

## Senior Computer Program – Spring 2009 Schedule

### Introduction to Personal Computers for Seniors (PC Compatible / Windows)

Designed for seniors with little or no personal computer experience, this course covers software, hardware, keyboards, monitors, printers, and a brief introduction to word processing, spreadsheets, e-mail, the Internet, and a host of other topics. *Prerequisite: None*

**Course No. 091CSGN101**

**Course Fee: \$95**

Sec	Days	Dates	Time	Room	Instructor
A	TTh	Jan 20 – Jan 29	8:00-10:00 am	Mamane 102	Debbie Harada
B	TTh	Mar 31 – Apr 9	8:00-10:00 am	Mamane 102	Debbie Harada

### Introduction to Windows for Seniors

Learn to use this popular operating system and make your personal computing more productive, exciting, and fun. This course includes a complete menu of topics from using the Windows desktop, to mouse operations, drawing images, and exploring the Windows Help feature. It is for students new to Microsoft Windows. *Prerequisite: Intro to Personal Computers or equivalent experience.*

**Course No. 091CSGN295**

**Course Fee: \$95**

Sec	Days	Dates	Time	Room	Instructor
A	TTh	Feb 3 - 12	8:00-10:00 am	Mamane 102	Debbie Harada
B	TTh	Apr 14 - 23	8:00-10:00 am	Mamane 102	Debbie Harada

### Introduction to Microsoft Word for Seniors

Microsoft Word is one of the most popular Windows word processing software packages because of its power and ease of use. This course uses a step-by-step approach to create and edit documents using the various features available in MS Word. *Prerequisite: Intro to Windows or equivalent experience.*

**Course No. 091CSWP971**

**Course Fee: \$95**

Sec	Days	Dates	Time	Room	Instructor
A	TTh	Feb 17 - 26	8:00-10:00 am	Mamane 102	Debbie Harada
B	TTh	Apr 28 – May 7	8:00-10:00 am	Mamane 102	Debbie Harada

### Introduction to the Internet & Email for Seniors

Nearly everyone we know has access to the internet and an email address. Just a few years ago this was not true. Because email is so new, we often forget that it is just another way of communicating, person-to-person. This course is a hands-on, practical approach to properly communicating via electronic mail (Email) as well as the skills needed to browse the web. Students will practice sending properly formatted email as well as include and open attachments. Visit popular web sites, learn about bookmarks or favorites, and search engines. Students will laugh as well as cringe. *Prerequisite: Intro to Windows or equivalent experience.*

**Course No. 091CSDC971**

**Course Fee: \$95**

Sec	Days	Dates	Time	Room	Instructor
A	TTh	Mar 3 - 12	8:00-10:00 am	Mamane 102	Debbie Harada
B	TTh	May 12 - 21	8:00-10:00 am	Mamane 102	Debbie Harada

### Introduction to Microsoft Excel for Seniors

Interested in developing a budget? Do it with a spreadsheet using Microsoft Excel, the most popular spreadsheet software for Windows. This introductory course covers AutoCalculate, modifying rows and columns, and much more. *Prerequisite: Introduction to Windows or equivalent experience.*

**Course No. 091CSSS971 Course Fee: \$95**

Sec	Days	Dates	Time	Room	Instructor
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A MW Mar 17, 19, 24, 25 8:00-10:00 am Mamane 102 Debbie Harada

**Introduction to Microsoft PowerPoint for Seniors**

Have an upcoming family event such as a wedding, 50<sup>th</sup> Anniversary or class reunion? Volunteer to create a slide presentation using Microsoft PowerPoint. Learn to edit, format, proof, and print presentations. Make your presentations more graphically interesting by learning to work with drawing objects, ClipArt, and WordArt.

*Prerequisite: Intro to Windows or equivalent experience.*

**Course No. 091CSPG971 Course Fee: \$95**

<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>	<b>Instructor</b>
A	MW	Mar 30 – Apr 8	8:00-10:00 am	Mamane 102	Debbie Harada

**Microsoft PowerPoint Part II for Seniors**

Go where no senior has gone before with Microsoft PowerPoint. This course continues where the Introduction to PowerPoint left off. In this more advanced course in the use of this popular Presentation software, you will learn to build and run slide shows with transition and animation effects. Make your presentations more interesting and entertaining. *Prerequisite: Intro to PowerPoint or equivalent experience.*

**Course No. 091CSPG972 Course Fee: \$95**

<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>	<b>Instructor</b>
A	MW	Apr 13 - 22	8:00-10:00 am	Mamane 102	Debbie Harada