



50 Plus Computer Learning Center

580 First Bank Drive, Palatine, IL

Computer Instruction for Those 50 and Over

SUMMER 2009 COMPUTER CLASS SCHEDULE

REGISTRATION – Registration at PTSCC, 505 S Quentin

Wed., July 1, 2009 --11am - 1pm

(Last Day to Register – Fri, July 17)

Classes begin the week of July 20

Workshop Registration information on pages 2 & 3

SeniorNet application on page 11 if not already a member of SeniorNet

Workshops designed to develop the skills of adults (50+) in an understandable, enjoyable and friendly way!

For More Info, Call 847-991-1112 or visit

www.50pluscomputers.org

VISTA IS NOW ON THE COMPUTERS

#60 – Using Facebook, Twitter & other Social Networking Sites

(description on page 5 or at www.50pluscomputers.org/facebook.htm)

#61 – Introduction to Microsoft Publisher 2007

(description on page 5 or at www.50pluscomputers.org/publisher.htm)

#62 – Health Online at Medline Plus

(description on page 5 or at www.50pluscomputers.org/medline.htm)

#65 – Practicing Safe Computing

(description on page 6 or at www.50pluscomputers.org/safecomputing.htm)

#71 – Introduction to Microsoft Office 2007

(description on page 7 or at www.50pluscomputers.org/office2007.htm)

#91 – Introduction to Windows Vista

(description on page 10 or at www.50pluscomputers.org/introvista.htm)

50 Plus Computer Learning Center – Registration Form – Session 3/ Summer 2009

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|-------------------|-------|------------|--|
| Name | | Date | Last 4 digits of SSN (for record-keeping purposes) XXX-XX- ____ |
| Street, City, Zip | | | |
| Phone | Email | Birth Date | |

Workshops (For workshops, member fees apply to those who are currently active members of SeniorNet)

| # | Day(s) | Date(s) | Time | Workshop | Fee | | | Total |
|-----|--------|-------------|---------|---|--------|-----------|------------|-------|
| | | | | | Member | NonMember | Materials | |
| 60 | Mon | Jul 20 | 3:30pm | Using Facebook, Twitter Etc. | \$10 | \$15 | \$0 | |
| 61 | Mon | Jul 27 | 3:30pm | Intro to Publisher 2007 | \$10 | \$15 | \$0 | _____ |
| 62 | Mon | Aug 3 | 3:30pm | Health Online at Medline Plus | \$10 | \$15 | \$0 | _____ |
| 63 | Mon | Aug 10 | 3:30pm | Brain Games | \$10 | \$15 | \$0 | _____ |
| 64 | Mon | Aug 17 | 3:30pm | Power of the Right Click | \$10 | \$15 | \$0 | _____ |
| 65 | Mon | Aug 24 | 3:30pm | Practicing Safe Computing | \$10 | \$15 | \$0 | _____ |
| 70 | Tues | Jul 21 | 10:00am | Got the Picture? Now What? | \$10 | \$15 | \$0 | _____ |
| 71 | Tues | Aug 4 & 11 | 10:00am | Introduction to Office 2007 | \$15 | \$20 | \$0 | _____ |
| 80 | Wed | Jul 22 | 10:00am | Power Point Basics | \$10 | \$15 | \$0 | _____ |
| 81 | Wed | Jul 29 | 10:00am | Power Point Pix & Graphics | \$10 | \$15 | \$0 | _____ |
| 82 | Wed | Aug 5 | 10:00am | Power Point-Animation/Automating | \$10 | \$15 | \$0 | _____ |
| 83 | Wed | Aug 12 | 10:00am | Power Point Tips/Tricks | \$10 | \$15 | \$0 | _____ |
| 90 | Thurs | Jul 23 | 10:00am | File Management | \$10 | \$15 | \$0 | _____ |
| 91 | Thurs | Aug 20 & 27 | 10:00am | Introduction to Windows Vista | \$15 | \$20 | \$0 | _____ |
| 100 | Thurs | Jul 23 & 30 | 1:00pm | Organizing and Editing Photos with Picasa | \$15 | \$20 | \$0 | _____ |
| 101 | Thurs | Aug 20 & 27 | 1:00pm | Using Picasa's Advanced Photo Features | \$15 | \$20 | \$5 | _____ |

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| TOTAL ALL CLASSES AND WORKSHOPS |
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Information and Fees – Summer 2009 Session

What is the Palatine 50 Plus Computer Learning Center?

We are a group of volunteers aged 50 and over offering computer classes specially designed for seniors. This program, offered by the Palatine Township Senior Citizens Council, is affiliated with SeniorNet, a national nonprofit organization. Each student has their own computer. Each class is taught by a trained instructor, and coaches in each class provide individual attention and support. Course materials are prepared with seniors in mind, including clear step-by-step instructions, repetitive reinforcement and a slow, even pace. This makes the 50 Plus learning experience ideally suited to seniors learning to use the computer.

Registration

- You may register for the summer session in one of two ways
 - **MAIL-IN:** If you have taken classes with us before, complete the registration form on the preceding page and mail it to the Palatine Township Senior Citizens Council no later than Tues, June 23, along with your check for the total amount of the fees and your SeniorNet Application and fees, if applicable
 - **IN PERSON:** Bring your registration booklet with you to in-person registration at the Palatine Senior Center on **Wednesday, July 1 between 11am and 1pm.**
- To complete the registration form, please:
 - Fill out your name and address at the top of the form
 - Circle the course fees and materials charges for any workshop for which you wish to register, and write the total for that workshop in the Total Column
 - Add the total amount for each workshop, and write the Total of All Workshops in the space provided
 - The check for workshops should be made payable to PTSCC (Palatine Township Senior Citizens Council)



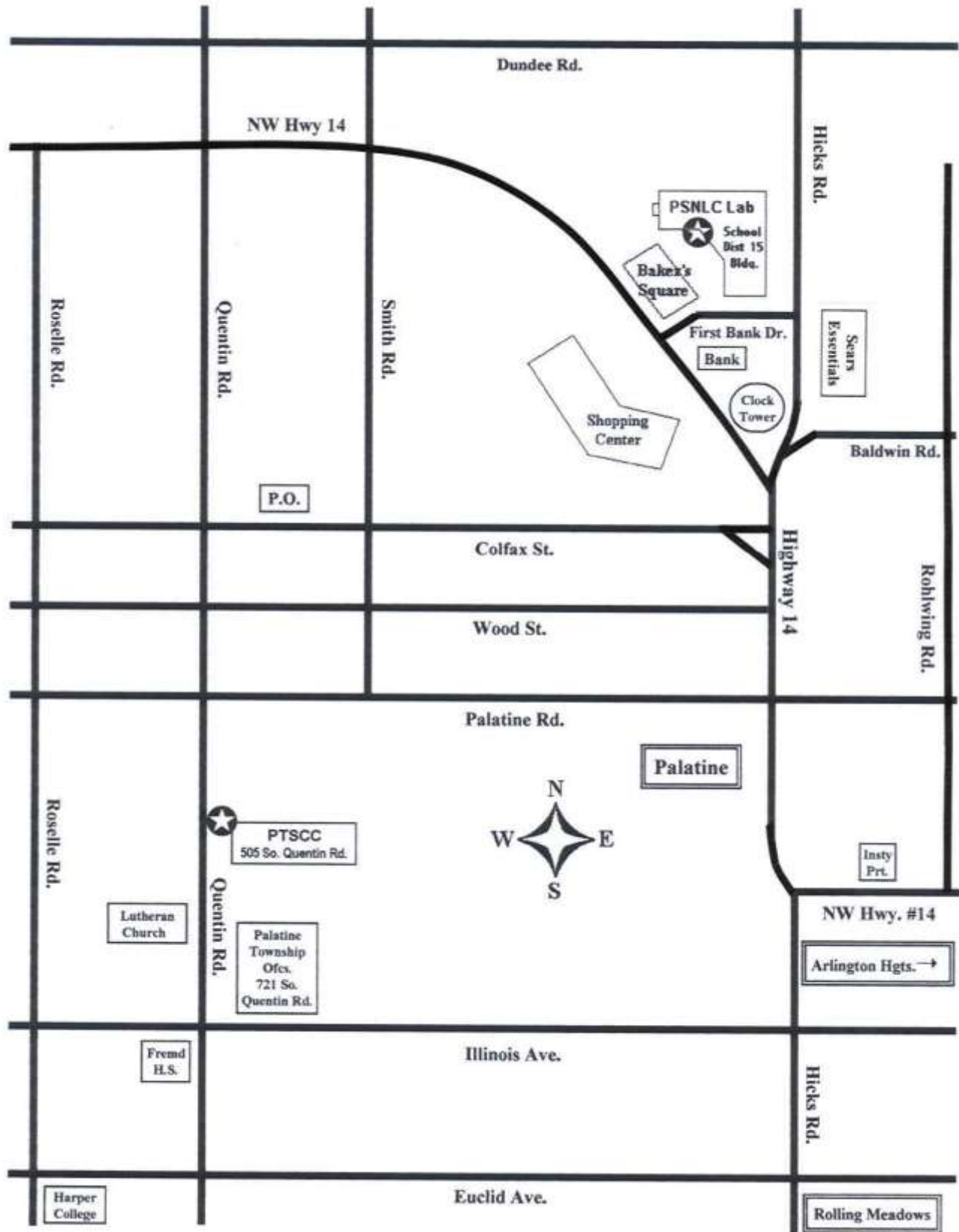
FOR INFO CALL (847) 991-1112

Classes Begin: Monday, July 20, 2009

Classes End: Thursday, Aug. 27, 2009

Payment may be made by credit card only if registering in Person.

THERE ARE NO REFUNDS AFTER CLASSES BEGIN, MONDAY, JULY 20



Classes Held at the Palatine Senior Net Computer Lab
In the School District 15 Administrative Offices
580 N First Bank Drive
Palatine, IL 60067

MONDAY WORKSHOPS 3:30pm—5:30pm

#60—Using Facebook, Twitter & Other Social Networking Sites—more info at www.50pluscomputers.org/facebook.htm

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| <p><u>Who should take this?</u> Anyone who wants to learn about the web-based social networking sites that millions are using.</p> | <p><u>What will you learn?</u> In this new two hour workshop, we will show you how to create and use a Facebook account, a Twitter account and a LinkedIn account and talk about other social networking sites. This will include:</p> <ul style="list-style-type: none"> • Finding the websites and creating your accounts • Adding friends and contacts • What to look out for and what to be careful about. <p>This is a great way to stay in touch with your friends and relatives around the world</p> | <p><u>When is it?</u> Mon., Jul. 20 3:30pm to 5:30pm</p> <p><u>Who teaches it?</u> Mike Thompson</p> |
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#61—Intro to Publisher 2007 – more info at www.50pluscomputers.org/publisher.htm

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| <p>Anyone needing to do brochures, newsletters or other communications will want to know this easy to use powerful publishing program..</p> | <p>In this new two hour workshop, we will show you the basics of creating a document in Microsoft Publisher, which is part of the Office Suite. This workshop will include:</p> <ul style="list-style-type: none"> • Creating, saving and opening a file • Using the many templates that come with Publisher • Adding text and graphics to your Publisher document • Printing and editing your Publisher document. <p>Come join the easy-to-use world of document publishing PRE-REQUISITE: Intro to Computers and Microsoft Word or equivalent</p> | <p><u>When is it?</u> Mon. Jul. 27 3:30pm to 5:30pm</p> <p><u>Who teaches it?</u> Mike Thompson</p> |
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#62—Health Online at Medline Plus – more info at www.50pluscomputers.org/medline.htm

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| <p>Anyone who needs to research medicines or drugs, or uses the internet to learn about health issues.</p> | <p>Medline Plus is the official website of the National Library of Medicine and the National Institutes of Health. This workshop will:</p> <ul style="list-style-type: none"> • Introduce you to the website and how it is organized • Show you what's included in each of the major sections • Run through some interactive tutorials • Review the clinical trials section and show you how to sign up • Connect you to NIHSeniorHealth • Show you how to sign up for email tailored to your specific needs <p>Come find out more about this amazing free resource for reliable health information.</p> | <p><u>When is it?</u> Mon., Aug. 3 3:30 – 5:30 pm</p> <p><u>Who teaches it?</u> Mike Thompson</p> |
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#63—Brain Games— more info at www.50pluscomputers.org/braingames.htm

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| <p><u>Who should take this?</u> If you have access to the internet, and you want to learn to have fun and challenge your brain and more, this is the workshop for you</p> | <p><u>What will you learn?</u> This workshop will teach you:</p> <ul style="list-style-type: none"> • How computer games can keep your mind active and engaged • The difference between single-player and multiplayer games • Game portals and where to find computer brain games • Tips and tricks for some popular games, including Sudoku, Bubbleshooter and JigZone • Links to dozens of other fun and interesting games • Links to brain tests and other research-oriented sites <p>WARNING: This class is addictive and may cause you to spend inordinate amounts of your free time sharpening your mental acuity, and it's the MOST FUN workshop we offer</p> | <p><u>When is it?</u> Mon., Aug. 10 3:30 – 5:30pm <u>Who teaches it?</u> Mike Thompson</p> |
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#64— Power of the Right Click – more info at www.50pluscomputers.org/rtclkpower.htm

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| <p>Anyone wanting to learn how to use Right-Click, so as to bring up context menus.</p> | <p>This workshop will teach you:</p> <ul style="list-style-type: none"> • when to use right-click and left-click; • you'll learn about context menus, and all that they entail; • you'll learn how to arrange things on the desktop and properties; • you'll right-click on the taskbar and add new folders/files; • creating shortcuts on the desktop, and drag and drop. <p>(ALL STUDENTS MUST BE PROFICIENT WITH THE MOUSE.)</p> | <p><u>When is it?</u> Mon., Aug. 17 3:30 – 5:30pm <u>Who teaches it?</u> Mike Thompson</p> |
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#65—Practicing Safe Computing— more info at www.50pluscomputers.org/safecomputing.htm

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| <p>Computer users who want to learn more about the threats to using computers safely and how to protect against these threats.</p> | <p>This workshop will teach you about:</p> <ul style="list-style-type: none"> • Viruses, malware, spam, phishing, identity theft and other bad-guy stuff • Basic programs to help keep you safe • Tips and tricks for email and surfing to keep you out of trouble <p><u>Students should be familiar with computers, the internet and email.</u></p> | <p><u>When is it?</u> Mon., Aug. 24 3:30 – 5:30pm <u>Who teaches it?</u> Bill Little</p> |
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TUESDAY WORKSHOPS 10:00am—12:00 noon

#70-- Got the Picture? Now What?—more info at www.50pluscomputers.org/camera.htm

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| <p><u>Who should take this?</u> Anyone who recently received a digital camera or feels uncomfortable downloading pictures.</p> | <p><u>What will you learn?</u> You will learn:</p> <ul style="list-style-type: none"> • how to find out where pictures are stored on memory cards, • how to create folders on computers, • how to transfer images from the camera to folders they created. • We will also discuss the 3 main image types and hints on taking better pictures. | <p><u>When is it?</u> Tues, Jul. 21 10:00am to noon</p> <p><u>Who teaches it?</u> Fred Masek</p> |
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#71— Intro to Microsoft Office 2007 – more info at www.50pluscomputers.org/office2007.htm

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| <p>If you know how to use earlier versions of Word and Excel, or if you just got the newest version of Microsoft Office and are baffled by the new look, this workshop is for you.</p> | <p>In this new four hour workshop (two days), we will introduce you to the different look of Office 2007 programs, including Word and Excel. This workshop will include:</p> <ul style="list-style-type: none"> • Showing you how the Ribbon works, and how it's different from the command line in earlier versions • Explaining and customizing the Office button and the Quick Access Toolbar • Customizing the main screen • Providing files that allow you to look up the new ways to do things that you knew how to do before • Finding and adding free enhancements, like saving as a PDF. • This workshop will make your transition to the new interface much easier. <p>PRE-REQUISITE: Intro to Computers and Microsoft Word or equivalent</p> | <p><u>When is it?</u> Tue., Aug 4 & Aug 11 10:00am – noon</p> <p><u>Who teaches it?</u> Mike Thompson</p> |
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WEDNESDAY WORKSHOPS 10:00AM-12:00 NOON

#80— Power Point Basics – more info at www.50pluscomputers.org/pptbasics.htm

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| <p><u>Who should take this?</u> Anyone wanting to learn to take advantage of all of the great features and uses of PowerPoint, the easiest way to mix graphics and text in a single document.</p> | <p><u>What will you learn?</u> In this two hour workshop, we will show you the basics of creating a presentation in PowerPoint. This workshop will include:</p> <ul style="list-style-type: none"> • Explain the many ways in which PowerPoint can be helpful • Creating, saving and opening a PowerPoint file • Using the many templates that come with PowerPoint • Adding text to your PowerPoint document • Printing and editing your PowerPoint document. • Creating and printing your first presentation <p>Come join the easy-to-use world of creating presentations PRE-REQUISITE: Intro to Computers and Microsoft Word or equivalent</p> | <p><u>When is it?</u> Wed., July 22 10:00am – noon</p> <p><u>Who teaches it?</u> Mike Thompson</p> |
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#81—PowerPoint Pix & Graphics – more info at www.50pluscomputers.org/pptgraphics.htm

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| <p>If you know how to create a presentation in PowerPoint and want to spice it up with pictures or graphics from your computer or the web.</p> | <p>In this two hour workshop, we will show you how to find and add pictures and graphics to a presentation in PowerPoint. This workshop will include:</p> <ul style="list-style-type: none"> • Finding pictures and graphics on your computer and the web and inserting them into a presentation • Formatting, resizing and cropping pictures • Inserting and formatting Autoshapes • Combining pictures and other graphics <p>Come learn to add zip to your presentations. PRE-REQUISITE: Intro to Computers, Microsoft Word and PowerPoint Basics or equivalent</p> | <p><u>When is it?</u> Wed., July 29 10:00am – noon</p> <p><u>Who teaches it?</u> Mike Thompson</p> |
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#82-- PowerPoint—Animating & Automating – more info at www.50pluscomputers.org/pptauto.htm

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| <p>Who should take this? If you know how to create a presentation in PowerPoint and want to add music, sound or animation to your text and transitions.</p> | <p>What will you learn? In this two hour workshop, we will show you how to animate text and graphics, automate slide transitions and add music and sound to your presentation. This workshop will include:</p> <ul style="list-style-type: none"> • Formatting your text and graphics with motion and special effects • Creating special transitions as your presentation moves from slide to slide • Inserting music and sound into your presentation • Creating self-running presentations <p>Come learn to make to your presentations zoom across the screen. PRE-REQUISITE: Intro to Computers, Microsoft Word and PowerPoint Basics or equivalent</p> | <p>When is it? Wed., Aug 5 10:00am – noon</p> <p>Who teaches it? Mike Thompson</p> |
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#83-- PowerPoint—Tips & Tricks – more info at www.50pluscomputers.org/ppttips.htm

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| <p>If you know how to create a presentation in PowerPoint and want to learn about some of its special features and some unique projects that PowerPoint can easily do.</p> | <p>In this two hour workshop, we will show you a number of special features of PowerPoint as well as some interesting easy-to-do projects. This workshop will include:</p> <ul style="list-style-type: none"> • Customizing PowerPoint • Creating an instant Photo Album • Using PowerPoint to create signs, name cards and brochures • Putting your presentation on a CD <p>Come learn all these tips and tricks. PRE-REQUISITE: Intro to Computers, Microsoft Word and PowerPoint Basics or equivalent</p> | <p>When is it? Wed., Aug 12 10:00am – noon</p> <p>Who teaches it? Mike Thompson</p> |
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THURSDAY WORKSHOPS 10:00AM-12:00 NOON

#90--File Management – more complete info at www.50pluscomputers.org/filemgt.htm

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| <p>Organizes your files so that you may be able to find them, when you want them; and keep you from asking that all important question. "What did I do with that file? I know that I saved it!"</p> | <p>In the class you will learn various processes that occur when you save a file.</p> <ul style="list-style-type: none"> • Learning the difference between files and folders • Giving a file or folder a name that is familiar to you. • How to find files and folders using search • How to consolidate files into folders • Processes for naming folders and using various ways to name folders <p>The class is a hands-on training and will permit you to work with examples. You will receive a handout showing what we have discussed in class.</p> <p>PREREQUISITE-- BASIC SKILL USING THE KEYBOARD AND MOUSE</p> | <p>When is it? Thurs., Jul. 23 10am to 12 noon</p> <p>Who teaches it? Don Mitchell</p> |
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#91— Introduction to Windows Vista – more info at www.50pluscomputers.org/introvista.htm

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| <p>Who should take this? If you bought a new computer in the last year and got Windows Vista, this workshop will show you the tips and tricks to use it and customize it.</p> | <p>What will you learn? In this new four hour workshop (two days), we will introduce you to the different look and features of Windows Vista. This workshop will include:</p> <ul style="list-style-type: none"> • The look and feel of Windows Vista • Customizing Windows Vista to the way you work • What you need to make Windows Vista work well • Maintaining your computer with Windows Vista • Windows Vista or Windows 7. <p>This workshop will help you get the most out of your Windows Vista system.</p> | <p>When is it? Tues., Aug. 20 & Tues. Aug. 27 10:00am to noon</p> <p>Who teaches it? Mike Thompson</p> |
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THURSDAY WORKSHOPS 1:00PM – 3:00 PM

#100-- Organizing and Editing Photos Using Picasa – more info at www.50pluscomputers.org/picasabasic.htm

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| <p>One who wants to use Google's free photo management program Picasa to edit and organize their photos</p> | <ul style="list-style-type: none"> • Organize, move and delete the photos on your computer using Picasa • Use Picasa to edit your photos, including fixing lighting, resizing, cropping and improving the general appearance of your pictures • Print your pictures and send them by email • Configure Picasa's settings so it does what you want it to do <p>This great program is a free download from Google; learn to use it!!!</p> | <p>When is it? Thurs., Jul. 23 & Thurs. Jul 30 1:00pm to 3:00pm</p> <p>Who teaches it? Mike Thompson</p> |
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#101---- Using Picasa's Advanced Photo Features – more info at www.50pluscomputers.org/picasaadv.htm

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| <p>One who wants to know more about the advanced features of Google's free photo management program</p> | <p>You will learn about the great advanced features, such as:</p> <ul style="list-style-type: none"> • Creating neat screensavers or desktop wallpaper from your pictures • Putting your pictures on a CD to send to your friends or family • Creating a collage from multiple pictures • Making a slide show or a movie • Putting your pictures in a free web album on the internet <p>Prerequisites include the Picasa Basics workshop or equivalent familiarity with using Picasa</p> | <p>When is it? Thurs., Aug. 20 & Thurs., Aug.27 1:00pm to 3:00pm</p> <p>Who teaches it? Mike Thompson</p> |
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Membership SeniorNet

SeniorNet, the unique nonprofit organization providing adults 50 and older access to and education for computer technology to enhance their lives and enable them to share their wisdom.

Member Information

New Member Renewing member
 Member ID: _____

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: (____) _____ Year of Birth: _____

*Email address: _____

(*Free monthly e-newsletter included with membership)

My SeniorNet Learning Center is: _____ **PAA** _____

About You

The following statistical data is used when applying for grants that support SeniorNet. With your cooperation, these grants will enable us to offer you a broader range of quality benefits with your SeniorNet membership. We never share or sell your personal information.

Demographics

Male Female

Type of computer you own:

PC Macintosh Do not own one

Skill level:

Beginner Intermediate Advanced

Retired:

Yes No Semi-Retired

Ethnic Background: _____

Education:

High School Graduated College
 Some College Masters or Higher

2009 Membership Fees (fees listed are per person)

1st-year member \$40.00
 Renewing member \$30.00

Contributions

We hope that you will consider making a contribution to our organization. Your generosity will enable SeniorNet to continue its outreach to older adults of all economic levels.

Included is my tax-deductible contribution of:

\$30 \$50 \$100 \$250 other _____

Payment information

Total Amount: \$ _____

Check Enclosed. Please make checks payable to SeniorNet

Bill my credit card

Visa Mastercard AMEX Discover

Card #: _____ Exp. _____

Name on card: _____

Signature: _____

For fastest service, call: 571-203-7100

Or fax your application to: 703-871-3901

| For office use only | |
|---------------------|-------|
| Received | Check |
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Membership fees and contributions made to SeniorNet are fully tax-deductible.

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Palatine Township Senior Center mission: *To provide programs and services which support the independence and well-being of older adults and promote their participation in the community.*

Palatine Township Senior Center is thankful to the following Corporate Members. Corporate memberships help PTSCC to provide services to active adults in the community. PTSCC is open to active adults 50 and over on a daily basis, Monday through Friday.

If you would like to join the team of corporate sponsors who help us provide social services as well as a variety of exciting activities and trips, please contact Carol Reagan at 847.991.1112.

- 50 Plus Computer Learning Center
- American Chartered Bank
- Bank of Palatine
- Blue Cross & Blue Shield of Illinois
- Brandt Financial Concepts, Inc.
- Comfort Keepers
- Cornerstone National Bank & Trust Co
- Harris Bank, Palatine
- Martin C. Kelley of Kelley, Kelley & Kelley Attorneys & Cnslrs. at Law
- Kiwanis Club of Palatine
- Lavelle Law, Ltd.
- ManorCare Health Services
- The Moorings of Arlington Heights
- Northrop Grumman
- Northwest Community Healthcare
- Tamarack, *Gracious Retirement Living*

Our continuing sponsors provide funds to PTSCC through grants, donation of space and care of the facility.

- AgeOptions
- Community Consolidated School District 15
- Palatine Park District
- Palatine Township
- NorthWest Suburban United Way
- Village of Palatine

PTSCC also sponsors a variety of annual fund raisers to generate support: The Gala, Girls Night Out, Wine Tasting and Year Long Raffle.

We are excited to have participants from almost 70 different communities, from Palatine and out to Cary, Hoffman Estates and Buffalo Grove. PTSCC has a strong Social Services Staff to assist you with Medicare part D, Circuit Breaker and much more.

We offer a variety of daily activities run by dedicated volunteers: Mah Jongg, Pinochle, Tai Chi, Ceramics and many others. The trip program at PTSCC offers a selection of destinations: theatre performances, casinos, museums, area festivals, plus overnight adventures.

PTSCC is happy to be able to sponsor the 50+ Computer Learning Center, and we are grateful to have a strong connection with District 15 so we can have a computer lab at their site.

It is the power of networking and sponsorships that keep the programs and the other wonderful opportunities for older active adults at PTSCC going.

Join us for one of our trips this year: Spirit of Chicago Cruise, Segway in Chicago, Little Switzerland, Arlington Horse Track, Four Winds Casino and many others.

Or drop in for a game of Mah Jongg or Pinochle. Or maybe enjoy a lesson in Line Dancing.

So much awaits you here at Palatine Township Senior Center. Call and receive a *Happenings* Newsletter, 847.991.1112, or check out our website, www.ptsc.org.

Palatine 50 Plus Computer Learning Center
Palatine Township Senior Citizens' Council
505 S. Quentin Road
Palatine, IL 60067
www.50pluscomputers.org
www.ptsc.org

MAIL IN OPTION

If you have taken a computer class with SeniorNet in 2006 - 2009, you are eligible to mail in your registration(s) and **check** payable to **PTSCC** for workshops, *prior to*

Tuesday, June 23.

Mail to:
Attn: Computer Classes
505 S. Quentin Rd.
Palatine, IL 60067

If you are joining SeniorNet, please make a separate check payable to **SeniorNet** with the form in this booklet.

On-Site REGISTRATION
IS required for NEW students.
Registration takes place on
Wed., July 1, 2009
from 11am - 1pm

at the Palatine Township Senior Center
505 S. Quentin Road
Palatine, IL 60067

Classes begin the week of
Monday July 20, 2009 -
Thursday Aug. 27.

at the CCSD 15 Administration Bldg.
580 First Bank Drive
Palatine, IL 60067

If you have any questions please contact
(847) 991-1112.