

**Putnam County Office for Senior Resources  
Computer Learning Center For Seniors (CLCS)  
Putnam Valley**

<b>MONTH</b>	<b>COURSE</b>	<b>TITLE</b>	<b>DAY</b>	<b>DATES</b>
<b>Sept</b>	<b>101</b>	<b>Computer Fundamentals</b>	<b>Thurs PM</b>	<b>Sept 10, 17, 24 Oct 1</b>
	<b>1231</b>	<b>iPad Sessions- Ongoing</b>	<b>Tues AM</b>	<b>Sept 1, 8, 15 Oct 6 and ongoing thru the fall into the winter</b>
<b>Oct</b>	<b>102</b>	<b>Maintaining Your Computer (formally "Help")</b>	<b>Thurs PM</b>	<b>Oct 15 &amp; 22</b>
<b>Nov</b>	<b>300</b>	<b>Internet and Email 4 sessions</b>	<b>Thurs PM</b>	<b>Nov 5, 12, 19 Dec 3</b>
		<b>Registration Dates</b>	<b>Thurs 10- Noon</b>	<b>Sept 3 Oct 1 Nov 5 Dec 3</b>
	<b>1230</b>	<b>iPad Basics for beginners</b>		<b>not scheduled but will be based on demand</b>

**For more information contact: Judy @ 845-277-5422 or [jak4dogs@verizon.net](mailto:jak4dogs@verizon.net)**

**All courses---AM - 9:30 - 11:45 & PM - 12:30 - 2:45**

**Putnam County Office for Senior Resources- Computer Learning  
Center for Seniors (CLCS)**

**Course Descriptions 2014 - Putnam Valley only**

[www.putnamrsvp.com/clc](http://www.putnamrsvp.com/clc)

**101. Computer Fundamentals:** This course is designed for the new or novice computer user. Emphasis will be placed on the use of a mouse, including proper movement, control, dexterity and ergonomics. You will also explore the keyboard and its special uses. You will then explore the basic and essential elements of word-processing and the internet. This course, when followed by Course 102, will equip a student, new or novice, with every tool needed to confidently use and safeguard their computer. No prior experience with a computer is required. 4 Sessions \$25

**102. Maintaining Your Computer:** This is a "How To" course designed for new computer users. The objective of this course is to help students understand how to set the essential components of the Windows operating system so that they can use electronic mail and search the Internet for information, while still taking care of necessary maintenance items. When you register, tell us whether you use Windows XP or Windows Vista or Windows 7. The course is available in both versions. The Windows Vista courses are given in Mahopac. 2 Sessions-Prerequisite: 101 \$15

**300. Internet and Email:** This course is offered to those students who wish to do basic "net surfing" and learn the fundamentals of sending and responding to email; including attachments; and saving attachments. You will learn how to use Internet Explorer to search the internet and find sites of interest to you, how to shop safely on the Internet, how to download programs and files, and how to create your own personalized start page. Students will be expected to have access to an email address (and know their password). If not, they will be shown how to sign up for a free YAHOO! email service. This course does not discuss AOL. 4 Sessions-Prerequisite: 101 and 102 \$35

**710. Digital Camera & Photography Basics:** Get to know your digital camera: what to buy, how to use the camera settings to take wonderful photos and how to store and edit on your computer. Call Susan Allen for more info @ 845-424-3969 for Putnam Valley classes 6 Sessions-Prerequisites: Familiarity with the computer, the internet, and files and folders. \$35

**1230. iPad Basics:** Our new course for the senior with an iPad. Come & see what we have learned and love about our iPads & become a skilled user. 8 Sessions \$40----Prerequisites: computer experience and/or have taken 101, 102, & 300 and have a itunes account with a password. Session 1 can be taken alone by novices without the above experience for \$5.

**1231. iPad Sessions:** For students that have taken 1230 or have experience using the iPad, these sessions allow us to explore various topics in depth: we answer questions and troubleshoot. Ongoing based on demand. **\$5 a session. Putnam Valley Only**

NEW- One on One help available from our volunteers..see one of us for info or to schedule an appointment.

**NEWEST- FREE WORKSHOPS--ONE SESSION CLASSES ON VARIOUS TOPICS**

**And we are working on preparing some more advanced photo classes!**