

The
Computer
College

At Shell Point



SUMMER 2015

COMPUTER COLLEGE

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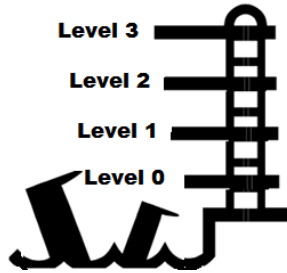


Computer College



First Step

Are you ready for the course you are considering taking? All Level 1 and above courses have prerequisites and have been assigned a level based on the difficulty. The first number of each course indicates the Level.



LEVELS

Level 0 is the most basic computer course and is designed for those who have never used a computer.

Level 1 is for those who have completed the Computer College Prep School (Level 0) or have equivalent basic computer skills.

Level 2 is somewhat more difficult and persons taking these courses should have completed the Level 1 course or have had considerable computer experience.

Now that you have selected the right course for you, please register. If you have any questions about the course call the instructor.

REGISTRATION INFORMATION

You are strongly urged to register promptly for courses of your choice. You may do so online at registration.spccsc.net or by paper registration. If you register by 4 PM on the third day of paper registration (this term Mon. April 20) you will have an equal opportunity to get into a class. After that, your registration will be processed in the order in which it was received. It is strongly recommended that you use on-line registration. If you need help, you may go to either computer center and ask for assistance.

ADDING OR CANCELING CLASSES

If you find it necessary to cancel or add courses, you should do so at least two days before your class starts.

- A. Changes can be made on-line by using the on-line registration form. Simply re-register and be sure **ONLY/ALL** the courses you wish to take are checked.
- B. Changes can also be made by using the "Change Registration Form" found in the brochure right after the registration form.

YOU WILL NOT BE ABLE TO REGISTER OR CHANGE COURSES AT THE SERVICE DESKS but you may turn in the forms there. Additional forms will be available at the Service Desks.

NOTE !!

Computer College courses may be taught in either of two different locations. The vast majority are held in the **Computer Teaching Center (CTC)** on the Island - in the tunnel. A few classes will be in the Resident Computer Center, located in the Commons building in the Woodlands. Please note location of the course when you sign up.

In the **Woodlands Computer Center**, you will use 17" laptop computers running the **Microsoft Windows 7** operating system. In the **CTC** you will be using new 23" desktop computers running the **Microsoft Windows 8.1** operating system.

Instructors are familiar with both operating systems and will assist you in transitioning between systems. In most cases the desktop environment is very similar on both computers. The skills you learn will be applicable to both Windows 7 and Windows 8 computer users. **The Prep School courses will be in the Computer Center/WDL.**

LEVEL 0 COURSES

Level 0 - Most Basic (Prep School) (No computer experience required)

CC003 BASICS PREP SCHOOL – LEVEL 0

Sign up required

EVERY Wed May 6 thru May 27, 2015 — 4 sessions

3:00 pm – 4:45 pm

Computer Center/WDL

Instructor: Richard Nelson (Lakewood) email: richnelson@hotmail.com

Class assistant: Lois Forsythe (Lakewood), Sue Stitt (Lakewood)

Fee: \$16

Limit 7 students

This is a very basic computer course for residents who are new to computers, or those residents that just want to review basic computer processes. In the Classroom, we will be using laptops running Windows 7, but we will also get acquainted with some of the features of older models like Windows XP and Vista. The pace of this course is purposely slow giving the student time to memorize, understand, and apply their newly acquired skills.

It will include an introduction to the special keys on the computer keyboards, using both the left and right buttons on the mouse, and for laptops why the mouse is better than the Touch Pad. Students will learn some basics of managing the computer hardware, and software such as how to find programs on your computer and how to manage them on the desktop and taskbar. It also includes the process for starting, sleeping and shutting down the computer. Students will prepare simple documents and save them. Students will be encouraged to bring their own laptop to class for Q&A sessions after class. For residents that have had difficulty with other computer courses they have taken, this course may be a viable alternative.

One of the hallmarks of a Prep School course is that during each session a significant amount of time will be dedicated to supervised practice.

PREREQUISITES: None

CC007 **WORD PROCESSING PREP SCHOOL – LEVEL 0**

Sign up required

EVERY Wed Jun 3 thru Jun 24, 2015 — 4 sessions

3:00 pm – 4:45 pm

Computer Center/WDL

Instructor: Richard Nelson (Lakewood) email: richnelson@hotmail.com

Class assistant: : Lois Forsythe (Lakewood), Sue Stitt (Lakewood)

Fee: \$16

Limit 7 students

This is a very basic course for residents that have never used a computer or for those that want to review computer basics. After we cover the computer basics, we will learn how to create, edit, format, save, and print text documents using the most basic word processing program titled WordPad. WordPad comes free on all computers that use the Windows operating system. After several sessions of WordPad we will switch and do similar exercises on Microsoft Word 2010 programs. During the course the use of flash drives will be introduced. Detailed instructions will be made available to the students as we progress through the sessions. As in all zero level courses, the majority of the classroom time will be used to practice.

PREREQUISITES:

None

CC021 **INTERNET PREP SCHOOL – LEVEL 0**

Sign up required

EVERY Wed Jul 8 thru Jul 29, 2015 — 4 sessions

3:00 pm – 4:45 pm

Computer Center/WDL

Instructor: Richard Nelson (Lakewood) email: richnelson@hotmail.com

Class assistant: Lois Forsythe (Lakewood), Sue Stitt (Lakewood)

Fee: \$16

Limit 7 students

This is a very basic Internet course for people who have never used the Internet and have a great desire to learn how, or for those that want to review the processes. The pace of this course is purposely slow giving the student time to memorize, understand, and apply their newly acquired skills. It will include an introduction to the computer keyboard, mastering the mouse, and getting ready to begin Internet access work. Students will not have to be accomplished in typing to be successful in this course because we will use a shortcut system. During the course students will learn, understand, and apply the basics of how the Internet works, the different ways to access the Internet, understand how to navigate and search the Internet, how to use the Help and Support process built in to every Windows computer. During the course the use of flash drives will be introduced. Finally you will learn the basics of copy and pasting both text and pictures from the Internet. Students will be encouraged to bring their own laptop to class for Q&A sessions after class. One of the hallmarks of a Prep School course is that during each session a significant amount of time will be dedicated to supervised practice.

PREREQUISITES:

None

REVIEW WORKSHOPS

Tune up your computer skills with this short Workshop.

These Workshops are designed to be follow-on courses if you have taken Prep School courses or wish to brush up on your computer skills before taking a Level 1 course. If you have no previous or limited experience on your computer, it is recommended that you take the Basic Prep School course, CC003.

There is a Proverb, "You must master a basic skill before you are able to learn more complex things." If you have taken some prep school courses or have done some things with your computer, great. But maybe you are not quite ready to jump in to the Level 1 or higher courses. Now is the time to take a "tune-up" course. Listed are 3 new Pre-Level 1 Workshops in areas of greatest interest. It is highly recommended that you take CC1001 before the other courses.

CC1002 FUN ON THE INTERNET – LEVEL 1

Sign up required

EVERY Wed May 13 and May 20, 2015 — 2 sessions

1:15 pm – 3:00 pm Computer Teaching Center/IS

Instructor: Russ Kraay (Oakmont) email: rgkraay@gmail.com

Class assistant: Sharalee Dias (Cameo)

Fee: \$8

Limit 8 students

According to Wikipedia, in 2012 there were more than 250 million Internet users just in the United States. Using the Internet can be one of the most interesting and rewarding thing you can do on your computer. This course will help you to find things more readily and increase your enjoyment of your computer time.

PREREQUISITES:

CC021 or equivalent computer experience.

LEVEL 1 CLASSES

Level 1 - Requires Prep School (Level 0) or some Computer Experience

Level 1 courses require that you can readily perform basic computer operations, not that you used to know how and maybe forgot. If you don't feel ready for Level 1 courses perhaps it might be a good idea to refresh your skills with CC 003 BASICS PREP SCHOOL - LEVEL 0 or CC1001 Tune-Up of the Basics - Level 1.

CC102 COMPUTER BASICS -- ON Mac LAPTOPS – LEVEL 1

Sign up required

EVERY Wed Jun 10 thru Jun 24, 2015 — 3 sessions

1:15 pm – 3:00 pm Computer Teaching Center/IS

Instructor: Bob Jakubiec (Lucina) email: robert2003@mac.com

Class assistant: TBD

Fee: \$12

Limit 8 students

This course will build on your basic knowledge of the OS X operating system and introduce the free OpenOffice4 software.

You will learn various "tricks" in the OS X system. We will cover preferences; dashboard; using Notes instead of paper/pen and other topics of interest.

Your writing skills will be developed using OpenOffice4 (free) with basic manipulation of the written word by adding artwork, saving / recalling versions, integration with email, etc.

If time permits, some email tricks / pointers will be introduced.

Questions and suggestions will be welcomed.

Time will be allowed for supervised practice.

PREREQUISITES:

You must bring your own Mac laptop to class. All features discussed may not be available unless OS X version 10.10.1 (minimum) is installed. Email account. Password for computer. Some photos / artwork. Proficiency with trackpad. Desire to learn.

CC108 **WINDOWS 8.1 - COACHING IN FUNDAMENTALS – LEVEL 1**

Sign up required

EVERY Thu May 7 thru May 21, 2015 — 3 sessions

9:15 am – 11:00 am Computer Teaching Center/IS

Instructor: Jim Plummer (Parkwood) email: plum2299@gmail.com

Class assistant: Jan Hull (Macoma)

Fee: \$12

Limit 8 students

Many residents have purchased (or received) new Windows 8.1 personal computers and need a little assistance transitioning to the graphical look of the new, modern touch-screens and colorful buttons to be pushed. In fact there are a lot useful features that they want to learn to use and appreciate.

In this course your instructor will gradually introduce you to Windows 8.1 and most of its basic features, including how to navigate the new Start Screen, how to get to the old familiar Windows desktop, and how to use the Windows 8 features - "tiles", "Charms", "apps", the Microsoft Account, and the Windows Store. Most importantly, you will learn how to save and then find documents on which you are working.

The instructor will emphasize "hands on" learning on the Windows 8.1 computers in the Shell Point Computer Teaching Center. You will learn touchscreen, as well as keyboard & mouse methods for all features. If you own a mobile Windows 8 touch-enabled tablet and want to use that in class, feel free to do so.

PREREQUISITES:

You should be somewhat computer literate -- you should have used a computer before and know how to select text and objects. You should know what a menu, dialog box, and button tools are used for. It is not necessary that you already know how to use a touch screen.

CC112 **MAKING WORD WORK FOR YOU – LEVEL 1**

Sign up required

EVERY Mon May 4 thru May 25, 2015 — 4 sessions

1:15 pm – 3:00 pm Computer Teaching Center/IS

Instructor: Russ Kraay (Oakmont) email: rgkraay@gmail.com

Class assistant: Al Kaplan (Oakmont)

Fee: \$16

Limit 8 students

In this course, you will learn how to create, edit, format, print, and save text documents or copy them to an e-mail. You will also learn to copy and paste text, pictures, and graphics from one file to another and from the Internet to a word document using Word Processing software.

PREREQUISITES: Next Page

PREREQUISITES:

Students should come to this course with a knowledge of the computer keyboard, some typing skill and basic mouse skills. This course should be preceded by the Computer College Prep School course, or have equivalent computer skills. You should be familiar with some Word Processing program and desire to learn new techniques. We will explore several other free programs.

This course will be taught using the Teaching Center computers which have Windows 8.1 as the OS and Word 2013. However, we will emphasize Windows 7 and Word 10. With one click, the screen shows the familiar desk top. You may have any Windows on your home computer.

CC113 ORGANIZE YOUR FILES AND START SHREDDING – LEVEL 1

Sign up required

EVERY Tue May 19 and May 26, 2015 — 2 sessions

1:15 pm – 3:00 pm

Computer Teaching Center/IS

Instructor: Al Kaplan (Oakmont) email: alkap@aol.com

Class assistant: TBD

Fee: \$8

Limit 10 students

Your hard drive is similar to the four drawer file cabinet in your office. Do you throw loose papers in your four drawer file cabinet or are they in manila folders and possibly filed alphabetically? Why does the Documents Library in your hard drive have many documents, pictures, spreadsheets, power point presentations and downloaded PDF files saved without any form of organization?

Goals and Objectives: Learn to use the tools that are available on your computer to make folders and organize your files and folders so that you can easily find a particular document, spreadsheet or photo. The concepts of copy and paste will be stressed. There will be time in class to practice the skills and time for review so you can feel confident using them.

Explore the way to copy and save a document or photo from the Internet as well as those that are already on your computer, or those scanned into your computer.

And after you have learned how to organize and place your Files, Documents and Pictures, you can start SHREDDING much of the paper cluttering your office.

PREREQUISITES:

To be successful, in this course, you must have completed a Level 0 COMPUTER COLLEGE PREP SCHOOL course, or have otherwise developed basic computer skills. Without basic computer skills you could be uncomfortable. Specifically you must know:

- *How to comfortably use a mouse to point, left click, right click, drag and drop*
- *To be familiar with keys on the keyboard and how to type at a reasonable rate*
- *Be able to create a simple document using Microsoft Word*

**CC144 ENHANCE DIGITAL PHOTOS WITH WINDOWS 8.1 –
LEVEL 1**

Sign up required

EVERY Thu Jul 2 thru Jul 16, 2015 — 3 sessions

9:45 am – 11:30 am Computer Teaching Center/IS

Instructor: Jim Plummer (Parkwood) email: plum2299@gmail.com

Class assistant: Patty Waters (Palm Acres)

Fee: \$12 Limit 8 students Flash Drive Required

Free digital photo-editing application tools from Microsoft are included with your Windows 8.1 installation. In this short course, we'll briefly cover the high points of two of these products. They're both easy to use, don't involve time-consuming procedures, and you don't need a lot of photo editing experience. By the end of this course, you'll be able to quickly turn your digital snapshots into works of art (maybe even win a photo contest).

Included will be hands-on practice on how to easily crop your photos (to put the focus on what's important), and how to rotate, resize, remove "red eye", and recolor your photos to give them a bright, clean look. You'll also learn how to remove small blemishes (maybe even some wrinkles from faces), how to use the best elements of different photos (such as a group of people) to create one perfect photo, how to create panoramic photos, and how to add captions.

The instructor will give each student a set of written instructions (for you to keep) on how to do these digital photo-editing tricks. You'll then have them readily available for your future use - no memorization is required.

Note: This course is designed for residents with Windows 8.1 installed on their home computers. The course will be taught in the Computer Teaching Center (CTC) on Windows 8.1 computers.

PREREQUISITES:

Students should be comfortable with basic computer operations including use of the mouse and keyboard (or touch screen). To be successful in this course, you must have completed a Level 1 Computer College course. Completion of CC108 (Windows 8.1 Beginner's Tutorial) or equivalent Windows 8.1 experience is strongly recommended.

CC154 UNDERSTANDING YOUR COMPUTER – LEVEL 1

Sign up required

EVERY Tue May 5 thru May 19, 2015 — 3 sessions

9:15 am – 11:00 am Computer Teaching Center/IS

Instructor: Paul Neighbors (Rosemont) email: pneighbors@aol.com

Class assistant: TBD

Fee: \$12

Limit 8 students

Instructor involved in the development of Internet and Personal Computers will use the knowledge of basic architecture and standards to help you to better understand your computer. This should help you to solve problems that occur unexpectedly, and to avoid loss of work that is in process. It will help you to work through problems and to discover how to do things that you have not done before. The class will be tailored to needs of the students.

PREREQUISITES:

This course will require an understanding of a computer and its purpose, and a knowledge of the Internet. It also requires a desire and willingness to work to better understand how computers work.

CC155 SO YOU'VE GOT WINDOWS 8...NOW WHAT ARE YOU GOING TO DO WITH IT? – LEVEL 1

Sign up required

EVERY Wed May 6 and May 13, 2015 — 2 sessions

1:00 pm – 2:45 pm Computer Center/WDL

Instructor: Floyd Jamison (Parkwood) email: fjamison@aol.com

Class assistant: Marie Wodarczyk (Parkwood)

Fee: \$8

Limit 8 students

Let's talk Windows 8 basics. This is a special course for those who already have a laptop with Win 8 or 8.1 and want to increase their skills or just get answers to those nagging questions.

Bring your very own laptop (and power cord) to class, so you can save all the goodies and new things you've learned. Let's discuss new Win 8 terms like: Charms, Apps, Live Tiles, Purchases from the Store and get all those free or cheap Apps. e.g. Mahjong, Newspapers, Kindle, Games, Health, etc.

Windows 8 brings us a faster new tool that is more data secure, closer to our finger tips, and which can be learned with a modicum of effort. This course will also point you toward Tutorials to make you more independent. Tutorials are a quick way to enhance learning and an effective way to jog your memory so you can recall what you learned in class.

PREREQUISITES:

Bring your own Windows 8 or 8.1 laptop/tablet to class.

CC156

**PROTECT YOUR COMPUTER'S SECURITY ON THE
INTERNET – LEVEL 1**

Sign up required

EVERY Thu Jul 23 and Jul 30, 2015 — 2 sessions

9:15 am – 11:00 am

Computer Teaching Center/IS

Instructor: Jim Plummer (Parkwood) email: plum2299@gmail.com

Class assistant: Jan Hull (Macoma)

Fee: \$8

Limit 10 students

If you ever connect your computer to the Internet, you must learn to use the proper tools and procedures to assure yourself of the security of the sensitive and valuable personal information you store on your computer. Your goal should be to allow easy, productive use of data on your computer for yourself, while protecting it from theft, publication or tampering by outsiders lurking on public networks.

Protecting your personal information and your personal computer are easy and straight-forward. It's just a matter of learning how to do it and then maintaining a common-sense attitude whenever you're traveling on the Internet -- just as if you're walking through a big city or an unfamiliar neighborhood.

During this 2-session workshop, we'll describe and specify the approaches you should take. Topics will include learning the proper use of security software, maintaining a healthy suspicion of email attachments, using multiple hard-to-guess passwords, regularly downloading security updates," and routinely backing up your data.

Questions during class time are encouraged. Some class time will be hands-on the teaching center computers, but the value in the course will be up to you in implementing these security practices on your own at home on your own personal computer.

PREREQUISITES:

Only a few prior skills or knowledge are required for this course, as the workshop is intended for any resident who routinely uses a home computer. It's expected that you are at least familiar with your computer, to include basic use of a keyboard and mouse (or touch screen). Students should have completed at least one Computer College Prep School (0-Level) course, or have equivalent experience.

CC158

NEW LIFE FOR OLD COMPUTERS – LEVEL 1

Sign up required

EVERY Thu Jul 9 thru Jul 23, 2015 — 3 sessions

1:45 pm – 3:30 pm

Computer Teaching Center/IS

Instructor: Lou/CW Gerig email: cwgerig@gmail.com

Class assistant:

Fee: \$12

Limit 8 students

Following the end of Microsoft support for Windows XP many have been puzzled concerning a safe and secure method for computing at a reasonable or no cost level. The good news is that it can be safely done. If you have a working XP computer (or ANY computer) with a reasonable amount of memory (RAM), there are solutions available.

If a new version of Windows is not for you, there are solid alternate operating systems that can be installed at no cost. The new operating system would have Google Chrome Internet browser or Firefox browser, Gmail, AOL mail etc. just as you might have used on Windows. An office suite compatible with Microsoft Office is included and hundreds of programs and apps are available to download and install at no cost. Installation of an operating system is contemplated, but not required, and this can be done on the students own laptop. Use of a modified computer will follow routines that are familiar to most computer users.

PREREQUISITES:

Basic computer skills and general knowledge of your computer's specifications (512 MB RAM usually required) for this course. This workshop is intended for any resident who routinely uses a home computer and is familiar with the default folders used in Windows. Students should have some experience installing a program, but this is not critical.

LEVEL 2 CLASSES

Level 2 - Somewhat More Difficult (Should have completed a Level 1 course)

**CC214 WRITING YOUR MEMOIRS ON THE COMPUTER –
LEVEL 2**

Sign up required

EVERY Tue May 5 thru Jun 2, 2015 — 5 sessions

9:30 am – 11:15 am

Computer Center/WDL

Instructor: Lucille Peterson (Lakewood) and Marty Gibson (Lakewood)

Class assistant: Richard Nelson (Lakewood)

Fee: \$20 Limit 7 students

Flash Drive Required

This class is for Shell Point residents who would like to write their memoirs on the Computer and would enjoy sharing their story with fellow students. In addition to the regular time for reading and discussing your memoirs, there will be a time devoted to further instruction by Richard Nelson on using a flash drive to save your work. In addition, this period will also include help in scanning or downloading pictures and pasting them in your memoir as well as adjusting those pictures for location and size.

PREREQUISITES:

1. Must know how to type.
2. Must be able to use a mouse.
3. Should have completed one Level I Computer Course, and be comfortable using Microsoft Word.

CC217 **MAIL MERGE – LEVEL 2**

Sign up required

EVERY Tue Jun 2 thru Jun 16, 2015 — 3 sessions

1:15 pm – 3:00 pm

Computer Teaching Center/IS

Instructor: Al Kaplan (Oakmont) email: Alkap@aol.com

Class assistant:

Fee: \$12 Limit 10 students

Flash Drive Required

Mail Merge is a software function on your computer which enables one to extract many pieces of information from a collection of information, often referred to as a database, and to construct various useful documents. These documents include catalogs, address books, mailing envelopes to a group of names, and multiple similar letters addressed in a personalized format.

All this can be done in a simplified fashion using the software program, a database (or collection of basic information), and a template (a computer format). The most commonly used Mail merge software is that incorporated as part of Microsoft WORD, which we will use in this course, though other word processing programs may and do perform similar functions.

PREREQUISITES:

To be successful, in this course, you must have completed the COMPUTER COLLEGE PREP SCHOOL course, or have otherwise developed basic computer skills. Without basic computer skills you could be uncomfortable. Specifically you must know:

- *How to comfortably use a mouse to point, left click, right click, drag and drop*
- *And be familiar with keys on the keyboard and how to type at a reasonable rate*
- *And Be able to create a simple document using Microsoft Word*

A basic knowledge of WORD, as well as basic knowledge of a spreadsheet such as EXCEL is also required.

COMPUTER CENTER ASSISTANT COACHING/TUTORING SCHEDULE

Woodlands Computer Center Assistants willing to help Computer College students when classes are not scheduled

Woodlands Computer Center 454-2052

Contact the desired assistant, or just come to the Computer Center when they are there.

Monday 10-12	Gerry DeBaun	General help
Tuesday 1-3	Dave Parton	General help
Wednesday 10-12	Harold Seer	Copy, paste, files, folders & Adobe Photo Shop Elements and general help
Thursday 10-12	Betty Nordin (2 nd & 4 th)	General help
Friday 10-12	Jim Plummer	General help

Island Computer Center Assistants willing to help computer college students

Island Computer Center 454-1111 x 3030

Contact the desired assistant, or just come to the Computer Center when they are there.

Monday 1-3	Don Maron	Most subjects
Tuesday 1-3	Wayne Wolfert	Print Shop & graphics in general
Thursday 1-3	Larry Brock	Most subjects (November to April only)
Friday 10-12	Carolyn Johnson	Most subjects
Friday 1-3	Jan Hull	Most subject including Word and Excel

COMPUTER COLLEGE COURSE CALENDAR - MAY 2015

Monday		Tuesday		Wednesday		Thursday		Friday	
4		5		6		7		8	
1:15 - CC112 Making Word Work For You – CTC		9:30 - CC214 Writing Your Memoirs On The Computer– WCC		1:00 - CC155 What Are You Going To Do With Windows 8 – WCC		9:15 - CC108 Windows 8.1 - Coaching In Fundamentals – CTC			
		9:45 - CC154 Understanding Your Computer– CTC		3:00 - CC003 Basic Prep School – WCC					
11		12		13		14		15	
1:15 - CC112 - Cont.		9:30 - CC214 - Cont.		1:00 - CC155 - Cont.		9:15 - CC108 - Cont.			
		9:45 - CC154 - Cont.		1:15 - CC1002 Fun On The Internet - CTC 3:00 - CC003 - Cont.					
18		19		20		21		22	
1:15 - CC112 - Cont.		9:30 - CC214 - Cont.		1:15 - CC1002 - Cont.		9:15 - CC108 - Cont.			
		9:45 - CC154 - Cont.		3:00 - CC003 - Cont.					
		1:15 - CC113 Organize Your Files And Start Shredding – CTC							
25		26		27		28		29	
1:15 - CC112 - Cont.		9:30 - CC214 - Cont. 1:15 - CC113 - Cont.		3:00 - CC003 - Cont.					

CTC - Indicates Computer College Teaching Center on the Island, WCC - indicates Woodlands Computer Center

COMPUTER COLLEGE COURSE CALENDAR - JUNE 2015

Monday		Tuesday		Wednesday		Thursday		Friday	
1		2		3		4		5	
		9:30 - CC214 Writing Your Memoirs On The Computer – WCC 1:15 - CC217 Mail Merge – CTC		3:00 - CC007 Word Processing Prep School – WCC					
8		9		10		11		12	
		1:15 - CC217 - Cont.		1:15 - CC102 Computer Basics – On Mac Laptops – CTC 3:00 - CC007 - Cont.					
15		16		17		18		19	
		1:15 - CC217 - Cont.		1:15 - CC102 - Cont. 3:00 - CC007 - Cont.					
22		23		24		25		26	
				1:15 - CC102 - Cont. 3:00 - CC007 - Cont.					

CTC - Indicates Computer College Teaching Center on the Island, WCC - indicates Woodlands Computer Center

COMPUTER COLLEGE COURSE CALENDAR - JULY 2015

Monday		Tuesday		Wednesday		Thursday		Friday	
29		30		1		2		3	
						9:15 - CC144 Enhance Digital Photos With Windows 8.1 - CTC			
6		7		8		9		10	
				1:45 - CC021 Internet Prep School – WCC		9:15 - CC144 - Cont. 1:45 - CC158 New Life For Old Computers – CTC			
13		14		15		16		17	
				1:45 - CC021 - Cont.		9:15 - CC144 - Cont. 1:45 - CC158 - Cont.			
20		21		22		23		24	
				1:45 - CC021 - Cont.		9:15 - CC156 Protect Your Security On The Internet - CTC 1:45 - CC158 - Cont.			
27		28		29		30		31	
				1:45 - CC021 - Cont.		9:15 - CC156 - Cont.			



To: **Registrar: Computer College Steering Committee,
c/o Woodlands Service Desk**

COMPUTER COLLEGE Registration Form – Summer 2015

(Use a separate form for each person to register. Please print.)

An online form is available at registration.spccsc.net which we recommend.

NAME _____

Apt# _____ **Phone** _____ **Email** _____

Are you: **Instructor** **Class Assistant** **Computer Center Assistant** **Administrator**
 Please contact me about Computer College volunteer opportunities.

SELECT	NUMBER	CLASS NAME	FEE
Level 0 – Most Basic (No computer experience required)			
	CC003	Basics Prep School	\$16.00
	CC007	Word Processing Prep School	\$16.00
	CC021	Internet Prep School	\$16.00
Review Workshop			
	CC1002	Fun On the Internet	\$8.00*
Total This Side:			_____
Total Back Side:			_____
Total Amount Due:			_____
* Flash drive required and can be purchased at either service desk (\$8.00).			

To: **Registrar: Computer College Steering Committee,**
c/o Woodlands Service Desk

Level 1 – Requires Prep School (Level 0) or some Computer Experience			
	CC102	Computer Basics – on Mac laptops	\$4.00
	CC108	Windows 8 (and 8.1) - Beginners Tutorial	\$12.00
	CC112	Making Word Work For You	\$16.00
	CC113	Organize your Files and Start Shredding	\$8.00*
	CC144	Enhance Digital Photos with Windows 8.1	\$12.00
	CC154	Understanding Your Computer	\$12.00*
	CC155	So You've Got Windows 8...Now What Are You Going To Do With it?	\$8.00
	CC156	Protect your Computer's Security on The Internet	\$8.00
	CC158	New Life for Old Computers	\$12.00
Level 2 – Somewhat More Difficult (Should have a Level 1 course)			
	CC214	Writing Your Memoirs On A Computer	\$20.00*
	CC217	Mail Merge	\$12.00*
Total This Side:			_____
* Flash drive required and can be purchased at either service desk (\$8.00).			



To: **Registrar: Computer College Steering Committee,
c/o Woodlands Service Desk**

COMPUTER COLLEGE Registration Form – Summer 2015

(Use a separate form for each person to register. Please print.)

An online form is available at registration.spccsc.net which we recommend.

NAME _____

Apt# _____ **Phone** _____

Email _____

Are you: **Instructor** **Class Assistant** **Computer Center Assistant** **Administrator**
 Please contact me about Computer College volunteer opportunities.

SELECT	NUMBER	CLASS NAME	FEE
Level 0 – Most Basic (No computer experience required)			
	CC003	Basics Prep School	\$16.00
	CC007	Word Processing Prep School	\$16.00
	CC021	Internet Prep School	\$16.00
Review Workshop			
	CC1002	Fun On the Internet	\$8.00*
Total This Side:			_____
Total Back Side:			_____
Total Amount Due:			_____

* Flash drive required and can be purchased at either service desk (\$8.00).	

To: **Registrar: Computer College Steering Committee,**
c/o Woodlands Service Desk

Level 1 – Requires Prep School (Level 0) or some Computer Experience			
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	CC154	Understanding Your Computer	\$12.00
	CC155	So You've Got Windows 8...Now What Are You Going To Do With it?	\$8.00
	CC156	Protect your Computer's Security on The Internet	\$8.00
	CC158	New Life for Old Computers	\$12.00
Level 2 – Somewhat More Difficult (Should have a Level 1 course)			
	CC214	Writing Your Memoirs On A Computer	\$20.00*
	CC217	Mail Merge	\$12.00*
Total This Side:			_____
* Flash drive required and can be purchased at either service desk (\$8.00).			

Important Information

ADDING OR CANCELING CLASSES

If you find it necessary to cancel or add courses, you should do so at least two days before your class starts. This is required to be sure your information is processed before the class starts.

- A. Changes can be made on-line by using the on-line registration form. Simply re-register and be sure **ONLY/ALL** the courses you wish to take are checked. You will be alerted that you have a prior registration. Any unchecked courses will be deleted (your registration will be canceled.) Courses can be added in the same way. Just re-register on-line and check **ALL** the courses you wish to take.
- B. Changes can also be made by using the “Change Registration Form” found in the brochure right after the registration form. Complete, fold and tape the form and return it to either service desk or place it in Shell Point Mail. (It is pre-addressed.)

YOU WILL NOT BE ABLE TO REGISTER OR CHANGE COURSES AT THE SERVICE DESKS. However, additional forms will be available at the Service Desks.

------(Please fold here)-----



Return this Form to: CC Registrar, c/o Woodlands Service Desk



COMPUTER COLLEGE - CHANGE REGISTRATION FORM – Summer 2015

NAME(Print) _____ Date _____

Apt# _____ Phone _____ Email _____

*If you find it necessary to change your original registration, please use this form to add or remove the courses you wish to take. **DO NOT MAKE CHANGES BY PHONE.***

Please Add:

CC Number _____ Course Name _____

CC Number _____ Course Name _____

CC Number _____ Course Name _____

Please Remove:

CC Number _____ Course Name _____

CC Number _____ Course Name _____

CC Number _____ Course Name _____

To:

**Computer College Registrar
C/O Woodlands Service Desk
Shell Point**