

Membership

Membership currently stands at 431 – 29 more than this time last year. As well as renewals still trickling in, our recent publicity in the Hills Shire Times following Miriam's Volunteer Award, and the Club being named as a finalist in the "not for profit" category of the 2007 Truelocal Business Awards, have also brought in more enquiries and more new members.

The plan for the rest of 2007

We still aim to get as many people as possible through Fundamentals by the end of the year and as announced last month will continue to:

- Put spare training capacity to use by giving students extended (free) teaching time.
- Bring forward prospective memberships and give allowance for holidays if necessary
- Offer students the chance of two (paid) sessions a week

All these initiatives are at the discretion of the Fundamentals Senior Trainers.

Windows 98 Training

The demand for Windows 98 training is now falling fairly rapidly, and several new members who had Windows 98 when they joined the club upgraded to XP within a few weeks. The Training Sub-Committee has now decided that any new members with Windows 98 who are unwilling to attend on Monday afternoons for lessons with Marj Jones, will be offered a place on a waiting list for a future Windows 98 Group Course.

Signing up for Courses

There have been a few instances lately of students signing up for multiple courses and adding notes to the clipboards to indicate the order in which they wish to do them. This is not acceptable. If students have personal priorities (not our pre-requisites) for doing courses, they should only sign up for the course which is their first priority – Course Coordinators have a pretty time-consuming task as it is, and are not expected to deal with these sorts of complications. So, if you are ever discussing "what to do next" with your student, could you please try to make sure that they understand how the system works – Thank You!

New Trainees

We do have several people interested in becoming trainers, but unfortunately none of them are available on Tuesdays, the day we both need the extra trainers and have the space to train them! We do appreciate that the Monday and Friday sessions have been very full this year, but if Senior Trainers of those sessions ever feel that they have the capacity to nurture a trainee, would they please let Peter or Eleanor know?

PC/XP Fun Refresher Course

As announced last month, there are enrolment forms available in the Office (and will also be at the September meeting) for the proposed 2 x 3 hour PC and XP Fun Refresher. This is open to all club members, so if you are interested, please complete an enrolment form before the end of September.

Vista and Office 2007

Trainer Availability for Vista and Office 2007 familiarization

We hope to start the Vista and Office 2007 familiarization sessions for trainers in October, so please indicate your interest and availability on the Clipboard in the hall so we can book

some appropriate time slots. We currently only have the two machines running these programs, so these courses will have to be more “watch and talk” demos rather than hands on for everyone.

Updating PC Fun to include Vista

Peter Fowler has started revising PC Fun to include Vista. Given that this manual is not going to be used until February 2008, and the ever increasing numbers of people purchasing laptops, it has been agreed that it will cover CD-ROM and USB disk drives only, and all references to floppy disks will be removed from the manual. This means that students will now receive their Fun CD when they start PC Fun. A separate “Using Floppy Disks” handout will be available from the Office for people still wishing to use floppy disks on their PCs.

New Assessment Test

Peter Fowler and Terri Weston have created a new DIY Assessment Test for new members who feel they have sufficient computer knowledge to bypass our Fundamentals course. The test has 50 multiple-choice questions (just type **X** in the appropriate answer box) and a short file and folder exercise (create 2 new folders and copy 2 files). It comes complete with “Do It Yourself” instructions, is self-marking and also has a few jokes! Candidates are not expected to answer all questions correctly.

Senior Fun Trainers have agreed to use it with both new students and those who have just completed Fundamentals just so that we can try out the instructions, and determine an appropriate “pass mark”. If any Trainers/Trainee Trainers would like to join in the testing process, just speak to your Senior Trainer – you can remain anonymous if you wish, but please put either Trainer or Trainee in the name field so we evaluate the results correctly! The current version (1.3) is available from Peter or Eleanor.

Updated Course Progression Chart

A copy of the updated Course Progression Chart is attached. When talking to students about signing up for courses would you please show them the chart and explain that the pre-requisites are set by the Course Presenters and are there to indicate the depth of knowledge required for the course. Any specific questions about pre-requisites should be directed to the appropriate Course Presenter.

New, Updated and Deleted Courses

Word Processing

The new Word Processing courses have now been named “MS Word” and “MS Word Advanced” (to match our other multi-level courses) and Margaret Wiley (9636 7334) is the Course Coordinator – “Thank you Margaret”. The first edition of MS Word starts on Wednesday 19 September 2007 and costs \$15.

Digital Cameras

The first 2-day Digital Camera course run by John Greenlees and Keith Horam went well – students received the full 4-day course manual, but only covered the sections on downloading from the camera and using Picasa. The evaluation forms from the course are being used for fine-tuning before the next edition. The full 4-day Digital Camera course run by Peter Fowler will continue for those wanting to know more about this extensive subject, and any 2-day attendees with a current Digital Camera manual, who subsequently wish to attend the full 4-day Digital Camera course, can do so for an additional charge of \$15.

Internet & Email

The Internet was the centre of much discussion at the 2007 ASCCA Annual Conference at the end of August, and this further emphasised the need for our Club to provide more training in this area. It has been agreed that some information on Web based email should be added to the existing Internet & Email Course. It was also agreed that the Club should commence development of a new Advanced Internet & Email Course that would go further than the existing course and might include such topics as, types of Internet services, software downloading, firewall/virus/adware/spam security and online applications.

Adobe Photoshop Elements

After the AGM last month Terri Weston gave us a superb introduction to the capabilities of this program, and it has now been chosen as the successor to Corel Photo-Paint at the Club. The “expression of interest” clipboard put up after the monthly meeting has already collected 17 names and Bertrand Harrington has agreed to start developing the course.

Technical Workshops

Peter Fowler is planning some one session (hopefully monthly) Technical Workshops to cover various topics. The first of these is to be held on Thursday morning, 13 September and will cover the configuration of some of the free software discussed in Peter's PC Care & Maintenance course. Information about future Technical Workshops will be sent initially to Senior Trainers to pass on to all other Trainers, placed on the Club's website (Training Section) and posted to the Club's Group Mailing List.

Microsoft Photo Story 3

This very user-friendly free program was demonstrated at the recent ASCCA Annual Conference by members of Westlakes Computer Pals Club. Marea Parsons has volunteered to present Photo Story 3 Workshops using the manual kindly provided by the Westlakes Club. This will be a welcome replacement for Embellish. Thank you Marea and Westlakes, and please watch this space and the clipboards for more information.

Room 2 Sound-proofing

The remaining walls will be carpeted on Friday 14 September – the club will be closed on that day.

ASCCA's 9th Australian Computer Conference for Seniors

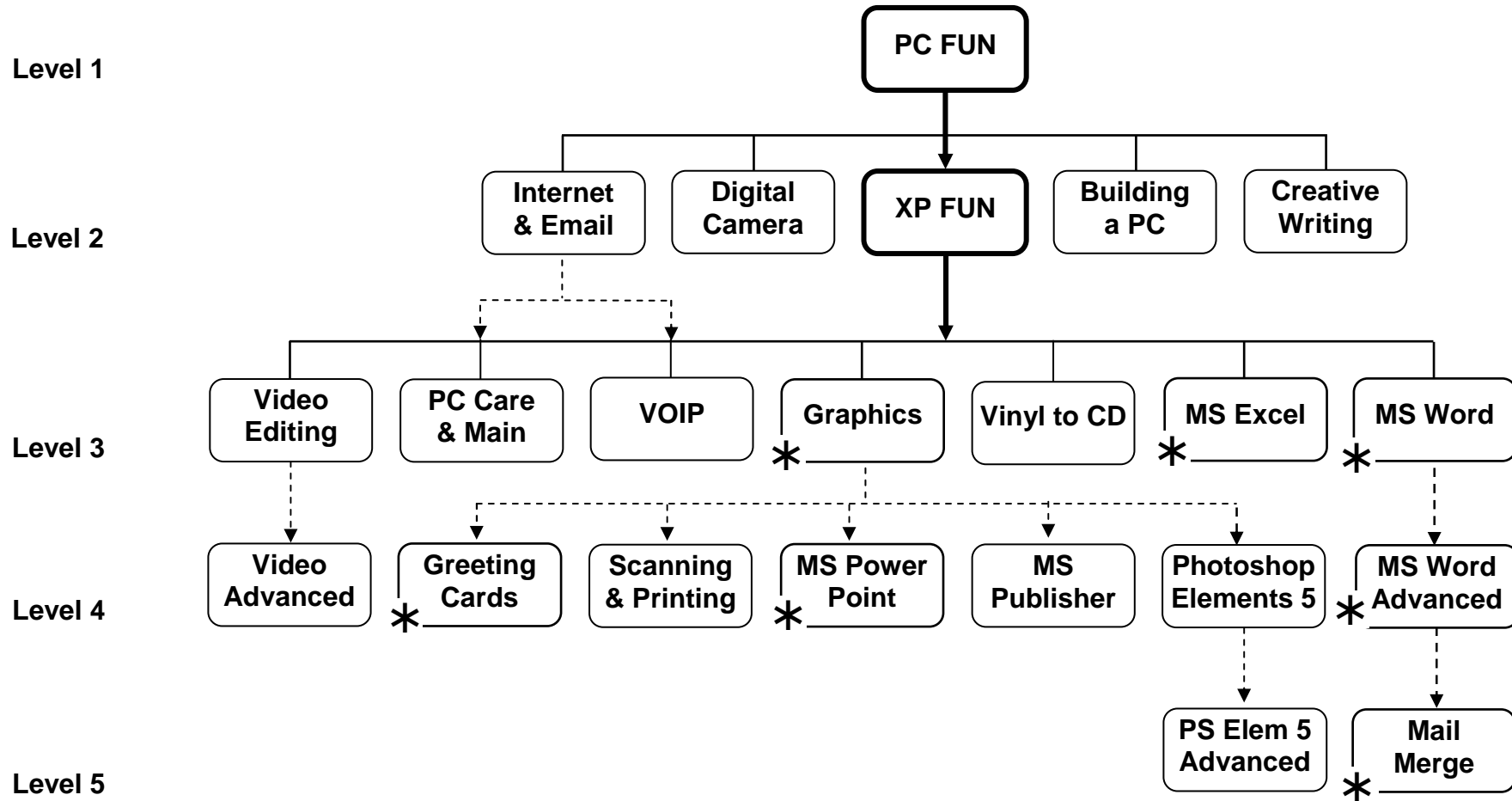
Twelve Club members enjoyed a couple of days at the ASCCA Conference at the Powerhouse Museum at the end of August. As well as the wide variety of formal speakers and topics, there was time to mix with members of other clubs, share ideas, and collect information and hand outs from the assorted trade stands during morning tea and lunch breaks.

The speaker at our Monthly meeting on 12 September 2007 will be Mathew Burazin from Microsoft, who will be demonstrating Office 2007. The next Trainers' Meeting will follow this Monthly Meeting on 12 September.

Peter & Eleanor

Computer Pals Course Progression Chart

September 2007



* Part of Microsoft Office
 Indicates mandatory courses

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 Indicates pre-requisite courses

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