

# Register for Classes

1. Read the information explaining the general schedule, requirements, and fees for the class you wish to take.
2. Get the specific class dates and class name from the Park Place Preview, the computer lab, or the desk at the Park Place Office.
3. Fill in the registration form and pay the required fee at the time of registration (be sure to receive a receipt).
4. If the class you want is filled, you will be put on the waiting list. If there is a cancellation or no-show student for the class, you will be contacted. We will also call you when class space is available in a future class. You will then need to fill out the registration form at Park Place and pay the fees.

## Waukegan Township Park Place Senior Center



Patricia Jones, Supervisor

Trustees:

Katherine Rothwell-Francis

Percy Johnson

Jeff McBride

Charles Willms

### Senior Mouse Club Board of Directors

Don Martin  
Chair

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Brian Golwitzer  
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## Waukegan Township Park Place Computer Learning Center



### *Senior Mouse Club*

For Adults 55 Years and Better!

## **"Introduction to Computer Basics"**

For those new to computers, this course familiarizes you with computer equipment and the skills needed to perform a variety of simple tasks. 4 sessions

Fee \$20

## **"Introduction to The Internet"**

Students in this course learn the skills necessary to begin using a browser and the Internet. You will learn to set up a personal email address, navigate the World Wide Web, and use a variety of Internet sites. 1 session.

Fee \$5

## **"Advanced Internet"**

Students in this course learn more about browsers and how to use common Internet sites such as Google and WebMD. You will also learn to customize your browser to meet your needs and how to safely download files and store them. 3 sessions.

Fee \$15

## **"Introduction to Word Processing"**

An introductory course on word processing used to write letters, keep notes, create pamphlets, and any other typing related projects. 3 sessions. Fee \$15

## **"Introduction to Spreadsheets"**

An introductory course on spreadsheets used to keep lists and perform repetitive calculations. Spreadsheets allow you to set up budgets, track costs of projects, and do "what if" calculations. 1 session.

Fee \$5

## **"Introduction to Database"**

An introductory course on databases used for address lists, mailing lists, and any other lists or compiled information that you may want to sort and search in any random way. 1 session.

Fee \$5

## **"File Management and Security"**

This course is for those who are more familiar with computers and would like to learn about efficient operation of the computer. The curriculum includes information on virus detection and firewall programs as well as information on organizing your files to make it easier to find them. 1 session.

Fee \$5

## **"Introduction to Photoshop"**

An introductory course on digital editing of photos using Photoshop Elements 6. Downloading and organizing photos as well as basic editing skills are covered in this course. 4 sessions.

Fee \$20

## **"Advanced Photoshop"**

An extension of the introduction course on digital editing of photos using Photoshop Elements 6. Advanced photo editing and printing of photos are covered in this course. 4 sessions.

Fee \$20

## **"Genealogy Software"**

Techniques for documenting your personal genealogy are taught using the "Family Tree Maker" software. Students will also use the Internet to acquire information to supplement family history. 3 session.

Fee \$15