

Introduction to Computers, Level Two with Bill Evans & Heather Patterson

bevans@mta.ca

Saturdays, 10:30 – 12:30 Mount Allison Library Computer Lab

6 weeks starting on Jan 23, 2010

Maximum 14

Storm Policy: No classes when schools are closed in Sackville.

Course Outline:

The course is intended for people who use a Windows computer regularly, who have mastered the use of a mouse or other pointing device (i.e. people who know how to: run programs, select/edit text, move the insertion point, differentiate between clicking and right clicking, etc) and who have an e-mail account with which they have sent & received e-mail. In addition, it is targeted at people who would like to acquire a greater understanding about how computers work -- people who have questions and want to learn about some of the many things that can be done with a computer. However, there is no fixed curriculum. What we cover will be determined by consensus among the people in attendance.

Registration will be limited to fourteen people so that each participant in this "hands-on" course will have the use of a computer running Windows XP. Course members will be expected to be active participants in the class discussions that result from questions that each person will be expected to come prepared with.

We will begin with a review of the user interface (Desktop, Start menu, icons, task bar, etc) and file (or data) management (finding, saving, backing up and sharing files) and e-mail (sending, receiving, filing messages and managing attachments). We will explore Internet browsing and some of the zillions of things that we can do on the Internet with a web browser. We could acquaint ourselves with some of the many programs that are (or can be) installed on the computers. We could explore the seamy underbelly of the networked computer -- the ugly world of security, "malware" and the safeguards against it -- security updates, virus scanners, spam filters and general best practices. But at all times, your questions will be the maps on this voyage of discovery.

While the course is not a training course for any particular programs, you should end up being better prepared to begin to master any of them. It is hoped that the key outcomes will be a greater understanding of computers in general, greater confidence in your ability to use them and the feeling that you can go on and learn more about them on your own

Instructor Bio:

Bill has had 20 years in Information Technology -- currently Network Analyst with Computing Services at Mount Allison University and has taught similar classes on other occasions

Some people are very sensitive to perfumes and other scents. Please respect a scent free environment by not using scented products. Thank you.

A note to seniors about class attendance and absenteeism....

As you know, our instructors are all volunteers, who work very hard at putting courses together. Your cooperation is appreciated in letting them know if you are unable to attend any of the classes as most instructors plan weekly classes that are appropriate to the number of registered students in the course.

If circumstances change between registration and the first class, or if you decide to withdraw after the first or second class, please email tsccordinator@nbnet.nb.ca or call 364-2780. Many courses have a wait list and this could allow someone else to take your place.

Sometimes, seniors have travel plans or medical appointments made in advance. It would help instructors to know this at registration, if possible, so that class material may be adjusted accordingly. Illness, as well as other unanticipated and unavoidable conflicts can occur. If you are able, please let your instructor know as soon as possible if you will miss a class.

Thank you!