



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



Ellicott City Senior Center's Computer Lab

# November 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)*

### 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); January 12 (1 - 3pm)*
- *Glenwood 50+ Center: November 19 (1 - 3pm); December 14 (1 - 3pm); January 26 (1 - 3pm)*

### Facebook - Get Started Now

*>>NOW! a 1-day offering with a \$15 fee<<*

*300 million people all over the world are using Facebook to enhance their social lives; how about you making it 300,000,001? After two hours at this Computer Seniors of America class, you will have earned everything you need to know about this new(ish) way of socializing. Create your own Facebook account, locate old friends and make new ones and share news and photos with them.*

*\$15 fee (2 hours of instruction)*

- *Bain Center: November 18 (1 - 3pm); December 9 (1 - 3pm)*
- *Glenwood 50+ Center: January 27 (1 - 3pm)*

*Please turn page >>*

## 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, ELICOTT CITY SENIOR CENTER AND EAST COLUMBIA 50+ CENTER ARE TAUGHT ON PERSONAL COMPUTERS WHICH HAVE THE WINDOWS VISTA OPERATING SYSTEM INSTALLED; CLASSES OFFERED AT THE GLENWOOD 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.*



# **NOVEMBER 2009 - JANUARY 2010**

## **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](http://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): JANUARY 6 & 7 (1 - 3PM)
- ELLICOTT CITY SENIOR CENTER (USING WINDOWS VISTA): NOVEMBER 23 & 24 (1 - 3PM); JANUARY 19 & 20 (1 - 3PM)
- GLENWOOD 50+ CENTER (USING WINDOWS XP): DECEMBER 1 & 2 (1 - 3PM)
- EAST COLUMBIA 50+ CENTER: DECEMBER 14 & 15 (1 - 3PM)
- ELKRIDGE SENIOR CENTER (USING WINDOWS VISTA): DECEMBER 9 & 10 (9:30 - 11:30AM); JANUARY 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): NOVEMBER 4 & 5 (1 - 3PM); JANUARY 20 & 21 (1 - 3PM)
- ELLICOTT CITY SENIOR CENTER (USING WINDOWS VISTA): DECEMBER 7 & 8 (1 - 3PM)
- GLENWOOD 50+ CENTER (USING WINDOWS XP): DECEMBER 15 & 16 (1 - 3PM)
- ELKRIDGE SENIOR CENTER (USING WINDOWS XP): JANUARY 27 & 28 (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); JANUARY 25 & 26 (1 - 3PM)
- ELLICOTT CITY SENIOR CENTER: JANUARY 27 & 28 (9 - 11AM)
- GLENWOOD 50+ CENTER: NOVEMBER 2 & 3 (1 - 3PM)
- EAST COLUMBIA 50+ CENTER: DECEMBER 1 & 2 (1 - 3PM); JANUARY 13 & 14 (9 - 11AM)
- ELKRIDGE SENIOR CENTER: NOVEMBER 18 & 19 (9:30 - 11:30AM)

### ❖ **INTERNET II: ADVANCED E-MAIL, \$30 FEE**

*"INTERNET I INTRODUCED YOU TO THE BASICS OF EMAIL, NOW THE GOOD STUFF"*

- ELLICOTT CITY SENIOR CENTER: NOVEMBER 3 & 4 (9 - 11AM)
- GLENWOOD 50+ CENTER: NOVEMBER 16 & 17 (1 - 3PM); JANUARY 13 & 14 (9 - 11AM)
- EAST COLUMBIA 50+ CENTER: JANUARY 27 & 28 (9 - 11AM)
- ELKRIDGE SENIOR CENTER: NOVEMBER 18 & 19 HAS BEEN CANCELLED!

### ❖ **INTRODUCTION TO WORD PROCESSING, \$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); JANUARY 13 & 14 (9 - 11AM)
- ELLICOTT CITY SENIOR CENTER: JANUARY 27 & 28 (9 - 11AM)
- EAST COLUMBIA 50+ CENTER: NOVEMBER 18 & 19 (1 - 3PM)

### ❖ **ADVANCED WORD PROCESSING, \$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"*

- ELLICOTT CITY SENIOR CENTER: DECEMBER 2 & 3 (1 - 3PM)
- GLENWOOD 50+ CENTER: DECEMBER 9 & 10 (1 - 3PM)
- EAST COLUMBIA 50+ CENTER: JANUARY 20 & 21 (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: NOVEMBER 23 & 24 (1-3PM)
- ELLICOTT CITY SENIOR CENTER: NOVEMBER 9 & 10 (1 - 3PM)
- EAST COLUMBIA 50+ CENTER: JANUARY 11 & 12 (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"*

- ELLICOTT CITY SENIOR CENTER: NOVEMBER 9 & 10 (7 - 9PM) <<EVENING TIME!!
- GLENWOOD 50+ CENTER: NOVEMBER 23 & 24 (1 - 3PM); JANUARY 19 & 20 (1 - 3PM)
- EAST COLUMBIA 50+ CENTER: 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: (9 - 11AM)
- GLENWOOD 50+ CENTER: JANUARY 21 (9 - 11AM)
- EAST COLUMBIA 50+ CENTER: NOVEMBER 12 (1 - 3PM)
- ELKRIDGE 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 TREAS-*

*URES IN YOUR CLOSETS, ... OR EVEN HOW TO PURCHASE MORE STUFF FOR PENNIES ON THE DOLLAR"*

- BAIN CENTER: DECEMBER 14 & 15 (1 - 3PM); JANUARY 11 & 12 (1 - 3PM)
- ELLICOTT CITY SENIOR CENTER: NOVEMBER 16 & 17 (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+ CENTER: 2<sup>ND</sup> & 4<sup>TH</sup> FRIDAYS OF THE MONTH, 1 - 3PM
- GLENWOOD 50+ CENTER: "OPEN HOUSE", FRIDAYS, 10AM - 12NOON, NOVEMBER 13, DECEMBER 4 AND JANUARY 15 & 29

**COURSES OFFERED QUARTERLY:**

❖ **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**

*"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); NOVEMBER 30 (1 - 3PM); JANUARY 12 (1 - 3PM)
- GLENWOOD 50+ CENTER: NOVEMBER 19 (1 - 3PM); DECEMBER 14 (1 - 3PM); JANUARY 26 (1-3PM)

❖ **FACEBOOK - GET STARTED NOW, \$15 FEE**

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

>>NOW A ONE (1) DAY OFFERING WITH A \$15 FEE!

- BAIN CENTER: NOVEMBER 18 (1 - 3PM); DECEMBER 9 (1 - 3PM)
- GLENWOOD 50+ CENTER: JANUARY 27 (1 - 3PM)