

LIFELONG LEARNING

You must be 50+ to enroll in these Lifelong Learning classes.

Computer Essentials

This slow-paced course is especially designed with senior adults in mind. Learn the basic characteristics of a computer and get a quick overview of data, information and files. Class will cover application software, operating systems and platform compatibility. Students will discuss computer hardware, with several lessons focusing on the various technologies that enable a computer to store and retrieve data and programs. Students are required to bring a flash drive to class. Robert Draper is an information technology professional with experience in a variety of environments. (3 or 4 meetings)

Sep 9-21	M/W	9 am-noon	(Cancelled)	
Sep 12-26	SAT	8 am-noon		
Oct 7-19	M/W	9 am-noon		Cost/\$41

Excel 2007

Learn the mechanics of this powerful spreadsheet package. Class will focus on creating worksheets, embedding charts, using formulas and understanding functions. Students will also learn about formatting, web inquiries and how to use large worksheets with “what if” analysis and graphics. Bring a flash drive to class. Robert Draper (see computer Essentials 2007).

****Prerequisite.** (4 meetings)

Sep 9-21	M/W	1-4 pm	(Cancelled)	
Oct 21-Nov 2	M/W	9 am-noon		Cost/\$41

Internet & Email

Explore the internet in this class designed for lifelong learners. Students will learn how to select an internet service provider, use web browser, create an email account, use search engines, antivirus programs and download files. Students will also become familiar with internet security issues and how to use Instant Messenger programs to chat online with friends and family. Bring a flash drive to class. Robert Draper (see Computer Essentials 2007). ****Prerequisite.** (3 or 4 meetings)

Sep 23-Oct 5	M/W	9 am-noon	(Cancelled)	
Oct 3-Oct 17	SAT	8 am-noon		
Nov 4-18*	M/W	9 am-noon	(Cancelled)	Cost/\$41

*No class Nov 11

Word 2007

Explore the basics of this popular word processing package in this hands-on beginning level class. Word 2007 offers some of the most exciting and powerful word processing features available in the industry. Learn to create and edit documents such as letters, envelopes and banners. Bring a flash drive to class. Robert Draper (see Computer Essentials 2007).

****Prerequisite.** (4 meetings)

Sep 23-Oct 5	M/W	1-4 pm	(Cancelled)	
Oct 21-Nov 2	M/W	1-4 pm		
Oct 24-Nov 7	SAT	8 am-noon		Cost/\$41

PowerPoint 2007

Learn how to create professional looking documents and presentations the fun and easy way. Students will learn how to use a design template and AutoLayouts to create a presentation.

Course will also teach participants to create a slide show using outline or clip art formats and embedded visuals. Bring a flash drive to class. Robert Draper (see Computer Essential 2007).

****Prerequisite.** (4 meetings)

Oct 7-19 M/W 1-4 pm Cost/\$41

****Computer Essentials or basic computer skills are required.**

Water Aerobics

Water aerobics is a fun workout with easy-to-follow exercise routines to improve cardiovascular conditioning. Using the resistance of the water, water exercise can also improve your strength and flexibility, leading to better muscular endurance and balance. It's a total body workout including aerobics, toning and stretching. CTC maintains pool water at approximately 80 degrees. Wear swimsuits and aqua socks (shoes for water). Judith Mills is a certified water aerobics instructor. (12 meetings)

Sep 8-Oct 15 T/TH 9-10 am
Oct 20-Dec 1* T/TH 9-10 am Cost/\$36
No class Nov 26