

Bowie Senior Center
Computer Class Offerings
Course Offerings for Sep 14-Nov 6, 2009

Initial Sign-up is on Sep 8 @ 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 or no prior computer experience	Mondays 12:00-2:00 pm	8 Sessions Sep 14, 21, 28 Oct 5, 12, 19, 26 Nov 2	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 or no prior computer experience	Tuesdays 12:00-2:00 pm	8 Sessions Sep 15, 22, 29 Oct 6, 13, 20, 27 Nov 3	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 MS Word and the Excel spreadsheet. <i>Prerequisite *</i>	Tuesday/Thurs 10:00-11:30 am	8 Sessions Sep 15, 17, 22, 24, 29 Oct 1, 6, 8	John Jones	\$25.00 Res. \$30.00 Non-res Plus \$5 lab fee
<u>Word Processing: Using MS Word & Open Office 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 Oct 13, 15, 20, 22, 27, 29 Nov 3, 5	John Jones	\$25.00 Res \$30.00 Non-res Plus \$5 Lab fee
<u>MS Excel</u> Basic course using the Microsoft Excel spreadsheet. <i>Prerequisite *</i>	Wednesdays 10:00-11:30 am	8 Sessions Sep 16, 23, 30 Oct 7, 14, 21, 28 Nov 4	John Jones	\$25.00 Res \$30.00 Non-res Plus \$5 Lab fee

<i>Course</i>	<i>Day/Time</i>	<i>Dates</i>	<i>Instructor</i>	<i>Fee</i>
<p>OpenOffice</p> <p>Focus on word processing, spreadsheet and presentation functions of the free OpenOffice Suite (which duplicates much of Microsoft Office Suite) A CD with the free OpenOffice Suite will be provided.</p> <p><i>Prerequisite *</i></p>	<p>Wednesday</p> <p>2:30 – 4:00 pm</p>	<p>8 Sessions</p> <p>Sep 16, 23, 30 Oct 7, 14, 21, 28 Nov 4</p>	<p>Eric Hein</p>	<p>\$25.00 Res. \$30.00 Non-res Plus \$5 lab fee</p>
<p>E-mail & The Internet</p> <p>Learn to use these exciting resources to research your hobbies, exchange pictures with relatives and more.</p> <p><i>Prerequisite *</i></p>	<p>Thursday</p> <p>12:15 - 1:45 pm</p>	<p>8 Sessions</p> <p>Sep 17, 24 Oct 1, 8, 15, 22, 29 Nov 5</p>	<p>John Jones Dick Boell</p>	<p>\$25.00 Res. \$30.00 Non-res Plus \$5 lab fee</p>
<p>Introduction to Computers (PRE-Beginners I)</p> <p>FREE CLASS. For those with little or no knowledge of computers. Familiarization with mouse, keyboard and basic use of the computer.</p>	<p>Friday</p> <p>12:00 – 2:00 pm</p>	<p>8 Sessions</p> <p>Sep 18, 25 Oct 2, 9, 16, 23, 30 Nov 6</p>	<p>Dale Grant</p>	<p>No fee.</p> <p><u>Registration Required.</u></p>
<p>Bowie Seniors Computer Club</p> <p>Presentations and discussions pertaining to computer hardware & software. Users helping users, bring your questions.</p>	<p>1st & 3rd Thursdays</p> <p>12:30 – 2:15 pm</p>	<p>Sep 3, 17 Oct 1, 15 Nov 5, 19 Dec 3</p>	<p>Carl Bulger President</p>	<p>No Fee. Open to all levels. Walk-in.</p>

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).**