



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



*Glenwood Senior Center's Computer Lab*

**August 2010**  
*w/ class dates thru October 2010*

## ***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 Gary Arthur Community Center at Glenwood)*
- *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)*

### **Revised Digital Photography Courses** **(effective September 2010)**

**Basic Digital Photography** - the current 4 hour course is generally unchanged

**Sharing Digital Photos** - a new 2 hour course offering, beginning September 29, 2010

Course Description: After your introduction to Google Picasa in the Basic Digital Photography class, you are now ready for the next level. Learn how to share your photos by uploading them to the web. Create slide shows of your photos to impress family members. Put copies of your photos on a CD or a flash drive for portability or backup. Get artistic by making photo collages and then print posters. Make movies of your photos and put them on DVDs with musical background.

Prerequisite: Completion of the "Basic Digital Photography" course offered by CSA and experience with Google Picasa to enhance and manage your photos, or with permission of the instructor.

Fee: \$15 (2 hours of instruction)

Scheduled at Glenwood (September 29), East Columbia (October 7), Bain (October 29)

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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 SENIOR CENTERS LISTED ON THE PREVIOUS PAGE- 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, ELLICOTT 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.*



*August 2010*

## **August - October 2010 class offerings**

*Advance registration is required and may be done at any Center which offers CSA classes or by completing the registration form available on the CSA website, [www.computerseniors.org](http://www.computerseniors.org). Cash or checks, only, accepted for payment. Call CSA at 410/336-5878 for assistance with questions pertaining to registration.*

- ❖ **Introduction to Personal Computers (for Beginners)**, \$30 fee  
*"If you know nothing or very little about the personal computer, this is the course to start with"*
  - Bain Center: *September 15 & 16 (9-11 am) changed to September 13 & 14 (1-3pm)*
  - Ellicott City Senior Center: *September 28 & 29 changed to September 27 & 28 (1-3pm)*
  - Glenwood 50+ Center: August 10 & 11 (10am-12noon); October 12 & 13 (1-3pm)
  - East Columbia 50+ Center): August 24 & 25 (9-11am); October 25 & 26 (1-3pm)
  - Elkridge Senior Center: August 9 & 10 (1-3pm)
- ❖ **Introduction to Windows (formerly Introduction to Personal Computers for Intermediate-Level Users)**, \$30 fee  
*"After the Beginners' course, this is the next one to take; or if you are somewhat familiar with the Window operating system but have never had a class in Windows, this one is a GREAT review"*
  - Bain Center: *September 29 & 30 (9-11am) changed to October 4 & 5 (1-3pm)*
  - Ellicott City Senior Center: August 9 & 10 (1-3pm); October 12 & 13 (1-3pm)
  - Glenwood 50+ Center: August 24 & 25 (10am-12noon); Oct 26 & 27 (1-3pm)
  - East Columbia 50+ Center: September 7 & 8 (9-11am)
  - Elkridge Senior Center: August 23 & 24 (1-3pm)
- ❖ **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: August 2 & 3 (9-11am); October 6 & 7 (1-3pm)
  - Ellicott City Senior Center: August 16 & 17 (1-3pm); October 20 & 21 (1-3pm)
  - Glenwood 50+ Center: *August 30 & 31 class offering changed to August 31 & September 1 (1-3pm)*
  - East Columbia 50+ Center: *September 15 & 16 1-3pm time changed to (9-11am)*
  - Elkridge Senior Center: *September 15 & 16 (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: August 17 & 18 (1-3pm); October 18 & 19 (1-3pm)
  - Ellicott City Senior Center: August 30 & 31 (1-3pm)
  - Glenwood 50+ Center: September 13 & 14 (1-3pm)
  - East Columbia 50+ Center: September 29 & 30 (1-3pm)
  - Elkridge Senior Center: September 29 & 30 (9:30-11:30am)
- ❖ **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: September 21 & 22 (1-3pm)
  - Ellicott City Senior Center: August 2 & 3 (9-11am); October 4 & 5 (1-3pm)
  - Glenwood 50+ Center: *August 18 & 19 offering is canceled; October 20 & 21 (1-3pm)*
  - East Columbia 50+ Center: August 30 & 31 (1-3pm)
  - Elkridge Senior Center: October 20 & 21 (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: October 25 & 26 (1-3pm)
  - Glenwood 50+ Center: August 16 & 17 (1-3pm)
  - East Columbia 50+ Center: *September 22 & 23 changed to September 23 & 24 (9-11am)*

- ❖ **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: August 11 & 12 (1-3pm); October 12 & 13 (1-3pm)
    - Ellicott City Senior Center: August 23 & 24 (1-3pm); October 18 & 19 (1-3pm)
    - Glenwood 50+ Center: September 7 & 8 (1-3pm)
    - East Columbia 50+ Center: *September 13 & 14 changed to September 22 & 23 (1-3pm)*
  - ❖ **Sharing Digital Photos**, \$15 fee  
*"This new course offering teaches how to use Google Picasa to post photos to the web, create CDs and DVDs, make collages and posters"*
    - Bain Center: October 29 (1-3pm)
    - Glenwood 50+ Center: September 29 (1-3pm)
    - East Columbia 50+ Center: October 7 (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: August 24 (9-11am); October 28 (1-3pm)
    - Ellicott City Senior Center: *September 7 changed to September 16 (9-11am)*
    - Glenwood 50+ Center: September 23 (1-3pm) <- note time change
    - East Columbia 50+ Center: August 5 (1-3pm); October 5 (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 \$\$\$"*
    - Bain Center: August 23 & 24 (1-3pm)
    - Ellicott City Senior Center: September 20 & 21 (1-3pm)
    - East Columbia 50+ Center: *September 20 & 21 changed to October 18 & 19 (1-3pm)*
  - ❖ **Introduction to Spreadsheets using Microsoft Excel**, \$30 fee  
*"Learn some of the many uses of Excel, like how to use a spreadsheet to keep track of financial information"*
    - Bain Center: *September 7 & 8 changed to September 9 & 10 (1-3pm)*
    - Glenwood 50+ Center: October 6 & 7 (1-3pm)
  - ❖ **Introduction to Databases using Microsoft Access**, \$30 fee  
*"Learn how to create a database to automate many of those day-to-day tasks"*
    - Ellicott City Senior Center: *September 15 & 16 changed to September 16 & 17 (1-3pm)*
  - ❖ **Skype for Phone and Video Calls**, \$15 fee  
*"Learn how to use Skype to send text messages, voice, and video using a webcam over the Internet. See and talk to your family members for free using your home personal computer."*
    - Bain Center: September 1 (1-3pm); October 27 (1-3pm)
    - Ellicott City Senior Center: *September 20 changed to September 15 (1-3pm)*
    - Glenwood 50+ Center: September 27 (1-3pm)
    - East Columbia 50+ Center: August 19 (1-3pm)
  - ❖ **Open Lab & Q&A sessions**, no fee, advance registration requested  
*"Practice makes perfect and help is always free!"*
    - Bain Center: 1-3pm on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of the month
    - Ellicott City Senior Center: 9-11am every Friday
    - East Columbia 50+ Center: 1-3pm on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays of the month
  - ❖ **"CSA Open Houses at Glenwood"**  
*"Just come on by and see what CSA can do for you"*
    - Glenwood 50+ Center: 10am - 12noon, August 13 & 27 (Fridays); September 29 and October 6 & 20 (Wednesdays)
- Course Status Update**
- ❖ **How to Make Greeting Cards, and more, Using your Computer**
    - No classes scheduled until further notice
  - ❖ **Facebook: Get Started Now**
    - No classes scheduled until further notice
  - ❖ **Photo 2: Image Editing using Adobe's Photoshop Elements Version 5**
    - No longer offered