

# 55+ Computer Courses

## 55+ Digital Camera & Photo Editing - \$65

25440	Spirit Lake (127)	10/5/09-10/19/09	6-9pm (Mon.)
-------	-------------------	------------------	--------------

## 55+ Beginning Computers - \$31

25444	Spencer	9/25/09	8:30am-12:30pm (Fri.)
-------	---------	---------	-----------------------

25445	Emmetsburg (330)	9/16/09	4-8pm (Wed.)
-------	------------------	---------	--------------

25446	Estherville (51)	9/24/09	5-9pm (Thurs.)
-------	------------------	---------	----------------

25447	Algona (17)	10/6/09	1-5pm (Tues.)
-------	-------------	---------	---------------

## 55+ Windows Fundamentals - \$41

25448	Spirit Lake (127)	10/20/09 & 10/22/09	5:30-8:30pm (Tues. & Thurs.)
-------	-------------------	---------------------	------------------------------

25449	Spencer	10/23/09 & 10/30/09	9am-12pm (Fri.)
-------	---------	---------------------	-----------------

## 55+ Word Basics - \$41

25450	Emmetsburg (330)	11/3/09 & 11/5/09	5:30-8:30pm (Tues. & Thurs.)
-------	------------------	-------------------	------------------------------

25451	Algona (17)	10/26/09 & 10/28/09	9am-12pm (Tues. & Thurs.)
-------	-------------	---------------------	---------------------------

## 55+ Excel Basic Spreadsheet - \$41

25452	Spencer	11/13/09 & 11/20/09	9am-12pm (Fri.)
-------	---------	---------------------	-----------------

25453	Algona (17)	11/10/09 & 11/12/09	1-4pm (Mon. & Wed.)
-------	-------------	---------------------	---------------------

## 55+ Internet & E-Mail Fundamentals - \$41

25454	Spencer (122)	12/4/09	8:30am-12:30pm (Fri.)
-------	---------------	---------	-----------------------

25455	Estherville (100)	12/7/09	5-9pm (Mon.)
-------	-------------------	---------	--------------

25456	Emmetsburg (330)	11/18/09	12-4pm (Wed.)
-------	------------------	----------	---------------

**55+ computer class descriptions listed below.**

### 55+ Digital Camera & Photo Ed

The class will introduce participants to the different settings on their digital camera, meaning of shutter speed, aperture, and ISO, the differences between optical and digital zoom, the process of editing images using Picasa 3 to the process of e-mailing photographs and more!

### 55+ Beginning Computers

This class offers new computer users basic information on use, terminology, purchasing a computer and accessories, as well as practice. Individuals with little or no experience will benefit from this class.

### 55+ Windows Fundamentals

If you have some PC experience and familiarity with computers, then this is the course for you! Windows is the operating system software that provides the graphic environment that allows you to use icons to perform tasks. You will learn how to run Windows and how to use it to organize your computer.

### 55+ Word Basics

This is a course designed to introduce you to the many applications using Microsoft Word. Learn how to type letters, add pictures and graphics, use proof reading tools, shortcut methods and printing.

### 55+ Excel Basic Spreadsheet

This hands-on course is designed to introduce you to the many applications of spreadsheets using Microsoft Excel. You will learn and gain an understanding of data entry, worksheets, formulas and printing.

### 55+ Internet & E-Mail Fundamentals

Come and explore with us the steps to using E-mail and working with the components of Internet Explorer. We will create, use, and organize favorite Web sites; explore search devices; and review protective measures for using the Internet.

## Mark Your Calendar

### Managing Change

with Kathy Peterson is coming

**March 31, 2010**

Watch for details in the spring catalog!

**Microsoft Office 2007 software**  
will be used for all of our public computer courses.

## Third Age College/55+ • Fall Semester Class Offerings in Spencer

The Third Age College is an educational organization that provides an academic setting to enrich the lives of individuals over the age of 55 and other interested people. Classes focus on academics rather than leisure and pleasure. A variety of topics and subject areas are covered in courses. In addition, GED classes are offered in a classroom setting for older adults.

### First World War

**Tuesdays:** 9/22/09 - 12/8/09  
**Facilitator:** Ted Strain

World War I was a global military conflict that embroiled most of the world's great powers assembled in two opposing alliances: the Triple Entente and the Triple Alliance. Over 70 million military personnel were mobilized in one of the largest wars in history. Join us for lessons on the overview of this war.

### The History of the Broadway Musical

**Thursdays:** 9/24/09 - 12/9/09  
**Facilitator:** Kella Klinker-Simonin

Join us for a journey through 200 years of the American Musical using lectures by Bill Messenger from The Teaching Co. Facilitator Kella Klinker-Simonin (PhD Theatre) will give a students a crash course in theatre history and stagecraft as well as direct field trips to musical productions.

**Cost: \$24 per semester. Payable first day of class.**  
**Classes held at the Spencer Campus from 9-11:30am**

## Face-to-Face, Instructor-Led Computer Classes

### Introduction to Computers - \$59

25469	Emmetsburg (330)	9/21/09 & 9/23/09	5:30-9pm (Mon. & Wed.)
25470	Spirit Lake (127)	10/6/09 & 10/8/09	5:30-9pm (Tues. & Thurs.)

### Introduction to Windows XP - \$99

25471	Algona (17)	10/5/09 & 10/7/09	5:30-9pm (Mon. & Wed.)
-------	-------------	-------------------	------------------------

### Word Level 1 - \$99

25472	Emmetsburg (330)	10/13/09 & 10/15/09	5:30-9pm (Tues. & Thurs.)
-------	------------------	---------------------	---------------------------

### Word Level 2 - \$99

25473	Emmetsburg (330)	10/20/09 & 10/22/09	5:30-9pm (Tues. & Thurs.)
-------	------------------	---------------------	---------------------------

### Word Level 3 - \$99

25474	Emmetsburg (330)	10/27/09 & 10/29/09	5:30-9pm (Tues. & Thurs.)
-------	------------------	---------------------	---------------------------

### Excel Level 1 - \$99

25475	Spencer (122)	11/4/09 & 11/5/09	5:30-9pm (Wed. & Thurs.)
-------	---------------	-------------------	--------------------------

### Excel Level 2 - \$99

25476	Spencer (122)	11/11/09 & 11/12/09	5:30-9pm (Wed. & Thurs.)
-------	---------------	---------------------	--------------------------

### Excel Level 3 - \$99

25477	Spencer (122)	11/18/09 & 11/19/09	5:30-9pm (Wed. & Thurs.)
-------	---------------	---------------------	--------------------------

### Access Level 1 - \$99

25478	Spirit Lake (127)	12/1/09 & 12/3/09	5:30-9pm (Tues. & Thurs.)
-------	-------------------	-------------------	---------------------------

### Access Level 2 - \$99

25479	Spirit Lake (127)	12/8/09 & 12/10/09	5:30-9pm (Tues. & Thurs.)
-------	-------------------	--------------------	---------------------------

### Access Level 3 - \$99

25480	Spirit Lake (127)	12/15/09 & 12/17/09	5:30-9pm (Tues. & Thurs.)
-------	-------------------	---------------------	---------------------------

### Introduction to Outlook - \$99

25481	Estherville (100)	11/2/09 & 11/4/09	5:30-9pm (Mon. & Wed.)
-------	-------------------	-------------------	------------------------

### Adobe Dreamweaver CS4 Level 1 - \$99

25482	Emmetsburg (310)	12/7/09 & 12/9/09	5:30-9pm (Mon. & Wed.)
-------	------------------	-------------------	------------------------

**Class descriptions listed on page 25**