

Computer Classes

The Shepherd's Center of Charlotte has been offering computer classes to the community for over 12 years. These classes are offered to any adult regardless of age. All classes are held at Southminster Retirement Community, 8919 Park Rd. To register, please complete the form below mail it to The Shepherd's Center of Charlotte, 3115 Providence Rd., Charlotte, NC 28211 along with your check made out to **The Shepherd's Center of Charlotte**. **Directions to Southminster will be given to you by your instructor when he/she calls to confirm your class. Comprehensive manuals are included in all classes.**

Name _____ Phone _____ Email _____

Address _____ City _____ State _____ Zip _____ Amount Enc. \$ _____

704.365.1995 or plampel@shepherdscharlotte.org

Please indicate your preferences by checking the boxes below and mailing in with your check.
Please write a separate check for each class.

<p>Introduction to Computers—\$50.00 This is a 4-week (twice a week) hands-on class for beginners covering Microsoft Windows, word processing, spreadsheet, Internet and E-mail.</p> <p style="text-align: center;"></p>	<p><input type="checkbox"/> Jul 13-Aug 5, Tues & Thurs (9:00-noon) (4-weeks)</p> <p><input type="checkbox"/> Jul 13-Aug 5, Tues & Thurs (1:00-4:00) (4-weeks)</p>
<p>Please note: You must have taken the Introduction to Computers class or have comparable skills in order to take the following classes. These classes are 9 hours—3 sessions unless stated otherwise.</p>	
<p style="text-align: center;">E-Bay—\$25.00</p> <p>Learn what all the fuss is about. How to navigate, buy & sell on this popular Web site.</p> <p><input type="checkbox"/> Jul 12, 14 & 16, Mon Wed & Fri (9-noon)</p> <p><input type="checkbox"/> Aug 9, 10 & 12, Mon Tue & Thu (9-noon)</p>	<p style="text-align: center;">Digital Imaging Management & Editing—\$25.00</p> <p>Learn how to manage and edit digital photos, from loading the pictures into the computer to editing and sharing.</p> <p><input type="checkbox"/> Jul 26, 28 & 30, Mon Wed & Fri (9-noon)</p> <p><input type="checkbox"/> Aug 30, 31 & Sep 2, Mon, Tue & Thu (9-noon)</p>
<p style="text-align: center;">Social Networking—\$25.00</p> <p>Facebook, Twitter, LinkedIn—what are these Web sites and how will it benefit you. Learn how to find lost relatives, classmates, and more. Meet others with similar interests!</p> <p><input type="checkbox"/> Aug 16, 18 & 19, Mon Wed & Thu (9-noon)</p>	<p style="text-align: center;">Internet/E-mail—\$25.00</p> <p>Learn basic skills: how to navigate the Internet, send and receive e-mail and more.</p> <p><input type="checkbox"/> Aug 23, 24 & 26, Mon Tue & Thu (1-4)</p>
<p style="text-align: center;">Microsoft Word—\$25.00</p> <p>Designed to build word-processing skills such as letter-writing, forms, reports, etc.</p> <p><input type="checkbox"/> Sep 13, 15 & 16, Mon Wed & Thu (9-noon)</p>	<p style="text-align: center;">File Management—\$10.00—3 hrs.</p> <p>You thought file management was just for paper files? Think again! It's just as important to keep the files on your computer organized and up-to-date. These file management tips will help you keep your files accessible for years to come.</p> <p><input type="checkbox"/> Aug 17, Tue (9-noon)</p>
<p style="text-align: center;">Meet Your Computer—\$10.00—3 hrs.</p> <p>Designed to show you all the things you can do with a computer: e-mail, banking, genealogy and more!</p> <p><input type="checkbox"/> Jul 9, Fri (9-noon)</p>	<p style="text-align: center;">Open Forum—\$10.00—3 hrs.</p> <p>Windows 7, tips for speeding up slow computers, backing up files, password techniques, how to burn a CD, Office 2007 and more. Your questions are answered!</p> <p><input type="checkbox"/> Sept 1, Wed (9-noon)</p>