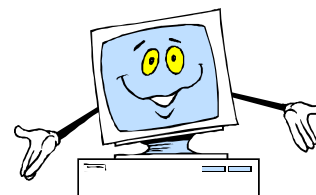


JEFFERSON MEDICAL CENTER SENIOR SERVICES

Is Offering

Silver Scholars BASIC COMPUTER CLASSES



Silver Scholars teaches computer classes specifically designed for individuals over the age of 50. The classes are fun, interactive, begin with the basics, and will help you become a computer wiz! All classes will be held at the Jefferson Regional Medical Center, Bibro Building on Coal Valley Rd. To enhance learning, all classes are limited to 10 students, so register early. Contact Senior Services at 412-469-7099 to register. A class consists of two, two hour sessions.

Basic Computers 1 & 2 – \$45.00

Mondays, September 13 & 20 (Homestead/Baldwin)

9:30 to 11:30 AM

No previous computer knowledge is required.

Basic computers will provide hands on experience using Windows software. The first class will explain how to turn a computer on and off, the basic functions of the mouse & keyboard, how to use windows, search menus and more. The second class will provide time for review and progress to understanding scroll bars, using drop down menus and other ways to interact with your computer.

The Internet 1 & 2 – \$45.00

Mondays, September 27 & October 4 (Homestead/Baldwin)

9:30 to 11:30 AM

Prerequisite: *Basic Computers Parts 1&2 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. You will also learn how to find web sites more quickly. The second class will discuss browsers in more detail, show you how to download programs, search more effectively, and avoid viruses.

E-mail 1 & 2 – \$45.00

Mondays, October 11 & 18 (Homestead/Baldwin)

9:30 to 11:30 AM

Prerequisite: *Basic Computers Parts 1&2 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.

Basic Computers 3 & 4 – \$45.00

Mondays, October 25 & November 1 (Homestead/Baldwin)

9:30 to 11:30 AM

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 create shortcuts on your computer. We will also learn how to install new programs and customize your computer to fit your specific needs. After this class, working with your computer will never be easier or more fun!

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Silver Scholars

BASIC COMPUTER CLASSES

Basic Microsoft Word Processing 1 & 2 – \$45.00

Mondays, November 8 & 15 (Homestead/Baldwin)

9:30 to 11:30 AM

Prerequisite: *Basic Computers Parts 1&2 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 Digital Cameras 1 & 2– \$45.00

Mondays, December 6 & 13(Homestead/Baldwin)

9:30 to 11:30 AM

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

Get ready to say Cheese! This class is divided into two, 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, and send photos to your friends and relatives and more! (*Digital cameras provided in class*)

Thursday Classes

Basic Computers 1 & 2 – \$45.00

Thursdays, October 7 & 14 (West Mifflin/Munhall)

9:30 to 11:30 AM

No previous computer knowledge is required.

Basic computers will provide hands on experience using Windows software. The first class will explain how to turn a computer on and off, the basic functions of the mouse & keyboard, how to use windows, search menus and more. The second class will provide time for review and progress to understanding scroll bars, using drop down menus and other ways to interact with your computer.

The Internet 1 & 2 – \$45.00

Thursdays, October 21 & 28 (Homestead/Baldwin)

9:30 to 11:30 AM

Prerequisite: *Basic Computers Parts 1&2 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. You will also learn how to find web sites more quickly. The second class will discuss browsers in more detail, show you how to download programs, search more effectively, and avoid viruses.

E-mail 1 & 2 – \$45.00

Thursdays, November 4 & 11 (West Mifflin/Munhall)

9:30 to 11:30 AM

Prerequisite: *Basic Computers Parts 1&2 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.

JEFFERSON MEDICAL CENTER SENIOR SERVICES

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Silver Scholars

BASIC COMPUTER CLASSES

Basic Computers 3 & 4 – \$45.00

Thursdays, December 2 & 9 (West Mifflin/Munhall)

9:30 to 11:30 AM

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 create shortcuts on your computer. We will also learn how to install new programs and customize your computer to fit your specific needs. After this class, working with your computer will never be easier or more fun!