

Computer Classes with Colleen



Upcoming Classes for Adults

CLASSES BEGINNING IN MARCH 2012

Classes will begin on March 12-13 - REGISTER BY March 9, 2012

DAY CLASSES - CLASSES ARE 1 HOUR SESSIONS, TWICE A WEEK:

DESCRIPTION	CLASS	DAY/TIME	BEGIN DATE
WORD PROCESSING & TYPING LETTERS - Microsoft Word Level 2 (4 week course)	Class 5	Monday and Wednesday 10:00 am - 11:00 am	Monday March 12, 2012

DAY CLASSES - CLASSES ARE 1 ½ HOUR SESSIONS, ONCE A WEEK:

DESCRIPTION	CLASS	DAY/TIME	BEGIN DATE
HOW TO WORK WITH SPREADSHEETS - Microsoft Excel Basics Class (4 weeks)	Class 6	Tuesday 1:30 pm - 2:30 pm	Tuesday March 13, 2012

Variety of One Hour Question and Answer Classes

ONE HOUR-ONE DAY CLASSES in MARCH 2012

Classes are \$5 per class

QUESTION & ANSWER	Come join us for a Q&A session. Questions can be regarding ANY computer related subject.	10:00 am - 11:00 am 8:30 am - 9:30 am	Mon., March 5 Weds., March 28
EMAIL Q&A	Email questions? Come to this Q&A. Please come prepared with how you get into your email, with userID and password.	1:30 pm - 2:30 pm	Tues., March 6
COMPUTER MAINTENANCE TIPS	Learn how to do some basic computer maintenance.	8:30 am - 9:30 am	Weds., March 7
EBAY Q&A	Come join us for a session on how to use EBAY - Will discuss searching for items and setting up an account to sign into EBAY.	8:30 am - 9:30 am	Mon., March 12
CUT, COPY & PASTE	Learn how to cut & paste and copy & paste. We will use Word to learn these skills, however the skills can be applied to many other programs.	11:00 am - 12:00 pm	Tues., March 13
FACEBOOK Q&A	Familiarize yourself with the social network that allows you to keep in touch with friends and family	8:30 am - 9:30 am	Weds., March 21
INTERNET Q&A	Need help with using the Internet? Come join us to learn how to browse the World Wide Web.	11:00 am - 12:00 pm	Tues., March 27

COMPUTER INFORMATION

A Computer Class Course Description and Fee Schedule can be obtained from our web site or by contacting Colleen.

Registration is very important - To register for a class stop in or call Colleen. Check out our web site for complete details on all classes.

12 E. Locust Street, Oxford, PA
610-932-5244

Email: caowens@oxfordseniors.org
www.oxfordseniors.org
Click on Computers

Hours are:
Mon - Fri
8:30 am - 3:00 pm

Fees for the classes are as follows:

	12 Week Course		4 Week Course		1 hr/1 dy
	Day	Evening	Day	Evening	
Seniors	\$60	\$85	\$35	\$45	\$5
Non Seniors	\$100	\$125	\$60	\$85	\$5

COMPUTER QUESTIONS??

Colleen will be happy to answer your computer questions. Here is how to contact her:

- ⇒ Come to one of the Q&A sessions listed above.
- ⇒ Call Colleen at 610-932-5244
- ⇒ Email Colleen at caowens@oxfordseniors.org