Computer Classes

New computer classes for Seniors will begin on Tuesday, January 21, 2014 through April 11, 2014 (times and locations listed below).

If you are interested in attending a class, please complete the "enrollment form" and leave with the Senior Coordinator at the Community Center where you would like to take the class.

Note: If you completed a class last session, you still need to submit an enrollment form.

- New students will have priority in Basic Classes on a first-come-first-served basis
- Basic students from the last session will have priority in Advanced Classes on a first-come-first-served basis
- Microsoft PowerPoint and Publisher classes require that the student has completed the Advanced Class and must have a flash drive

Basic Computer Classes

Basic Computer classes consist of functions of the mouse, developing an email address, replying/forwarding email messages, creating an address book, surfing the Internet, basic Microsoft Word, making labels, making business cards and much more.

Place	Day & Time	Instructor
Bilberry Park, 673-5345	Wednesday, 9:00 – 11:00	S. Hunter
Hattie Perry, 673-7810	Wednesday, 9:00 – 11:00	T. Lampkin
A.B. Palmer, 673-5336	Friday, 9:00 – 11:00	T. Lampkin
Valencia Park, 673-6433	Friday, 9:00 – 11:00	S. Hunter

Advanced Computer Classes

Advanced Computer classes is a continuation of the Basic Class and consists of inserting, copying and pasting, making charts, scanning, balancing check books, basic Microsoft PowerPoint and much more

Place	Day & Time	Instructor
Bilberry Park, 673-5345	Monday, 9:00 – 11:00	T. Lampkin
Lakeside, 673-7812	Monday, 8:30 – 10:30	S. Hunter
Southern Hills, 673-7818	Tuesday, 9:00 – 11:00	T. Lampkin
Airport Park, 673-7803	Thursday, 8:30 – 10:30	T. Lampkin
David Raines, 673-5342	Thursday, 9:00 – 11:00	S. Hunter

Microsoft Publisher

This class is about programming. It will consist of making programs (front and back), flyers, newsletters, award certificates, resumes, brochures, borders, letterheads, picture calendars, post cards and much more! This is a fun class, but you must have completed the Advanced Computer Class and be computer literate. A flash drive is required.

Place	Day & Time	Instructor
Airport Park, 673-7803	Tuesday, 9:00 – 11:00	C. Webb/S. Hunter

Please submit enrollment forms at the Community Center where you want to take the class (January 15, 2014 is last day to submit enrollment forms. First-come, first-served). Students will be notified of acceptance.

For additional information, contact Camille B. Webb, Senior Programs Supervisor, at 318-673-7845, or contact the center where you want to take the class.