
Computer Classes *for* Adults Almaden Community Center



This brochure contains information for all courses offered in Session 4 2018

REGISTRATION FOR SESSION 4 2018

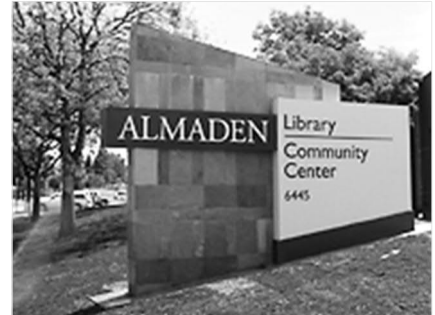
Saturday, September 8, 11:30 am

Almaden Community Center

6445 Camden Avenue, San Jose, CA 95120

Session Dates: September 24* – November 16

*No classes on October 8 or November 12



- Please bring this mailer with you to registration. If you can't attend registration in person on September 8, 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.
- Most classes are taught using Windows PC computers. Students taking the Mac laptop course or the iPhone, iPad, or Android courses must bring their own laptops, tablets, or smart phones to class.
- Most courses have prerequisites—skills and knowledge you need to have before taking a course. Without 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.
- You may attend the Open Lab period on Mondays, 1:45 – 3:30, during each session to use a computer and get assistance from a lab volunteer. An Open Lab for smart phone users is on Thursdays, October 25 – November 15, 9:00 – 11:00.
- After registration on September 8, 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.

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 smart phone.
- You do not need to pay a membership fee to a national organization to take courses and workshops at Almaden CCA.
- You can email us at almadenCCA@gmail.com.

Basic Computer Class

▲ 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

Tuesdays, Sep 25 – Nov 13, 11:30 am – 1:30 pm

CB-007

8 weeks

\$5

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, Sep 28 – Nov 16, 9:00 am – 11:00 am

UW10-027 8 weeks \$20

C Russ Lucas, Instructor

Tuesdays, Sep 25 – Nov 13, 2:00 pm – 4:00 pm

UW10-028 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, Oct 25 – Nov 15, 11:30 am – 1:30 pm

FEE10-009 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, Sep 28 – Nov 16, 11:30 am – 1:30 pm

AP-010 8 weeks \$20

Apple Devices and Macs

H Mac Essential Training

New!

Prerequisites: Bring to class with you: Mac laptop, with power cord and power adapter, that has MacOS High Sierra installed. Know your Apple ID (email address and password). Students are required to purchase a book for \$10.

Learn the ins and outs of MacOS High Sierra, the current operating system for Mac computers. We will cover basic concepts such as installing and running the new OS, setting up system preferences and user accounts, organizing the desktop, working with email and calendars, sending instant messages, using video chat, and using the core applications that come bundled with High Sierra.

Mark Hames, Instructor

Tuesdays, Oct 23 – Nov 13, 9:00 am – 11:00 am

MET-001 4 weeks \$15

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

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, personal set-up and the Contacts app; the phone's features; using the Camera and Photos apps; 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; the Control Center; and more. A recommended textbook is available; if interested, please bring \$10 to the first class.

Bob Stiller, Instructor

Mondays, Sep 24 – Nov 5, 9:00 am – 11:00 am

IPH-021 6 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. 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

Wednesdays, Sep 26 – Nov 14, 9:00 am – 11:00 am

IPHI-003 8 weeks \$20

G Did You Know...Your iDevice Can Do This – Part 4 **New!**

Prerequisite: Please bring a fully charged iDevice (iPad or iPhone only) to class. Prior to first class, please make sure to update your iDevice to iOS 12.

The goal of this course is to help you understand the Apple iOS updates, why you need to update your devices, and what's new. You will be shown new features added with the update, along with a friendly tip or trick each week to make using your iDevices a little easier. Customizing the Control Center, Group Facetime, Using Camera in Messages, Screen Time, Scan a Document and Take a Photo in Notes, Do Not Disturb, new features in Camera and Photos as well as Privacy and Security issues are just some of the topics that will be covered.

Sue Buckley, Instructor

Mondays, Oct 15 – Nov 5, 11:30 am – 1:30 pm

ICDT4-001 4 weeks \$15

Photo Editing

I Photo Editing with 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 smart phone 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.

Al Reinig, Instructor

Tuesdays, Sep 25 – Oct 9, 9:00 am – 11:00 am

EYPS-003 3 weeks \$15

Do you have a Mac laptop? This session, Almaden CCA offers Mac Essential Training, on Tuesdays, October 23 – November 13, 9:00-11:00. See Page 2.

Google Apps

K 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).

Walt Cole, Instructor

Wednesdays, Sep 26 – Oct 17, 11:30 am – 1:30 pm
GPH-007 4 weeks \$15

L 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, and Gmail tabs for separating your email into categories, Google Contacts and the Google Calendar. You can use these features on your smart phone and tablet as well as your computer. We will be using the latest version of Gmail.

Walt Cole, Instructor

Wednesdays, Oct 24 – Nov 14, 11:30 am – 1:30 pm
WUG-009 4 weeks \$15

If you receive a notice saying you need to renew your SeniorNet membership, remember that you do not have to be a member of SeniorNet to take classes at Almaden CCA. If you have already renewed, you can use your SeniorNet membership to take courses at Willows, 2175 Lincoln Ave., San Jose.

Print Shop

J Holiday Magic!

Prerequisites: Completion of an introductory (or beyond) Print Shop course, previous experience using the Print Shop software for creative projects, or permission of the instructor. Excellent mouse skills are essential.

This eight-week Holiday Magic! course uses The Print Shop Deluxe Version 23 software to create exciting seasonal projects! Personalize holiday cards, pennants, and calendars. Create unique holiday dinner place cards; or small gift-candy-nut boxes, bags, or candles to use as hostess gifts. We will use the Print Shop Art Gallery image collection, your own artwork, photos, and other clip art. Individual projects will be completed in time for the holidays. Some supplies needed for the projects can be purchased in class.

Phyllis House and Sharon Epp, Instructors

Thursdays, Sep 27 – Nov 15, 2:00 pm – 4:00 pm
HM-009 8 weeks \$20

Microsoft Office

O Microsoft Word 2016 Part 1

Prerequisites: Windows experience plus good mouse and keyboard skills. This course is the prerequisite for Word 2016 parts 2 and 3, which will be scheduled in future sessions.

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

Thursdays, Sep 27 – Oct 18, 11:30 am – 1:30 pm
W161-002 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 to register.

W1 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, Sep 26, 2:00 pm – 4:00 pm

UUL-004 1 week \$10

W2 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, Oct 3, 2:00 pm – 4:00 pm

FDS-004 1 week \$10

W3 How to Manage Your Apps on an iDevice **New!**

Prerequisite: Please bring a fully charged iPad or iPhone to class. Please make sure you have the latest update on your iDevice prior to class.

You will learn how to delete and move apps, and create folders and group apps on your iDevices. You will be shown how to search for apps and restore apps from the App Store.

Sue Buckley, Instructor

Wednesday, Oct 10, 2:00 pm – 4:00 pm

HMA-001 1 week \$10

W4 What's New in Gmail

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, Oct 17, 2:00 pm – 4:00 pm

WNG-002 1 week \$10

W5 Smart Home **New!**

Prerequisites: None.

Many "smart" (internet-connected) devices are now available for the home, and they typically are managed with your smart cell phone. They can be very useful, but proper use of security/privacy settings is essential. In this workshop we will learn about what is available, and some best practices.

Steve Brock, Instructor

Wednesday, Oct 24, 2:00 pm – 4:00 pm

SMA-001 1 week \$10

W6 Create Mailing Labels with Word

Prerequisite: Experience with Microsoft Word.

Create, format, and personalize address labels; also learn how to create an address list for a mail merge.

Shirley Anderson, Instructor

Wednesday, Oct 31, 2:00 pm – 4:00 pm

CLW-002 1 week \$10

W7 iPhone Photo Editing

Prerequisites: Basic iPhone skills; Apple ID.

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.

Mark Hames, Instructor

Wednesday, Nov 7, 2:00 pm–4:00 pm

EPI-003 1 week \$10

W8 How to Use Apple's Message App

Prerequisites: Apple ID (email and password) and iOS 11 installed. Bring a fully charged iPhone.

Apple's popular Messages app is home to all your text messages, including those sent and received from friends without iPhones and iMessages. Now you can send messages with effects, respond to messages with expressions, and send handwritten messages, among many other new ways to text.

Mark Hames, Instructor

Wednesday, Nov 14, 2:00 pm – 4:00 pm

AMA-003 1 week \$10

Registration Procedure for September 8, 2018

Please bring your 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 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. 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 with the workshop chits 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.

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 are gone, 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 take another course (other than workshops): Get your first course chit (plus workshops), then stop at the overflow/waiting list table and get your information added to the overflow/waiting list. After registering for your first course, go to Room 2 (it's upstairs) to wait for a chance to get chits for additional courses.

To complete your registration: Registration is completed 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 complete your registration.

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 Room 2 (across the hall from the room where you got your chit). If there are still 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 September 8 has passed:

Go to almadenCCA.org. Under the session dates, click the link for Session 4 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.

Registering by Proxy for Session 4 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 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, September 7. If it arrives later, it will be processed after registration on September 8.

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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