)
- Ellicott City Senior Center: October 19 & 20 (7 - 9pm - in the evening!); October 28 & 29 (1 - 3pm); November 9 & 10 (7 - 9pm - in the evening!)
- Glenwood Senior Center: September 2 & 3 (9 - 11am)
- East Columbia 50+ Senior Center: September 22 & 23 (1 - 3pm)

### Open Houses Continue at the Glenwood Computer Lab!

Fridays, September 11<sup>th</sup> & 25<sup>th</sup>,  
10am - 12 noon (also Oct 9<sup>th</sup> &  
30<sup>th</sup>, Nov 13<sup>th</sup> and Dec 4<sup>th</sup>)

### Evening Classes Offered

At Glenwood Senior Center:

- ◆ Internet II: Advanced e-Mail  
- September 9 & 10  
(6:30pm - 8:30pm)

At Ellicott City Senior Center:

- ◆ Making Greeting Cards  
- Oct 19 & 20, 7 - 9pm and  
Nov 9 & 10, 7 - 9pm

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## COMPUTER SENIORS OF AMERICA

- ◆ *CSA, A VOLUNTEER-BASED HOWARD COUNTY MARYLAND NON-PROFIT, PARTNERS WITH HOWARD COUNTY GOVERNMENT TO OFFER THE COUNTY'S 50 PLUS CITIZENS A VARIETY OF COMPUTER COURSES. CSA DOES NOT RECEIVE ANY COUNTY FUNDING, INSTEAD IT USES THE CLASS FEES CHARGED TO PURCHASE THE PERSONAL COMPUTERS AND OTHER EQUIPMENT 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 ELICOTT CITY SENIOR CENTER ARE TAUGHT ON PERSONAL COMPUTERS WHICH HAVE THE WINDOWS VISTA OPERATING SYSTEM INSTALLED; CLASSES OFFERED AT THE GLENWOOD, EAST COLUMBIA 50+ AND ELKRIDGE SENIOR CENTERS ARE TAUGHT ON PERSONAL COMPUTERS WHICH HAVE THE WINDOWS XP OPERATING SYSTEM INSTALLED.*
- ◆ *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.*



# SEPTEMBER - NOVEMBER 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 WHERE TO START"*

- BAIN CENTER (USING WINDOWS VISTA): OCTOBER 14 & 15 (1 - 3PM)
- ELLICOTT CITY SENIOR CENTER (USING WINDOWS VISTA): *SEPTEMBER 14 & 15 DATE CHANGED TO SEPTEMBER 15 & 16 (1 - 3PM); NOVEMBER 23 & 24 (1 - 3PM)*
- GLENWOOD SENIOR CENTER (USING WINDOWS XP): *SEPTEMBER 23 & 24 DATES CHANGED TO SEPTEMBER 22 & 23 (1 - 3PM)*
- EAST COLUMBIA 50+ SENIOR CENTER (USING WINDOWS XP): OCTOBER 5 & 6 (1 - 3PM)
- ELKRIDGE SENIOR CENTER (USING WINDOWS XP): OCTOBER 5 & 6 (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): *OCTOBER 28 & 29 CLASS DATES CHANGED TO NOVEMBER 4 & 5 (1 - 3PM)*
- ELLICOTT CITY SENIOR CENTER (USING WINDOWS VISTA): *SEPTEMBER 28 & 29 CLASS CHANGED TO SEPTEMBER 29 & 30 (1 - 3PM)*
- GLENWOOD SENIOR CENTER (USING WINDOWS XP): OCTOBER 6 & 7 (1 - 3PM)
- EAST COLUMBIA 50+ SENIOR CENTER (USING WINDOWS XP): OCTOBER 19 & 20 (1 - 3PM)
- ELKRIDGE SENIOR CENTER (USING WINDOWS XP): OCTOBER 26 & 27 (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: *SEPTEMBER 28 & 29 DATES CHANGED TO SEPTEMBER 30 & OCTOBER 1 (9 - 11AM)*
- ELLICOTT CITY SENIOR CENTER: OCTOBER 21 & 22 (9 - 11AM)
- GLENWOOD SENIOR CENTER: NOVEMBER 2 & 3 (1 - 3PM)
- EAST COLUMBIA 50+ SENIOR CENTER: SEPTEMBER 16 & 17 (9 - 11AM)
- ELKRIDGE SENIOR CENTER: *SEPTEMBER 21 & 22 DATES CHANGED TO OCTOBER 28 & 29 (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: OCTOBER 21 & 22 (9-11AM)
- ELLICOTT CITY SENIOR CENTER: NOVEMBER 3 & 4 (9 - 11AM)
- GLENWOOD SENIOR CENTER: SEPTEMBER 9 & 10 (6:30PM - 8:30PM IN THE EVENING); NOVEMBER 16 & 17 (1 - 3PM)
- EAST COLUMBIA 50+ SENIOR CENTER: SEPTEMBER 30 & OCTOBER 1 (9 - 11AM)
- ELKRIDGE SENIOR CENTER: *SEPTEMBER 28 & 29 CHANGED TO SEPTEMBER 9 & 10 (9:30 - 11:30AM); NOVEMBER 18 & 19 (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: SEPTEMBER 16 & 17 (9 - 11AM)
- ELLICOTT CITY SENIOR CENTER: OCTOBER 14 & 15 (1 - 3PM)
- GLENWOOD SENIOR CENTER: OCTOBER 26 & 27 (1 - 3PM)
- EAST COLUMBIA 50+ SENIOR CENTER: SEPTEMBER 9 & 10 (9 - 11AM); NOVEMBER 18 & 19 (1 - 3PM)
- ELKRIDGE SENIOR CENTER: SEPTEMBER 23 & 24 (9:30 - 11:30AM)

- ❖ **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: NOVEMBER 2 & 3 (1 - 3PM)
    - ELLICOTT CITY SENIOR CENTER: SEPTEMBER 23 & 24 (1 - 3PM)
    - GLENWOOD SENIOR CENTER: *NO CLASSES OFFERED DURING THESE MONTHS*
    - EAST COLUMBIA 50+ SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
    - ELKRIDGE SENIOR CENTER: *COURSE NOT OFFERED*
  - ❖ **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: OCTOBER 26 & 27 (1 - 3PM)
    - ELLICOTT CITY SENIOR CENTER: SEPTEMBER 21 & 22 (1 - 3PM)
    - GLENWOOD SENIOR CENTER: SEPTEMBER 30 & OCTOBER 1 <- TIME CHANGED TO 1 - 3PM
    - EAST COLUMBIA 50+ SENIOR CENTER: OCTOBER 13 & 14 (1 - 3PM)
    - ELKRIDGE SENIOR CENTER: NOVEMBER 9 & 10 (1 - 3PM)
  - ❖ **PHOTO 2: IMAGE EDITING USING ADOBE'S PHOTOSHOP ELEMENTS VERSION 5**, \$30 FEE  
*"LEARN THE BASICS OF A VERY POWERFUL & COMPREHENSIVE IMAGE EDITING PROGRAM"*
    - BAIN CENTER: SEPTEMBER 16 & 17 (1-3PM); NOVEMBER 23 & 24 (1 - 3PM)
    - ELLICOTT CITY SENIOR CENTER: SEPTEMBER 2 & 3 (1 - 3PM); NOV 9 & 10 (1 - 3PM)
    - GLENWOOD SENIOR CENTER: OCTOBER 14 & 15 (1 - 3PM)
    - EAST COLUMBIA 50+ SENIOR CENTER: OCTOBER 28 & 29 (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: OCTOBER 21 & 22 (1 - 3PM)
    - ELLICOTT CITY SENIOR CENTER: OCTOBER 19 & 20 (7-9PM IN THE EVENING); OCTOBER 28 & 29(1- 3PM); NOV 9 & 10 (7 - 9PM)
    - GLENWOOD SENIOR CENTER: SEPTEMBER 2 & 3 (9 - 11AM); NOVEMBER 23 & 24 (1 - 3PM)
  - EAST COLUMBIA 50+ SENIOR CENTER: SEPTEMBER 22 & 23 (1 - 3PM)
  - ❖ **PC MAINTENANCE (PREVIOUSLY "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"*
    - BAIN CENTER: SEPTEMBER 24 (9 - 11AM)
    - ELLICOTT CITY SENIOR CENTER: OCTOBER 8 (9 - 11AM)
    - GLENWOOD SENIOR CENTER: OCTOBER 29 (1 - 3PM)
    - EAST COLUMBIA 50+ SENIOR CENTER: SEPTEMBER 3 (9 - 11AM); NOV 12 (1 - 3PM)
    - ELKRIDGE SENIOR CENTER: *NONE OFFERED*
  - ❖ **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: SEPTEMBER 21 & 22 (1-3PM)
    - ELLICOTT CITY SENIOR CENTER: NOVEMBER 16 & 17 (1 - 3PM)
    - GLENWOOD SR CTR: *COURSE NOT OFFERED*
    - EAST COLUMBIA 50+ SENIOR CENTER: OCTOBER 1 & 2 (1 - 3PM)
  - ❖ **OPEN PRACTICE LAB AND Q&A SESSIONS**, NO FEE, ADVANCE REGISTRATION REQUESTED  
*"PRACTICE MAKES PERFECT AND HELP IS ALWAYS FREE!"*
    - BAIN CENTER: 1<sup>ST</sup> AND 3<sup>RD</sup> FRIDAYS OF THE MONTH, 1 - 3PM
    - 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
    - GLENWOOD SENIOR CENTER: "OPEN HOUSE" FRIDAYS, 10AM - 12NOON, SEPTEMBER 11<sup>TH</sup> & 25<sup>TH</sup>, OCTOBER 9<sup>TH</sup> & 30<sup>TH</sup>, NOVEMBER 13 AND DECEMBER 4
- COURSES OFFERED QUARTERLY:**
- ❖ **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: OCTOBER 21 & 22 (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: NOVEMBER 9 & 10 (1 - 3PM)