

TIMETABLE

PARRAMATTA COMPUTER PALS FOR SENIORS - TERM 3, 2021 COURSES (19 July to 17 September 2021)

(last updated 14 June 2021 HL)

**NOTE: ALL COURSES COST \$5.00 PER HOUR PER PERSON, ALL HELP SESSIONS ARE \$10.00 PER HOUR WITH 1 HOUR ALLOCATED PER PERSON.
THE VENUE FOR ALL COURSES/HELP SESSIONS IS IN THE CLUB TRAINING ROOM, ZOOM MEETINGS ARE IN YOUR HOME**

SPECIAL INTEREST GROUPS, USER GROUPS ARE HELD IN THE TRAINING ROOM & COST \$2.00 PER PERSON, THOSE HELD VIA ZOOM ARE FREE

COURSE BOOKINGS: Club Reception Level 2, 1 Fitzwilliam Street, Parramatta ph 8628 0947 Mon-Fri 10:00 -3:30 during school terms ONLY when Office is open. ENQUIRIES: Reception 8628 0947 or Deb Neyle 97020089 or email parramattacps@gmail.com. PAYMENT: Cash or cheque at Reception, or cheque to GPO Box 3102 Parramatta 2142; or EFT to Parramatta Computer Pals for Seniors Inc NEW ACCOUNT BSB 032277 Account No. 574943 (and email the details to Treasurer treasurerpcs@gmail.com). WE DO NOT HAVE CREDIT CARD FACILITIES. The Course fee is required two weeks before course starts to ensure the course goes ahead and you have a place on the course. Bookings for Term 3 are open now. If a course/session is full or we are not running it in Term 3, add your name to the Register of Interest and we will try to offer it in the future.

Week	Dates	Day/Time	Course/Session	Hours	What this course/session will cover	Trainer
1	12 Jul 2021	Mon 1:15 - 3:30pm	Apple Devices Help Desk Session	2x1 hr	Answers to questions/problems with Apps, how to use any Apple app.	Julie Nixon
2	19 July 2021	Mon 1:15 - 3:30pm	Apple Devices Help Desk Session	2x1 hr	Answers to questions/problems with Apps, how to use any Apple app.	Julie Nixon
3	26 July 2021	Mon 1:15 - 3:30pm	Running a Zoom meeting of your own	2	Discusses how to set up a Zoom account, schedule a meeting and host the meeting.	Deb Neyle
4	2 Aug 2021	Mon 1:15 - 3:30pm	Windows Help Desk Session	2x1 hr	Answers to questions/problems with Windows 10 computers and their Anns	Bing Kinsey
5	9 Aug 2021	Mon 1:15 - 3:30pm	Welcome to New Members	2	A free introduction to ParraPals, with details about courses, meetings, special interest groups etc. Learn about how the club functions.	Deb Neyle
6	16 Aug 201	Mon 1:15 - 3:30pm	Help Desk for Windows & Android Devices	2x1 hr	Answers to questions/problems with either Windows or Andoid devices.	Deborah Martin
7	23 Aug 2021	Mon 1:15 - 3:30pm	Help Desk for Windows & Android Devices	2x1 hr	Answers to questions/problems with either Windows or Andoid devices.	Deborah Martin
8	30 Aug 2021	Mon 1:15 - 3:30pm	Help Desk for Windows & Android Devices	2x1 hr	Answers to questions/problems with either Windows or Andoid devices.	Deborah Martin
9	6 Sep 2021	Mon 1:15 - 3:30pm	Searching the Internet with Apple Devices	2	Demonstrates using Safari &/or Google to discover the many facets of the internet. Includes safety and privacy issues.	Julie Nixon
10	13 Sep 2021	Mon 1:15 - 3:30pm	Help Desk for Windows & Android Devices	2x1 hr	Answers to questions/problems with either Windows or Andoid devices.	Deborah Martin

1	13 July 2021	Tues 10:00 - 12:15pm	Scanning photos session for Family History	2	Members will learn how to scan their printed photos, slides or negatives using the Club's Epson scanner under supervision	John Lee
3	27 July 2021	Tues 10:00 - 12:15pm	Windows Help Desk Session	2x1 hr	Answers to questions/problems with Windows 10 computers and their Apps	Bing Kinsey
4	3 Aug 2021	Tues 10:00 - 12:15pm	Downloading from Apple Books & App Store	2	Learn how to download Apps and books to your Apple device - free and paid	Julie Nixon
5	10 Aug 2021	Tues 10:00 - 12:15pm	Help Desk for Windows Users	2x1 hr	Assistance with Google searching, Gmail, Excel, Facebook, on-line purchasing etc.	Saro Dainty
6	17 Aug 201	Tues 10:00 - 12:15pm	Help Desk for Apple Mac users	2x1 hr	Answers to questions/problems for Apple Mac users.	Deb Neyle
7	24 Aug 2021	Tues 10:00 - 12:15pm	Help Desk for Windows Users	2x1 hr	Assistance with Google searching, Gmail, Excel, Facebook, on-line purchasing etc.	Saro Dainty
8	31 Aug 2021	Tues 10:00 - 12:15pm	Windows Help Desk Session	2x1 hr	Answers to questions/problems with Windows 10 computers and their Apps	Bing Kinsey
9	7 Sep 2021	Tues 10:00 - 12:15pm	Help Desk for Windows Users	2x1 hr	Assistance with Google searching, Gmail, Excel, Facebook, on-line purchasing etc.	Saro Dainty
1	13 July 2021	Tues 1:15 - 3:30pm	Welcome to New Members	2	A free introduction to ParraPals, with details about courses, meetings, special interest groups etc. Learn about how the club functions.	Deb Neyle
2	20 July 2021	Tues 1:15 - 3:30pm	Help Desk - General	2x1 hr	Answers to questions/problems with Windows 10 computers and their Apps, or Andoid Devices	Prasanthi Hagare
3	27 July 2021	Tues 1:15 - 3:30pm	Help Desk - General	2x1 hr	Answers to questions/problems with Windows 10 computers and their Apps, or Andoid Devices	Prasanthi Hagare
4	3 Aug 2021	Tues 1:15 - 3:30pm	Help Desk - General	2x1 hr	Answers to questions/problems with Windows 10 computers and their Apps, or Andoid Devices	Prasanthi Hagare
5	10 Aug 2021	Tues 1:15 - 3:30pm	Introduction to Zoom for New Members	2	In this course New Members learn how to download the Zoom app and how to use it to attend Zoom meetings and courses/SIGs	Deb Neyle
6	17 Aug 201	Tues 1:15 - 3:30pm	Windows Help Desk Session	2x1 hr	Answers to questions/problems with Windows 10 computers and their Apps	Bing Kinsey
7 & 8	24 & 31 Aug 2021	Tues 1:15 - 3:30pm	Windows 10 Apps including Print Screen and the Snipping tool for Windows users	4	This course is for members with Windows 10 computers and covers the most popular Apps included with Windows 10.	Hazel Labka

9 & 10	7 & 14 Sep 2021	Tues 1:15 - 3:30pm	Files and Folders in Windows 10	4	This course discusses the difference in Folders and Files, and types of files. You will learn how to move files to folders, how to name files and folders and how to find them again. Essential course for those wanting to learn how to keep your computer and files organised.	Hazel Labka
1	14 Jul 2021	Wed 9:30 - 11:30am	Introduction to MyGov	2	Learn how to set up your account with MyGov, and how to access the various sections of this government site.	John Hain
3	28 Jul 2021	Wed 10:00 - 12:15pm	Help Desk - General Windows &/or Android devices	2x1 hr	Answers to questions/problems with Windows 10 computers and their Apps, or Andoid Devices	Prasanthi Hagare
4	4 Aug 2021	Wed 10:00 - 12:15pm	Windows Help Desk session	2x1 hr	Answers to questions/problems with Windows 10 computers and their Apps	Bing Kinsey
5	11 Aug 2021	Wed 10:00 - 12:15pm	WhatsApp & Messenger Apps	2	This course discusses the WhatsApp & Messenger Apps with focus on downloading, sending, receiving and attachments to messages	Prasanthi Hagare
6	18 Aug 2021	Wed 10:00 - 12:15pm	Scanning photos session for Family History	2	Members learn how to scan their printed photos, slides or negatives using the Club's Epson scanner under supervision	John Lee
7	25 Aug 2021	Wed 10:00 - 12:15pm	Apple Devices Help Desk Session	2x1 hr	Answers to questions/problems with Apps, including how to use any Apple app.	Julie Nixon
8	1 Sep 2021	Wed 10:00 - 12:15pm	Scanning photos session for Family History	2	Members learn how to scan their printed photos, slides or negatives using the Club's Epson scanner under supervision	John Lee
1	14 Jul 2021	Wed 1:15 - 3:30pm	Introduction to Zoom for New Members	2	In this course New Members learn how to download the Zoom app and how to use it to attend Zoom meetings and courses/SIGs	Deb Neyle
2	21 Jul 2021	Wed 1:15 - 3:30pm	Emails part 1 - Setting up a Gmail account	2	This course is for new members who do not have an email account, or who wish to have a Gmail account	Hazel Labka
3	28 Jul 2021	Wed 1:15 - 3:30pm	Emails part 2 - Sending and receiving Emails	2	This course follows on from the Setting up a Gmail account. Members must have an email account.	Hazel Labka
4 & 5	4 & 11 Aug 2021	Wed 1:15 - 3:30pm	Wordprocessing with Pages for Apple Mac Users	4	This course looks at Pages, the Apple wordprocessing app which is very similar to Word. Learn how to create documents, format text, and many of the functions of the app.	Deb Neyle
6	18 Aug 2021	Wed 1:15 - 3:30pm	Help Desk for Windows & Android Device users	2x1 hr	Answers to questions/problems with either Windows or Andoid devices.	Deborah Martin
7	25 Aug 2021	Wed 1:15 - 3:30pm	Help Desk for Windows & Android Device users	2x1 hr	Answers to questions/problems with either Windows or Andoid devices.	Deborah Martin

8	1 Sep 2021	Wed 1:15 - 3:30pm	Help Desk for Windows & Android Device users	2x1 hr	Answers to questions/problems with either Windows or Andoid devices.	Deborah Martin
9	8 Sep 2021	Wed 1:15 - 3:30pm	Help Desk for Windows & Android Device users	2x1 hr	Answers to questions/problems with either Windows or Andoid devices.	Deborah Martin
10	15 Sep 2021	Wed 1:15 - 3:30pm	Help Desk for Windows & Android Device users	2x1 hr	Answers to questions/problems with either Windows or Andoid devices.	Deborah Martin
1	15 Jul 2021	Thur 10:00 - 12:15pm	Help Desk for Digital Photo Editing	2x1 hr	Assistance with problems/questions related to editing digital photos	Jon Bayley
2 & 3	22 & 29 Jul 2021	Thur 10:00 - 12:15pm	Introduction to Windows 10 computing	4	This course is for beginners to computing, it introduces basic concepts to get started. Topics include - Types of computer systems, Starting the computer, Desktop, Keyboard, Mouse, Start button, Windows, Running programs/apps	John Hain
4	5 Aug 2021	Thur 10:00 - 12:15pm	Scanning Photos Session	2	Members learn how to scan their printed photos, slides or negatives using the Club's Epson scanner under supervision	Jon Bayley
5 & 6	12 & 19 Aug 2021	Thur 10:00 - 12:15pm	Windows 10 for Beginners	4	This course follows on from introduction to computing, on completion students will be able to find their way around Windows 10. Students will be able to search the internet as well as use the Windows store to download and use apps.	John Hain
7	26 Aug 2021	Thur 12:00 - 14:00	SOCIAL OUTING - LUNCH		Venue to be advised	Dawne Zotz
8	2 Sep 2021	Thur 10:00 - 12:15pm	Windows 10 Help Desk Session	2x1 hr	Answers to questions/problems with Windows 10 computers and their Apps	Dawne Zotz
1	15 Jul 2021	Thur 2:00pm onwards	Digital Photography Special Interest Group via Zoom	2	This SIG is for members interested in learning more about digital photography with monthly assignments and critique of your photos with a view to entering in the ASCCA annual competition.	Deborah Martin
2	22 Jul 2021	Thur 1:15 - 3:30pm	Apple Devices Help Desk Session	2x1 hr	Answers to questions/problems with Apps, including how to use any Apple app.	Julie Nixon
3	29 Jul 2021	Thur 1:15 - 3:30pm	Windows 10 Help Desk Session	2x1 hr	Answers to questions/problems with Windows 10 computers and their Apps	Bing Kinsey
4	5 Aug 2021	Thur 2:00pm onwards	Android Devices User Group via Zoom	2	This User group is for members with questions about their Android Device.	Deborah Martin
5	12 Aug 2021	Thur 2:00pm onwards	Creative Writing Special Interest Group via Zoom	2	This SIG is for members interested in creative writing techniques, with assignments and critique of your writing.	Deborah Martin

6	19 Aug 2021	Thur 2:00pm onwards	Digital Photography Special Interest Group via Zoom		This SIG is for members interested in learning more about digital photography with monthly assignments and critique of your photos with a view to entering in the ASCCA annual competition.	Deborah Martin
7	26 Aug 2021	Thur 12:00 - 14:00	SOCIAL OUTING - LUNCH		Venue to be advised	Dawne Zotz
8	2 Sep 2021	Thur 2:00pm onwards	Android Devices User Group via Zoom		This User group is for members with questions about their Android Device.	Deborah Martin
9	9 Sep 2021	Thur 2:00pm onwards	Creative Writing Special Interest Group via Zoom		This SIG is for members interested in creative writing techniques, with assignments and critique of your writing.	Deborah Martin
10	16 Sep 2021	Thur 2:00pm onwards	Digital Photography Special Interest Group via Zoom		This SIG is for members interested in learning more about digital photography with monthly assignments and critique of your photos with a view to entering in the ASCCA annual competition.	Deborah Martin
1	16 Jul 2021	Fri 10:00 - 12:00md	Members Meeting - Venue TBA	2	This is a formal meeting of PCPS where members meet with committee and learn about club activities. It is an opportunity to socialise with like minded people.	Deb Neyle
2	23 Jul 2021	Fri 10:00 - 12:15pm	Craft and Cards Special interest group	2	This SIG looks at using a computer to create cards and other craft items.	Judy Joyce
3	30 Jul 2021	Fri 10:00 - 12:15pm	Help Desk Session for Apple Mac Users	2x1 hr	Answers questions/problems about using your Apple Mac computer	Deb Neyle
4	6 Aug 2021	Fri 10:00 - 12:15pm	Windows 10 User Group	2	This User group is for members with questions about their Windows Computer.	Bing Kinsey
5	13 Aug 2021	Fri 10:00 - 12:15pm	iPhones/iPads User Group	2	This User group is for members with questions about their Apple Device.	Julie Nixon
6	20 Aug 2021	Fri 10:00 - 12:00md	Members Meeting - Venue TBA	2	This is a formal meeting of PCPS where members meet with committee and learn about club activities. It is an opportunity to socialise with like minded people.	Deb Neyle
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9	10 Sep 2021	Fri 10:00 - 12:15pm	iPhones/iPads User Group	2	This User group is for members with questions about their Apple Device.	Hazel Labka

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1	16 Jul 2021	Friday 1:15 - Onwards	Tech Talk - PCPS Training Jargon VIA ZOOM	Varies	This is an opportunity for members to learn about the Jargon associated with the various methods of training used by the Club.	Deb Neyle
2	23 Jul 2021	Friday 1:15 - 3:30pm	Personalise your Apple Devices Using Settings App	2	Learn about the functions of the Settings app to enable your device to suit your needs.	Julie Nixon
3	30 Jul 2021	Friday 1:15 - Onwards	Tech Talk - Resources for On-Line Learning VIA ZOOM	Varies	Learn about the plethora of on-line courses available to learn about computing and other topics.	Deb Neyle
4	6 Aug 2021	Friday 1:15 - Onwards	Tech Talk - Sorting fact from fake - in emails and online via Zoom	Varies	Learn how to recognise scam, understand what "phishing" is, and how to protect yourself on line	Deb Neyle
5	13 Aug 2021	Friday 1:15 - 3:30pm	Committee Meeting	Varies	Formal meeting of all PCPS Committee Members to discuss activities of the Club	Deb Neyle
7	27 Aug 2021	Friday 1:15 - 3:30pm	Trainers Planning Meeting for Term 4 2021	Varies	Meeting for all trainers & assistant Trainers to plan and schedule the courses & sessions for Term 4	Hazel Labka
8	3 Sep 2021	Friday 1:15 - onwards	TT - Keyboards for other languages via Zoom	Varies	Discover how to access the many keyboards in languages other than English that can be found in your device or computer.	Deb Neyle
9	10 Sep 2021	Friday 1:15 - 3:30pm	Committee Meeting	Varies	Formal meeting of all PCPS Committee Members to discuss activities of the Club	Deb Neyle