

# GRAND ISLE COMPUTER CLASSES



Net Source of Vermont (802.372.4101) is pleased to offer public computer classes in the Champlain Islands. Located in the Island Industrial Park, 10 Island Circle, Suite 3 (at the intersection of Routes 2 and 314 North, behind VT Nut Free Chocolate) in Grand Isle. The classroom features eight online PCs with LCD monitors, fast Internet, WiFi and a color projector for live, easy-to-see demos. Come to a **Registration Open House** to learn more about classes and VSAC funding, submit paperwork, and meet the teachers: 1-3 pm & 5-7 pm Wed. December 12, or 5-8 pm Tue. January 8 or March 18. See below for public class details. Custom training is also available and tailored to meet client needs; fees vary by class size, application and location, with day and evening options (scheduling per student/instructor availability). Online, [www.netsourcevt.com](http://www.netsourcevt.com)

## Computer Essentials

**Morning course: February 13-April 11\***, Wednesdays & Fridays, 9am-noon

**Evening course: April 29-June 19**, Tuesdays & Thursdays, 5:30-8:30pm

48 hours (16 sessions), \$950, Instructors: Mary Harwood & Darcy Coates

This 8-week hands-on course for those with little or no computer training covers basic computer literacy, keyboarding, and essential applications in the Microsoft Office Suite to intermediate level. Independent challenges are on hand for more advanced students.

### **Module 1- Computer Basics - Windows, Internet Skills, E-mail (4 sessions)**

Learn basic computer skills and terminology, improve keyboarding dexterity and speed, use / navigate in Windows XP, build basic internet skills to search the Web, research jobs and careers, learn to create, send and receive e-mail.

### **Module 2- Microsoft Word - Word Processing (6 sessions)**

This introduction to the Office Suite covers basic skills for word processing with Word 2003. Learn to create, edit and save documents and use tables / columns / graphics.

Spend lots of time applying software features to build and format business documents.

### **Module 3- Microsoft Excel - Spreadsheets (6 sessions)**

Learn the basics of spreadsheet programs, navigating Excel worksheets, data entry, editing and formatting, creating formulas, using functions, managing lists, calculating, charting, and printing. Proficiency is gained by building useful business applications.

\*No classes the week of February 25

## Starting an eBay Business

**Morning course: February 16 & 23** (2 Saturdays), 9am-12:30pm

**Evening courses: April 22 & 24, or June 24 & 26** (Tuesday/Thursday), 5:30-9pm

7 hours (2 sessions), \$135, Instructor: Darcy Coates of Vermont Cyber Cottage

### **Module 1- eBay Buying Basics** (1 session: 2/16, 4/22 or 6/24 - \$75 singly)

Save time and money by purchasing computers, cars, gadgets, merchandise and more on eBay - the largest online marketplace! Learn how to open a free account, compare prices, trade safely and bid / buy-it-now (BIN) successfully in this hands-on workshop. Locate free resources: My eBay, Marketplace Research, eBay Toolbar, PayPal & more.

### **Module 2- eBay Selling Basics** (1 session: 2/23, 4/24 or 6/26 - \$75 singly)

Are you an artist, hobbyist, collector or retailer? Leverage eBay's popularity for profit! Benefits include low start-up cost, flexibility, and access to global markets from home or the office. This hands-on class for the e-commerce entrepreneur covers safety tips, eBay / PayPal / USPS Web site integration tools, auction / BIN strategies, and best practices for market research, product photography, feedback, packing and shipping.



Individuals may enroll in single modules (see above for days and times):

**Computer Basics** – February 13-22 or April 29-May 8, 12 hours, \$300

**Microsoft Word** – March 5-21 or May 13-29, 18 hours, \$400

**Microsoft Excel** – March 26-April 11 or June 3-19, 18 hours, \$400

**eBay Buying Basics** – February 16, April 22 or June 24, 3.5 hours, \$75

**eBay Selling Basics** – February 23 or April 24 or June 26, 3.5 hours, \$75

**\*\*Free VSAC Grant Application Workshop** – Wed. Dec. 12, 1-3pm or 5-7pm

Presenter: Karen McGovern, VSAC Outreach, No Charge

The VSAC Non-Degree Grant covers tuition for income-eligible adults returning to school or entering training programs that improve employability or encourage further study. Bring your 2006 tax return, and receive free help completing the application.

**Fun With Word** – Fri. Mar. 21, 9am-noon or Thu. May 29, 5:30-8:30pm, 3 hours, \$75

Learn how to use this popular word processing program to enhance your documents with photos, clip art and more. Use pre-set templates to create flyers, cards, brochures, calendars and stationery. This will also act as the last class of the Word Module detailed above so space will depend on availability.

**Intro to PowerPoint** – Sat. April 12, 9am-noon, 3 hours, \$75

Want to learn how to make easy and attractive presentations using your computer? This session will cover the basics to get you started in Microsoft PowerPoint so you can: pick an easy-to-read template; insert text, clip art and photos; and customize your look. Prerequisite: familiarity with one or more Office programs.

**Put Office to Work** – Wed. April 30, 9am-noon or June 18, 5:30-8:30pm, 3 hours, \$75

Learn how to integrate your Microsoft Office applications for maximum efficiency. Embed worksheets in your Word documents or PowerPoint slides. Use Excel and Access to send mail-merged letters to clients. Design your own business forms in Word and Excel. Prerequisite: experience with multiple Office Suite programs.

**Fun with Publisher** – Sat. April 19, 9am-noon, 3 hours, \$75

Use this program in your Microsoft Office Suite to create cards, calendars, brochures and a full set of stationery. Integrate your photos into your project and print them out. Basic knowledge of Microsoft applications is a prerequisite.

**Camera to Computer** – Tue./Wed., Apr. 15 & 16, 5:30-8:30pm, 6 hours, \$75 / \$150

In the first session, learn the basics and benefits of digital photography and proper use of common camera features, then practice shooting. In the second, transfer existing photos from camera to PC; basic editing and sharing via prints, e-mail and the Web will be covered, as will file management techniques. Take both classes or enroll singly.

**\*\*Free Internet Sessions for Seniors** – 3<sup>rd</sup> Fridays, 1-3pm: 2/15, 3/21, 4/18, 5/16, 6/20

Net Source of Vermont & CIDER have partnered to provide fun, free internet / e-mail access sessions -designed for senior citizens! Helpers are on hand monthly to answer questions. Surf the Internet via a high-speed connection! In Feb. or Apr., take a quick hands-on workshop to set up a web-based e-mail account. CIDER seeks more **volunteers** too - friendly, patient, Net-savvy adults/teens are encouraged to participate! (info: 372-6425)