

This brochure contains information for all courses offered in Session 1 2018

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## REGISTRATION FOR SESSION 1 2018

Saturday, January 6, 11:30 am

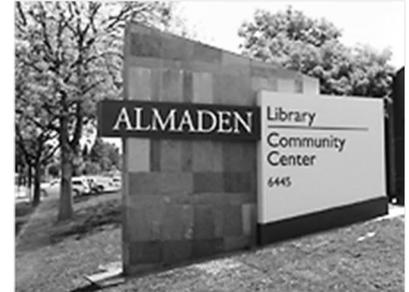
Almaden Community Center

6445 Camden Avenue, San Jose, CA 95120

Session dates: Monday, January 22 – Monday, March 19

No classes on Monday, February 19

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- Please bring this mailer with you to registration. If you cannot attend registration in person on January 6, you can use the proxy form on page 7 to register.
  - 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](http://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.
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## We Have a New Name

For the past 17 years, the SeniorNet Learning Center of Almaden taught adults how to use their computers, tablets and smartphones. Starting in January, our name will be Computer Classes for Adults, a 501(c)(3) nonprofit education organization. We'll also be known as Almaden CCA.

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.

The bottom line for students: Membership in the national SeniorNet organization is no longer required for you to take courses and workshops at Almaden.

## 2018 Session Dates

### Session 1

Registration: January 6, 11:30 am  
 Dates: January 22 – March 19  
 No classes on February 19

### 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

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## Basics

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### A Computer Basics

Prerequisite: A desire to use a Windows computer.

The Computer Basics course is designed for adults new to computers or those with experience 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 while you learn some Windows 10 basics. 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.

Shirley Anderson, Instructor **Full**  
Wednesdays, Jan 24 – Mar 14, 9:00 am – 11:00 am  
CB-004 8 weeks \$20

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## Windows 10

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### 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 **Full**  
Fridays, Jan 26 – Mar 16, 9:00 am – 11:00 am  
UW10-0228 8 weeks \$20

C Russ Lucas, Instructor **Full**  
Tuesdays, Jan 23 – Mar 13, 2:00 pm – 4:00 pm  
UW10-023 8 weeks \$20

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### Q 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

Tuesdays, Feb 20 – Mar 13, 9:00 am – 11:00 am  
FEE10-006 4 weeks \$15

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## Microsoft Office

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### I Microsoft Word Part 2

Prerequisites: Word Part 1 or a lot of experience with Word and the ribbon interface. Good mouse and keyboard skills are essential.

This course covers techniques for creating easy-to-read, attractive, interesting documents. In this intermediate-level course, you'll learn how to line up text in documents and insert and format pictures and illustrations, text boxes, and shapes. Word is complex, but you can learn what you need to know to create outstanding documents, one step at a time.

Shirley Anderson, Instructor  
Thursdays, Jan 25 – Feb 15, 11:30 am – 1:30 pm  
W131-004 4 weeks \$15

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## Android Devices

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### 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 **Full**  
Fridays, Jan 26 – Mar 16, 11:30 am – 1:30 pm  
AP-007 8 weeks \$20

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## Apple Devices

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### E Basic iPhone **Full**

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 the iOS version you plan to use already installed.

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.

Bob Stiller, Instructor

**Full**

Mondays, Jan 22 – Mar 19, 9:00 am – 11:00 am

IPH-017 8 weeks \$20

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### F New! 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 Face-time. 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, Jan 25 – Mar 15, 9:00 am – 11:00 am

IPHI-001 8 weeks \$20

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### G New! Did You Know... Your iDevice Can Do This Part 3

Prerequisite: iPhones & iPads with the iOS 11.2 update only. This course is not for you if your older iDevice cannot be upgraded to iOS 11.2!

The goal of this course is to help you understand the Apple iOS updates, why you need to update your iDevices, and show you what is new. You will be shown some of the new features added from the update, along with a friendly tip or trick each week to make your iDevices a little easier to use. Battery life; customizing the Control Center; Apple Maps; Scan & Sign; multitasking (iPads only) and Markup are just a few of the topics to be covered.

Sue Buckley, Instructor

Mondays, Feb 26 – Mar 19, 11:30 am – 1:30 pm

ICDT3-001 4 weeks \$15

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### H New! OnSong Refresher for Musicians

Prerequisites: You must be proficient in the use of the iPad. Bring a charged iPad with the current iOS update installed, your Apple ID and password, and your email address and password to class with you.

This class is for those who know the basics of the OnSong App and/or need a refresher and want to take it further. Learn to use the OnSong app to replace the

massive number of paper music sheets with performance-ready, interactive, digital chord charts on your iPad. You can put all your music in OnSong, where you can access it instantaneously, and back up your OnSong music sheets in Dropbox or other server. Program your music on OnSong and have it ready in whatever key you or others want to play it in. Write on your music sheets with notes. Project the lyrics to your audience or share your chords with fellow band members. OnSong streamlines your musical performance, and the iPad makes it a perfect companion to amateur and professional musicians, whether preparing, practicing, or performing.

Annette Rodrigues, Instructor

Thursdays, Feb 22 – Mar 15, 11:30 am – 1:30 pm

ORM-001 4 weeks \$15

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### Social Media

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#### O 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, Feb 20 – Mar 13, 11:30 am – 1:30 pm

IFB-015 4 weeks \$15

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### Internet

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#### M The Internet Revealed

Prerequisites: Basic computer skills.

Is there a difference between browser and service provider (ISP)? Are web and internet the same thing? What is the cloud? How do I do a search? This course answers these questions and more and provides practical advice for safely and effectively using an array of online services and resources. The course is targeted toward the novice user, but those who have engaged in limited activities such as emailing, shopping, and Facebook sharing, are also sure to benefit.

Steve Brock, Instructor

Mondays, Jan 22 – Jan 29, 11:30 am – 1:30 pm

IRE-001 2 weeks \$10

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## N Internet Privacy and Security

Prerequisites: Basic computer skills.

Taking a few simple precautions gives you a safe and secure experience on the internet. This course discusses best practices for privacy and security when using the internet. Topics include email safety, online shopping, use of social media, and information on commercial tools. We'll review recommended browser settings for Edge, Firefox, and Chrome to improve your privacy and security.

Steve Brock, Instructor

Mondays, Feb 5 – Feb 12, 11:30 am – 1:30 pm

IC-006                      2 weeks                      \$10

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### Google Apps

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## P 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](mailto: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, Jan 24 – Feb 14, 11:30 am – 1:30 pm

WUG-007                      4 weeks                      \$15

## R Google Photos

**Full**

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

**Full**

Wednesdays, Feb 21 – Mar 14, 11:30 am – 1:30 pm

GPH-005                      4 weeks                      \$15

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## Print Shop

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## J Greeting Card Magic! Intro

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

Tuesdays, Jan 23 – Feb 13, 11:30 am – 1:30 pm

IGCM-009                      4 weeks                      \$15

## New! Print Shop Party Magic! Parts 1 and 2

Prerequisites: Completion of at least an introductory Print Shop or Greeting Card Magic! course with experience using the Print Shop software for creative projects, or permission of the instructors. Excellent mouse skills are essential. Software is available for purchase in the first class if needed.

Let's design a party! These two four-week courses use Print Shop Deluxe Version 23.1 software to create exciting party projects! In each of the eight weeks, we'll make invitations, place cards, napkin rings, gift boxes, table decorations, a pennant banner, a poster, hostess gifts, and more in your chosen theme—birthday, anniversary, baby shower, holiday or whatever type of party theme you have in mind. You can use your own photos or the extensive clip art available that includes a wide choice of images such as flowers, animals, sports, travel, cartoon figures, and other themes. Some supplies needed for the projects can be purchased in class. Sign up for one or both; individual projects will be completed in each of the four-week sections, and the projects in each four-week section will be different.

## K Part 1: Phyllis House, Instructor

Thursdays, Jan 25 – Feb 15, 2:00 pm – 4:00 pm

PSPM-001                      4 weeks                      \$15

## L Part 2: Erin Barclay, Instructor

Thursdays, Feb 22 – Mar 15, 2:00 pm – 4:00 pm

PSPM-002                      4 weeks                      \$15

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## Workshops

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Each workshop is one two-hour class. Register in person at registration, or by proxy. After registration, call [\(408\) 674-1401](tel:4086741401) to register for any open workshop.

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### W1 New! What Is Computer Classes for Adults?

This free workshop explains our transition from Senior-Net Almaden to Almaden CCA and what it means to you.

Mark Hames, Instructor

Tuesday, Jan 23, 9:00 am – 11:00 am

WCCA-001 1 week Free

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### W2 New! What's New in iOS 11 for the iPhone

Prerequisite: iOS 11 required. Basic iPhone/iPad skills. iOS 11 sets a new standard for a mobile operating system, making the iPhone Apple's most powerful, personal, and intelligent phone ever. Learn what's new.

Mark Hames, Instructor

Tuesday, Jan 30, 9:00 am – 11:00 am

NPH-001 1 week \$10

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### W3 New! What's New in iOS 11 for the iPad

Prerequisite: iOS 11 required. Basic iPhone/iPad skills. iOS 11 sets a new standard for a mobile operating system, making the iPad Apple's most powerful, personal, and intelligent tablet ever. Learn what's new.

Mark Hames, Instructor

Tuesday, Feb 6, 9:00 am – 11:00 am

NPA-001 1 week \$10

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### W4 New! iPhone Video

Prerequisite: iOS 11 required. Basic iPhone skills. The iPhone is more than a still camera. It takes video. Excellent video. Learn how to take video that you will want to show.

Mark Hames, Instructor

Tuesday, Feb 13, 9:00 am – 11:00 am

IPV-001 1 week \$10

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### W5 Flash Drives Simplified

Prerequisites: Bring a flash drive to class. **Full**  
These small devices are convenient for storing your files and transferring them between computers.

Russ Lucas, Instructor

Wednesday, Jan 24, 2:00 pm–4:00 pm

FDS-002 1 week \$10

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### W6 Borrowing eBooks from the Library Using an Apple or Android Device

Prerequisites: A current library card is required. Use Libby, the app from Overdrive, to borrow and read books from the San Jose Library.

Walt Cole, Instructor

Wednesday, Jan 31, 2:00 pm – 4:00 pm

BEPL-005 1 week \$10

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### W7 New! Borrowing eBooks from the Library Using a Kindle

Prerequisites: A current library card is required. Students with a Kindle (device or app) can borrow and read books using the Amazon interface.

Walt Cole, Instructor

Wednesday, Feb 7, 2:00 pm – 4:00 pm

BELK-001 1 week \$10

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### W8 Creative Project Using Photoshop Elements

Prerequisites: Photoshop Elements 14 or up and an Internet connection; good computer skills.

In this workshop, you will learn how to use paint chips to create place cards, greeting cards, or bookmarks.

Chris Chavez, Instructor

Wednesday, Feb 14, 2:00 pm – 4:00 pm

CPPE-002 1 week \$10

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### W9 New! Rip Music from CDs to Computer

Prerequisites: Basic computer skills.

Rip songs from your CDs to your computer so you can listen to them on your computer, or transfer the music to a smartphone, where you can listen anytime, anywhere.

Walt Cole, Instructor

Wednesday, Feb 21, 2:00 pm – 4:00 pm

RSCD-001 1 week \$10

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### W10 New! "Siri" for Android Devices

Prerequisites: An Android phone or tablet.

It isn't really Siri, but you can dictate and your device does things it normally does when you touch the screen.

Walt Cole, Instructor

Wednesday, Feb 28, 2:00 pm – 4:00 pm

SFAD-001 1 week \$10

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### W11 New! The Social Network Nextdoor.com

Prerequisites: Familiarity with using the internet

Learn how to sign up for and use this private social network, where you can find a lost pet, an appliance repairman, warnings about break-ins, and more.

Jim Riley, Instructor

Wednesday, Mar 7, 2:00 pm – 4:00 pm

SNND-001 1 week \$10

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### W12 New! MyHeritage.com

Prerequisites: Familiarity with using the internet

Get started on your family tree with one of the newer additions to the growing set of genealogy resources.

Jim Sauter, Instructor

Wednesday, Mar 14, 2:00 pm – 4:00 pm

MHC-001 1 week \$10

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## Registration Procedure for January 6, 2018

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

Almaden CCA uses a lottery system to determine the order in which a person registers so that everyone, whether registering in person or by proxy, has the same chance of getting into his or her first choice of courses.

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" and then draw only one lottery number for the couple.

After everyone has drawn a lottery number, ranges of numbers will be 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. When you arrive at the front table, tell the person with the chits which course you want to enroll in (a chit is a small card with course identification on it). 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 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 and no workshops: See [To complete your registration](#) below.

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 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 multiple workshops at this time.

To complete your registration: Go to the second floor. There are tables where you can sit and write your check for your course fee. Checks are preferred, but you can also pay with cash. No bills larger than \$20, please; change is available at the check-writing table. 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, 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 January 6 has passed:

Go to [almadenCCA.org](http://almadenCCA.org). Under the session dates, click the link for [Session 1 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 1 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. Place it in an envelope with a separate check for each course you want to take (do not send cash). Drop off your proxy at the Almaden Community Center information desk, deliver it to a staff member in the computer classroom, 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, January 5. If it arrives later, it will be processed as a late registration.

After registration, to get into a course, go to [almadencca.org](http://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.

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Computer Classes *for* Adults  
Almaden Community Center

CCA

Computers  
Smartphones  
Tablets

*Learning That Enriches Life*

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