



Win a FREE ACER NETBOOK

- Have you always wanted a free netbook? Netbooks are great for business, school and for travel.
- Must sign up for a minimum of 4 Workshops.
- Each workshop is \$40. Pay \$80 in Advance for Two 2-Hour Workshops to be eligible to win a FREE Netbook!
- Do not have to be present to win.
- Drawing will be held Saturday, May 29, 2010.



ARE YOU READY TO LEARN MORE ABOUT COMPUTERS?

Spring 2010 Training Workshops

April 15 - June 12

**State-of-the-Art Computer Lab with
Internet Connection**

**H.J.C. Bowden Multipurpose Facility
East Point, Georgia**

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2885 Church Street . East Point, Georgia
404-762-4821

Jacqueline Lawson
404-437-7523
jacqueline@cozzas.com
www.cozzas.com

Workshops

Thursdays: 6:00 pm – 8:00 pm
(April 15, 22, 29) (May, 13, 27) (June 3, 10)

Saturdays: 9:30 am – 11:30 am
(April 17, 24) (May 1, 15, 29) (June 5, 12)

Requirement: Open Registration

Call 404-437-7523 to Register

Introductory Price: \$40 Per Person per Workshop

Special Senior Citizen Price: \$10 per Workshop
(Must be 65 or older)

Payment Processing: Cash or Credit Card -
Online payments with Paypal or by telephone.
HJC Bowden Multipurpose Facility Members
can pay at the Center.



WORKSHOPS:

April 15, April 17, June 3, June 5 -
WORKSHOP 1 - How to Buy a Computer

Desktop, Smartphone, iPad, Netbook or Notebook -
How to Buy a Computer?

Quick question: What's the difference between a Desktop, Netbook and a Notebook? Apparently, a lot of people aren't sure.

Buying a computer can be an interesting experience, especially if it is the first time. The variety of models, makes, types, and add-ons can be extremely overwhelming for the computer buyer. Jacqueline Lawson, President and CEO of cozzas.com will explain the difference between a Desktop, Smartphone, Netbook and a Notebook so that you can be an informed consumer when making your purchase.

April 22, April 24
WORKSHOP 2 - Social Media (Facebook,
Twitter, LinkedIn)

Baby Boomers keeping in Touch with Family, Friends,
or Customers

- Facebook
- Twitter
- LinkedIn

Social Media is a communication revolution that thrives via Social Networks. Information that is transmitted among friends and acquaintances via Social Media channels is done so through conversations, much like a conversation that one would have face to face. We will discuss how to set up accounts and the dos and donts of social media.

April 29, May 1, June 5, June 12
WORKSHOP 3 - Microsoft Office

Microsoft Office productivity applications gives you access to word processing, spreadsheets, calendar, contacts, tasks, and mail merge.

This course may include:

- How to create an Outlook email signature
- Create a Calendar Event
- Set To Do Tasks and Reminders
- How to create a Contact Distribution List
- Mail Merge
- Creating an Excel Spreadsheet

May 13, May 15
WORKSHOP 4 - Zoho - Online Productivity

Anywhere you can connect to the Internet with a web browser, you can connect to your email and documents.

This course may include:

- What is Zoho?
- Zoho CRM
- Organizing your emails in Folders
- Setting up several calendars and creating events
- Using Notes to store information
- Organizing your contacts into groups
- Creating a PowerPoint like Show

May 27, May 29
WORKSHOP 5 - Creating a Website

Trying to get your club members organized? Do you have important information on little bitty pieces of paper? Groupsites are collaboration websites for groups. Groupsites enable groups to communicate, share and network to make things happen. Groupsites bring together only the most useful features of a calendar, picture gallery, videos, articles of interest, announcements; all membership based and controlled by YOU to empower your group to easily communicate, share and network.

Jacqueline Lawson will show you how to set up a website for your:

- next family reunion,
- social club,
- civic organization,
- Church members and;
- personal event : gala, birthday, fundraiser.

TO REGISTER:

CALL - 404-437-7523

Register at the HJC Bowden Facility

Visit us online at www.cozzas.com

Email : jacqueline@cozzas.com



Spring Schedule of Workshops:
April 15 - June 12, 2010

Note: Day of the week symbol indicates class day
meeting: Thursday (TH) Saturday (S)

WORKSHOP 1

Starting - April 15, April 17, June 3, June 5

(TH) 6:00 pm - 8:00 pm How to Buy a Computer
(S) 9:30 am - 11:30 am How to Buy a Computer

WORKSHOP 2

Starting - April 22 & April 24

(TH) 6:00 pm - 8:00 pm Social Media
(Facebook/Twitter)
(S) 9:30 am - 11:30 am Social Media
(Facebook/Twitter)

WORKSHOP 3

Starting - April 29, May 1, June 10, & June 12

(TH) 6:00 pm - 8:00 pm Microsoft Office
(S) 9:30 am - 11:30 am Microsoft Office

WORKSHOP 4

Starting - May 13 & May 15

(TH) 6:00 pm - 8:00 pm Introduction to Zoho
(S) 9:30 am - 11:30 am Introduction to Zoho

WORKSHOP 5

Starting - May 27 & May 29

(TH) 6:00 pm - 8:00 pm Creating a Website
(S) 9:30 am - 11:30 am Creating a Website

COST (Win a FREE Netbook!)

Introductory Price for each workshop is \$40. Pay \$80 in Advance for Two 2-Hour Workshops to be eligible to **win a FREE Netbook!**

Senior Citizen (Age 65+) Price for each workshop is \$10. Pay \$40 in Advance for Four 2-Hour Workshops to be eligible to **win a FREE Netbook!**

FOR MORE INFORMATION:

CALL - 404-437-7523

Get the Schedule at the HJC Bowden Facility

Visit us online at www.cozzas.com

jacqueline@cozzas.com

