



COMPUTER SENIORS of AMERICA

www.computerseniors.org
410-336-5878



Ellicott City Senior Center's Computer Lab

October 2009

Computer Classes for the 50 Plus

Classes are offered at the following 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 50+ Center, 2400 Route 97, Cooksville, MD 21723, 410/313-5440 (inside the Glenwood Community Center)*
- *East Columbia 50+ 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)*

>>>>>>>>> New Course Offerings <<<<<<<<<<

As Seen on Oprah! Skype for Phone and Video Calls

Skype, a peer-to-peer software application that allows people to make free phone calls to other Skype users over the Internet, has become an easy and inexpensive way for people all over the world to stay in touch. This 2-hour course introduces the student to sending text messages, voice and video to others using Skype. If you are comfortable using your Windows computer and you have a broadband Internet connection, you will be able to install the software and use your webcam to see your grandchildren who have a webcam on their family computer. The instructor will also assist students in their choice of a webcam, if they don't have one. \$15 fee (2 hours of instruction).

- *Ellicott City Senior Center: November 12 (1 - 3pm); November 30 (1 - 3PM)*
- *Glenwood 50+ Center: October 19 (1 - 3pm; November 19 (1 - 3pm); December 14 (1 - 3pm)*

Facebook - Get Started Now

300 million people all over the world are using Facebook to enhance their social lives; how about you making it 300,000,001? After four hours at this Computer Seniors of America class, you will learn everything you need to know about this new(ish) way of socializing from creating your own Facebook account to uploading pictures to learning about third party applications. \$30 fee (4 hours of instruction).

- *Bain Center: November 18 & 19 (1 - 3pm); December 9 & 10 (1 - 3pm)*

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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*
 - *BY CALLING CSA AT 410/336-5878*
- ◆ *CLASSES OFFERED AT THE BAIN CENTER AND ELLICOTT 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.



OCTOBER - DECEMBER 2009

CLASS OFFERING DATES AND TIMES

ADVANCE REGISTRATION IS REQUIRED; REGISTRATION MAY BE DONE AT ANY CENTER WHICH OFFERS CLASSES OR BY COMPLETING THE REGISTRATION FORM AVAILABLE AT WWW.COMPUTERSENIORS.ORG. CHECKS OR CASH ACCEPTED FOR PAYMENT, NO CREDIT CARDS. CALL CSA AT 410/336-5878 IF YOU HAVE QUESTIONS REGISTERING.

❖ **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): NOVEMBER 23 & 24 (1-3PM)
- GLENWOOD 50+ CENTER (USING WINDOWS XP): DECEMBER 1 & 2 (1 - 3PM)
- EAST COLUMBIA 50+ CENTER (USING WINDOWS XP): OCTOBER 5 & 6 (1 - 3PM)
- ELKRIDGE SENIOR CENTER (USING WINDOWS XP): OCTOBER 5 & 6 (9:30 - 11:30AM); DECEMBER 9 & 10 (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): DECEMBER 7 & 8 (1 - 3PM)
- GLENWOOD 50+ CENTER (USING WINDOWS XP): OCTOBER 6 & 7(1 - 3PM); DECEMBER 15 & 16 (1 - 3PM)
- EAST COLUMBIA 50+ 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: DECEMBER 7 & 8 (1 - 3PM)
- ELLICOTT CITY SENIOR CENTER: OCTOBER 21 & 22 (9 - 11AM)
- GLENWOOD 50+ CENTER: NOVEMBER 2 & 3 (1 - 3PM)

- EAST COLUMBIA 50+ CENTER: DECEMBER 1 & 2 (1 - 3PM)
- ELKRIDGE SENIOR CENTER: 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 50+ CENTER: NOVEMBER 16 & 17 (1 - 3PM)
- ELKRIDGE SENIOR CENTER: 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: DECEMBER 1 & 2 (1 - 3PM)
- ELLICOTT CITY SENIOR CENTER: OCTOBER 14 & 15 (1 - 3PM)
- GLENWOOD 50+ CENTER: OCTOBER 26 & 27 (1 - 3PM)
- EAST COLUMBIA 50+ CENTER: NOVEMBER 18 & 19 (1 - 3PM)
- ELKRIDGE SENIOR CENTER:

❖ **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)
- EAST COLUMBIA 50+ CENTER: DECEMBER 9 & 10 (1 - 3PM)

❖ **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: DECEMBER 2 & 3 (1 - 3PM)

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- GLENWOOD 50+ CENTER: DECEMBER 9 & 10 (1 - 3PM)
- EAST COLUMBIA 50+ CENTER: OCTOBER 13 & 14 (1 - 3PM)
- ELKCRIDGE 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: NOVEMBER 23 & 24 (1 - 3PM)
- ELLICOTT CITY SENIOR CENTER: NOVEMBER 9 & 10 (1 - 3PM)
- GLENWOOD 50+ CENTER: OCTOBER 14 & 15 (1 - 3PM)
- EAST COLUMBIA 50+ 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 EVENING); OCTOBER 28 & 29(1 - 3PM); Nov 9 & 10 (7 - 9PM)
- GLENWOOD 50+ CENTER: NOVEMBER 23 & 24 (1 - 3PM)
- EAST COLUMBIA 50+ CENTER: OCTOBER 7 & 8 (1 - 3PM); DECEMBER 7 & 8 (1-3PM)

❖ **PC MAINTENANCE, \$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: DECEMBER 3 (1 - 3PM)
- ELLICOTT CITY SENIOR CENTER: OCTOBER 8 (9 - 11AM)
- GLENWOOD 50+ CENTER: OCTOBER 29 (1 - 3PM)
- EAST COLUMBIA 50+ CENTER: NOV 12 (1 - 3PM)
- ELKCRIDGE SENIOR CENTER: DEC 1 (1 - 3PM)

❖ **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: DECEMBER 14 & 15 (1-3PM)
- ELLICOTT CITY SENIOR CENTER: NOVEMBER 16 & 17 (1 - 3PM)
- EAST COLUMBIA 50+ 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: 1ST AND 3RD FRIDAYS OF THE MONTH, 1 - 3PM
- ELLICOTT CITY SENIOR CENTER: EVERY FRIDAY, 9 - 11AM
- EAST COLUMBIA 50+ CENTER: 2ND & 4TH FRIDAYS OF THE MONTH, 1 - 3PM
- GLENWOOD 50+ CENTER: "OPEN HOUSE", FRIDAYS, 10AM - 12NOON, OCTOBER 9TH & 30TH, 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 50+ 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)

NEW COURSE OFFERINGS:

❖ **SKYPE FOR PHONE AND VIDEO CALLS, \$15 FEE**

"LEARN HOW TO USE SKYPE TO SEND TEXT MESSAGES, VOICE, AND VIDEO USING WEBCAM OVER THE INTERNET. SEE AND TALK TO YOUR FAMILY MEMBERS FOR FREE USING YOUR HOME PERSONAL COMPUTER."

- ELLICOTT CITY SENIOR CENTER: NOVEMBER 12 (1 - 3PM); NOV 30 (1 - 3PM)
- GLENWOOD 50+ CENTER: OCTOBER 19 (1 - 3PM); NOVEMBER 19 (1 - 3PM); DECEMBER 14 (1 - 3PM)

❖ **FACEBOOK - GET STARTED NOW, \$30 FEE**

"FACEBOOK HELPS YOU CONNECT AND SHARE WITH THE PEOPLE IN YOUR LIFE. GET YOUR PERSONAL ACCOUNT AND START COMMUNICATING WITH OTHERS."

- BAIN CENTER: NOVEMBER 18 & 19 (1 -