



Computer Learning Center, Lake Oswego Adult Community Center (A division of LO Parks & Recreation dedicated to the well-being of people 50 or better), 505 G Avenue, LO, OR 97034, 503-635-3758, <http://www.lo-clc.org>, info@lo-clc.org

Computer Learning Center Fall 2004 Schedule

Free Labs and Groups for CLC Students

- **Users Group** – Every Monday, 9:30 – 11:00 am. Q&A Discussions and presentations. Everyone welcome.
- **Special Interest Groups:**
 - **Digital Cameras – Third Monday, 12:30 – 2:00 pm.** Learn more about digital cameras.
 - **Investment**– Last Friday, 10:00–11:30 am
- **Supervised Lab** – PCs: every Wednesday, 12:30-2:00 pm. All current and former students welcome to drop in for assistance. iMAC: by appointment only.

Fall 2004 Class Schedule—PC and iMAC Classes

Date(s) (Account Number)	Day(s) Time	ACC Member	Non Member
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PC Core Classes

Beginning (six sessions) – primary skills: intro to windows and the mouse with focus on email and the internet: includes text formatting, files and folders, email composition, attachments, address book, internet navigation, and more.

Oct 5, 7, 12, 14, 19, 21 (#####).....TTh	10-11:30a	\$40	\$55
Nov 1, 3, 8, 10, 15, 17 (#####).....MW	2:30-4p	\$40	\$55
Nov30,Dec 2,7,9,14,16 (#####).....TTh	12:30-2p	\$40	\$55

***Files and Folders (one session)** – Organize and manage your data. A must for all users.

Oct 27 (#####).....W	10-11:30a	\$6	\$10
Nov 18 (#####).....Th	10-11:30a	\$6	\$10

***More Windows (four sessions)** – Add'l skills: Control windows settings, desktop, control panel and more

Oct 4, 6, 11, 13 (#####).....MW	2:30-4p	\$24	\$40
Dec 7, 9, 14, 16 (#####).....TTh	10-11:30a	\$24	\$40

***MS Word (four sessions)** – Primary skills: create, format, and edit text and documents

Oct 19, 21, 26, 28 (#####).....TTh	12:30-2p	\$24	\$40
Nov 9, 16, 18, 23 (#####).....TTh	12:30-2p	\$24	\$40

Note: no class on 11/11-holiday

Outlook Express Email (two sessions) – Learn basic email techniques that will apply to other email programs as well.

Oct 26, 28 (#####).....TTh	10-11:30a	\$12	\$20
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***Printing Essentials (one session)** – Setup and test page, multiple printers, maintenance, ink cartridges, color, more...

Oct 12 (#####).....T	12:30-2p	\$6	\$10
Dec 1 (#####).....W	10-11:30a	\$6	\$10

***Webmail and Internet Explorer (two sessions)** – More than the basics. Improve your technique

Oct 5, 7 (#####).....TTh	12:30-2p	\$12	\$20
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PC Specialty Classes

***Computer Maintenance & Security (three sessions)** – I-hardware tips, II-software tips, III-security

Nov 1, 8, 22 (#####).....M	12:30-2p	\$18	\$30
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Note: No class on 11/15

Digital Camera (two sessions) – Understanding your camera settings, getting photos into your computer

Oct 6, 13 (#####).....W	10-11:30a	\$12	\$20
Dec 1, 8 (#####).....W	2:30-4p	\$12	\$20

Date(s) (Account Number)	Day(s) Time	ACC Member	Non Member
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***Editing Your Digital Photos (two sessions)** – Basic issues and techniques, discussion of software options

Nov 9, 16 (#####).....T	10-11:30a	\$12	\$20
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***Fun, useful, and free websites (one session)** – Explore sites for travel, shopping, how-to, fun and games, medical research, and more

Dec 2 (#####).....Th	10-11:30a	\$6	\$10
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Greeting & Calling Cards (two sessions) – Formatting issues, graphics, paper, color, printing.

Nov 2, 4 (#####).....TTh	10-11:30a	\$12	\$20
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***HTML Introduction (two sessions)** – Learn the building blocks for web pages

Nov 2, 4 (#####).....TTh	12:30-2p	\$12	\$20
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***HTML:Creating a Web Page** – Two 2-hour sessions. Create a basic web page. Requires text editing and computer skills. Limited to six serious students.

To Be Arranged.....		\$16	\$28
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***Labels and Stationery (one session)** – Setup, options, formatting and printing.

Dec 15 (#####).....W	10-11:30a	\$6	\$10
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Money Management (three sessions) – Internet banking, social security, treasury direct and more

Dec 2, 9, 16 (#####).....Th	2:30-4p	\$18	\$30
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Scanning (one session) – Getting photos and documents into your computer. Demonstration. Bring a photo.

Dec 8 (#####).....W	10-11:30a	\$6	\$10
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***Spreadsheets (three sessions)** – Using Excel for database bookkeeping

Nov 3, 10, 17 (#####).....W	10-11:30a	\$18	\$30
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iMAC Classes

Beginning (four sessions) – Primary skills, word processing, email, internet

Oct 4, 8, 11, 15 (#####).....MF	12:30-2p	\$35	\$45
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Dec 6, 10, 13, 17 (#####).....MF	12:30-2p	\$35	\$45
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Intermediate (four sessions) – more in depth word processing, menu, formatting and tool bars

Oct 29, Nov 5, 12, 19 (#####).....F	12:30-2p	\$35	\$45
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