

# Computer Classes

Beginning and Advanced Classes for Adults age 50 and Older

**Gwinnett SenioR Learning Center, Inc.**

Call 770.564.4699 and leave a message or visit [www.gsrlc.org](http://www.gsrlc.org) for more information.

The **Bethesda Park Senior Center**  
225 Bethesda Church Road, Lawrenceville, Georgia 30044

**Prime Timers Pointe in George Pierce Park Community Center**  
55 Buford Highway, Suwanee, Georgia 30024

Sponsored by  
**gwinnett county  
parks & recreation**

**Register for**

*Bethesda classes at the Bethesda Park Senior Center on September 14, 2010, 9:00-11:00.*

*George Pierce Park (GPP) classes at Prime Timers Pointe on September 15, 2010, 10:00-12:00.*

---

**If you are taking our Foundation Courses, please determine if your computer uses the XP, Vista, or Windows 7 operating system, and register for the classes that are designed to teach that system.**

---

Completion of *the appropriate Essentials and Basic Word Processing and Email Review* is required for Upper Level courses. These requirements may be waived *only in exceptional* circumstances. Students requesting a waiver must speak to an advisor at registration.

## CLASS SCHEDULE FOR FALL, 2010

<b>COURSE</b>	<b>BETHESDA</b>	<b>GPP</b>	<b>DESCRIPTION</b>	<b>PREREQUISITES</b>
<b>FOUNDATION COURSES</b>				
<b>PC Essentials for Vista</b>  Vista only  8 weeks  \$60	<i>Not offered this session at Bethesda</i>	Tuesdays  12:00 - 2:00  Starts 9/28	Launch software; open and close windows; create, save and store files; use Cut & Paste; basics of Internet and Email.	Be familiar with computer (or typewriter) keyboard.  Microsoft Windows Vista installed on PC at home.  Have access to the Internet.

<p><b>Windows XP Essentials</b>  <b>XP only</b>  Part 1 - 4 weeks  \$30  Part 2 - 4 weeks  \$30</p>	<p>Thursdays  11:20 - 1:20  Starts 9/30    Starts 10/28</p>	<p><i>Not offered this session at GPP</i></p>	<p>Windows XP and Windows Vista/7 “Essentials” courses differ only in their featured Windows (XP, Vista/7) operating system (OS).  You must know which OS is installed on your home computer. Visit or have someone help you visit <a href="http://www.gsrlc.org/win">www.gsrlc.org/win</a> for more assistance.  Part 1 covers basics of working with windows, menus, files, folders, and word processing documents.  Part 2 builds on word processing skills introduced in Part 1, and covers basic Internet and email functions.</p>	<p>You must have one of the following Microsoft Windows operating systems (OS) - XP, Vista or Windows 7 - installed on your home computer.  For Part 1, the prerequisite is to have a computer and basic typing skills.  For Part 2, you will need Part 1 or equivalent skills and Internet access from home.</p>
<p><b>Windows Vista/7 Essentials</b>  <b>Vista/Windows 7 only</b>  Part 1 - 4 weeks  \$30  Part 2 - 4 weeks  \$30</p>	<p>Tuesdays  1:45 - 3:45    Starts 9/28    Starts 10/26</p>	<p><i>Not offered this session at GPP</i></p>	<p>Part 1 covers basics of working with windows, menus, files, folders, and word processing documents.  Part 2 builds on word processing skills introduced in Part 1, and covers basic Internet and email functions.</p>	<p>For Part 2, you will need Part 1 or equivalent skills and Internet access from home.</p>
<p><b>Basic Word Processing and Email Review</b>  6 weeks  \$50</p>	<p>Wednesdays  1:45 - 3:45  Starts 9/29</p>	<p>Wednesdays  9:30 - 11:30  Starts 9/29</p>	<p>Expand skills learned in PC Essentials (XP or Vista); create, edit, store documents in folders. Use these skills to compose, edit, send, read Email.</p>	<p>Basic typing, PC Essentials, Windows XP, Vista, Windows 7, 98, or ME required. A free basic word processing program will be distributed.</p>
<b>UPPER-LEVEL COURSES</b>				
<p><b>Basic Word 2007</b>  8 weeks  \$60</p>	<p>Mondays  9:00 - 11:00  Starts 9/27</p>	<p><i>Not offered this session at GPP</i></p>	<p>Enter, format, move, manipulate text, cut, copy, paste. Use Word tools. Create, save, edit documents and folders. Search for lost files and folders.</p>	<p>PC Essentials or equivalent knowledge, access to a computer with MS Word 2007. <b>(Earlier versions of Word are NOT acceptable.)</b></p>

<b>Digital Imaging 1</b> 6 weeks \$50	Tuesdays 9:00 - 11:00 Starts 9/28	<i>Not offered this session at GPP</i>	Basics of working with digital pictures, learn advanced things to do with your pictures	PC Essentials, Basic Word Processing, a digital camera, digital pictures on home computer.
<b>Excel (2003)</b> 8 weeks \$60	Wednesdays 11:20 - 1:20 Starts 9/29	<i>Not offered this session at GPP</i>	Set up financial data for investments, budgets, checkbook register, more. Excel can be used to create mailing lists, address books, much more.	PC Essentials, Basic Word Processing or equivalent skills.
<b>Family Tree Maker</b> (Genealogy) 8 weeks \$60	Wednesdays 9:00 - 11:00 Starts 9/29	<i>Not offered this session at GPP</i>	Use the Internet and a Family Tree Maker program to enter data and develop reports of your family history.	PC Essentials or equivalent foundation computer skills. Access to the Internet, Family Tree Maker program installed on PC at home.

### WORKSHOPS

<b>Basic Basics</b> \$10 (Fee waived with enrollment in any Essentials class)	Monday 9/20 1:00 - 3:00	Monday 9/20 Noon-2:00	Basics of using the mouse: clicking, dragging, dropping, selecting from menus, etc.	None – this workshop is for the beginning computer user.
<b>Meet Your Computer</b> \$10 (Fee waived with enrollment in any Essentials class)	Monday 9/20 10:00 - 12:00	Monday 9/20 9:30 - 11:30	Basic session for those new to computers. Get to see, touch, and find out what makes up a computer.	None – this is mainly a demonstration of what's in a computer and what makes it work.
<b>Newsletter (meets twice)</b> \$20	Tues & Wed 9/21 & 9/22 1:00 - 3:00	<i>Not offered this session at GPP</i>	Learn to create a newsletter with a professional look! Develop advanced word processing concepts along the way.	Any Essentials or equivalent foundation computer skills, and basic word processing skills.  Free software will be provided.
<b>Meet Your Digital Camera</b> \$10	Tuesday 9/21 10:00-12:00	Thursday 9/23 9:30-11:30	Introduction to digital photography for the new user. Applicable to all cameras.	None (This is a demonstration course, intended for the novice.)

<b>Organize Your Stuff 1</b> Using Windows Explorer as a Tool in <b>XP</b> \$10	Monday 11/8 1:45 - 3:45	Wednesday 11/10 9:30 -11:30	Examining Windows Explorer in XP as a tool for working with files and folders.	Essentials XP and Basic Word Processing, or equivalent skills.
<b>Organize Your Stuff 2</b> Using Windows Explorer as a Tool in <b>Vista/Windows 7</b> \$10	Wednesday 11/10 1:45 - 3:45	Wednesday 11/10 12:00 -2:00	Examining Windows Explorer in Vista as a tool for working with files and folders.	Essentials Vista or Windows 7, Basic Word Processing & Email Review, or equivalent skills.
<b>Organize Your Stuff 3</b> <b>Plan it! Do it!</b> \$10	Monday 11/15 1:45 - 3:45	Wednesday 11/17 9:30 - 11:30	Organize your files and folders, create folders; move, rename, delete, recover files or folders.	Organize Your Stuff Workshops 1 or 2, or equivalent skills.
<b>Organize Your Stuff 4</b> <b>Keeping Your Stuff Organized</b> \$10	Wednesday 11/17 1:45 - 3:45	Wednesday 11/17 12:00 - 2:00	Naming logic for files and folders; Save as vs. Save; searching for a file or folder, backing up your stuff.	Organize Your Stuff Workshop 3, or equivalent skills.

**Note:** Classes may be added or cancelled after Registration, depending on instructor and classroom availability.

### **Gwinnett SenioR Learning Center**

The Gwinnett SenioR Learning Center is a 501(c)(3) nonprofit organization, opened in 1995 at the Bethesda Park Senior Center under the auspices of Gwinnett County Parks and Recreation and the international SeniorNet organization. In 2007 the Learning Center began offering courses at Prime Timers Pointe in the George Pierce Park Community Center. On January 1, 2010, the Gwinnett SenioR Learning Center left the SeniorNet organization to become an independent corporation with continued support from Gwinnett County.

All GSRLC instructors, coaches, equipment managers and organization leaders are volunteers. Our mission is to provide information and skills to enable our membership and students to function more effectively in the Information Age – in a world of computers and the Internet.

Support and cooperation from all members, students and instructors, as well as their evaluations and suggestions regarding our program, are an integral, ongoing part of the growth and development of the Gwinnett SenioR Learning Center. Gwinnett County is instrumental in the development and growth of this Learning Center. We are grateful to the County and to the staffs at Bethesda Park Senior Center and the George Pierce Park Community Center.

Visit [www.gsrlc.org](http://www.gsrlc.org) to find maps to our centers.