

Bowie Senior Center
Computer Class Offerings
Course Offerings for Jan 5-Feb 27
Initial Sign-up was on December 2, 2008 @ 11 A.M.
Later Sign-Up at Front Desk

<i>Course</i>	<i>Day/Time</i>	<i>Dates</i>	<i>Instructor</i>	<i>Fee</i>
<u>Beginners I</u> Basic course for students with little prior computer experience	Mondays 12:00-2:00 pm	8 Sessions Jan 5, 12, 21**, 26 Feb 2, 9, 18**, 23 **Wed. Due to Mon. Holiday	Dale Grant Norm Bohrer	\$25.00 Res \$30.00 Non-res Plus \$5 lab fee
<u>Beginners I</u> Basic course for students with little prior computer experience	Tuesdays 12:00-2:00 pm	8 Sessions Jan 6, 13, 20, 27 Feb 3, 10, 17, 24	Bob Clark	\$25.00 Res. \$30.00 Non-res Plus \$5 lab fee
<u>Beginners II</u> Follow-on course to Beginners I. Intro to Windows XP, Computer Hardware and Software, and applications, including a newsletter, and the free Open Office equivalents to Excel spreadsheet, and MS Word . <i>Prerequisite *</i>	Tuesday/Thurs 10:00-11:30 am	8 Sessions Jan 6, 8, 13, 15, 20, 22, 27, 29	John Jones	\$25.00 Res. \$30.00 Non-res Plus \$5 lab fee
<u>Word Processing: Using MS Word & OpenOffice Writer</u> Introduction to the basics of Word Processing software using MS Word and the Writer program from the free Open Office Suite. An Open Office CD will be provided. <i>Prerequisite *</i>	Tuesday/Thurs 10:00-11:30 am	8 Sessions Feb 3, 5, 10, 12, 17, 19, 24, 26	John Jones	\$25.00 Res \$30.00 Non-res Plus \$5 Lab fee
<u>OpenOffice</u> Focus on word processing, spreadsheet and presentation functions of the free <u>OpenOffice Suite</u> (which duplicates much of Microsoft Office Suite). OR <u>Presentation Software</u> Microsoft PowerPoint and Open Office Impress <i>A CD with the free OpenOffice Suite will be provided.</i> <i>Prerequisite *</i>	Wednesday 2:30 – 4:00 pm	8 Sessions Jan 7, 14, 21, 28 Feb 4, 11, 18, 25	Eric Hein	\$25.00 Res. \$30.00 Non-res Plus \$5 lab fee

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E-mail & The Internet Learn to use these exciting resources to research your hobbies, exchange pictures with relatives and more. <i>Prerequisite *</i>	Thursday 2:30 - 4:00 pm	8 Sessions Jan 8, 15, 22, 29 Feb 5, 12, 19, 26	John Jones Dick Boell	\$25.00 Res. \$30.00 Non-res Plus \$5 lab fee
Introduction to Computers (PRE-Beginners I) FREE CLASS. For those with little or no knowledge of computers. Familiarization with mouse, keyboard and basic use of the computer.	Friday 12:00 – 2:00 pm	8 Sessions Jan 9, 16, 23, 30 Feb 6, 13, 20, 27	Dale Grant	No fee. <u>Registration Required.</u>
Senior Computer Club Presentations and discussions pertaining to computer hardware & software. Users helping users, bring your questions.	1st & 3rd Thursdays 12:30-2:15 pm	Dec 4 Jan 15 Feb 5, 19 Mar 5, 19 Apr 2, 16	Carl Bulger President	No Fee. Open to all levels. Walk-in.

All Students must have access to a home computer for their own use outside the Senior Center.

*** Prerequisite: Must have basic computer skills (completion of Beginners I or instructor permission).**