
Computer Classes *for* Adults Almaden Community Center



This brochure contains information for all courses offered in Session 3 2018

REGISTRATION FOR SESSION 3 2018

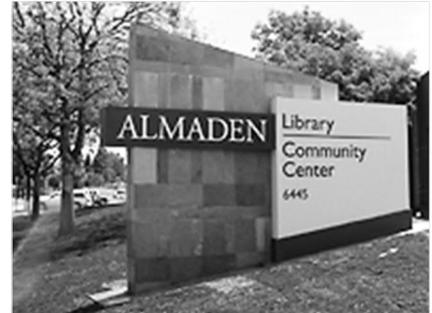
Saturday, June 30, 11:30 am

Almaden Community Center

6445 Camden Avenue, San Jose, CA 95120

Session dates: Monday, July 16 – Monday, September 10

No classes on Monday, September 3 (Labor Day)



- Please bring this mailer with you to registration. If you can't attend registration in person on June 30, 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, educational organization, teaches adults how to use their computers, tablets, and smart phones, with classes that are both informative and fun.
- Since 2000, we've offered courses for adults who want to improve their computer skills. Our goal is to help you make better use of technology so you can keep up with the modern world. Our courses give you the confidence to use and enjoy your computer, tablet, or phone.
- You do not need to be a member of the national SeniorNet organization to take courses and workshops at Almaden CCA.
- You can email us at almadenCCA@gmail.com.

Basic Computer Class

A Computer Basics

Prerequisite: Desire to use a Windows computer.

This course is for adults new to computers or those wanting to improve their skills. You'll get hands-on practice in class, with individual help as needed. We'll cover the Windows 10 Start menu; a few Windows 10 apps; creating, editing, formatting, and saving documents; going online; searching; and using email. Class activities and homework reinforce learning. We'll use Windows 10, but the course is also helpful for someone using an earlier version of Windows.

Shirley Anderson, Instructor

Wednesdays, July 18 – Sep 5, 9:00 am – 11:00 am

CB-006

8 weeks

\$5

Windows 10

C 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.

Russ Lucas, Instructor

Tuesdays, July 17 – Sep 4, 2:00 pm – 4:00 pm

UW10-026 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

Fridays, Aug 17 – Sep 7, 9:00 am – 11:00 am

FEE10-008 4 weeks \$15

Go to AlmadenCCA.org for links to a course list and a class summary in a calendar format. After registration, check the website for courses that are open and call [\(408\) 674-1401](tel:4086741401) to sign up for any open course.

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, July 20 – Sep 7, 11:30 am – 1:30 pm

AP-009 8 weeks \$20

Apple Devices

E 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. No class on Sep. 3.

Bob Stiller, Instructor

Mondays, July 16 – Sep 10, 9:00 am – 11:00 am

IPH-020 8 weeks \$20

H iPad Refresher

New!

Prerequisites: Basic iPad skills

Refresh your iPad skills by revisiting Gestures, Photos, Security, FaceTime, Messaging and more.

Mark Hames, Instructor

Tuesdays, Aug 14 – Sep 4, 9:00 am – 11:00 am

IPR-001 4 weeks \$15

I Using iMovie on Your iDevices **New!**

Prerequisites: Download the iMovie App from the App Store prior to class. Please make sure you have updated your iDevices to the current iOS 11.3.1 version. This app will not work with older iDevices (iPad 2,3,4 and iPhone 4S, 5 and 5S).

The iMovie app lets you create and enjoy your videos by telling stories. You can browse your video library, photo albums or favorite moments to make beautiful movies that you can share and watch on all iDevices in the iMovie Theater. It's fast, fun, and easy to make every video more memorable right in the Photos App. You can add your own music or use music provided in the app. The iMovie app can be used on both iPads and iPhones. No class on Sep. 3.

Sue Buckley, Instructor

Mondays, Aug 13 – Sep 10, 11:30 am – 1:30 pm
IYI-001 4 weeks \$15

Print Shop

G Print Shop Basics

Prerequisites: A little understanding of a PC and lots of patience. Good mouse skills are essential!

We use Print Shop Deluxe Version 23.1 to work on our creations as we learn the basics of the Print Shop software to create and personalize greeting cards, posters, and banners, using the Art Gallery image collection, your own art work or photos as we complete our projects. The Print Shop Deluxe Version 23.1 software will be available for purchase at the first class meeting.

Phyllis House, Instructor

Mondays, July 16 – Aug 6, 11:30 am – 1:30 pm
IGCM-009 4 weeks \$15

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, Instructor

Thursdays, July 19 – Sep 6, 2:00 pm – 4:00 pm
GCP-008 8 weeks \$20

Google Apps

K Google Essentials **New!**

Prerequisite: General computer skills

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 for websites, images, news and maps.

Mark Hames, Instructor

Tuesdays, July 17 – Aug 7, 9:00 am – 11:00 am
GOE-001 4 weeks \$15

Social Media

J Intro to Facebook

Prerequisites: Some prior experience using a computer and navigating the internet. Please have a Facebook account and know your Facebook password. If you need help creating a Facebook account, assistance will be available before the start date for the course. You need to have email and know your email password, and know how to access your email from a web browser.

Facebook is a useful communication tool if used the right way. Intro to Facebook is for those who want to use Facebook but have little or no experience with it. The course will acquaint you with the fundamentals of using Facebook so you will be able to share interests and activities online with family and friends.

Anne Dunham, Instructor

Tuesdays, July 17 – Aug 7, 11:30 am – 1:30 pm
IFB-016 4 weeks \$15

Genealogy

F Online and Local Genealogy Resources

Prerequisite: Familiarity with web browsers and using the internet.

This course explores a variety of web sites containing genealogical resources. It focuses on showing you how to get the most out of genealogical resources that you can access from your home computer. We will visit Family Search (the Mormon web site), Cyndi's List, Ancestry, USGenweb, and a variety of other sites. We will also look at the local resources available to assist us in our research.

Jim Riley, Instructor

Tuesdays, Aug 14 – Sep 4, 11:30 am–1:30 pm
OGR-005 4 weeks \$15

Photoshop Elements

M Photoshop Elements 2018 Editor Part 1 **New!**

Prerequisite: Adobe Photoshop Elements 11, 12, 13, 14, 15 or 2018 for Windows on your computer (preferably at least PSE 14 or later). If you have an earlier version than PSE 11, this course will not be at all helpful. All new features up through the current 2018 version will be taught, either in this session or in Part 2 the following session. Basic computer and mouse skills and a willingness to do homework and pre-class preparation are essential!

This course starts out exploring ways to quickly fix and adjust photos for red eye, color, cropping, lighting, and sharpness using the Quick Edit functions. It then moves on to the Guided Edit features, which include methods for touching up scratches and blemishes, correcting skin tone, old-fashioned photos, high and low key, pop art, and all the Photomerge applications, just to name a few. It then transitions into the Expert Edit mode, introducing the basic features available only in the Expert Edit workspace. Included are keyboard shortcuts, selection tools, additional exposure, color and lighting corrections, cloning, sharpening, etc. Expert Edit instruction will be continued in the Part 2 advanced class in Session 4. This course covers a lot of material and moves quickly; students should expect to do homework assignments and practice on their own between lessons.

Dick Castro, Instructor

Thursdays, July 19 – Sep 6, 11:30 am – 1:30 pm

PE181-001 8 weeks \$20

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, you can use your SeniorNet membership to take courses at Willows, 2175 Lincoln Ave., San Jose.

Microsoft Office

O Pictures in Word Documents **New!**

Prerequisites: Good working knowledge of any of the Word versions that have a ribbon interface.

A picture is worth—well, you know the saying. Pictures enhance, clarify, and reinforce the text in your Word documents. They make documents more interesting and more likely to be read. In this four-week course, you'll learn the particulars of inserting pictures into Word documents and getting them to behave the way you want in different types of Word documents. We're using Word 2016 in the classroom, but versions 2007 through 2013 work in a similar way.

Shirley Anderson, Instructor

Fridays, July 20 – Aug 10, 9:00 am – 11:00 am

PWD-001 4 weeks \$15

P Excel 2016 Part 1 **New!**

Prerequisites: Windows experience plus good mouse and keyboard skills.

Use Microsoft Excel, a spreadsheet program, to learn how to keep track of "data" in a tabular form. Data can be numbers or text. Covered are workbooks, worksheets, screen layout, cells, rows, columns, the terminology used, simple formulas, basic cell formatting, sorting. There is an optional \$5 book fee, payable in class.

Walt Cole, Instructor

Wednesdays, July 18 – Aug 8, 11:30 am–1:30 pm

EXC1-001 4 weeks \$15

Q Excel 2016 Part 2 **New!**

Prerequisites: Excel Part 1 or equivalent experience.

We will cover making custom charts, using multiple worksheets, autofill, exporting data to other file formats, printing, more on formatting cells, more on formulas. There is an optional \$5 book fee, payable in class; it's the same book used in Part 1.

Walt Cole, Instructor

Wednesdays, Aug 15 – Sep 5, 11:30 am–1:30 pm

EXC2-001 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 Photo Composition Skills

Prerequisites: Basic computer skills.

Learn good photo composition so that you too can create photos that are pleasing to the eye. The goal of good composition is to show your subject or object in a flattering, aesthetically pleasing manner.

Al Reinig, Instructor

Wednesday, July 18, 2:00 pm – 4:00 pm

PCS-003 1 week \$10

W2 Transfer Photos from an iPhone to Windows 10 **New!**

Prerequisite: Bring iPhone cable used for charging. Free up iPhone storage by learning to transfer or copy your iPhone photos and videos to your Windows 10 computer. See your pictures and videos on the larger Windows 10 screen. iPhone charging cable is required.

Mark Hames, Instructor

Wednesday, July 25, 2:00 pm – 4:00 pm

TPI-001 1 week \$10

W3 YouTube Online Videos

Prerequisites: Basic computer skills; ability to navigate on the Internet.

Discover, watch, and share originally created videos, as well as news, sports, music, how-to's, movies, high-tech and science videos, and more.

Helene Eichler, Instructor

Wednesday, Aug 1, 2:00 pm – 4:00 pm

YT-003 1 week \$10

W4 Transfer Photos from an Android Phone to Windows 10

Prerequisite: Android phone and Windows 10. Bring a cable that connects your phone to a USB port. We will use several methods for transferring photos, using a cable and not using a cable. This will free up some space on your phone. The new Photos Companion app will be featured as one of the methods.

Walt Cole, Instructor

Wednesday, Aug 8, 2:00 pm – 4:00 pm

DP-003 1 week \$10

W5 What's New in Gmail **New!**

Prerequisites: A Gmail account (also called a Google account)

In the Spring of 2018, Google updated the Gmail interface with several changes and some new useful features. We will practice with these and answer questions about Gmail.

Walt Cole, Instructor

Wednesday, Aug 15, 2:00 pm – 4:00 pm

WNG-001 1 week \$10

W6 Using Uber and Lyft

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, Aug 22, 2:00 pm – 4:00 pm

UUL-003 1 week \$10

W7 Borrow eBooks from the Library

Prerequisites: A current library card is required.

Use Libby, the smart phone/tablet app from Overdrive, to borrow and read books from the San Jose Library.

Walt Cole, Instructor

Wednesday, Aug 29, 2:00 pm–4:00 pm

BEPL-006 1 week \$10

W8 Setting up a New Computer **New!**

Prerequisites: Windows computer

Are you planning to replace your computer? There are many tasks involved to be sure all your programs and data are working correctly. This class will help you prepare a checklist.

Steve Brock, Instructor

Wednesday, Sep 5, 2:00 pm – 4:00 pm

MNC-001 1 week \$10

Registration Procedure for June 30, 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 numbers are passed out. Each person draws one 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; you will 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 in the computer room.

When all chits for a course have been handed out, the course is full. If you did not get into the course you wanted, give the person at the overflow/waiting list table 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 not complete until you go to a computer in the computer room 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.

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 could receive a call to fill the vacancy.

To register for a course or workshop after registration on June 30 has passed:

Go to almadenCCA.org. Under the session dates, click the link for [Session 3 Course List](#), where you can see which courses have openings. Then call [\(408\) 674-1401](tel:4086741401) to enroll in any open course. 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 3 2018

To sign up for courses without attending registration, use the registration 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, 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, June 29. If it arrives later, it will be processed after June 30.

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

Enrollment 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.

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