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# Computer Classes *for* Adults Almaden Community Center

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This brochure contains information for all courses offered in Session 1 2019

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## REGISTRATION FOR SESSION 1 2019

Saturday, January 5, 11:30 am

Almaden Community Center

6445 Camden Avenue, San Jose, CA 95120

Session Dates: January 22\* – March 18

\*No classes on February 18

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- Please bring this mailer with you to registration. If you can't attend registration in person on January 5, 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 smartphones to class.
- Most courses have prerequisites—skills and knowledge you need to have before taking a 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.
- During each session, assistance with computers or smartphones is available during the free Open Lab period on Mondays, from 1:45 – 3:30.
- After registration on January 5, 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 for additional information.

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### Almaden CCA

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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.

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 Windows computer, tablet, smartphone, or Mac laptop.

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

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

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### Basic Computer Class

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#### **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 mouse usage; the Windows 10 Start menu; some of the 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 if you have an earlier version of Windows. The fee for this eight-week course is only \$5.

Shirley Anderson, Instructor

Tuesdays, Jan 22 – Mar 12, 9:00 am – 11:00 am

CB-008

8 weeks

\$5

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

**B** Bill Buckley, Instructor

Fridays, Jan 25 – Mar 15, 9:00 am – 11:00 am

UW10-029                      8 weeks                      \$20

**C** Russ Lucas, Instructor

Tuesdays, Jan 22 – Mar 12, 2:00 pm – 4:00 pm

UW10-030                      8 weeks                      \$20

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## Apple Mac Laptops

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### H Mac Essential Training

Prerequisites: Bring to class with you: Mac laptop, with power cord and power adapter, that has MacOS Mojave 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 Mojave, 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 Mojave.

Mark Hames, Instructor

Thursdays, Feb 21 – Mar 14, 9:00 am – 11:00 am

MET-002                      4 weeks                      \$15

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## Android Devices

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### 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.

Walt Cole, Instructor

Fridays, Jan 25 – Mar 15, 11:30 am – 1:30 pm

AP-011                      8 weeks                      \$20

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## Apple iPhones and iPads

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### 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.

Bob Stiller, Instructor

Mondays, Jan 28 – Mar 18, 9:00 am – 11:00 am

IPH-022                      7 weeks                      \$20

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## 2019 Session Dates

Session 1 Jan 22 – Mar 18, registration on Jan 5

Session 2 Apr 2 – May 24, registration on Mar 16

Session 3 July 22 – Sep 13, registration on July 6

Session 4 Sep 30 – Nov 25, registration on Sep 14

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## 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 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, Jan 23 – Mar 13, 9:00 am – 11:00 am

IPHI-004                      8 weeks                      \$20

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## G Did You Know...Your iDevice Can Do This – Part 5 **New!**

Prerequisite: ONLY IPHONES & IPADS WHICH HAVE BEEN UPDATED to iOS 12.1. Older iDevices (iPhones 4 & 5, iPad 2, 3 & 4, and first generation iPad Air) are not supported with iOS 12.1.

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. Some of the topics to be covered are: battery health; disabling in-app ratings and reviews; eliminating duplicate passwords; asking Siri for help; using the Photo app to search, share, and find media in Photos and Albums; and using the Apple Native Maps app to find your parked car.

Sue Buckley, Instructor

Mondays, Feb 25 – Mar 18, 11:30 am – 1:30 pm

ICDT5-001                      4 weeks                      \$15

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## Internet

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### M Online Shopping **New!**

Prerequisites: Good internet skills; must be able to navigate the web with confidence.

This three-week course will show you why online shopping is currently so popular. You'll learn how to shop safely, securely, and confidently; find products and vendors online (including your favorite "brick and mortar" stores); evaluate sellers for reliability and good customer service; recognize what makes websites secure; use a credit card online; and more!

Joan Taylor, Instructor

Mondays, Jan 28 – Feb 11, 11:30 am – 1:30 pm

OLS-001                      3 weeks                      \$15

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## Microsoft Office

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### N Excel for Everyday Use **New!**

Prerequisite: Familiarity with cut/copy/paste, formatting text, and opening and saving files.

Excel's reputation as a tool for business and number-crunching is unequalled, but this versatile application can do a lot more than you think. For example, use it to track a home remodeling project from inception to completion. Maintain all the details for your next trip in one place. Create a record of your wine collection or a roster for your group. Use it to plan your personal or family budget. Spread your wings! Once you see the possibilities, you're limited only by your own creativity.

Jane Thompson, Instructor

Thursdays, Jan 24 – Feb 14, 9:00 am – 11:00 am

EXP-001                      4 weeks                      \$15

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## Print Shop

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### O 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, Jan 24 – Mar 14, 2:00 pm – 4:00 pm

GCP-009                      8 weeks                      \$20

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## Google Apps

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### **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](mailto: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, Jan 23 – Feb 13, 11:30 am – 1:30 pm

GPH-008                      4 weeks                      \$15

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### **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](mailto: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.

Walt Cole, Instructor

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

WUG-010                      4 weeks                      \$15

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## Photoshop Elements

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### **I** Photoshop Elements 2018 Digital Projects

Prerequisite: Adobe Photoshop Elements 14 and up for Windows on your computer and an internet connection; completion of a Photoshop Elements course that covered organizing, enhancing, and sharing photos. It is essential that you be familiar with dialog boxes and have good mouse skills.

In this four-week course, learn how to design digital projects such as greeting cards, scrapbook pages, invitations, etc., with Adobe Photoshop Elements, using pictures of your family, grandchildren, pets, latest vacation, a wedding, or a recent class reunion. You will learn to work with layers, type and shape tools, photo effects, filters, and gradients tools. This course uses Photoshop Elements 2018. All the projects are new. Students are encouraged to practice and do homework.

Chris Chavez, Instructor

Tuesdays, Jan 22 – Mar 12, 11:30 am – 1:30 pm

PEP18-002                      8 weeks                      \$20

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### **J** Photoshop Elements 2018 Editor Part 2

(Advanced)

**New!**

Prerequisites: 1) Photoshop Elements Editor Part 1 or equivalent experience. 2) Adobe Photoshop Elements 11, 12, 13, 14, 15 or 2018 (preferably 14, 15 or 2018) on your home computer. PSE 2018 is used in class; if your version is earlier than PSE 11, this course will not be helpful at all. Advanced mouse and file management skills and a willingness to do pre-class preparation, homework, practice and reviewing of material are essential.

This course picks up where the Editor Part 1 left off, moving beyond the skills covered in Part 1. Topics include layers, layer masks, type and shape layers, blending modes, adjustment layers, gradients, and also a lesson on editing in Camera Raw. Additional methods for color correction, lightening or darkening, portrait enhancement and retouching, as well as special effects such as collages, vignettes, and dramatic lighting will also be covered. This class covers a lot of material and moves quickly, so students must have solid previous experience with PSE editing and should use an ample amount of time practicing the skills introduced in class at home.

Dick Castro, Instructor

Thursdays, Jan 24 – Mar 14, 11:30 am – 1:30 pm

PE182-001                      8 weeks                      \$20

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## Workshops

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Each workshop is one two-hour class. Sign up by attending registration, or by using the proxy form. After registration, go to [almadenCCA.org](http://almadenCCA.org) to see openings, then call [\(408\) 674-1401](tel:4086741401) to register.

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### **W1 New!** Migrating to a New Computer

Prerequisites: None

Got a new Windows computer but don't know how to set it up and clean up and move your files? You'll also 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.

Steve Brock, Instructor

Wednesday, Jan 23, 2:00 pm – 4:00 pm

MNC-001                      1 week                      \$10

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### **W2** Using Uber and 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.

Al Reinig, Instructor

Wednesday, Jan 30, 2:00 pm – 4:00 pm

UUL-005                      1 week                      \$10

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### **W3** Google Calendar

Prerequisites: A Google account

Keep all your appointments, events, daily tasks and whatever else you want to keep track of in one calendar that you can get to from your computer, tablet, or smartphone.

Walt Cole, Instructor

Wednesday, Feb 6, 2:00 pm – 4:00 pm

GC-002                      1 week                      \$10

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### **W4** Transfer Photos from iPhone to Windows 10

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, Feb 13, 2:00 pm – 4:00 pm

TPI-002                      1 week                      \$10

### **W5** Transfer Photos from Android Phone to Windows Computer

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, Feb 20, 2:00 pm – 4:00 pm

TPA-004                      1 week                      \$10

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### **W6** DNA Analysis for Genealogy

Prerequisites: None

Learn about the three types of DNA tests and which companies provide them. See an example of what you receive from one of the companies. Help determine if it's worthwhile to have your DNA tested. If so, which company should you use? How much does it cost? Where on the web can you learn more?

Jim Riley, Instructor

Wednesday, Feb 27, 2:00 pm – 4:00 pm

DNA-003                      1 week                      \$10

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### **W7** Troubleshooting

Prerequisite: The material is reasonably technical; you'll need a good working knowledge of Windows 10.

Is your Windows 10 computer running slowly or erratically? Finding solutions to problems is often like an Easter egg hunt. This workshop will point out some of the common problem hiding spots and show you a few techniques that you can use to help find trouble-makers. Please note prerequisite.

DeForrest Home, Instructor

Wednesday, Mar 6, 2:00 pm – 4:00 pm

TSW-002                      1 week                      \$10

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### **W8** Using Uber and Lyft

See workshop **W2** for description.

Al Reinig, Instructor

Wednesday, Mar 13, 2:00 pm – 4:00 pm

UUL-006                      1 week                      \$10

## Registration Procedure for January 5, 2019

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 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 to wait for a chance to get chits for additional courses.

To complete your registration: Registration is completed in the computer room. 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 January 5 has passed:

Go to [almadenCCA.org](http://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](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 1 2019

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, January 4. If it arrives later, it will be processed after registration on January 5.

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.

### 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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