

Silver Scholars, Workforce Development

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(412) 283-0105

Dear Training Professional,

Silver Scholars would like to invite your organization to take advantage of an opportunity to provide top-notch computer training and tutoring for your employees. Silver Scholars has developed a method of offering training on-site, which is affordable, and in some cases, costs your organization absolutely nothing to implement. Although it may sound unbelievable, the program's success has been proven, and classes can easily be established on-site.

Stemming from the success that we have had with the senior population in Pittsburgh, Silver Scholars has developed beginner to intermediate level classes for workforce development. Participating employers are able to provide computer education programs to employees and retirees without the problems and costs associated with operating computer labs, developing teaching material, and training instructors. Classes are small, hands-on, and give employees a solid foundation of computer knowledge. Tutoring is available one on one to teach specific tasks and tricks that improve the finished product and the performance of the individual.

Classes are offered on-site, with the use of a mobile computer lab developed specifically for Silver Scholars. Hosting employers provide only the space, and an electrical outlet for classes. The computers have self contained access to the Internet, and all software necessary to offer training. Booklets outlining the coursework are published by Silver Scholars and are included for all attending employees/retirees.

Silver Scholars, a Pittsburgh-based organization, has already had a tremendous impact on the senior community and hopes to have continued success in educating working adults. Our success is attributed to listening to students, keeping classes small, and taking the time needed to teach effectively. Our record speaks for itself. 99.9% of Silver Scholars students would recommend classes to a friend or family member, and 100% of scheduled facilities are happy with the Silver Scholars Program.

Please take a look at our information below and give us a call to get classes or individual tutoring scheduled at your facility. We are looking forward to developing a relationship and encourage you to call with questions at 412-283-0105.

Sincerely,

Barbara Kramer

Barbara Kramer, President

Silver Scholars

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Computer Classes for Boomers and Beyond!

Silver Scholars, Workforce Development Basic Class Descriptions

All courses consist of 4 hours of training and include a class booklet

Basic Computers 1 & 2 (The Foundation)

No previous computer knowledge is required.

Basic computers will provide hands on experience using Windows. The first class will explain how to turn a computer on and off, the basic functions of the mouse, how to open programs, search menus, and more. The second class will provide time for review and progress to understanding the keyboard. Learn how to input information into the computer, correct typing errors, insert and delete text, and more. Basic Computers 1 & 2 provides a solid foundation for continuing a computer education.

Basic Computers 3 & 4 (File Management)

Prerequisite: *Basic Computers Part 1 & 2 or equivalent knowledge.*

If you enjoyed basic computers parts 1 & 2 you'll love this class! Basic computers parts 3 & 4 apply and review the skills learned in parts 1 & 2. This class offers hands on experience practicing the fundamentals while taking your knowledge to the next level. You will learn how to easily save information, find it, and organize that information on your computer. You will also learn how to install new programs (software) and customize your computer to fit your specific needs.

The Internet 1 & 2 (Finding Information Efficiently)

Prerequisite: *Basic Computers or equivalent knowledge.*

Searching the Internet will provide hands on experience. The first class will explain the basics of search engines and browsers. You will learn how to connect to the Internet and how to navigate your way around the World Wide Web. The second class will provide time for review and practice. The second class will discuss browsers in more detail, show you how to download programs, search more effectively, store favorites, and avoid viruses. You will also learn how to access web sites more efficiently.

E-mail 1 & 2 (Communication Basics)

Prerequisite: *Basic Computers and Searching the Internet*

This class will provide hands on experience while you learn the basics of e-mail. Find out how e-mail works and learn to read, write, send, forward, and reply to messages. The second class will provide time for review, explore setting up your address book, sending to multiple recipients, sending attachments, and more. This class will be taught using Outlook Express.

Buying and Selling on eBay (Offered by Popular Demand)

Prerequisite: *Basic Computer and Internet knowledge*

This course will provide hands on experience with registration, searching, bidding, and show you how to get the most bang for your buck. The second half of this course will discuss the basics of setting up your own auctions, making sound purchases, avoiding fraud, and will illustrate the importance of choosing the right payment methods. Students will learn to navigate eBay to comfortably shop and sell. This is the only eBay class in which students will learn hands-on, by actually listing and bidding on items.



Basic Digital Cameras 1, 2, 3 (Consists of three 2-hour sessions)

Prerequisite: *Basic Computers or equivalent knowledge.*

Get ready to say Cheese! This class is divided into three two-hour sessions to provide you with plenty of time to practice using digital cameras. Don't worry if you do not have a digital camera. This basic digital camera class will teach you what you need to know before you buy a camera as well as how to use it after you purchase one. You will learn how to take pictures, transfer pictures to your computer, edit your photographs, send photos to your friends and relatives and more! (*Digital cameras provided in class*)

Silver Scholars, Workforce Development Microsoft Office Class Descriptions

All Microsoft Office Classes are available in 2003 or 2007 editions.

Basic Word Processing Using Microsoft Word 1 & 2 (Letters and Formatting)

Prerequisite: *Basic Computers or equivalent knowledge.*

These classes will provide hands on experience while you learn the basics of Microsoft Word. You will learn how to create new documents, edit your work, change font sizes, shapes, alignment, and more. Word will allow you to create letters, record important information, and write stories with greater ease than ever before. Students will also learn to save and retrieve documents effectively. These classes will provide you with time for review and practice.

Basic Word Processing Using Microsoft Word 3 & 4 (Flyers and Signs)

Prerequisite: *Microsoft Word Parts 1 & 2 or equivalent knowledge.*

These classes will provide hands on experience while you review the basics of Microsoft Word. You will learn how to create documents, signs, and letters that people will swear were done by a professional. We will have fun inserting pictures, borders, and so much more. This class will also cover creating bulleted and numbered lists and customizing your work to fit your specific needs. Watch out Hemmingway, Microsoft Word experts are on their way!

Microsoft Publisher 1 & 2 (Brochures, Flyers & Newsletters)

Prerequisite: *Basic Computers or equivalent knowledge.*

Create colorful brochures, personalized greeting cards, exotic postcards and dynamic newsletters with ease. Microsoft Publisher can save you time and help you design professional looking publications for organizations, schools, clubs, and personal use. Students will enjoy working with word art, pictures, templates and more as they bring their documents to life!

Microsoft Outlook 1 & 2 (Staying Organized, Calendar Program)

Prerequisite: *Basic Computers or equivalent knowledge.*

Whether its work, school, or play, Outlook will help you organize your busy schedule. Students will learn to send and receive e-mail messages through Microsoft Outlook, generate detailed contact lists and manage their time as they create calendars, set tasks and keep notes. Using daily reminders, alarm functions and address books, students will be able to set their minds at ease as Microsoft Outlook takes care of organizing the hustle and bustle of everyday life.



Microsoft Excel (Making Financials Easier, Spreadsheets) 1 & 2

Prerequisite: Basic Computers or equivalent knowledge.

Whether its balancing your check book, putting together the family budget or generating charts for work, Microsoft Excel is the program for you. Improve the way you turn your data into information using powerful tools to analyze, communicate and share your results. Microsoft Excel is a spreadsheet program that will enable students to track & manage data, addresses, financials, and more. Students will learn how to use Excel to create simple spread sheets, perform detailed calculations, sort data and even create colorful charts and graphs.

Microsoft PowerPoint (Professional Presentations) 1 & 2

Prerequisite: Basic Computers or equivalent knowledge.

Microsoft PowerPoint enables you to create exciting slide show presentations that can be used in business or for personal use. Just think of the possibilities; business meetings, family reunions, weddings or school. MS PowerPoint will help you wow any audience. Students will learn to create their own slide show complete with text, graphics, pictures, and animation.

Quickbooks Professional Set-up and Operations - \$60.00 per hour

Prerequisite: Basic Computers or equivalent knowledge.

Quickbooks help is offered as one on one or small group tutoring on your computer, on-site only. A certified Quickbooks professional will assist you in setting up your accounts, ledgers and reports. They can teach you all you need to know about posting your transactions, making payments, reporting your results and more. Call 412-283-0105 for questions or an appointment.