

This brochure contains information for all courses offered in Session 2 2018

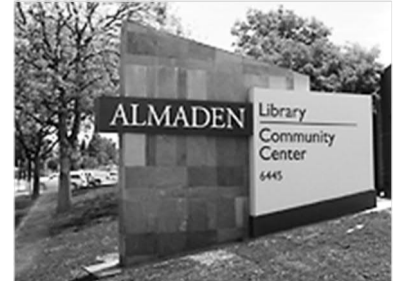
REGISTRATION FOR SESSION 2 2018

Saturday, March 17, 11:30 am

Almaden Community Center

6445 Camden Avenue, San Jose, CA 95120

Session dates: Monday, April 2 – Friday, May 25



- Please bring this mailer with you to registration. If you can't attend registration in person on March 17, you can use the proxy form on page 7 to register. Your chance of getting into your first choice course is the same as if you register in person. See the proxy form for additional details.
- Classes are taught using Windows PC computers—no Apple Macs. Students taking iPhone, iPad, or Android courses must bring their own devices to class.
- Most courses have prerequisites—skills and knowledge you need to have before taking a course. If you don't meet the prerequisites, you probably won't get much out of the course.
- Please note the start time for each course you're taking and allow time for parking before class begins.
- The Open Lab period is on Mondays, 1:45 – 3:30, during each session. Almaden CCA students may attend Open Lab to use a computer and get assistance from a lab volunteer.
- After registration, go to almadenCCA.org for current information about course openings. Then call [\(408\) 674-1401](tel:4086741401) to sign up for any open course or if you need additional information.

About Us

- Computer Classes for Adults, a 501(c)(3) nonprofit education organization, teaches seniors and other active adults how to use their computers, tablets, and smart phones, with classes that are both informative and fun.
- The name is new, but since 2000, we've been offering courses for seniors who want to improve their computer skills. Same location. Same staff. New name. Same goal of helping you make better use of technology so you can keep up with the modern world.
- You do not need to be a member of the national SeniorNet organization to take courses and workshops at Almaden.
- You can email us at almadenCCA@gmail.com.

Important Dates

- Session 2
- Registration: March 17, 11:30 am
 Dates: April 2 – May 25
- Session 3
- Registration: June 30, 11:30 am
 Dates: July 16 – September 10
 No classes on September 3
- Session 4
- Registration: September 8, 11:30 am
 Dates: September 24 – November 16
 No classes on October 8
 or November 12

Basics

A Computer Basics

Prerequisite: A desire to use a Windows computer.

The Computer Basics course is designed for adults new to computers or those who want to improve their skills. Hands-on practice with step-by-step exercises teach you the how's, when's, and why's of using a mouse. You'll use the Windows 10 Start menu and open and use some of the apps that come with Windows 10. You'll learn techniques such as document formatting and cut, copy, and paste as you open, create, and save files. Going online, searching for information, and using email are also covered. Individual help is provided. Class activities and homework reinforce learning. This course uses Windows 10 but will also be helpful for someone using an earlier version of Windows.

Shirley Anderson, Instructor

Tuesdays, Apr 3 – May 22, 11:30 am – 1:30 pm

CB-005 8 weeks \$20

Windows 10

Using Windows 10

Prerequisites: An introductory computer course or equivalent experience with a computer that runs Windows.

This course is for students with computer experience who want to know more about Windows 10. You'll learn how to use the Windows 10 Start menu with its live tiles, customize the operating system to make it work the way you want it to, manage multiple windows, and use some popular apps. You'll learn about using File Explorer to manage files, folders, disks, and flash drives; using system maintenance tools; backing up your files with File History; accessing the Internet with the Edge browser; using email; and what the Windows Store is all about. Plus, you get to meet Cortana—your personal assistant.

B Bill Buckley, Instructor

Fridays, Apr 6 – May 25, 9:00 am – 11:00 am

UW10-024 8 weeks \$20

C Russ Lucas, Instructor

Tuesdays, Apr 3 – May 22, 2:00 pm – 4:00 pm

UW10-025 8 weeks \$20

Files and Folders

N Organize and Find Your Stuff

Prerequisite: Basic computer skills.

A place for everything and everything in its place. This practical course will help you organize the stuff on your computer. You'll learn how to create folders, save files in appropriate folders, group similar files, and rename files and folders. You'll learn how to choose where to save files, search for files, delete files and folders, work with the Recycle Bin, and use flash drives as a backup or to transfer files to a different computer. Hands-on exercises in class reinforces skills. Bring a flash drive to class.

Shirley Anderson, Instructor

Thursdays, May 3 – May 24, 11:30 am – 1:30 pm

FEE10-007 4 weeks \$15

Android Devices

D Android Phones and Tablets

Prerequisites: Bring a charged Android smart phone or tablet (Samsung, Motorola, HTC, Nexus, Pixel, etc.) to each class.

Learn how to use your Android phone to make and receive phone calls, send and receive text messages, handle voice mail, email, manage your contact list, use the calendar, use Google Maps and the many other built-in apps, and download even more apps. If you have an Android tablet, you can do all these things except make phone calls and text.

Walt Cole, Instructor

Fridays, Apr 6 – May 25, 11:30 am – 1:30 pm

AP-008 8 weeks \$20

Go to AlmadenCCA.org for links to the course list, the current edition of the mailer, and a class summary in a calendar format. Click the Calendar tab for a downloadable 2018 calendar that shows registration and session dates for this year.

If you miss registration, check the website for courses that are open and call [\(408\) 674-1401](tel:4086741401) to sign up for any open course.

You can email us at almadenCCA@gmail.com.

Apple Devices

Basic iPhone

Prerequisites: Bring a fully charged iPhone and your email address and password to class. Know your Apple ID and its password and your lock screen code. If you do not have an Apple ID or lock screen code, we'll help you set them up. Have your phone updated to its latest iOS version.

In this Basic iPhone course, we'll cover basic skills and personal set-up; the phone's features, including FaceTime; using the camera and an introduction to sharing; the Home screen, installed apps, the dock, and some suggested apps to add; email and instant messaging; setting up the calendar; Safari and web browsing; Siri; the Control Center; and more. A recommended textbook is available; if interested, please bring \$10 to the first class.

E Bob Stiller, Instructor

Mondays, Apr 2 – May 21, 9:00 am – 11:00 am

IPH-018 8 weeks \$20

F Bob Stiller, Instructor

Wednesdays, Apr 4 – May 23, 9:00 am – 11:00 am

IPH-019 8 weeks \$20

G Intermediate iPhone

Prerequisites: Bring a fully charged iPhone with iOS 11 installed to class, and know your Apple ID and password. Know common gestures such as tap, double-tap, swipe, and pinch-zoom, and how to use settings, spotlight search, and app switcher. If you've never taken an iPhone class, we recommend that you take the Basic iPhone class first.

This class starts with an overview of the hardware and the software interface. You'll learn how to organize your iPhone to meet your needs, move apps and create folders as needed, add events to the calendar, and create contacts. You'll practice making phone calls, conference calls, and using FaceTime. We'll look at navigation with the Maps app, touch on the benefits of iCloud, and spend one class on the camera. A recommended text book is available; if interested, please bring \$10 to the first class.

Mitch Jacobs, Instructor

Thursdays, Apr 5 – May 24, 9:00 am – 11:00 am

IPHI-002 8 weeks \$20

H iPad: The Basics

Prerequisites: Bring a fully charged iPad to class and your Apple ID, which consists of an email address and a password. Your phone must have iOS version 11 installed.

An iPad is a computer in a tablet, now greatly enhanced with iOS 11. You will learn how to use the apps that come with the iPad, including Safari, the web browser; email; messaging; taking and sending photos; and video chat; among other apps. The course uses a book from Que Publishing, which is \$10 per book for students.

Mark Hames, Instructor

Tuesdays, Apr 3 – May 22, 9:00 am – 11:00 am

IPAD-016 8 weeks \$20

I Did You Know... Your Camera App Can Do This **New!**

Prerequisite: [iPhones and iPads with the iOS 11.2.5 update only](#). This course is not for you if your older iDevice cannot be upgraded to iOS 11.2.5.

You will be shown how to take better photos using the Native camera app. Some of the new features are HDR, Live, Timer, and Camera Filters. Each week a new feature will be discussed, and you will have time in class to gain experience with the new feature. A friendly tip or trick each week will make picture-taking a little easier and more creative. We will be using both iPhones (6, 7, 8, SE) and iPad Pros to demonstrate the camera app in class.

Sue Buckley, Instructor

Mondays, Apr 30 – May 21, 11:30 am – 1:30 pm

ICA-001 4 weeks \$15

Print Shop

L Print Shop Projects

Prerequisites: Experience using Print Shop software. Good mouse skills are essential!

The Print Shop Projects course uses Print Shop 23.1 Deluxe Version and has been created for you to continue with your projects or start new ones. Each week a short presentation will be made of a project you can work on individually. During the class time, you can work on that project or other special projects of your choice, with help as needed.

Phyllis House and Sharon Epp, Instructors

Thursdays, Apr 5 – May 24, 2:00 pm – 4:00 pm

GCP-007 8 weeks \$20

Google Apps

J Gmail, Switching to and Using

Prerequisites: A Gmail account for which you know the password; if you don't have one, contact the instructor at 408-674-1401 or opawalt@gmail.com

Learn the features and capabilities of Google's email system (Gmail). We'll show you how to convert from your current email account (like Yahoo) to Gmail. We'll cover sending and receiving email with and without attachments, Gmail threads, Gmail labels, and Gmail tabs for separating your email into categories. Google Contacts and Calendar are also covered. You can use these features on your smartphone and tablet as well as your computer.

Walt Cole, Instructor

Wednesdays, Apr 4 – Apr 25, 11:30 am – 1:30 pm
WUG-008 4 weeks \$15

K Google Photos

Prerequisites: Before the first class, if you don't already have a Google account (same as a Gmail account), sign up for one. Bring the Google account user name and password to each class.

Google Photos is the latest photo management/photo editing/photo sharing offer from Google. It is all online and is integrated with the Google Photos app on smartphones and tablets. We will cover uploading photos on your computer to Google Photos in the cloud and downloading photos from the cloud to your computer. Also covered are album creation and sharing. We will also edit photos (in the cloud). Any Picasa Web Albums you currently have will already be in Google Photos.

Walt Cole, Instructor

Wednesdays, May 2 – May 23, 11:30 am – 1:30 pm
GPH-006 4 weeks \$15

If you receive a notice saying your SeniorNet membership has expired and you need to renew it, remember that you do not have to be a member of SeniorNet to take classes at Computer Classes for Adults (Almaden CCA). If you have already renewed, your SeniorNet membership can be used at Willows.

Photoshop Elements

M Photoshop Elements 2018 Digital Projects **New!**

Prerequisite: Adobe Photoshop Elements 14 and up for Windows on your computer and an internet connection; completion of a Photoshop Elements course that covered organizing, enhancing, and sharing photos. It is essential that you be familiar with dialog boxes and have good mouse skills.

In this four-week course with all new content, learn how to design digital projects such as greeting cards, scrapbook pages, invitations, etc., with Adobe Photoshop Elements, using pictures of your family, grandchildren, pets, latest vacation, a wedding, or a recent class reunion. You will learn to work with layers, type and shape tools, photo effects, filters, and gradients tools. This course uses Photoshop Elements 2018. New Effects in the Guided Edit Mode will be included in this course, and all the projects are new. Students are encouraged to practice and do homework.

Chris Chavez, Instructor

Thursdays, Apr 5 – Apr 26, 11:30 am – 1:30 pm
PEP18-001 4 weeks \$15

Microsoft Word

O Microsoft Word 2016 Part 1 **New!**

Prerequisites: Windows experience plus good mouse and keyboard skills.

This course uses the Word version that is part of Microsoft Office 2016 for Windows. Emphasis is on using the "ribbon" interface also found in other Microsoft programs. You'll learn to create and edit documents; select and format text; cut, copy and paste text and pictures; save and open files; and use many of Word's tools and other features. Setting margins, formatting text in columns, and inserting pictures are also covered. Word is complex, but you can learn what you need to know to create outstanding documents, one step at a time. If you're using an earlier version of Word, the course will still be helpful.

Shirley Anderson, Instructor

Mondays, Apr 2 – Apr 23, 11:30 am – 1:30 pm
W161-001 4 weeks \$15

Workshops

Each workshop is one two-hour class. Register in person by attending registration, or by proxy. After registration, go to almadenCCA.org to see openings, then call [\(408\) 674-1401](tel:4086741401) to register.

W1 So, You Want to Buy a Laptop **New!**

Prerequisites: None.

Why? Let's spend two hours discussing what you will use it for, and what options need to be considered. Focus will be on the Windows PC, but the discussion will apply to the Apple Mac as well.

Steve Brock, Instructor

Wednesday, Apr 4, 2:00 pm–4:00 pm

BAL-001 1 week \$10

W2 Using Uber and Lyft **Full New!**

Prerequisite: You must have an activated smart phone (iPhone or Android) and an active debit or credit card.

We will cover how to set up the Uber and Lyft apps on your smart phone, configure payment options and prepare for your ride-hailing experience. You will be able to request rides and immediately take advantage of these ride-sharing services.

Al Reinig, Instructor

Wednesday, Apr 11, 2:00 pm – 4:00 pm

UUL-001 1 week \$10

W3 Flash Drives Simplified

Prerequisites: Bring a flash drive to class.

These small devices are convenient for storing your files and transferring them between computers.

Russ Lucas, Instructor

Wednesday, Apr 18, 2:00 pm–4:00 pm

FDS-003 1 week \$10

W4 Download Photos from a Smart Phone to a Windows 10 Computer **New! Full**

Prerequisite: Smart phone and Windows 10 skills.

Is your phone loaded with photos? Would you like to back them up to your desktop or laptop computer and free up some space on your phone? This workshop will show you some relatively easy ways to get your pictures from your phone to a Windows 10 computer. The new Photos Companion app will be featured. The class examples will be done with an Android phone. Students with iPhones will have to adapt the examples to their devices.

DeForrest Home, Instructor

Wednesday, Apr 25, 2:00 pm – 4:00 pm

DP-001 1 week \$10

W5 Sending Songs to an iPhone **New!**

Prerequisites: Basic iPhone skills.

Take your music with you wherever you go. Copy songs that are on your computer to your Apple iPhone with a cable connecting them. Bring your iPhone and connecting cable to class with you.

Walt Cole, Instructor

Wednesday, May 2, 2:00 pm–4:00 pm

SSI-001 1 week \$10

W4b Download Photos from a Smart Phone to a Windows 10 Computer **New!**

See description for W4 in the left column

Walt Cole, Instructor

Wednesday, May 9, 2:00 pm – 4:00 pm

SSA-001 1 week \$10

W7 Introduction to Google **New!**

Prerequisites: Basic computer skills. **Full**

The web is huge. Without help, it is almost impossible to find what you are looking for on the web. Your help is Google, a search engine that gets results. Learn how to effectively use Google search.

Mark Hames, Instructor

Wednesday, May 16, 2:00 pm – 4:00 pm

I0G-001 1 week \$10

W2b Using Uber and Lyft **New!**

Prerequisite: You must have an activated smart phone (iPhone or Android) and an active debit or credit card.

We will cover how to set up the Uber and Lyft apps on your smart phone, configure payment options and prepare for your ride-hailing experience. You will be able to request rides and immediately take advantage of these ride-sharing services.

Al Reinig, Instructor

Wednesday, May 23, 2:00 pm – 4:00 pm

I1AF-001 1 week \$10

Registration Procedure for March 17, 2018

Please bring your mailer with the address label with you to registration, and stop at the check-in table to get your Almaden CCA Student ID number. Then go into the registration room and take a seat. Don't make out your checks yet; you can do that later.

Lottery system: Almaden CCA uses a lottery system to determine the order in which a person registers. Whether you register in person or by proxy, you have the same chance of getting into your first choice of courses. Those who register in person have priority for additional courses after the first choice.

Here's how it works. After a few announcements, lottery tickets are passed around. Each person draws one lottery number. If a couple (any two people, only one of whom needs to be present) wants to register to take the same course, ask for a couple's ticket; then draw only one lottery number for the couple. After everyone has drawn a lottery number, ranges of numbers are called. When you hear your number range called, get in line at the front of the room. At this time, be sure you know which course you want to take.

Get your course chit: A chit is a small card with course identification on it. When you arrive at the front table, tell the person with the chits which course you want to enroll in. You'll be handed a chit for that course. Please check to make sure the chit you received is for the course you want to take. You may request only one course per person at the front table. If you have a couple's ticket, hand it to the person with the chits, and you will receive two chits for the same course, one for each person.

Once you have a chit, you have a place in that course, but you are not enrolled in the course until you complete the registration process upstairs.

When all chits for a course have been handed out, the course is full. If you did not get into the course you wanted, stop at the overflow/waiting list table and give that person your information for the waiting list.

To take only one course (other than workshops): See [To complete your registration](#) below.

To take a workshop: Stop at the workshop table and tell that person which workshop or workshops you want to take. You can get chits for as many workshops as you want at that time, if they're available.

To take more than one course (other than workshops): After you get the first course chit, stop at the overflow/waiting list table and give that person your information to add to the overflow/waiting list.

To complete your registration: Registration is completed on the second floor. Checks are preferred; if you are paying with cash, no bills larger than \$20, please. There are tables in the hallway where you can write your check or get the correct cash amount. Make your check payable to [Computer Classes for Adults](#), or [CCA](#) for short, for the course fee listed in this mailer. After writing your check or getting the correct cash amount, go to the computer room to register for your course.

When you go into the computer room, have these things in your hand: the card that has your Almaden CCA student number, your course chit, and your check or cash.

After registering in the computer room: If you want to take only one course, you're done. If you requested additional courses on the overflow/waiting list, please go to the second course waiting room (Room 2). If there are still openings in the other courses you want to take, you can register for those courses before leaving the Community Center. If the additional courses you want to take are full, your information will remain on the waiting list; if someone who registered for the course drops out, you might receive a call to fill the vacancy.

To register for a course or workshop after registration on March 17 has passed:

Go to almadenCCA.org. Under the session dates, click the link for [Session 2 Course List](#). This takes you to Course Information, where you can see which courses have openings. Then call [\(408\) 674-1401](tel:4086741401) to enroll. You will be told whether you can still enroll in the course and, if so, how to pay the fee.

Registering by Proxy for Session 2 2018

To sign up for courses without attending registration, use the proxy form below. This form can be used to sign up one individual for one or more courses.

You can request as many as five courses by proxy. At registration, a lottery number will be assigned to your proxy, and your chance of getting into your first choice of courses is the same as if you registered in person. However, people who attend registration can sign up for additional courses before those who register by proxy get their additional choices, so in that way, people who attend registration have an advantage.

If the course you requested fills up before your lottery number is called, your name will be added to the waiting list for that course, and there is a possibility that you might be contacted if a seat becomes available.

After registration, you'll receive a call or an email to let you know whether you did or did not get into your requested courses.

To register by proxy, complete the form below. Write a separate check to CCA for each course you want to take (do not send cash). Place form and check in an envelope and drop it off at the Almaden Community Center information desk, hand it to a staff member in the computer room, or mail it to the address below.

Almaden CCA
P. O. Box 20932
San Jose, CA 95160

Your proxy must be received by Almaden CCA by 12 noon on Friday, March 16. If it arrives later, it will be processed after March 17.

After registration, to get into a course, go to almadenCCA.org to see which courses still have openings, and then call [408-674-1401](tel:408-674-1401) to register for any open course.

Registration Proxy Form (please print)

First name _____ Last name _____ Almaden Student ID # _____

Email address _____ Phone number _____

Course #1 _____ Start Date _____ Time _____

In addition to Course #1, I would like to take these courses:

Course #2 _____ Start Date _____ Time _____

Course #3 _____ Start Date _____ Time _____

Course #4 _____ Start Date _____ Time _____

Course #5 _____ Start Date _____ Time _____

Make checks payable to CCA. Include a separate check for each course fee.

Check 1 # _____ for \$ _____ Check 2 # _____ for \$ _____ Check 3 # _____ for \$ _____

Check 4 # _____ for \$ _____ Check 5 # _____ for \$ _____

Select one: A self-addressed, stamped envelope (SASE) is enclosed for the return of my course receipt. If I do not get into the course, please return my unused check in the SASE.

My canceled check will be my receipt. If I do not get into a requested course, please destroy my check for that course.

Almaden CCA Policy

Auditing a course is not allowed. You can enroll in a second course only after everyone who is present at registration or who submitted a proxy has had an opportunity to enroll in their first course.

If you have not taken a course in two years, your name will be dropped from the USPS mailing list. If you are on the email list only, you will not be dropped unless you ask to be dropped.

Computer Classes *for* Adults
Almaden Community Center

CCA

Computers
Smartphones
Tablets

Learning That Enriches Life
