

Computer Learning Center for Seniors of Upper Cape Cod



Volume 2, Issue 1

Winter/Spring 2009

SeniorNet is now the Computer Learning Center of Upper Cape Cod

Our name has changed but our goal is the same. That goal is to expose older adults to the concepts and techniques of computers, and train them in a wide variety of practical computer applications.

The Computer Learning Center for Seniors (CLCS) is a non-profit organization operated entirely by volunteers from our local communities. The training facility is located in the Falmouth Community Television building on Dillingham Avenue in Falmouth. Local sponsors are Cape.Com, and our hosts, FCTV.

The Computer Learning Center for Seniors curricula are tailored to our older adult student body. **The Basics - Computers for Beginners** course begins with the absolute basics for new computer users. Subsequent courses systematically build the student's skill and knowledge. Our classes are limited to six students, each with his or her own computer to learn on. A knowledgeable teacher assisted by two coaches conducts classes, a teacher/pupil ratio that insures personal attention. The lab is outfitted with up-to-date computer equipment, a high-speed Internet connection, and the latest in systems and applications software. To reinforce the class experience, students have access to the lab computers during specified hours to practice at their own pace.♦♦

New Membership Structure

A new annual membership fee of \$25 will entitle you to all the privileges of **two** memberships: membership in the Computer Learning Center for Seniors **and** a non-voting membership to Falmouth Community Television. As before, membership is required for all 4 week classes. Membership is not required for single session workshops or for the two session *The Basics – Computers for Beginners*.

Volunteer Opportunities

As a completely volunteer organization we are always looking for new volunteers. Many of our current volunteers were Learning Center students. Many still continue to take classes with us. Computer expertise is not a prerequisite, just a willingness to spend some time helping your peers. We have volunteer opportunities in both the administrative part of the organization – helping with registration, preparing class material, etc. – as well as in the classroom as a coach or possibly an instructor. If your interested in helping out contact Janet Vacon jvacon@comcast.net or leave a message on the CLCS phone line at 508-457-4652. Come join a group of dedicated and interesting individuals.



SESSION 1
FEBRUARY 17 – MARCH 13

Unless otherwise stated membership in the Computer Learning Center is required for these classes.

The Basics - Computers for Beginners note: membership is **not** required for this class.

The objective of the *The Basics- Computers for the Beginner* is to make students comfortable with computers. Students will be given extensive practice in using a mouse and some practice using a keyboard. Students will become familiar with hardware, software and the Windows desktop. This course is a prerequisite for all other courses. **This course is designed for the new computer user.**

Dates:	Tuesday, February 17 & February 24	Time:	1:00 – 3:00	Instructor:	Janet Vacon
Length:	2 classes, one 2-hour class per week	Cost:	\$15		

Introduction to Computer Skills

The *Introduction to Computer Skills* course offers students the basics of using the Windows operating system and beginning word processing skills using WordPad. Students are also introduced to the Internet and e-mail using Outlook Express and Internet Explorer. Four weeks, one 2-hour class per week.

Prerequisites: Students should possess some computer experience including competent mouse skills and familiarity with the computer keyboard.

Dates:	Thursday, February 19 thru March 12	Time:	10:30-12:30	Instructor:	Kevin Lynch
Length:	4 classes, one 2-hour class per week	Cost:	\$25		

Introduction to the Internet

This course teaches the necessary skills for the student to join the twenty million older adults who are already on-line, using e-mail and taking advantage of the vast resources of the World Wide Web. Covered topics include signing on to the Internet, providing basic skills for corresponding with friends and family using email, navigating around the Web, searching for information of interest and becoming an active Netizen by sharing ideas and support with others in discussion or email groups. Four weeks, one 2-hour class per week.

Prerequisites: Students should possess some computer experience including competent mouse skills and familiarity with the computer keyboard.

Dates:	Tuesday, February 17 thru March 10	Time:	10:30-12:30	Instructor:	Saul Dinman
Length:	4 classes, one 2-hour class per week	Cost:	\$25		

Special Workshops

These workshops are offered as a short introduction to other applications available on the computer. **Student MUST possess mouse skills and have some basic experience on a computer.**

Are You Ready to "Smile and say Digital?" note: membership is **not** required for this class.

Anyone who travels, or attends family gatherings, is seeing more and more snapshots being taken with digital cameras. This course will bring you up to speed on what a digital camera has to offer, how to decide which type works for you, and what accessories and support programs you may want when you're ready to "Go Digital."

Day:	Thursday, March 19	Time:	10:30-12:30	Instructor:	Kevin Lynch
Length:	1 class	Cost:	\$10		

What is a Spreadsheet anyway?

note: membership is **not** required for this class.

Become familiar with some of the basics features of spreadsheets. Learn how to create a spreadsheet, select information, edit and format values and add formulas to automatically calculate information. Find out how to present your data as a chart.

Day:	Thursday, February 26 th	Time:	1:00 – 3:00	Instructor:	Janet Vacon
Length:	1 class	Cost:	\$10		

SESSION 2

April 6 – May 9

Unless otherwise stated membership in the Computer Learning Center is required for these classes.

The Basics - Computers for Beginners note: membership is not required for this class.

The objective of the *The Basics- Computers for the Beginner* is to make students comfortable with computers. Students will be given extensive practice in using a mouse and some practice using a keyboard. Students will become familiar with hardware, software and the Windows desktop. This course is a prerequisite for all other courses.. **This course is designed for the new computer user.**

Dates: Tuesday, April 21 & 28
Length: 2 classes, one 2-hour class per week
Time: 10:30- 12:30
Cost: \$15
Instructor: Joe Mulvey

Introduction to Computer Skills

The *Introduction to Computer Skills* course offers students the basics of using the Windows operating system and beginning word processing skills through the MSWorks program. Students are also introduced to the Internet and e-mail using Outlook Express and Internet Explorer. Four weeks, one 2-hour class per week.

Prerequisites: Students should possess some computer experience including competent mouse skills and familiarity with the computer keyboard.

Dates: Wednesday, April 8 thru April 29
Length: 4 classes, one 2-hour class per week
Time: 10:30-12:30
Cost: \$25
Instructor: Kevin Lynch

Photoshop Elements 6.0 Part II

Photoshop Elements 6.0 is a digital imaging program used for photo-retouching and image manipulation. It provides flexible tools that allow you to experiment and be creative with your images. This course will guide you in exploring and practicing using these powerful tools building on the skills learned in Photoshop Elements Part 1. The course assumes the student has completed the *Photoshop Elements Part I* course. Four weeks, one 2-hour class per week.

Prerequisites: Students should possess some computer experience including competent mouse and keyboard skills and be familiar with the concept of files and folders.

Dates: Thursday, April 9 thru April 30
Length: 4 classes, one 2-hour class per week
Time: 10:30-12:30
Cost: \$25
Instructor: Saul Dinman

Introduction to Genealogy Part 1

Introduction to Genealogy is a basic course on researching family history. Classes will include how to search the internet, finding and ordering records from archives, and organizing your research. The course assumes the student has completed the *Introduction to Computer Skills* course or its equivalent. This class is offered in 2 parts. Each part runs for four weeks, one 2-hour class per week. This course uses *Family Tree Maker* for recording genealogy data.

Prerequisites: Students should possess some computer experience including competent mouse skills and familiarity with the computer keyboard.

Dates: Friday, April 10 thru May 1
Length: 4 classes, one 2-hour class per week
Time: 10:30-12:30
Cost: \$25
Instructor: Fred Klein

Special Workshops

These workshops are offered as a short introduction to other applications available on the computer. **Student MUST possess mouse skills and have some basic experience on a computer.**

VISTA – An Overview note: membership is not required for this class.

Are you about to purchase or have you recently purchased a new computer that has Windows Vista installed? Not sure what to make of this new operating system. In this workshop you will learn about what is new and what has changed in the latest Microsoft upgrade.

Day: Wednesday, April 29
Length: 1 class
Time: 1:00-3:00
Cost: \$10
Instructor: Saul Dinman

Workshops continued on next page

Getting Organized: File Management

note: membership is not required for this class.

Too much information being stored on your computer? Learn how to how to keep your work organized using backup, copy, move, delete and rename features of Windows.

Day: Wednesday, May 6
Length: 1 class

Instructor: JoAnn Fishbein
Time: 10:30-12:30
Cost: \$10

SESSION 3 May 19-June 11

Unless otherwise stated membership in the Computer Learning Center is required for these classes.

Word Processing Basics

Using Microsoft Word, this course is designed to make students comfortable with some basic word processing procedures. Students learn to write letters and create a variety of other documents. They learn some of the editing features of the Word program including how to change font size, color and style of text. Students will practice alignment, line spacing and indents and will learn about margins and tabs, how to insert page numbers and page breaks and how to spell check documents. Four weeks, one 2-hour class per week.

Prerequisites: Students should possess some computer experience including competent mouse and keyboard skills and be familiar with the concept of files and folders.

Dates: Tuesday, May 19- June 9
Length: 4 classes, one 2-hour class per week

Instructor: Joe Mulvey

Time: 10:30-12:30
Cost: \$25

Introduction to Computer Skills

The *Introduction to Computer Skills* course offers students the basics of using the Windows operating system and beginning word processing skills through the MSWorks program. Students are also introduced to the Internet and e-mail using Outlook Express and Internet Explorer. Students who take this course should be comfortable with the mouse and familiar with the keyboard. Four weeks, one 2-hour class per week.

Prerequisites: Students should possess some computer experience including competent mouse skills and familiarity with the computer keyboard.

Dates: Wednesday, May 20-June 10
Length: 4 classes, one 2-hour class per week

Instructor: JoAnn Fishbein

Time: 1:00-3:00 (Note: May 20 class will be from 2:00-4:00)
Cost: \$25

Introduction to the Internet

This course teaches the necessary skills for the student to join the twenty million older adults who are already on-line, using e-mail and taking advantage of the vast resources of the World Wide Web. Covered topics include signing on to the Internet, providing basic skills for corresponding with friends and family using email, navigating around the Web, searching for information of interest and becoming an active Netizen by sharing ideas and support with others in discussions or email groups. Four weeks, one 2-hour class per week.

Prerequisites: Students should possess some computer experience including competent mouse skills and familiarity with the computer keyboard.

Dates: Wednesday, May 20- June 10
Length: 4 classes, one 2-hour class per week

Instructor: Saul Dinman

Time: 10:30-12:30
Cost: \$25

Exploring Windows using Windows VISTA – or How to Get the Most Out of your Operating System

*******For students with laptops only*******

This course is an introduction to the VISTA operating system. Students will be required to bring their own laptop computers to the CLSC lab in order to participate in this class. The goals of this course are to introduce the students to the basic components of the Windows Vista Operating System and to provide them with basic skills in using Windows and managing disks, folders and files. Four weeks, one 2-hour class per week.

Prerequisites: Students should possess some computer experience including competent mouse skills and familiarity with the computer keyboard.

Dates: Thursday, May 21- June 11
Length: 4 classes, one 2-hour class per week

Instructor: Bill Long

Time: 10:30-12:30
Cost: \$25