

## Proposed Class Timetable :: Semester 2 2007



Beginner Classes 2007 : Semester 2



Week / Day	Class Time	Topic
Week 1	A) Tue May 1st : 10am - 12pm B) Thu May 3rd : 10am - 12pm C) Sat May 5th : 9am – 11am	<b>'I've turned my PC on, now what?'</b> An Introduction to Microsoft Windows XP. Finding your way around and how to get things started! What do all those numbers mean? How to install programs.
Week 2	A) Tue May 8th : 10am - 12pm B) Thu May 10th : 10am - 12pm C) Sat May 12th : 9am – 11am	<b>Word Processing 101</b> Throw away that typewriter! How to write a letter using Microsoft Word. How to Save your documents and Print them out.
Week 3	A) Tue May 15th : 10am - 12pm B) Thu May 17th : 10am - 12pm C) Sat May 19th : 9am – 11am	<b>Using the Internet 101</b> What is an ISP? What is the difference between Broadband/ADSL and Dial-Up? Getting Online for the first time, what do I have to do? Finding web pages, searching with Google and saving pages to My Favourites.
Week 4	A) Tue May 22nd : 10am - 12pm B) Thu May 24th : 10am - 12pm C) Sat May 26th : 9am – 11am	<b>Email 101</b> What is the difference between normal email and webmail? An introduction to Microsoft Outlook and Outlook Express. Spam and Viruses : What to look out for and how to avoid them!
Week 5	A) Tue May 29th : 10am - 12pm B) Thu May 31st : 10am - 12pm C) Sat June 2nd : 9am – 11am	<b>Multimedia 101</b> How do I use photos and images in my Email and Letters? What do different image and video types mean? How do I find images on the internet safely? Drawing with Microsoft Paint. Saving my CD collection on my computer.
Week 6	A) Tue June 5th : 10am - 12pm B) Thu June 7th : 10am - 12pm C) Sat June 9th : 9am – 11am	<b>Using the Internet 111</b> How does Online shopping work? What is Ebay and how do I use it? How do I pay my bills and bank online? How to tell if it is safe or not! Online chat with Windows Messenger.
Week 7	A) Tue June 12th : 10am - 12pm B) Thu June 14th : 10am - 12pm C) Sat June 16th : 9am – 11am	<b>Viruses and Spyware, what do I NEED to know?</b> What to look out for. Purchasing an Anti-Virus program and keeping it up to date. What does it all mean? What is the risk? How do I stay protected? <b>Class ends with open questions forum - what do YOU want to know?</b>



Week / Day	Class Time	Topic
Week 1	A) Tue May 1st : 1pm - 3pm B) Wed May 2nd : 10am - 12pm C) Sat May 5th : 12pm - 2pm	<b>Multimedia 202</b> CD and DVD ripping and saving on your PC. Burning CDs with Nero. Creating your own DVD movies. How do I safely download music and videos from the Internet? What are the risks involved and how should I steer clear of them?
Week 2	A) Tue May 8th : 1pm - 3pm B) Wed May 9th : 10am - 12pm C) Sat May 12th : 12pm - 2pm	<b>Word Processing (Word 2003) 202</b> Advanced techniques in Microsoft Word. Page formatting, watermarks, headers, footers, page numbers, tables, headings and layouts.
Week 3	A) Tue May 15th : 1pm - 3pm B) Wed May 16th : 10am - 12pm C) Sat May 19th : 12pm - 2pm	<b>Spreadsheets (Excel 2003) 202</b> Extending Microsoft Excel to plan household budgets, perform calculations and graph data series.
Week 4	A) Tue May 22nd : 1pm - 3pm B) Wed May 23rd : 10am - 12pm C) Sat May 26th : 12pm - 2pm	<b>Presentations (Powerpoint 2003) 202</b> Using Microsoft Powerpoint to create effective presentations. Create a photo slideshow to show your friends and family or a formal presentation.
Week 5	A) Tue May 29th : 1pm - 3pm B) Wed May 30th : 10am - 12pm C) Sat Jun 2nd : 12pm - 2pm	<b>Email 202</b> Configuring your own email account. Sending and receiving mail. Using attachments and mail signatures. Viruses and Spam - what to look out for and how to avoid them with filters and anti-spam programs. POP3 vs Webmail.
Week 6	A) Tue June 5th : 1pm - 3pm B) Wed June 6th : 10am - 12pm C) Sat Jun 9th : 12pm - 2pm	<b>Working with Photos 101</b> Basic editing with Paint. More advanced editing using Microsoft Digital Image (available bundled with Works Suite 2006)
Week 7	A) Tue June 12th : 1pm - 3pm B) Wed June 13th : 10am - 12pm C) Sat Jun 16th : 12pm - 2pm	<b>Web Design 101</b> An introduction to HTML and overview of other web programming languages. How does a web page work? Create a simple website in Microsoft Frontpage. Basic explanation of FTP.

## Pricing Schedule

All classes are run in our dedicated training room on up-to-date computers with current software packages. Our centre is air-conditioned and heated, with access to toilets and drinking water. Complimentary Tea or Coffee is provided in each class and there are also drinks and food available for purchase. Our training staff are qualified with over 10 years of experience.

Classes run for 2 hours with a 10min break.

You can book for as few or as many classes as you like!

Booking for a half or full semester of either Beginner's, Intermediate or Advanced classes will give you a discount off each class - that's a saving of up to \$70!

Senior Citizens, Group Bookings\*, Students and PC Madness VIP members receive a discount!

	Single Class	Half Semester (3 classes of your choice)	Full Semester
Beginner Classes	\$35	\$90	\$150
Intermediate Classes	\$35	\$90	\$175

\*In some cases our advanced classes occur in 2 parts. The second class is intended for users who wish to further the skills learned in the first class. Whilst it is not essential to have attended the first class to attend the second class, those who wish to enrol for both classes on the same night will receive 50% discount on their second class.

Advanced Classes      \$55 each class



## Sales 9250 4554

Shop 2C Stafford St, Midland 6056  
Trading Hours: Mon-Fri 8am-6pm | Sat 9am-3pm

www.pcmadness.com.au  
sales@pcmadness.com.au

### Computer Training Classes

Just bought a new computer but not sure how to get started?  
Got the basics down, but want to know how to do MORE with your PC?

#### **PC Madness computer training is for you!**

Classes catering for all skill levels; Beginner, Intermediate and Advanced. A wide range of topics are covered and different programs explained in our tutorials; Windows XP and Office through to advanced techniques in Photoshop, Dreamweaver, Flash and many more!

Check our class timetables for a full class listing with lesson content.

#### **Register Your Interest:**

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Classes I am Interested in:

\_\_\_\_\_