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PROSPECTUS FOR COURSES AVAILABLE IN 2010



This prospectus is intended to provide you with an overview of the courses available at either our Learning Centre at Family Support Services Building, State Highway 1, Kaiwaka or at a venue to be advised.

For further information please contact our Course-Coordinator on Phone: 431 2269. For your enquiries regarding membership & other information contact Sheila Ballard on 431 4305, or leave a message at the Learning Centre Phone: 431 2220 asking for further details.

We feel sure that this range of topics will enable you to develop your skills and understanding of your home computer, know them all well and you will truly feel computer-confident.



For more information visit *SeniorNet Warkworth Inc's* website – www.seniornetwarkworth.org.nz – Mangawhai page.

SENIORNET MANGAWHAI INC

(Back ground to courses in 2010)

Welcome to Computing. We believe computing should be fun.

At SeniorNet Mangawhai we offer a series of foundation courses and workshops aimed at improving the confidence and competence of people over 50 years in the use of their home computer. This will encourage them to continue to see programs and skills that they can use in the pursuit of their personal interests. We cannot currently offer a wide range of computer programs at Mangawhai but aim to give you the knowledge of the principles so that you will want to learn more and, in turn, possibly to share it with us.

We usually tutor courses on a ratio of 2 to 1 (i.e. one tutor to two students) and our workshops allow questions and exchanges of experience and ideas. The workshop presenters and volunteer tutors offer their services free, their only reward being to see others in the peer group advancing in what is to them a relatively new and often foreign environment. We are indebted to them for this most generous gift of their personal time and their willingness to convey their knowledge to students in a patient, understanding way.

There are 5 main categories of courses:

- **Foundation**, which introduces you to the computer and are a 'must know' for your confidence. Even if you have used a computer before, you should know all of these listed subjects wells.
- **Development**; which builds skill, turning confidence into computer competence. Make sure that you observe the prerequisite knowledge before tackling these.
- **Interest**; which allow you to use your new skills in the pursuit of your own interests. Our Workshops are also in this category – building knowledge.
- **Available on Demand**; are specialised courses which are available through **SeniorNet Warkworth** to experienced computer students. If you are interested in any of these courses please contact **SeniorNet Warkworth** for further details
- **Workshops**; these will differ in format, depending on their nature. We suggest you use these as a way to keep up to date.

Course Fees are listed against each Course. As part of your fees you also receive an excellent manual pertaining to the particular course and a Training Disc which will provide you with all the files you will need for each course and should accompany you to every lesson. It is a valuable teaching resource.

Our '**Membership Year**' is **January to December**, and we have 5 terms (normally of 8 weeks duration). In turn, these are divided into two halves as many courses are only 4 weeks.

Our **2010 year** is as follows:

| | | | |
|--------|------------|---|-------------|
| Term 1 | 8 Feb | - | 2 April |
| Term 2 | 12 April | - | 4 June |
| Term 3 | 14 June | - | 6 August |
| Term 4 | 16 August | - | 8 October |
| Term 5 | 18 October | - | 10 December |

You will be asked to complete an enrolment form when undertaking each course. You will also need to review your membership each year and be a paid up member before starting any courses.

Holidays: We normally tutor on most Public Holidays unless your tutor has made alternative arrangements, so please check with your tutor before a holiday.

Revision: To allow those who would like to repeat courses we can provide a complete course repeat or a specific lesson revision at a generous price concession because current manuals and discs are already in your possession. As your tutor or the Course Coordinator for details and advice. It is not uncommon for students to want to repeat a particular course to gain a better understanding. However, you will still need to request a place to conform to the overall course structure.

Our volunteer tutors are continually studying new courses to introduce to you. You will be advised through our Newsletters when they are available together with commencement dates. Some fill quickly while other classes need to be a minimum of 2 students. **Plan ahead!**

We normally run classes Monday, Tuesday and Wednesdays with three sessions per day: 9-11 am, 12-2pm and 3-5 pm. Days and times on our term timetable will be for your guidance only and may be altered by the Course Coordinator when establishing classes.

To be included in the advertised classes please contact Tony Cox our Course Coordinator on 431 2269 or leave a message at the SeniorNet Mangawhai Centre 431 2220. You will be contacted as quickly as possible.

For continually updated information visit SeniorNet Warkworth's website – www.seniornetwarkwork.org.nz – Mangawhai page

Seniornet Mangawhai Courses for 2010

Beginner's Introduction to Computers in Windows XP

Whether self-taught or without any experience **Introduction** is the **most important** course for you to thoroughly understand your computer.

- A four lesson course (each lesson 2 hours). *Course Fee: \$25.00.*

No matter what you use your home computer for **Introduction** provides the **basic steps** you need to understand.

Introduction to Computers in Windows Vista

We suggest you take this 4 lesson course which covers the basic points about your PC when using Vista

- A four lesson course (each lesson 2 hours) *Course fee: \$25.00*

The Art of Word Processing - Level 1

Word is the most widely used of all the popular word processing programs.

- Our 8-lesson course (each lesson 2 hours) is currently based on Microsoft Word 2002/2003. *Course Fee: \$45.00*

Unless you have considerable word processing experience, this course is **essential**.

Basic Word Processing Using Word 2007 & Vista

This 8 week course is based on Microsoft Word 2007 a program that is available as part of Office 2007 and the most popular of all the word processing programme.

- A 8-lesson course (each lesson 2 hours) *Course Fee: \$45.00*

Communications - Email

This course is the one that most people have in mind when they start at *SeniorNet* and the first part of our Communications course. It is necessary to have **completed** at least **Introduction to Basic Word Processing – Level 1** to be confident in this course.

We use **Outlook Express**

- A four week course (each lesson 2 hours). *Course Fee: \$25.00*

Communications - Internet

This is the second part of our 'Communications' course. You will learn the best techniques to search the *Internet* and to extend that into a useful retrieval system and to use your normal computer functions for the areas of News and Webmail, etc.

- A four week course (each lesson 2 hours). *Course Fee: \$25*

We use *Internet Explorer* and show you the many and useful ways to get the most from the Internet.

Managing Files & Folders in Windows XP & Vista

One **very important** area that is not well-understood by many is the need for good file and folder management. As your computer holds more and more information so the information becomes more valuable than the computer itself and should be preserved correctly for safe retrieval.

- A four week course for both (each lesson 2 hours)

Course Fee: \$25.00

Because it covers a lot of ground you should have completed **Introduction to Basic Word Processing – Level 1** and **Beginners Introduction to Computers** as a minimum. Although based on *Windows XP* or *Vista* the same principles apply to other operations systems as well.

The Art of Word Processing – level 2

An 8 lesson course in two parts which allows you to discover some of the many features unique to MS Word 2002/3

An 8 week course (each lesson 2 hours).

Course fee: \$45

Picasa 3

Picasa is a free photographic programme that can be downloaded from Google. Picasa 3 will only work on XP, Vista. & Win 7.

You can Organise Edit, Create and share all your photographs. In this class you will be shown some of the basic features of this programme.

A 4 week course (each lesson 2 hours)

Course fee: \$25

Workshops:

We plan to continue offering 2 hour 'hands on' workshops and presentations at either our Learning Centre in Kaiwaka or at The Club, Mangawhai and details of these will be advised in our Newsletters. Workshops are interesting, educational and good value. Workshops we plan to make available during 2010 (depending on demand) are:

- Internet Banking
- Google Maps
- Trade Me
- PC Housekeeping

In addition we hope to offer other workshops and presentations on topics of interest throughout the year.

Contacts:

For more information about *SeniorNet* courses contact :

Tony Cox, **Course Coordinator** on: **431-2269** or try calling the Learning Centre: **431-2220** and if unattended please leave a message for us to contact you.

Email. seniornet.mangawhai@xnet.co.nz

Membership is a requirement before applying for courses. Membership fee \$20 pa



We look forward to meeting you on a future course or workshop.