

# 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 and maps to our location.

Sponsored by  
**gwinnett county  
parks &  
recreation**

Registration for Winter Session classes will be at both of our locations:

<b>BETHESDA PARK SENIOR CENTER (BPSC)</b>	<b>AND</b>	<b>GEORGE PIERCE PARK (GPP)</b>
225 Bethesda Church Road Lawrenceville, GA 30044		55 Buford Highway Suwanee, Georgia 30024
on Tuesday, January 10, 2012 from 9:00am to 11:00am		on Wednesday, January 11, 2012 from 10:00am to Noon

If you are registering for a **Foundation Course**, please find out whether your computer uses Microsoft **XP**, **Vista**, or **Windows 7** as its operating system. **This is crucial to properly enrolling you.**

## CLASS AND WORKSHOP SCHEDULE FOR WINTER, 2012

FOUNDATION COURSE				
COURSE NAME	at BPSC	at GPP	DESCRIPTION	PREREQUISITES
<b>Windows Essentials</b> Basic Email and Internet Skills  Meets 6 weeks (Fee \$60)	<b>Tuesdays</b> 1:30 - 3:30  Starting on Jan 24 <sup>th</sup>	<b>Thursdays</b> 9:30 - 11:30  Starting on Jan 19 <sup>th</sup>	This course covers the basics of using a computer for communicating with Email and for developing other Internet skills, such as visiting various websites, creating Favorites, and using website links.	One of the following Microsoft Windows operating systems (OS): <b>XP, Vista</b> or <b>7</b> , installed on the computer you will be using at home. <b>Windows 7</b> is the preferred system.  This course assumes you are already familiar with the layout of either a typical computer's or typewriter's keyboard. If not, your instructor will assist you in gaining this familiarity. The responsibility for developing this skill rests with you.
	-or-  <b>Thursdays</b> 9:30 - 11:30  Starting on Jan 26 <sup>th</sup>		Learn how to use <i>menus</i> for opening a program, and how to use <i>windows</i> while operating programs like <i>Internet Explorer</i> .  Log in to a personal email service account from a website on the Internet.  Learn to create, send, receive, reply to, and forward email messages  Attach picture files to an email message you are sending and download them from a message you receive.	

(Schedule continued on reverse side)

**Gwinnett Senior Learning Center, Inc.**

**CLASS AND WORKSHOP SCHEDULE FOR WINTER, 2012 (Continued)**

<b>UPPER-LEVEL COURSES</b>				
<b>COURSE</b>	<b>at BPSC</b>	<b>at GPP</b>	<b>DESCRIPTION</b>	<b>PREREQUISITES</b>
<b>Basic Word Processing</b> Meets 4 weeks (Fee \$40)	Wednesdays <b>1:30 - 3:30</b> Starting on Jan 25 <sup>th</sup>	<i>Not offered this session at GPP</i>	A basic introduction to how you can make use of word processing software. Free software ( <i>LibreOffice</i> ) will be made available.	<b>Essentials</b> or equivalent foundation computer skills. Familiar with a computer or typewriter keyboard.
<b>Digital Imaging 1</b> Meets 6 weeks (Fee \$60)	<i>Not offered this session at BPSC</i>	Wednesdays <b>Noon - 2:00</b> Starting on Jan 25 <sup>th</sup>	Basics of working with digital picture (image) files, a taste of more advanced things to do with your own digital pictures.	<b>Essentials</b> or equivalent foundation computer skills. Some basic word processing skills; have a digital camera and digital picture files stored on PC at home.
<b>Microsoft Excel 2007/2010 (spreadsheet)</b> Meets 8 weeks (Fee \$60)	Tuesdays <b>9:30 - 11:30</b> Starting on Jan 24 <sup>th</sup>	Tuesdays <b>9:30 - 11:30</b> Starting on Jan 24 <sup>th</sup>	Set up financial data for budgets, investments, checkbook registers, and other spreadsheet formats. Create and sort mailing lists, address books, more.	<b>Essentials</b> or equivalent foundation computer skills. Basic word processing skills. Microsoft <b>Excel</b> (97 - 2010) installed on PC at home.
<b>Microsoft Word 2007/2010 (word processing)</b> Meets 8 weeks (Fee \$60)	Wednesdays <b>9:30 - 11:30</b> Starting on Jan 25 <sup>th</sup>	Wednesdays <b>9:30 - 11:30</b> Starting on Jan 25 <sup>th</sup>	Enter, format, move, copy, and paste manipulated text. Use <i>Word</i> tools. Create, save, and edit documents as well as folders. Search for lost files, folders.	<b>Essentials</b> or equivalent foundation computer skills. Basic word processing skills. Microsoft <b>Word</b> (97 - 2010) installed on PC at home.
<b>Newsletter</b> Meets 2 weeks (Fee \$20)	Wednesdays <b>1:30 - 3:30</b> Starting on Feb 22 <sup>nd</sup>	<i>Not offered this session at GPP</i>	Create a newsletter with a professional look! Develop advanced word processing concepts along the way.	<b>Essentials</b> or equivalent foundation computer skills. Basic word processing skills. (Free software will be provided.)
<b>Organize Your Stuff</b> Meets 3 weeks (Fee \$30)	<i>Not offered this session at BPSC</i>	Mondays <b>9:30 - 11:30</b> Starting on March 1 <sup>st</sup>	Develop techniques and strategies to organize each user's files and folders on computer at home.	<b>Essentials</b> or equivalent foundation computer skills.

<b>WORKSHOPS</b>				
Each of these meets <u>only</u> on the <b>date</b> and at the <b>time</b> specified				
<b>WORKSHOP</b>	<b>at BPSC</b>	<b>at GPP</b>	<b>DESCRIPTION</b>	<b>PREREQUISITES</b>
<b>Meet Your Computer</b> Free*	Tuesday, Jan 17, 2012 <b>10:00 - Noon</b>	Wednesday, Jan 18, 2012 <b>9:30 - 11:30</b>	Basic session for those new to computers. Get to see, touch, and find out what's in a computer.	None – this is mainly a demonstration of what's in a computer and what makes it work.
<b>A First Look at a Computer's windows and menus</b> Free*	Wednesday, Jan 18, 2012 <b>1:00 - 3:00</b>	Thursday, Jan 19, 2012 <b>12:30 - 2:30</b>	A brief introduction to two of the computer's most prominent features, and how to make use of them.	None – this is mainly a demonstration of how a computer can do its work for you.
<b>Meet Your Digital Camera</b> Free*	Monday, March 5, 2012 <b>9:30 - Noon</b>	Monday, Feb 27, 2012 <b>9:30 - Noon</b>	Introduction to digital photography for the new user. Applicable to all digital cameras.	None – this is a demonstration course, intended for the novice.

\* All workshop fees are waived for the Winter, 2012 session