

Computer Classes for Adults – Session 3 2018 Course List

Session dates: July 16 – Sep 10; registration on June 30, 11:30 am, Almaden CC

The 8-page brochure (mailer) has additional course information. See website: almadenCCA.org

Basic Windows Course		Photoshop Elements	
A Computer Basics	\$20	M New! Photoshop Elements 2018 Editor Part 1	\$20
Wednesdays, July 18 – Sep 5, 9:00 am – 11:00 am		Thursdays, July 19 – Sep 6, 11:30 am – 1:30 pm	
CB-006	8 weeks Shirley Anderson, Instructor	PE181-001	8 weeks Dick Castro, Instructor
Windows 10		Microsoft Office	
C Using Windows 10	\$20	O New! Pictures in Word Documents	\$15
Tuesdays, July 17 – Sep 4, 2:00 pm – 4:00 pm		Fridays, July 20 – Aug 10, 9:00 am – 11:00 am	
UW10-026	8 weeks Russ Lucas, Instructor	PWD-001	4 weeks Shirley Anderson, Instructor
Files and Folders		P New! Excel 2016 Part 1	\$15
N Organize and Find Your Stuff	\$15	Wednesdays, July 18 – Aug 8, 11:30 am – 1:30 pm	
Fridays, Aug 17 – Sep 7, 9:00 am – 11:00 am		EXC1-001	4 weeks Walt Cole, Instructor
FEE10-008	4 weeks Shirley Anderson, Instructor	Q New! Excel 2016 Part 2	\$15
Android Devices		Wednesdays, Aug 15 – Sep 5, 11:30 am – 1:30 pm	
D Android Phones and Tablets	\$20	EXC2-001	4 weeks Walt Cole, Instructor
Fridays, July 20 – Sep 7, 11:30 am – 1:30 pm		Workshops	
AP-009	8 weeks Walt Cole, Instructor	W1 Photo Composition Skills	\$10
Apple Devices		Wednesday, July 18, 2:00 pm – 4:00 pm	
E Basic iPhone	\$20	PCS-003	AI Reinig, Instructor
Mondays, July 16 – Sep 10, 9:00 am – 11:00 am		W2 New! Transfer Photos from an iPhone	\$10
IPH-020	8 weeks Bob Stiller, Instructor	to Windows 10	
H New! iPad Refresher	\$15	Wednesday, July 25, 2:00 pm – 4:00 pm	
Tuesdays, Aug 14 – Sep 4, 9:00 am – 11:00 am		TPI-001	Mark Hames, Instructor
IPR-001	4 weeks Mark Hames, Instructor	W3 YouTube Online Videos	\$10
I New! Using iMovie on Your iDevices	\$15	Wednesday, Aug 1, 2:00 pm – 4:00 pm	
Mondays, Aug 13 – Sep 10, 11:30 am – 1:30 pm		YT-003	Helene Eichler, Instructor
IYI-001	4 weeks Sue Buckley, Instructor	W4 Transfer Photos from an Android	\$10
Print Shop		Phone to Windows 10	
G Print Shop Basics	\$15	Wednesday, Aug 8, 2:00 pm – 4:00 pm	
Mondays, July 16 – Aug 6, 11:30 am–1:30 pm		DP-003	Walt Cole, Instructor
IGCM-009	4 weeks Phyllis House, Instructor	W5 New! What's New in Gmail	\$10
L Print Shop Projects	\$20	Wednesday, Aug 15, 2:00 pm – 4:00 pm	
Thursdays, July 19 – Sep 6, 2:00 pm–4:00 pm		WNG-001	Walt Cole, Instructor
GCP-008	8 weeks Phyllis House, Instructor	W6 Using Uber and Lyft	\$10
Google Apps		Wednesday, Aug 22, 2:00 pm – 4:00 pm	
K New! Google Essentials	\$15	UUL-003	AI Reinig, Instructor
Tuesdays, July 17 – Aug 7, 9:00 am–11:00 am		W7 Borrow eBooks from the Library	\$10
GOE-001	4 weeks Mark Hames, Instructor	Wednesday, Aug 29, 2:00 pm – 4:00 pm	
Social Media		BEPL-006	Walt Cole, Instructor
J Intro to Facebook	\$15	W8 New! Setting up a New Computer	\$10
Tuesdays, July 17 – Aug 7, 11:30 am–1:30 pm		Wednesday, Sep 5, 2:00 pm – 4:00 pm	
IFB-016	4 weeks Anne Dunham, Instructor	MNC-001	Steve Brock, Instructor
Genealogy			
F Online and Local Genealogy Resources	\$15		
Tuesdays, Aug 14 – Sep 4, 11:30 am – 1:30 pm			
OGR-005	4 weeks Jim Riley, Instructor		

Registering by Proxy for Session 3 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, 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](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.