



Can you recognize the handheld electronic devices that customers bring to your library? Are you curious about handhelds for your own or your library's use?

Computer technology and the thirst for on-demand information have recently created a wave of digital, handheld, multifunction devices. Whether you own one or not, you'll be amazed at the variety of practical ways that you can use a PDA (Personal Digital Assistant) or other pocket digital device.

In this course, you will learn about the various types of devices, their operating systems, terminology, and the basic features of each type. Security issues affecting PDAs for online tasks are discussed, as they are vulnerable to viruses, mobile code exploits, and a variety of other threats. Learn about the history of these devices, the differences between Pocket PCs and Palms, and the components and styles each device has to offer.

After completing this course, you will be able to:

- Identify the different types of electronic handheld devices
- Recognize components, features and uses of handheld devices
- Determine the advantages and disadvantages of moving from a desktop to a PDA
- Discuss security issues related to handheld electronic devices



DATE: Tuesday, July 26, 2005
PLACE: HRLC Office
Denville
TIME: 9:30 am—12:30 pm (*sign-in 9:00 am*)
COST: \$25.00
COURSE CODE: T050726A



TO REGISTER: Call the HRLC Office at 1-800-638-4752 to reserve a space or register online at <http://www.peopleware.net/2909> ; then complete the registration form on the back. Directions are on the back.

HIGHLANDS REGIONAL LIBRARY COOPERATIVE

66 Ford Road, Suite 124, Denville, NJ 07834
1-800-638-4752 or 973-664-1776

FROM THE EAST: Take Route 80 West to Exit 37 – Hibernia/Rockaway. At the traffic light at the end of the ramp, turn right and almost immediately turn left at the next traffic light onto Morris Avenue. Cross a railroad track and turn left onto Ford Road (Denville Technical Park). Proceed to the last office building on the right. Park on the left side of the building and enter common hallway. Proceed to Suite 124.

FROM THE WEST: Take Route 80 East to Exit 37 – Hibernia/Rockaway. At the traffic light at the end of the ramp, turn left and get into the right lane. Proceed under Route 80 and immediately at traffic light, turn right onto Morris Avenue. Cross a railroad track and turn left onto Ford Road (Denville Technical Park). Proceed to the last office building on the right. Follow directions above.

FROM RT. 287 NORTH OR SOUTH: Travel West on Route 80. Follow directions “FROM THE EAST” above.

FROM RTS. 206 NORTH OR 15 SOUTH: Travel East on Route 80. Follow directions “FROM THE WEST” above.

CANCELLATION POLICY

You may cancel up to **ten** days before a scheduled class without penalty and receive a credit for another class. If you cancel less than ten days before, you will be responsible for payment. Class payments are NON-REFUNDABLE. HRLC reserves the right to cancel any class that is less than 60% full within 4 business days of the class. If HRLC cancels a class, you will receive a credit toward another class.

REGISTRATION FORM

- YES! I've already registered by phone at 1-800-638-4752 or online at <http://www.peopleware.net/2909> for:
- Course Code: T050726A Handheld Gadgets Cost: \$25

NAME: _____

LIBRARY: _____

WORK TEL: () _____ HOME TEL: () _____

ENCLOSED (Please enclose either check or purchase order with this form):

- Check # _____ in the amount of \$ _____ payable to:
Highlands Regional Library Cooperative
- Purchase Order



RETURN TO:
Highlands Regional Library Cooperative
66 Ford Road, Suite 124
Denville, NJ 07834

