

Membership

The Membership renewals have been coming in steadily and we have 379 Members enrolled for 08/09, which is 7 fewer than at this time last year. There is still a great deal of interest from new members wanting to join the club, and we currently have a Waitlist of 26 people (2 Vista and 24 XP), with an average waiting time of 2-3 weeks. We currently have 38 one-on-one trainers teaching 100 students each week.

Fundamentals Training

Vista Manuals

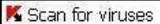
As mentioned last month, the Vista Manual will not be updated before the end of September. If you find any problems, or have any suggestions for improving it, please email details to Eleanor.

Promoting Optional Courses

We are working on a PowerPoint presentation to advertise all our Optional Courses with the intention of showing this before the start of the Monthly Meetings, and during Morning Tea. When it is completed, it will also be added to the Fundamentals CDs so that students can find out what the Optional Courses are about. In the meantime, if you are teaching a student who is close to finishing Fundamentals, please try to find time during their last lesson to explain how the Course Progression Chart works, and to advise them which courses they can sign up for when they have finished, because if they leave their last Fundamentals session without much idea of what to do next, there is a risk they will miss out on a whole heap of fun.

Club PCs

Virus Checking

As mentioned last month, some copies of the free AVG Anti-Virus programs we have been using at the club have expired and have (temporarily) been updated to the new AVG Anti-Virus Free program which has a slightly different interface. Copies of amended instructions for using the new version are available from Eleanor's tray in the Office if required. AVG has changed the rules for using the free version, and the club no longer qualifies. Kaspersky Internet Security v7 has been installed on all the PCs in Rooms 1 and 2 (XP only), and will be installed on the Vista side of the dual boot PCs in the near future. To virus check a flash drive, floppy, CD or whatever simply open My Computer, right-mouse click on the drive you wish to check, and select  from the context menu which appears. The scan starts immediately.

Windows Updates

Just a reminder – the Maintenance Team will now do all Updates, so any Updates Available notifications (in the System Tray) should now be ignored.

USB panels on the fronts of PC

The headphone sockets on these panels are now working, but the Maintenance Team is still working on a problem with the microphone sockets.

New, Updated and Deleted Courses

Files and Folders Refresher

As mentioned last month, the Files & Folders Refresher workshops have been an eye opener to the poor understanding many members have regarding Files & Folder management. This in turn has led to the suggestion that all one-on-one Trainers (Fundamentals, Excel and Internet & Email) should be required to be recertified each year, just like many professionals. This would involve doing an annual test (around Sept/Oct) to check that their skills in relation to Files & Folder management are still adequate enough to correctly impart the knowledge to new students. We want to encourage all Trainers to attend the next Trainer's Meeting (after the AGM on 13th August) if at all possible, as this will be your chance to find out why we think a test is necessary, and to give your opinion on what it should entail and how it should be implemented.

(New) Internet & Email has been Renamed

The new course has been renamed the Advanced Internet course to more clearly distinguish it from the existing Introduction to Internet and Email course. The courses run in parallel (a bit like the 2-day and 4-day

Digital Camera courses) with some material being covered in both courses – you do not need to complete the Introductory course before signing up for the Advanced course, but you must have completed Fundamentals. (The pre-requisite for the Introductory course is completion of PC Fun only).

Peter Fowler will be running the first Advanced Internet Course starting on Friday morning 29th August. It will run under the new “pay in advance” system; the enrolment list is up on the wall at the Club and the cost is \$20.

e-Bay Workshop

Because of the bad reports eBay is currently getting in the press it has been agreed that we should watch and wait for the time being.

Specific Office 2007 Courses

As mentioned last month we are monitoring the numbers of students using Office 2003 and 2007. The current Graphics course has 5 students with Office 2007 at home. Having been given the choice of using 2003 or 2007 in class, they all chose to use Office 2003 in class, and to then repeat the exercise at home using 2007.

Linux - Ubuntu

The first Ubuntu Linux course has now finished and all students were very enthusiastic about the “free” programs. Bill Butts is now thinking about developing a course using the Open Office program “Writer” (the Linux equivalent of Microsoft Word). Watch this space!

Genealogy Workshop???

As genealogy is such a vast and varied topic, we are investigating Ella Ross’s suggestion of a workshop on Family Tree Maker. Again, watch this space!

Feedback Sheet for Courses

Some Course Presenters hand out Questionnaires at the final session of their courses to encourage student feedback. In an attempt to expand this action over all courses, the attached sheet can be used by anyone who has not created their own Questionnaire (it is a Read only document).

Optional Courses

Vinyl to CD

The recorder program currently being used by the Vinyl to CD course is giving problems so there will be no further courses until a replacement recorder program has been identified and the Manual updated. Watch this space!

VoIP has been Renamed

VoIP (Voice over Internet Protocol), which is the technology that Skype uses, is not a widely recognised acronym, whereas Skype (the program you download free) is now quite well known. To better identify what the VoIP Course is about, it has been renamed the Skype Course.

Corel Draw Intro, Intermediate and Advanced

The software for these courses is no longer available so they will be removed from our Website, Newsletter, and Flyer.

New Sign-up Rules for Selected Courses

Word, Graphics, Ubuntu (Linux) and now Advanced Internet have scheduled courses using the new system. It’s still early days, but so far it seems to be working well – with the proviso that at Monthly Meetings, the “Pay in Advance” clipboards need to be kept separate from the “Sign-up” clipboards to prevent people from using the Old Rules on the New System.

Monthly Meeting

Our next Monthly Meeting on 13th August 2008 is our Annual General Meeting. The next Trainers’ Meeting will follow the August 2008 Annual General Meeting on Wednesday 13th August 2008. Please come if you can.

Peter & Eleanor