

WORD PROCESSING, SPEREADSHEET AND DATABASE

Four sessions for word processing, four for spreadsheet /database. Microsoft Works for Windows is utilized for training, but the skills acquired are readily transferable to other, similar, application programs. The two courses are independent and must be registered separately.

Prerequisite -- access to a modern IBM -compatible PC, equipped with Windows 95/98/ME or XP, plus the appropriate application software. (MS Works or equivalent). Tuition - \$25.00

QUICKEN - PERSONAL FINANCE

A two-session course. This is a demonstration, lecture and discussion class to give students the knowledge needed to effectively help manage one's home, tax and investment finances. Prerequisite -- a registered copy of Quicken for Windows installed on your computer. Tuition - \$5.00.

AMERICA ON-LINE (AOL)

A four-session class covering the installation and use of AOL, including E-mail and web services. You must be a member of AOL, or use an AOL free-trial offer to qualify.) Classes are conducted via E-mail. Tuition - \$10.00.

MICROSOFT PUBLISHING

This class covers the basic parts of Microsoft Publisher, a user-friendly program for producing material to be printed. It will include four different publications: an advertisement; a flyer; an announcement; and a three-part double page brochure. This builds the essential skills for

other applications. Layout will not be taught.

This class extends over two contiguous days, consisting of a morning (9 am to 12 noon) and afternoon (1 pm to 4 pm) session, each day. The students' work at their own speed under the supervision of an instructor.

Prerequisites: If the student wishes to do any of projects at home, MS Publisher 2002 or later will be needed.

Tuition - \$25.00. This covers the use of the Club's computers with the necessary software, printers and the tutorial material used in the class. A CD containing the class material will be available to the student, if they wish.

MACINTOSH OPERATION

Open Lab sessions for Macintosh users are held each Friday from 9 – 11:00AM and each Wednesday from 2 – 3:30 PM, in Room 1 of Community Hall – 1910 S. Pebble Beach Blvd.

Macintosh classes are offered on various topics from time to time. Apple works, Internet, care and feeding of OS X, Photo management and the Macintosh in general, are some of the classes offered. Check the following website for the latest schedules: www.sccmacsig.netfirms.com

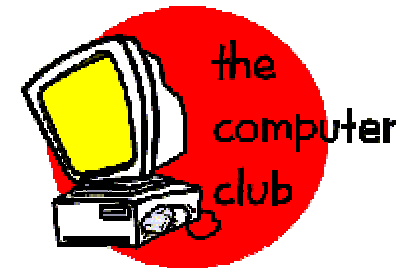
Special presentations on Macintosh hardware and software are occasionally presented at the regular Apple/ Macintosh monthly meeting on the 4th Tuesday each month at 4 PM in the Caper Room

Registration is required for these classes. For details on classes, or to request a specific class, call Don Rawlings at 634- 7607.

An Introduction

to

The Computer Club



Monthly Meetings

**1st Wednesday of each Month
7:30 PM at
Community Hall
1910 S. Pebble Beach Blvd.
Sun City Center, Florida**

E-mail = thecomputerclub@juno.com
or visit our website at
suncitycentercomputerclub.com

Why Join a PC Users Group?

A Personal Computer users group provides PC owners and potential owners with a source of information and support. A users group offers a friendly atmosphere for learning and exchanging computer information and ideas, obtaining help, and taking full advantage of Personal Computers and Macintosh system..

As a member of both the Association of PC User Groups and the Florida Assn. of Computer User Groups, The Computer Club offers local residents:

- * Monthly Program Meetings
- * A monthly Newsletter
- * A range of Classes
- * Special Interest Group sessions

At the Monthly Meetings

At our monthly meetings, members see and hear presentations from national and local vendors and industry leaders, participate in question/ answer sessions, plus meeting and talking with people who share common PC interests.

The Computer Club owns the equipment needed to project computer monitor displays on large screens so that all present can view vendor and member demonstrations.

Due to the size of our user group we are able to attract most of the major computer firms to demonstrate their latest equipment and software. These meetings commonly conclude with a raffle of software and hardware products donated by these vendors.

Special Interest Groups

Special Interest Groups (SIG's) are created when a sufficient number of members indicate a desire to form such a subgroup. Currently, there are several SIGs: Windows, Macintosh, Internet, Genealogy, Digital Imaging, and a Quicken group. Others are added from time-to-time. These groups also meet on a monthly basis. Special sessions, like Income Tax Preparation, are held periodically.

The Newsletter

A newsletter is a major benefit user groups provide its members. Our award-winning monthly newsletter, "The Journal", contains articles contributed by our members, articles from other PC group newsletters nationwide, and commentaries by leaders in the PC industry.

These articles run the gamut of PC news, software and hardware reviews, technical articles, sources of help, and schedules of Special Interest Group (SIG) meetings.

Community Activities

The Computer Club collects older computers for reconfiguration and repair. These are then furnished to schools, local community organizations, youth recreation facilities and similar worthwhile charities.

Since the Club is a 501 (c)(3), non-profit organization, such donations may be tax deductible. Contact the Club for further information.

Education

Any resident of Sun City Center or Kings Point is eligible to take these classes. You may register for these courses in either of two ways:

1. Use the Automated Reservation System by calling **642-1509**.
2. Send an E-mail message to

education-enrollment@juno.com. In your message, provide your name, telephone number and course desired.

When a new class is being scheduled, you will be called to confirm your registration and to notify you of class location, date and time.

TUTORING

Many residents desire one-on-one teaching, in one's own home. This service is available from qualified Computer Club members, for a fee. The length of instruction and subject matter is totally dependent upon the desires of the student. There is no fixed period.

The tutors are independent contractors and The Computer Club is not responsible for their actions. We merely provide you with a list of them as a community service. None of the fees accrue to The Computer Club.

To obtain information on the tutors available, call our registration number (642-1509). Leave your name, address, phone number and the type of help you are seeking. Our Registrar will contact you with a list of appropriate tutors.