
Computer Classes *for* Adults Almaden Community Center



This brochure contains information for all courses offered by Almaden CCA in Session 1 2020

REGISTRATION FOR SESSION 1 2020

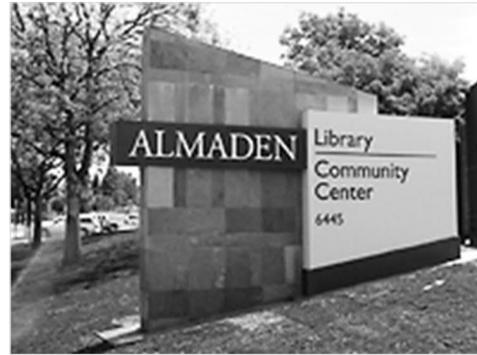
Saturday, January 4, 11:30 am

Almaden Community Center
Second floor

6445 Camden Avenue, San Jose, CA 95120

Session Dates: January 21 – March 16

Closed on Monday, February 17



- Please bring this mailer with you to registration. If you can't attend registration in person on January 4, you can use the enrollment 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 enrollment form for additional details.
- Most classes are taught using Windows PC computers. Students taking the iPad, iPhone, and Android courses must bring their own tablets or smartphones to class.
- Most courses have prerequisites—skills and knowledge you need to have before taking the course. If you haven't had 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.
- Come to the free Open Lab period on Mondays, 1:45 – 3:30 for individual assistance. Smartphone users can also get free help on Thursdays, Jan. 23 – Feb. 13, 9:00 am – 11:00 am.
- After registration on January 4, 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 for additional information.

Almaden CCA

Computer Classes for Adults (Almaden CCA) is a 501(c)(3) nonprofit, educational organization that teaches adults how to make the most of their computers, tablets, and smartphones with classes that are both informative and fun.

Almaden CCA courses are designed to help you improve your computer and internet skills. We try to help you overcome your frustrations and have the confidence to use and enjoy your computer, smartphone, or tablet. We want you to be able to use technology to keep up with today's world and maybe even impress your kids and grandkids.

There is no membership fee for taking courses and workshops at Almaden CCA, just a small course fee.

Email us at almadenCCA@gmail.com or call (408) 674-1401 if you have questions.

Basic Computer Class

▲ Computer Basics

Prerequisite: Desire to use a Windows computer.

This course is for students 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 mouse usage; the Windows 10 Start menu; some 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 you can apply most of the skills you learn to earlier versions of Windows. The fee for this eight-week course is only \$5.

Thursdays, Jan 23 – Mar 12, 11:30 am – 1:30 pm
Shirley Anderson, Instructor 8 weeks \$5

Windows 10

B & 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 you'll see what the Windows Store is all about. Plus, you get to meet Cortana—your personal assistant.

B	Fridays, Jan 24 – Mar 13, 9:00 am – 11:00 am
Bill Buckley, Instructor	8 weeks \$20
C	Tuesdays, Jan 21 – Mar 10, 2:00 pm – 4:00 pm
Russ Lucas	8 weeks \$20

Android Devices

D Android Phones and Tablets

Prerequisites: Bring a charged Android smartphone 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.

	Wednesdays, Jan 22 – Mar 11, 11:30 am – 1:30 pm
Walt Cole, Instructor	8 weeks \$20

Presidents' Day

The Community Center is closed on Monday, February 17, for Presidents' Day
No classes that day

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.

The intent of this course is to allow a relatively new iPhone user to become comfortable with its features for everyday use. We start with the initial set-up/security/personalization. Then, the main focus covers the basic use of the iPhone's major applications: 1. the Contacts (the address and phone book), 2. Phone, 3. the Camera and Photos, 4. Mail (email), 5. Messages (text/instant messaging), and 6. Safari (the iPhone's access to the internet). Along the way, we also introduce some other features that may be helpful.

	Mondays, Jan 27 – Mar 16, 9:00 am – 11:00 am (no class on Feb 17)
Bob Stiller, Instructor	7 weeks \$20

F Intermediate iPhone

Prerequisites: Bring a fully charged iPhone that has the latest iOS installed to class and know your Apple ID and password. Please note that this is NOT a beginner's class. If you are not comfortable with techniques such as Spotlight Search, App Switcher, and navigating Settings, you may have trouble keeping up with the class. 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 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 textbook is available; if interested, please bring \$10 to the first class.

	Wednesdays, Jan 22 – Mar 11, 9:00 am – 11:00 am
Mitch Jacobs, Instructor	8 weeks \$20

G Understanding the New iPad iOS 13 Update (iPads Only)

Prerequisites: Your iPad must be updated to iOS 13. (Older iPads 2, 3, 4, and first generation iPad Airs are not supported by iOS 13).

The goal of this course is to show you the new iPad OS features. Some of the new features are: new Multitasking Slide Over; Split View; improvements to Safari app; Files app; downloading and purchasing fonts from the App Store; and a new combined Find My app that has combined Find my Friends and Find my Phone. Each week you will be given a tip and/or trick for using your iPad.

Mondays, Jan 27 – Feb 10, 11:30 am – 1:30 pm

Sue Buckley, Instructor 3 weeks \$15

H Did You Know... Your iDevice Can Do This After Updating to iOS 13

Prerequisites: iPhones must be updated to iOS 13. Older iPhones (4 and 5) are not supported by iOS 13.

The goal of this course is to show you the new features in the updated iOS 13 on your iDevices. Improved Photos and Camera app, Turning a Live Photo into a video, what's new in the Mail app, improvements to the Notes app, privacy and security using your Apple ID, and App Location Permissions are a few of the topics discussed. Each week you will be given a tip and/or trick so you can better use your iDevices.

Mondays, Feb 24 – Mar 16, 11:30 am – 1:30 pm

Sue Buckley, Instructor 4 weeks \$15

Google Apps

I Switching to Gmail

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 called 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 conversation threads, Gmail labels, Google Contacts, and Gmail tabs for separating your email into categories. You can use these features on your smartphone and tablet as well as your computer. We will be using the latest version of Gmail.

Fridays, Jan 24 – Feb 14, 11:30 am – 1:30 pm

Walt Cole, Instructor 4 weeks \$15

J Google Photos

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

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).

Fridays, Feb 21 – Mar 13, 11:30 am – 1:30 pm

Walt Cole, Instructor 4 weeks \$15

Quicken

K Using Quicken

New!

Prerequisites: Basic computer skills.

This Quicken course, for new and current users, will cover downloading/installing the program from the internet or disk, using the program with your online banking, using the program with downloaded data, backing up the files and moving the location, setting up and changing accounts, setting up and changing categories and lists, using the account registers, attaching bills and files to register entries, personalizing/customizing the look and feel of the program for you, and report generation and usage. The material is PC-based, but much is transferable to the Apple version; however, not all PC features work on the Apple version.

Tuesdays, Jan 21 – Feb 11, 9:00 am – 11:00 am

David Arken, Instructor 4 weeks \$15



2020 SESSION DATES

SESSION 1: JAN 21 – MAR 16
REGISTRATION ON JAN 4

SESSION 2: APR 6 – MAY 29
REGISTRATION ON MAR 14

SESSION 3: JULY 13 – SEP 4
REGISTRATION ON JUNE 27

SESSION 4: SEP 28 – NOV 20
REGISTRATION ON SEP 12

Print Shop

L Intro to Print Shop

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.

Tuesdays, Feb 18 – Mar 10, 9:00 am – 11:00 am
Phyllis House, Instructor 4 weeks \$15

M 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.

Thursdays, Jan 23 – Mar 12, 2:00 pm – 4:00 pm
Phyllis House, Instructor 8 weeks \$20

Photo Editing

N Photo Editing Using Snapseed

Prerequisite: Please bring your charged iPhone, iPad or Android device with a current copy of Snapseed loaded. Snapseed is available free from the app store (Apple or Google). You will also need access to your current email account, so be sure your phone or tablet is configured correctly and can receive and send emails.

Snapseed is a popular, free graphic photo-editing application available for iOS (Apple) and Google Android phones and tablets. You can edit your smartphone photos using a wide variety of filters and tools normally found only on higher-end PC platforms. We will cover basic photo enhancements and explore the many higher-end filters that are available within the app.

Tuesdays, Jan 21 – Feb 11, 11:30 am – 1:30 pm
Al Reinig, Instructor 4 weeks \$15

Social Media

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 or would like to know more about customizing its features. 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.

Tuesdays, Feb 18 – Mar 10, 11:30 am – 1:30 pm
Anne Dunham, Instructor 4 weeks \$15

Organizing Files

P Organize Your Files

Prerequisite: Basic computer skills. Bring a flash drive to class each time.

A place for everything and everything in its place. This practical course will help you organize the files 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. Lots of hands-on practice in class reinforces skills.

Thursdays, Feb 20 – Mar 12, 9:00 am – 11:00 am
Walt Cole, Instructor 4 weeks \$15

Open Lab on Mondays, Jan 27 – Mar 16,
1:45 – 3:30 (closed on Feb 17)

Open Workshop for Smartphones:
Android and iPhone

Thursdays, Jan 23 – Feb 13, 9:00-11:00

For individual help with a lesson or your smartphone, come to the Monday afternoon Open Lab. For smartphone questions and help, come to the Thursday morning workshop (see dates above). There's no fee for attending the Open Lab or the Open Workshop for Smartphones.

Workshops

Each workshop is one two-hour class. Sign up by attending registration, or by using the proxy form. After registration, go to almadenCCA.org to see openings, then call (408) 674-1401 to register.

W1 Setting Up and Using Streaming Devices

New!

Prerequisites: Know how to connect devices to home wi-fi or internet, or have assistance available.

Streaming connects your TV through the internet to a library of movies or others shows that you can then watch whenever you wish. This workshop will discuss how to add a streaming service (such as Netflix, Amazon Prime Video, or Disney+) to your current cable or satellite TV service in your home. We will then explore "cutting the cord," which is using a streaming service to replace your existing cable or satellite TV service.

Wednesday, Jan 22, 2:00 pm – 4:00 pm

Bob Stiller, Instructor 1 week \$10

W2 Using Uber & Lyft

Prerequisite: Activated smartphone (iPhone or Android) and active debit or credit card are required.

We will cover how to set up the Uber and Lyft apps on your smartphone, 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.

Wednesday, Jan 29, 2:00 pm – 4:00 pm

Al Reinig, Instructor 1 week \$10

W3 Migrating to a New Computer

Prerequisites: None

Got a new Windows computer but don't know how to set it up and move your files? You will learn about reinstalling software you own and setting up the desktop. You don't need to pay someone to do it. Come to this class to learn all.

Wednesday, Feb 5, 2:00 pm – 4:00 pm

Steve Brock, Instructor 1 week \$10

W4 Flash Drives Simplified

Prerequisites: Be sure to bring a flash drive to class.

These small devices are convenient for storing your files and transferring them between computers. You'll need one for many of the courses offered at CCA; this workshop presents what you need to know to use them confidently.

Wednesday, Feb 12, 2:00 pm – 4:00 pm

Russ Lucas, Instructor 1 week \$10

W5 Google Maps on your Smartphone

Prerequisites: Bring your Apple or Android smartphone.

Use your computer and/or your smartphone for creating driving directions. You can plan a trip and use your smartphone to give you turn-by-turn verbal directions, taking advantage of Google's cloud data to avoid slow or tied up traffic.

Wednesday, Feb 19, 2:00 pm – 4:00 pm

Walt Cole, Instructor 1 week \$10

W6 Editing Photos & Video in Apple's Photo App

Prerequisites: Basic iPhone skills; Apple ID. Apple iOS 13 required.

Improve your photos with the iOS built-in photo editor. Modify the overall light in a photo with a single control. Intelligently adjust exposure, brightness, contrast, and more—giving everyone, even the complete novice, great results.

Wednesday, Feb 26, 2:00 pm – 4:00 pm

Mark Hames, Instructor 1 week \$10

W7 Backing Up the Data on Your PC

Prerequisites: Using Windows 10 course and/or equivalent knowledge about backing up your data.

What would you do if your computer's hardware failed, or if it was stolen? Do you have good data backups? Can you restore all the software you purchased? We will review several options available for protecting your application software and various approaches to backing up data.

Wednesday, Mar 4, 2:00 pm – 4:00 pm

Steve Brock, Instructor 1 week \$10

W8 Introduction to Podcasts **New!**

Prerequisites: Bring your smartphone with you.

Podcasting is a popular method for virtually anyone to produce an audio recording and distribute the recording to people who wish to listen to the program. Many podcasts are produced on a daily, weekly or monthly basis and in this course we will examine the best apps to find and listen to them. This will include how to sort through the large variety of available programs and to subscribe to the content you are interested in.

Wednesday, Mar 11, 2:00 pm – 4:00 pm

Al Reinig, Instructor 1 week \$10

Registration Procedure for January 4, 2020

The entire registration process is done upstairs. Please bring this mailer with the address label with you to registration and stop at the check-in table in the hallway 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 as directed. Be sure you know which course you want to ask for before getting in line.

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 this time. 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. If you take a chit and then decide not to take the course, please return the course chit to the person at the front table.

If you want to take a workshop: Tell the person handing out the chits which workshops you want to take. You can get chits for as many workshops as you want at the same time, if they're still available.

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

When all chits for a course or workshop have been handed out, the course is full. If you didn't get the chit you wanted, ask the person with the overflow/waiting list to add your information to the waiting list.

To take only one course (plus the workshops you wanted): See To complete your registration below.

To register for additional courses: After you get the chit for your first course and your workshops, stop at the next table and get your information added to the overflow/waiting list. After you go to the computer room and register for your first course and your workshops, return to the registration room, take a seat, and wait until others have received their first chits. Then you'll get a chance to get your additional courses.

To complete your registration: Checks are preferred; there are tables in the hallway where you can sit to write your check. Make your check payable to Computer Classes for Adults, or CCA, for the course fee. If you are paying with cash, no bills larger than \$20, please; change is available at the check-writing table. Next, go to the computer room to register for your course and workshops.

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 back to the registration room, take a seat in the back, and wait until everyone has been through the line the first time. If there are openings in the other courses you want to take, you can register for those courses before leaving the Community Center on registration day. 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 January 4 has passed:

Go to almadenCCA.org. On the home page, click the link for Session 1 Course List, where you can see which courses have openings. Then call (408) 674-1401 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.

Computer Classes for Adults – Session 1 2020

Almaden Community Center, 6445 Camden Ave. San Jose, CA 95120

Classes start on Tuesday, January 21, and end on Monday, March 16

Enroll in a Course or Workshop

To sign up for courses and/or workshops, come to Registration Day on Saturday, January 4, at 11:30 AM.

If you cannot come on Registration Day, use the form below to register. If we receive it before Registration Day, this form will be used as a proxy to register you for courses during the registration process.

If the form arrives after Registration Day, we will enroll you if the course or workshop you want is not full.

We will either call or email you to let you know if you are enrolled or not enrolled in your choice of courses.

Fill out the form and place it in an envelope with a check for each course you want to take (do not send cash).

Drop off your form at the Almaden Community Center information desk, or mail it to the address below.

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

After Registration Day, to see which courses are open,
go to almadencca.org and click [Session 1 Course List](#)

You may also call Walt Cole at [408-674-1401](tel:408-674-1401) to register for a course or ask any question.

Enrollment Form (please print)

First name _____ Last name _____ CCA ID (if known) _____

Street address _____

Email address _____ Phone number _____

Course #1 _____ Start Date _____ Time _____

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, unless you have been told you are already enrolled. Then you can combine fees and write one check.

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