



www.computerseniors.org
410-336-5878



Glenwood Senior Center's Computer Lab

September 2010
w/ class dates thru December 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

(starting September 2010)

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

Sharing Digital Photographs - a new 2 hour course offering

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)

Sept-Dec Schedule: Sept 29 @ Glenwood 50+ Center, Oct 7 @ East Columbia 50+ Center, Oct 29 @ Bain Center, Nov 27 @ Ellicott City Senior Center, Dec 7 @ Glenwood 50+ Center.

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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*
 - *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.



September 2010

September-December 2010 class offerings

Advance registration is required and must be done at any Center which offers CSA classes or by completing the registration form available on the CSA website, www.computerseniors.org; only cash or checks are accepted for payment. Call CSA at 410/336-5878 for assistance with registration/

- **Introduction to Personal Computers (for Beginners), \$30 fee**
"If you know little or nothing about personal computers, this is where to start."
 - Bain Center: Sep 13 & 14, 1-3pm; Nov 8 & 9, 9-11am
 - Ellicott City Senior Center: Sep 27 & 28, 1-3pm; Dec 1 & 2, 9-11am
 - Glenwood 50+ Center: Oct 12 & 13, 1-3pm
 - East Columbia 50+ Center: Oct 25 & 26, 1-3pm
- **Introduction to Windows ("Introduction to PCs for Intermediate Users"), \$30 fee**
"After the beginner's course, this is the one to take; or if you are somewhat familiar with the Windows operating system but have never had a class in Windows, this is a GREAT review!"
 - Bain Center: Oct 4 & 5, 1-3pm; Nov 22 & 23, 9-11am
 - Ellicott City Senior Center: Oct 12 & 13, 1-3pm; Dec 15 & 16, 9-11am
 - Glenwood 50+ Center: Oct 26 & 27, 1-3pm
 - East Columbia 50+ Center: Sep 7 & 8, 9-11am; Nov 8 & 9, 1-3pm
- **Introduction to the Internet and E-mail, \$30 fee**
"This course will get you comfortable with surfing the internet and sending email in only 4 hours; come on and join cyberspace!"
 - Bain Center: Oct 6 & 7, 1-3pm; Dec 1 & 2, 9-11am
 - Ellicott City Senior Center: Oct 20 & 21, 1-3pm
 - Glenwood 50+ Center: Nov 3 & 4, 9-11am
 - East Columbia 50+ Center: Sep 15 & 16, 9-11am; Nov 15 & 16, 1-3pm
 - Elkridge Senior Center: Sep 15 & 16, 9:30-11:30am; Nov 22 & 23, 9:30-11:30am
- **Advanced E-mail, \$30 fee**
"Introduction to the Internet and Email introduced you to the basics of email; now for the good stuff!"
 - Bain Center: Oct 18 & 19, 1-3pm; Dec 15 & 16, 9-11am
 - Ellicott City Senior Center: Nov 3 & 4, 1-3pm
 - Glenwood 50+ Center: Sep 13 & 14, 1-3pm; Nov 17 & 18, 9-11am
 - East Columbia 50+ Center: Sep 29 & 30, 1-3pm; Nov 29 & 30, 1-3pm
 - Elkridge Senior Center: Sep 29 & 30, 9:30-11:30am; Dec 6 & 7, 9:30-11:30am
- **Introduction to Word Processing using Microsoft Word, \$30 fee**
"Want to write a letter, create a flyer or other kind of document? This course will take you through the basics of word processing."
 - Bain Center: Sep 21 & 22, 1-3pm; Nov 17 & 18, 9-11am
 - Ellicott City Senior Center: Oct 4 & 5, 1-3pm; Dec 8 & 9, 9-11am
 - Glenwood 50+ Center: Oct 20 & 21, 1-3pm
 - East Columbia 50+ Center: Nov 3 & 4, 1-3pm
 - Elkridge Senior Center: Oct 20 & 21, 1-3pm; Nov 8 & 9, 1-3pm
- **Advanced Word Processing using Microsoft Word, \$30 fee**
"This course is for those of you who want to learn the power of a word processor."
 - Bain Center: Oct 25 & 26, 1-3pm
 - Ellicott City Senior Center: Nov 17 & 18, 1-3pm
 - East Columbia 50+ Center: Sep 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? This is the course for you."
 - Bain Center: Oct 12 & 13, 1-3pm; Dec 8 & 9, 1-3pm
 - Ellicott City Senior Center: Oct 18 & 19, 1-3pm
 - Glenwood 50+ Center: Sep 7 & 8, 1-3pm; Nov 8 & 9, 1-3pm
 - East Columbia 50+ Center: Sep 22 & 23, 1-3pm; Dec 1 & 2, 1-3pm
- **Sharing Digital Photographs, \$15 fee**
"Use Google Picasa to post photos to the web, create CDs and DVDs, make collages and posters."
 - Bain Center: Oct 29, 1-3pm
 - Ellicott City Senior Center: Nov 22, 1-3pm
 - Glenwood 50+ Center: Sep 29, 1-3pm; Dec 7, 1-3pm
 - East Columbia 50+ Center: Oct 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 sign up for."
 - Bain Center: Oct 28, 1-3pm
 - Ellicott City Senior Center: Sep 16, 9-11am; Nov 9, 1-3pm
 - Glenwood 50+ Center: Sep 23, 1-3pm; Nov 23, 9-11am
 - East Columbia 50+ Center: Oct 5, 9-11am; Dec 9, 1-3pm
- **Buying and Selling on eBay, \$30 fee**
"You've heard of eBay, and now you can learn how to use it to sell the treasures in your closet ... or how to purchase more stuff for pennies on the dollar."
 - Bain Center: Nov 15 & 16, 1-3pm
 - Ellicott City Senior Center: Sep 20 & 21, 1-3pm; Dec 13 & 14, 1-3pm
 - East Columbia 50+ Center: Oct 18 & 19, 1-3pm
- **Skype for Phone and Video Calls, \$15**
"Learn how to use Skype to send text messages, voice, and video over the internet."
 - Bain Center: Sep 1, 1-3pm; Oct 27, 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: Sep 9 & 10, 1-3pm
 - Glenwood 50+ Center: Oct 4 & 5, 9-11am
- **Introduction to Databases using Microsoft Access, \$30 fee**
"Learn now to create a database to automate many of those day-to-day tasks."
 - Ellicott City Senior Center: Sep 16 & 17, 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 1st and 3rd Fridays of the month
 - Ellicott City Senior Center: 9-11am every Friday
 - East Columbia 50+ Center: 1-3pm on the 2nd and 4th Fridays of the month
- **"CSA Open House at Glenwood"**, no fee, just drop in
"Just come on by and see what CSA can do for you"
 - Glenwood 50+ Center: 10am - 12noon, Wednesdays - September 29, October 6 & 20, November 10, December 1&15

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
- **Image Editing using Adobe's Photoshop Elements Version 5**
 - No longer offered