

About the Crows Nest Centre Computer Club

1 Who are we?

The Crows Nest Centre Computer Club exists to assist Seniors (55+) and people with disabilities to learn how to use a computer in a secure, stress-free and social environment, where they can learn at their own pace.

The Club is a non-profit organisation, formally established under the auspices of North Sydney Community Service Ltd (known as the "Crows Nest Centre") in 2004.

2 Membership – what do you get?

Membership of the Crows Nest Centre Computer Club entitles you to attend Computer Training Courses, Members Meetings and receive Newsletters to keep you informed on the Club's activities and plans. It also entitles you to membership of the Australian Seniors Computer Clubs Association (ASCCA) the peak body for Seniors and technology. You can also participate in running the Club as a member of the Management Committee.

Membership is open to any member of the Crows Nest Centre who accepts the objects of and agrees to abide by the rules of the Club and pays the membership fee.

3 What training courses do we offer?

3.1 Courses

The club provides tuition in using computers for a range of tasks, including email, the Internet, digital photography.

The courses are structured as Modules comprising four 90 minute class sessions conducted over four weeks. We suggest beginners undertake the Basic Modules before attempting other courses. After that, Modules can be completed in any order. Obviously "advanced" courses should not be attempted before completing less complex ones.

Modules are offered in the following topics:

Module	Contents
Basic Mouse & Text Skills	For absolute beginners. No experience needed! Turn on the computer on and get to understand what you're looking at on the computer screen. Have fun using the mouse in the Paint program and learn about basic word processing in WordPad.
Introduction Windows	The first of three courses designed to get you in control of the computer. Find out about the desktop and taskbar. Learn how to save files and folders so you can find them again! Learn some very easy keyboard shortcuts.
Intermediate Windows	This course follows Introduction Windows, covering: Printing, Arranging Windows, Computer Drives (Hard, CD/DVD, USB), Search and the System Tools which are essential for the maintenance of your computer.
Advanced Windows	This course follows Intermediate Windows covering: The Control Panel, Printing, Add & Remove programs, Windows Updates, text formatting and copying from the Internet directly into Word. Take the "Challenge" and find out what you've learned!

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Module	Contents
Email	Discover how to send messages around the world to your friends using email. Learn how to arrange an Internet connection, no more snail mail! Also learn how to create an Address Book, send attachments and create an interesting personal signature.
The Internet	Following a general introduction to the Internet, learn the fundamentals of how to access and search the World Wide Web using Internet Explorer 8 and its tabbed browsing feature for a great surfing experience! Have a look at Facebook, Internet Banking and find out about Internet security.
Introduction to Word	Once you can use Windows to run a program and open and save a data file, learn how to create documents, delete insert and replace text, change the position of text by cutting and pasting, use headers and footers, use margins and tabs, change the size and character of the typeface, and check spelling.
Intermediate Word	Following a brief revision, learn more advanced editing techniques in manipulating text and using margins and tabs, use Word's built in styles, set up tables, include and edit pictures in your documents.
Advanced Word	Learn how to create your own styles and more advanced formats for your documents/letters and tables, include and edit pictures in your documents, create form letters and links from your document to other documents or items on the Web,
Introduction to Excel	Excel is an excellent application for day-to-day tasks such as, budgeting. Learn how to create a basic spreadsheet, to keep track of your share trading and calculate brokerage fees or calculate your paint or wallpaper requirements. Excel is fun and relatively easy to learn.
Intermediate Excel	Increase your Excel skills as you learn about headers/footers, portrait and landscape layouts, sorting your data, merging and formatting cells on your worksheet. Learn about charting, formulas and functions.
Advanced Excel	From here, you will learn more about formulas, relative and absolute addresses, sort, filter, subtotal, group, ungroup and conditional formatting to make your work even easier.
Open Access	These non-structured weekly sessions allow you time to practice your computer lessons (if you don't have your own computer at home), keyboard skills or to take the opportunity to use the Internet. A tutor supervises the sessions.
Typing	Want to use all 10 fingers? You are never old to learn some typing skills that can make it easier to answer your emails or create documents. This course uses the popular program, TypeQuick, which you can also use at home.
Digital Photography 1	An introduction to the manipulation of digital photographs. Learn how to transfer photographs from a digital camera to a computer, edit, highlight and crop, produce collages using Picasa3, basic printing, email photographs, and transferring photographs to a CD for printing, backing up or slide show presentation.
Digital Photography 2	Learn how to download and install free imaging software, clean up and restore old photos, remove unwanted features from photos, change a dull sky to a bright sky, put yourself in the picture make a good photograph from two or more poor ones and generally have fun with your new skills.
Computer Security	Even if you think what you keep on the computer is not important, viruses, adware, spyware and other nasties can slow it down plus affect other computers. This module will introduce you into the following security software; Antivirus, Firewall Adware and Spyware. Learn how to install and operate free software.

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Module	Contents
Purchasing and Maintaining a Computer	Questions to ask; what are my needs, laptop or desktop computer, what kind of printer or scanner, Internet connection, what software, how do I connect them all? How do I keep my computer working; updates, System Restore, what do I do if it all crashes?
Questions & Answers	For the more experienced user, or those who have attended our classes, are using your computer and have some questions, or would like some help with something that you have discovered with your “newfound” knowledge. This is intended as a “refresher” where you ask the questions and we help you find the answers.
PowerPoint	This is an 8 week course requiring good computer skills. Learn how to create and customise slide shows. Dazzle family and friends as you create and email great shows using your own photographs and record your own narration.
Creating a Web Site	This is an introduction into creating and publishing a home website with an easy to use free program. Learn to create a fully functioning example website. The same ideas can be easily adapted to suit your own needs. Students must be familiar with using a web browser and be able to navigate to files and folders.

The Club will consider providing classes in other topics if there is a demand and we can find tutors with the appropriate knowledge.

3.2 Course schedules

Subject to the availability of our volunteer tutors, the classes start at 10.00 a.m., Noon and 2.00 p.m., Monday to Fridays. When a classes fall on a public holiday, replacement classes are normally scheduled. A typical class has three to six students, so there is plenty of opportunity for individual attention. Each student has their own computer.

The term dates for the 2010 are

- Term 1:** Monday, 1 February - Friday, 26 February
- Term 2:** Monday, 15 March – Monday, 12 April, Friday, 16 April
- Term 3:** Tuesday, 27 April - Monday, 24 May
- Term 4:** Monday, 7 June – Monday. 5 July
- Term 5:** Monday, 19 July – Friday, 13 August
- Term 6:** Monday, 30 August – Friday, 24 September
- Term 7:** Monday, 11 October – Friday, 5 November
- Term 8:** Monday, 22 November – Friday, 17 December

4 Do I need to have my own computer?

To learn how to use a computer, you need to practice the skills covered by the training courses. You need your own computer to apply these skills, but for beginners undertaking the basic course you may be able to use the Club computers in the Open Access sessions for practice for a small fee.

The Club can provide information on an organisation, which can supply second hand computers at a very reasonable price for those in particular circumstances.

5 How do I join the Club?

Simply fill in the Application Forms (Club and Crows Nest Centre) together with our Student and Computer Profile Questionnaires and forward them with your payment (Cheques made out

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to “North Sydney Community Service Ltd”) to Crows Nest Centre Computer Club
2 Ernest Place
Crows Nest 2065

6 Fees

The fees are

Computer Club Membership

Joining Fee	\$15.00
Membership (12 months) Fee	\$35.00
Membership (July to December)	\$20.00
Discount for Pensioner Concession Card, or Couple	-\$5.00
Crows Nest Centre Membership	\$2.20
Course Fee (per course)	\$25.00

7 How do I enrol for a Module?

You must be a financial member of the Club, have completed our Profile Questionnaires, which helps us to determine your current level of experience and your area(s) of interest and pay the required Course Fee(s).

We normally mail out enrolment forms to all financial members three weeks before each term to request preferences for the courses. We will do our best to fit you in the next available class. However, this is subject to the schedule of classes, the times you can attend and the availability of tutors. We will normally phone you to confirm your place or discuss alternatives.

We prefer that you start with the basic module unless you have equivalent experience. If you have some experience, then you could help with the real beginners.

8 Who runs the club?

Volunteers run the Club; a Management Committee elected by the members and tutors who conduct the classes.

9 We need volunteers

We can never have too many volunteers.

For members, this can range from bringing your experience to the Management Committee, helping to “stuff envelopes” for mail outs to members, to using your newly gained knowledge to assist less experienced members. For those with experience in using computers, we always need more tutors.

The Club welcomes enquiries from anyone with or without computer experience offering their services as a volunteer. Also, if you know of anyone who could help the Club, particularly if they could act as a tutor, please encourage them to contact us. Membership fees are waived for members of the Management Committee and Tutors.

10 How to contact us

Telephone:	Leave a message on our answering machine at 9460 8866
Email:	Send an email to secretary.cnccc@people.net.au
“Snail” Mail:	Post a letter to: The Crows Nest Centre Computer Club 2 Ernest Place Crows Nest, 2065

25 May 2010