



Call (802) 372 - 4101

10 Island Circle – Suite 3  
Grand Isle, Vermont  
www.netsourcevt.com

**"Your Complete Internet and Computer Solution Provider"**

**Computer Classes Are Here... Register Today!**

### *"The Quick List"*

- 3/31 Sat. – Ebay Intro 9-11am
- 4/4 Wed. – Basic Computer Literacy 9-11am
- 4/4 Wed. – Ebay Selling Basics, Part A 6-8pm
- 4/11 Wed. – Intro. to Microsoft Word 9-3:30pm
- 4/11 Wed. – Ebay Selling Basics, Part B 6-8pm
- 4/14 Sat. – Introduction to Power Point 9-11am
- 4/18 Wed. – Ebay Selling Basics, Part C 6-8pm
- 4/25 Wed. – Ebay Intro 9-11am
- 4/28 Sat. – Ebay Selling Basics 9-3:30pm
- 5/4 Fri. – Intro to Microsoft Excel 9-3:30pm
- 5/9 Wed. – Basic Computer Literacy 9-11am
- 5/9 Wed. – MS Excel II, Part A 6-8pm
- 5/11 Fri. – MS Word II 9-3:30pm
- 5/16 Wed. – MS Excel II, Part B 6-8pm
- 5/17 Thur. – Design & Build a Website, Part A 9-3:30pm
- 5/18 Fri. – Design & Build a Website, Part B 9-3:30pm
- 5/21 Mon. – Plan & Implement an e-Commerce... 9-3:30pm
- 5/23 Wed. – "Fun with MS Word" 9-11am
- 5/23 Wed. – MS Excel II, Part C 6-8pm
- 5/30 Wed. – Ebay Intro 9-11am
- 6/1 Fri. – Intro to Microsoft Excel 9-3:30pm
- 6/4 Mon. – Intro to Investments 9-3:30pm
- 6/6 Wed. – eBay Selling Basics 9-3:30pm
- 6/6 Wed. – Basic Computer Literacy 6-8pm
- 6/8 Fri. – MS Excel II 9-3:30pm
- 6/13 Wed. – Easy E-mail and Safe Surfing 9-11am
- 6/14 Thur. – Design & Build a Website, Part A 9-3:30pm
- 6/15 Fri. – Design & Build a Website, Part B 9-3:30pm
- 6/20 Wed. – Job Seekers Workshop 9-3:30pm
- 6/21 Thur. – Investment 101 via The Web 9-3:30pm

Register now at



for upcoming classes!

(802) 372 – 4101



#### **Basic Computer Literacy (2 hrs.)**

**-Mary Harwood, Instructor**

**Wednesday 4/4, 5/9 9 to 11 a.m. OR**

**Wednesday 6/6 6 to 8 p.m. – Cost: \$50.00**

Designed for the Beginner with little/no computer experience.

Class will include:

- Introduction to the parts of a computer
- Learning how to use a mouse
- Basics of Windows & Internet Explorer

#### **eBay Selling Basics (6 hrs.)**

**-Darcy Coates of VT Cyber Cottage, Instructor**

**Weds. 4/4, 4/11, 4/18 6 to 8 p.m. OR**

**Sat. 4/28, Wed. 6/6 9 to 3:30 p.m. – Cost: \$150.00**

Leverage eBay's popularity for fun & profit! The largest online marketplace serves many rural entrepreneurs: artists, hobbyists, attic scavengers & collectors can earn extra cash or start a business. Savvy sellers enjoy low-cost home start-up, flexible hours & access to global markets! Prerequisite: eBay Intro or account. Included (with time to practice):

- Researching what sells (be surprised!)
- Selling format & marketing strategies
- Photography, shipping & safety tips

#### **Introduction to Power Point (2 hrs.)**

**-Mary Harwood, Instructor**

**Saturday 4/14 9 to 11 a.m. – Cost: \$50.00**

Want to learn how to make easy and attractive presentations using your computer? This session will cover the basics to get you started in Power Point. Prerequisite : Basic Computer Literacy, familiarity with one or more Office programs.

- Picking an easy to read template
- Inserting text
- Inserting clip art and photos
- Customizing your look

**eBay Intro: Exploring Everyone's Online Marketplace** (2 hrs.)  
-Darcy Coates of Vermont Cyber Cottage, Instructor

**Sat. 3/31 OR**

**Wed. 4/25, 5/30 9 to 11 a.m.** Cost: \$50.00

Curious about the eBay phenomenon? In this hands-on introductory class, we'll take a 2-hour tour of the dynamic dot-com that pioneered global online trading! Learn how savvy shoppers and businesses alike profit from this community-driven destination. *It's not just auctions anymore!* Prerequisite: Basic PC & Web browser skills. Included:

- Guided tour of eBay Web site & culture
- Overview of buyer/seller opportunities
- Treasure hunting, browse/search tips

**Introduction to Microsoft Word** (6 hrs.)  
-Mary Harwood, Instructor

**Wednesday 4/11 9 to 3:30 p.m.** – Cost: \$150.00

Learn how to use Microsoft Word to do basic word tasks such as writing memos, reports or letters.

Class will include:

- Create, Edit, Format and save a Document
- Headers & Footers
- Spelling & Grammar Checker
- Basic Templates for stationery, reports, & more
- Insert clip art & photos into documents

**Introduction to Microsoft Excel** (6 hrs.)  
-Darcy Coates of Vermont Cyber Cottage, Instructor

**Friday 5/4, 6/1 9 to 3:30p.m.** – Cost: \$150.00

This introductory course teaches basic skills for building spreadsheets to easily crunch numbers & organize your records. Calculate budgets with simple formulas & sort lists fast! Explore menus/toolbars unique to Excel, & learn concepts/tasks common to all spreadsheet programs. Prerequisite: Basic PC literacy. Essential skills we'll practice:

- Navigate & build basic spreadsheets
- Calculate with simple formulas (+-\*/)
- Print, chart & automatically sort info

**"Fun with Microsoft Word"** (2 hrs.)  
-Mary Harwood, Instructor

**Wednesday 5/23 9 to 11 a.m.** – Cost: \$50.00

Want more options for your creative ideas? See what you can do in Word! Prerequisite: Basic knowledge of Word. Class will include:

- Tips to create note cards, posters, fliers & more
- Inserting clip art and photos
- Using Word online templates

**MS Excel II** (6 hrs.)

-Darcy Coates of Vermont Cyber Cottage, Instructor

**Weds. 5/9, 5/16, 5/23 6 to 8 p.m. OR**

**Friday 6/8 9 to 3:30 p.m.** – Cost: \$150.00

Become a power spreadsheet user! Apply Excel to custom financial & data projects, at home or on the job. This intermediate, hands-on course teaches techniques for linking large worksheets, using time & logic functions, & filtering data. Prerequisite: MS Excel I (or equivalent experience with a spreadsheet program). Savvy skills covered:

- Calculate with dates, logic, or in 3D
- Automate info lookup; sort/filter lists
- Manage big sheets; secure files & data

**Microsoft Word II** (6 hrs.)

-Mary Harwood, Instructor

**Friday 5/11 9 to 3:30p.m.** – Cost: \$150.00

Learn how to use more of Word's features to help with your business and personal life.

Prerequisite: Basic computer literacy and Basic Word.

Class will include:

- Mail merge and data management
- Advanced Formatting
- Footnotes and more for academic work
- Making your own template
- Using Word for newsletters, etc.

**SPACE IS LIMITED**

**CALL US TODAY!**

**(802) 372-4101**

**Design & Build Your Website** (2 days)

-Frank Canovatchel, Instructor

**Thur. & Fri. 5/17, 5/18 OR 6/14, 6/15**

**9 to 3:30 p.m.** – Cost: \$325.00

Many people are looking to build simple, informative web sites about their families, businesses, clubs and organizations. This course is designed for those who know absolutely nothing about web development and want to learn. At the end of the course, you will be able to design and build a fully functional, internet ready web site. (See Net Source for Hosting!)

Class will include:

- Identifying the tools of the trade
- Create a simple web page
- Layout & Design Using Tables, Lists, Graphics
- Form Development

**Planning & Implementing An e-Commerce Website** (6 hrs.)  
-Frank Canovatchel, Instructor

**Mon. 5/21 9 to 3:30 p.m.** – Cost: \$150.00  
Do you own a business you think would prosper on the Internet? Do you wonder if your business is even suitable for the Internet? How do you start an Internet-based business? If you have asked yourself these questions, this seminar will help you get the answers. Class will include:

- Evaluate Web services
- How to interview Web developers
- How to assess the appropriateness of your business for the Internet
- How to Manage and Internet-based business

**An Introduction to Investments** (6 hrs.)

**Mon. 6/4, 6/25 9 to 3:30 p.m.** – Cost: \$150.00  
For many people, this is a complex labyrinth of foreign terms, high risk, low reward opportunities. Yet, all of us need to decipher the terminology, understand our options and make the best possible financial decisions. This course offers the novice, and those knowing even less, an introduction to understanding the language of investments, simple ways of getting started as well as techniques to evaluate and manage investments. The emphasis of this course will be on using Web-based tools to meet these objectives.

**Easy E-mail and Safe Surfing** (2 hrs.)  
-Mary Harwood, Instructor

**Wednesday 6/13 9 to 11 a.m.** – Cost: \$50.00  
Unfamiliar or uncomfortable with using email and the Internet? Not sure when or what to download? Bring email addresses for friends and family. Prerequisite: Basic computer literacy  
Class will include:

- Setting up a web-based email account
- Safety tips for email and web surfing
- Opening attachments
- Sending emails with attachments

**Job Seekers Workshop** (6 hrs.)  
-Mary Harwood, Instructor

**Wednesday 6/20 9 to 3:30 p.m.** – Cost: \$150.00  
Unlock the power of the Internet to help with your job search. Brush up your resume and cover letter. Prerequisite: Basic computer literacy, Basic Word  
Optional: bring a disk with your resume.  
Class will include:

- Basics of a resume
- Cover letters that sell
- Finding jobs on the Internet
- Basics of applying – uploading documents to web-sites, etc.

**Investment 101 via The Web** (6 hrs.)  
-Frank Canovatchel, Instructor

**Thur. 6/21 9 to 3:30 p.m.** – Cost: \$150.00  
This course is designed for those who have an understanding of how to manage investments. People will learn what web tools are available to help them evaluate their portfolio, perform research, track their portfolios and trade via the web. Investment simulation web sites are also explored and evaluated.

**“So You Want to Be Published”** (6 hrs.)  
-Mary Harwood, Instructor

**Friday 6/22 9 to 3:30 p.m.** – Cost: \$150.00  
Get those poems and stories out of the drawer and into the world! Learn how to market your writing and keep track of submissions. Prerequisite: Basic computer literacy, basic Word, basic Excel helpful.  
Optional: bring a disk with work you're ready to send. Class will include:

- Sources for publication, both web-based research and other formats
- The cover letter, query letter
- Tracking your submissions
- Submission etiquette
- Time to build a list of potential sources



A Computer Service Center & Training Facility locally owned by Greg Smith and John Gardner We provide you with Computer, Network, Video, Internet and Educational Solutions for all your personal, business or municipal needs.

**Service area includes but is not limited to:**

Chittenden, Grand Isle & Franklin Counties in Vermont and Clinton County in New York

## Registration Requirements

Classes without the minimum required registered students will be cancelled. (If for this reason the class is cancelled, your deposit will be refunded.)

Register in person at the Net Source of Vermont office.

Class size is limited to 8 students. Registrations are accepted on a first-come, first-serve basis.

A \$25.00 deposit\* must accompany registration for each class session.

Students will receive a receipt indicating the date & time of the class.

Balance is due when the student attends the first scheduled class.

If the student fails to give 24 hours notice of cancellation, the deposit is forfeited.

It is the responsibility of the student to notify Net Source of Vermont if they wish to cancel.

Net Source of Vermont reserves the right to cancel a class for circumstances beyond our control such as weather or illness.

\*Deposit is refundable with a 24 hours notice, prior to scheduled class and may be picked up at the Net Source

~All Classes will be held at:

10 Island Circle – Suite 3  
Grand Isle, Vermont  
[www.netsourcevt.com](http://www.netsourcevt.com)



Call (802) 372 – 4101

**We buy and sell new and used computers**

**Business Hours:**  
**MONDAY — FRIDAY 9AM — 5PM**  
**SATURDAY 9AM — 2PM**

- ❖ Repairs and Upgrades
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- ❖ Computer Parts and Supplies
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