

Computer Classes

All computer classes are held at Southminster Retirement Community, 8919 Park Rd., Charlotte, NC 28210

In order to fulfill an increasing demand for computer training by the community at large, we now offer these courses to any adult. To register, please either contact The Shepherd's Center of Charlotte, 704.365.1995 or complete this page and mail it to **The Shepherd's Center of Charlotte, 3115 Providence Rd., Charlotte, NC 28211** along with your check made out to **The Shepherd's Center of Charlotte**. **Directions to Southminster will be given to you when you are called to confirm your class. Manuals are included in all classes. A nominal administrative fee will be charged to anyone who has paid for a class, but cancels. Health issues will be taken into consideration.**

The Introductory classes are offered twice weekly for four-week sessions

Name _____ Phone _____

Email _____ Amount Enc. \$ _____

Address _____

City _____ State _____ Zip _____

Introduction to Computers—\$50.00

This is a 4-week (two days a week for 3-hours each day) hands-on class for beginners covering MS Windows, word processing, spreadsheet, Internet, E-mail and more!

- | | | | |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Jan 10-Feb 2, Tue & Thu
<u>9:00-noon</u> (4 weeks) | <input type="checkbox"/> | Jan 10-Feb 2, Tue & Thu
<u>1:00-4:00</u> (4 weeks) |
| <input type="checkbox"/> | Feb 21-Mar 15, Tue & Thu
<u>9:00-noon</u> (4 weeks) | <input type="checkbox"/> | Feb 21-Mar 15, Tue & Thu
<u>1:00-4:00</u> (4 weeks) |

Attention: You must have taken the Introduction to Computers class or have comparable skills in order to take the following classes. These classes are 9 hours—3 half days unless stated otherwise.

Social Networking—\$25:

Connect to your friends and relatives in an easy way. Facebook, Twitter, LinkedIn—The in's and out's of these social Web sites!

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Jan 9 & 11, Mon & Wed,
<u>(9:00-noon)</u> |
| <input type="checkbox"/> | Mar 7 & 9, Wed & Fri
<u>(9:00-noon)</u> |

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E-Bay—\$25: Learn what all the fuss is about. How to navigate, buy & sell on this popular Web site.

Jan 23, 25 & 27
Mon, Wed & Fri (9:00-noon)

Mar 19, 21 & 23
Mon, Wed & Fri (9:00-noon)

Digital Image Management & Editing—\$25

Learn how to manage and edit digital photos, from loading the pictures into the computer to editing and sharing.

Feb 27, 29 & Mar 2
Mon, Wed & Fri (9:00-noon)

File Management—\$10

3 hrs: Learn how to save and find files in an efficient way. No more searching in vain!

Jan 13, Fri (9:00-noon)

Mar 12, Mon (9:00-noon)

Open Forum—\$10—3 hrs:

Tips for speeding up slow computers, backing up files, password techniques, how to burn a CD, and more. Your questions are answered!

Jan 18, Wed (9:00-noon)

Mar 15, Thu (9:00-noon)

Computer Safety—\$25:

Is your computer safe from viruses and spam? Learn how to keep your information safe with this class on security.

Mar 26, 28 & 30
Mon, Wed & Fri (9:00-noon)

Microsoft Word—\$25:

Designed to build word-processing skills such as letter-writing, forms, reports, etc.

Feb 1, 3 & 6
Wed, Fri & Mon (9:00-noon)

Microsoft Excel—\$25: Learn now to manage your finances the easy way. Create spreadsheets and learn basic skills including building simple formulas.

Feb 15, 17 & 20
Wed, Fri & Mon (9:00-noon)