NOVEMBER 2009

Date/Time/Place	Event and Description	Cost
Monday, November 2 & Wednesday, November 4, 2009 5:00 pm-9:00 pm Delta College Main Campus	**Introduction to Personal Computers** This course covers the evolution of computers, types of PCs, the Input-Process-Output cycle, and fundamental computer skills. You will learn how to switch on a PC, identify system components, use input and output devices, manage disk drives, and change monitor settings. Additionally you will learn how to manage files and folders, use email, and browse the web with Internet Explorer.	$ 79.00 50+ members $ 89.00 non-members Textbooks: $20 Purchase in class Must advance register Call (989) 686-9364
Friday, November 6, 2009 8:00 am-4:00 pm Delta College Main Campus	**Microsoft Office Excel 2007 Intermediate** This course builds on the skills and concepts taught in Excel 2007: Basic. You will learn how to use multiple worksheets and workbooks efficiently, and will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. Also included is learning how to create and apply cell names, and how to work with lists and tables. You will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates.	$ 79.00 50+ members $ 89.00 non-members Textbooks: $20 Purchase in class Must advance register Call (989) 686-9364
Saturday, November 7, 2009 8:00 am-4:00 pm Delta College Main Campus	**Keyboarding** This course is for you if you want to learn how to touch-type to increase your speed and efficiency on the keyboard. The open, modular-style manual is designed for quick scanning in the classroom, and is filled with interactive exercises that will allow you to explore the intricacies of Keyboarding A to Z.	$ 79.00 50+ members $ 89.00 non-members Textbooks: $20 Purchase in class Must advance register Call (989) 686-9364
Mondays, November 9 & 16, 2009 5:00 pm-9:00 pm Delta College Main Campus	**Microsoft Office Word 2007 Advanced** This course covers the basic functions and features of Word 2007. You will learn how to enter and edit text, and save and browse document and also how to enhance the appearance of a document by using various formatting options. You will create tables, insert headers and footers, proof and print documents, and insert graphics.	$ 79.00 50+ members $ 89.00 non-members Textbooks: $20 Purchase in class Must advance register Call (989) 686-9364
Wednesday, November 11, 2009 2:00 -3:30 pm Delta College Planetarium 100 Center Avenue Downtown Bay City	**Observing our Universe: From Galileo to Hubble** Explore the beauty of the universe with us! The Delta College Planetarium astronomers demonstrate what could be seen by the first telescope designed and used by Galileo in the year 1609 and they will introduce you to using free NASA resources to take your own deep sky photos. You will have fun creating personal space photos by using free remote-control telescopes and software...we will teach you! Using the Galileo telescope set off the controversy that our solar system must be sun centered not Earth centered. This very interesting historical program will highlight the knowledge we have gained about our solar system and universe over the past 400 years. Light refreshments will also be served.	**FREE 50+ members** $ 5.00 non members Light refreshments served Tickets available in advance also Call (989) 667-2260
Friday, November 13, 2009 8:00 am – 4:00 pm Delta College Main Campus Conference room N012 Cafeteria area/lower level	**AARP Driver Safety Program** This special AARP developed program has helped millions of drivers 50+ learn safety strategies and tips to help them adapt to physical and mental changes related to aging. You will learn defensive driving techniques, new traffic laws, rules of the road and you do NOT take a test. *Some Michigan insurance companies offer an automobile insurance discount to those who complete the course.*	$12.00 AARP members $14.00 all others Must advance register Call (989) 686-9364 Payment collected at first session
Friday through Sunday November 13-15, 2009 OR November 20-22, 2009	**Chicago and Woodfield Mall Shopping Trip** Choose one of two weekends to shop for the holidays! This Chicago shopping trip combines the best of both worlds...downtown Chicago shopping plus mall shopping at Woodfield. The Woodfield Mall has over 250 diverse shops and	$ 279 per person/double occupancy $392 single Includes motorcoach, lodging, 2 breakfasts

Mitchell Motorcoach Trip Chicago, ILL	28 restaurants. The anchor stores are Macy's, Sears, Lord & Taylor, J.C. Penny and Nordstrom. When on the "Miracle Mile" shopping in downtown Chicago be sure to visit Marshall Fields! The stores will be decorated for the holidays and this trip will be a festive time with your best friend or family members. Lodging will be at the Hampton Inn in Schaumburg and the bus will take you to your shopping destinations each day. Return will be Sunday evening after stopping for dinner in Paw Paw, MI.	Advance registration and payment required Frankenmuth Travel Call (989) 652-9977 Identify yourself as referred by Delta College
Saturday, November 14, 2009 1:00-2:00 pm Bay County Historical Museum 321 N. Washington Avenue Downtown Bay City	**"Chicago Columbian Exposition of 1893"** with speaker Fred Welsh. This major historical event is also known as the "Chicago World's Fair" and it was billed as a celebration of the 400th anniversary of the arrival of Christopher Columbus. This event was the largest ever planned and held for that period of time and it ended up having a major impact on how Chicago was viewed as well as on the development of architecture and the arts in our country. It also introduced the hamburger to our country and the Ferris Wheel.	**FREE program** With refreshments Your RSVP will be appreciated Call (989) 893-5733
Tuesday, November 17, 2009 11:30 am – 1:00 pm Delta College Main campus N008 (lower level) Cafeteria Conference Room	**"Bits and Bites" Monthly Learning Meeting** November is Alzheimer's Awareness month and today we will have a special speaker from our local Alzheimer's Association. Did you know that every 70 seconds a person is diagnosed with this disease or that it accounts for 60 to 80% of all cases of dementia? This is your opportunity to learn about the early symptoms, the latest research, the risk factors and many other interesting factors about Alzheimer's Disease. Come to learn the ten warning signs!	$ 5.00 50+ members $ 10.00 non-members Lunch included Must advance register Call (989) 686-9364
Tuesday, November 17 & Wednesday, November 18, 2009 5:00 pm-9:00 pm Delta College Main Campus	**Microsoft Office Outlook 2007 Advanced** This course builds on the skills and concepts taught in Outlook 2007: Intermediate. You will learn advanced techniques for managing stored email messages as well as create and work with notes and journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms.	$ 79.00 50+ members $ 89.00 non-members Textbooks: $20 Purchase in class Must advance register Call (989) 686-9364
Friday, November 20, 2009 9:00 am – 3:00 pm Delta College Midland Center 1025 Wheeler Street Midland, MI	**Computer Basics Class only for those 50+ in age** This one day workshop is designed for those of us who are 50+ in age. It is a perfect class if you want to learn about how to use a computer for personal use without having to learn a lot of technical terminology or the technical aspects of how a computer functions. You will learn about basic functions of the computer including: how to correctly use a "mouse"; passwords and computer security; learn basic keyboard and computer desktop functions; be introduced to Microsoft basics including toolbars; learn how to use Windows basics such as the calculator; computer menus; etc. Each person will be using a computer so you will be learning by doing! Printed handouts will be provided as will lunch.	$ 39.00 50+ members $ 49.00 non members Includes lunch Must advance register Call (989) 686-9364
Mondays, November 23 & 30, 2009 5:00 pm -9:00 pm Delta College Main Campus	**Quickbooks 2007** This course covers the fundamentals of using Quickbooks 2007 to track the finances of a small business. You will learn how to set up a new company, manage bank account transactions, maintain customer and vendor information, generate reports, and write and print checks. You will also create invoices and credit memos, add custom fields, set up budgets, and learn about data backup/protection.	$ 79.00 50+ members $ 89.00 non-members Textbooks : $20 Purchase in class Must advance register Call (989) 686-9364