
Computer Classes *for* Adults Almaden Community Center



This brochure contains information for all courses offered in Session 2 2019

REGISTRATION FOR SESSION 2 2019

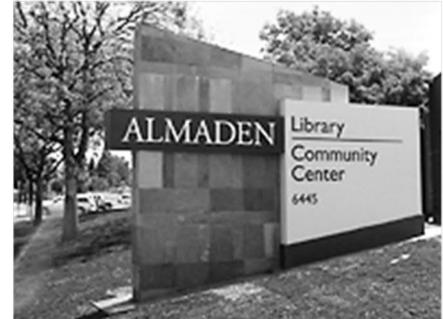
Saturday, March 16, 11:30 am

Almaden Community Center

Second floor

6445 Camden Avenue, San Jose, CA 95120

Session Dates: April 2 – May 24



- Please bring this mailer with you to registration. If you can't attend registration in person on March 16, 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 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 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 – 3:00.
- After registration on March 16, 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

A 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.

Shirley Anderson, Instructor

Thursdays, Apr 4 – May 23, 9:00 am – 11:00 am

CB-009

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

B Bill Buckley & Russ Lucas, Instructors

Fridays, Apr 5 – May 24, 9:00 am – 11:00 am

UW10-031 8 weeks \$20

C Russ Lucas, Instructor

Tuesdays, Apr 2 – May 21, 2:00 pm – 4:00 pm

UW10-032 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.

Walt Cole, Instructor

Fridays, Apr 5 – May 24, 11:30 am – 1:30 pm

AP-012 8 weeks \$20

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.

Bob Stiller, Instructor

Mondays, Apr 8 – May 20, 9:00 am – 11:00 am

IPH-023 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 text book is available; if interested, please bring \$10 to the first class.

Mitch Jacobs, Instructor

Tuesdays, Apr 2 – May 21, 9:00 am – 11:00 am

IPHI-005 8 weeks \$20

G Basic iPad

Prerequisites: Bring a fully charged iPad to class and your Apple ID, which consists of an email address and a password. Your iPad must have iOS version 12 installed.

An iPad is a computer in a tablet, now greatly enhanced with iOS 12. You will learn how to use the apps that come with the iPad, including Safari, the web browser; email; messaging; taking and sending photos; and video chat; among other apps. The course uses a book from Que Publishing, which is an additional \$10 per book for students.

Mark Hames, Instructor

Wednesdays, Apr 3 – May 22, 9:00 am – 11:00 am
IPAD-017 8 weeks \$20

H How to Be More Creative and Productive Using Your iDevices **New!**

Prerequisite: Must have an Apple ID, Password and a iCloud account set up for class.

Want to be more creative and productive using your iDevices? We will be using the Pages app to create, design, collaborate, share, and even publish a book you have created to the Apple Books app for others to download or purchase. We will be using the Apple-designed templates to instantly create gorgeous reports, digital books, posters and flyers. Pages allows you to create and edit documents on your iDevices and pick up your work where you left off on a PC or Mac.

Sue Buckley, Instructor

Mondays, Apr 29 – May 20, 11:30 am – 1:30 pm
MCPI-001 4 weeks \$15

Internet

I Internet for Beginners **New!**

Prerequisites: Basic computer and mouse skills on a Windows PC.

Don't know a router from a web address? Can I get email without using the internet? Who owns the internet? How much does it cost to have an email account? What's a browser, and what makes it different from a search tool? Come to this four-week course with your questions, problems and concerns. Our helpful staff, led by Steve Brock, will teach you to be safe and sane while also having some fun.

Steve Brock, Instructor

Thursdays, Apr 4 – Apr 25, 11:30 am – 1:30 pm
INB-001 4 weeks \$15

Microsoft Office

J Can I Do This in Word? **New!**

Prerequisite: Basic experience with a Word version that has the ribbon. Know how to cut, copy, and paste; format text; and open and save files. Bring a flash drive to class each time.

You know how to process simple documents, but Word is a big, fancy software program. What else can you do? We'll create flyers, greeting cards, index cards, business cards, etc., using tables, text boxes, pictures, and other Word features. You're encouraged to come up with your own projects.

Shirley Anderson, Instructor

Thursdays, May 2 – May 23, 11:30 am – 1:00 pm
HDW-001 4 weeks \$15

Google Apps

K 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.

Walt Cole, Instructor

Wednesdays, Apr 3 – Apr 24, 11:30 am – 1:30 pm
WUG-011 4 weeks \$15

L 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, May 1 – May 22, 11:30 am – 1:30 pm
GPH-009 4 weeks \$15

Genealogy

M What's Your Story? **New!**

Prerequisites: Word processing skills are essential, plus you must be able to navigate and search the internet with confidence. Bring a flash drive to class each time.

Records and statistics are an important part of your family history, but they don't represent the sum of who you are. What are some of the things you wish you knew about your parents and grandparents, and what do you want your descendants to know about you? Get started writing your stories in your own style and in your own words! This three-week course will provide tips for recalling details and using the internet to research topics.

Joan Taylor, Instructor

Mondays, Apr 8 – Apr 22, 11:30 am – 1:30 pm

WYS-001 3 weeks \$15

Files & Folders

N Organize and Find Your Stuff

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 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.

Shirley Anderson, Instructor

Tuesdays, Apr 2 – Apr 23, 11:30 am – 1:30 pm

FEE10-010 4 weeks \$15

2019 Session Dates

This is the second session of courses in 2019.

Two additional sessions are scheduled this year.

Session 3: July 22 – September 13

Registration on July 6

Session 4: September 30 – November 25

Registration on September 14

Print Shop

O 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.

Phyllis House, Instructor

Tuesdays, Apr 30 – May 21, 11:30 am – 1:30 pm

IGCM-010 4 weeks \$15

P 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, Apr 4 – May 23, 2:00 pm – 4:00 pm

GCP-010 8 weeks \$20

"I am thankful the most important key in history was invented. It's not the key to your house, your car, your boat, your safety deposit box, your bike lock or your private community. It's the key to order, sanity, and peace of mind.

The key is Delete."

Elayne Boosler

https://www.brainyquote.com/lists/topics/top_10_computers_quotes

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 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, Apr 3, 2:00 pm – 4:00 pm

UUL-006 1 week \$10

W2 Smartphone-Google Maps-Driving

Prerequisites: Apple or Android smartphone

The Google Maps app on your smart phone can give you driving directions. It will advise you to use alternate routes if the normal route has traffic delays. You get verbal instructions for turns, which lane to be in before a turn, distance to the next turn or destination.

Walt Cole, Instructor

Wednesday, Apr 10, 2:00 pm – 4:00 pm

GM-007 1 week \$10

W3 What's New in Gmail

Prerequisites: A Gmail account (also called a Google account)

Google is constantly updating the Gmail interface. We will cover the recent changes and review Gmail basics and answer questions about Gmail.

Walt Cole, Instructor

Wednesday, Apr 17, 2:00 pm – 4:00 pm

WNG-003 1 week \$10

W4 Photos: From Phone to Computer

Prerequisite: Apple or Android smartphone

We will use several methods for transferring photos using your cable. This will free up some space on your phone. We will also cover downloading photos from whichever cloud you have them stored in, to your computer, if you do that.

Walt Cole, Instructor

Wednesday, Apr 24, 2:00 pm – 4:00 pm

TPA-004 1 week \$10

W5 Customize Your Word Settings **New!**

Prerequisite: Basic experience with a Word version that has a ribbon.

From font and font size to the location where files are saved, Word's default settings may not be your personal preferences. Learn how to customize Word so it works the way you want it to work.

Shirley Anderson, Instructor

Wednesday, May 1, 2:00 pm – 4:00 pm

CWS-001 1 week \$10

W6 Apple's iCloud Essential Training **New!**

Prerequisites: None

Apple's iCloud provides its users with a way to store data such as documents, photos, and music on remote computers (the Cloud) for download to iPhone, iPad, or Windows devices; share and send data to other users; and manage their Apple devices if lost or stolen.

Mark Hames, Instructor

Wednesday, May 8, 2:00 pm – 4:00 pm

IET-001 1 week \$10

W7 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, May 15, 2:00 pm – 4:00 pm

SNND-002 1 week \$10

W8 How to Buy a New Computer **New!**

Prerequisites: None.

So you're thinking of buying a new computer but aren't sure just what to get. Let's spend two hours discussing what you will use it for, and what options need to be considered. Focus will be on the Windows PC, but the discussion will apply to the Apple Mac as well.

Steve Brock, Instructor

Wednesday, May 22, 2:00 pm – 4:00 pm

HBC-001 1 week \$10

Registration Procedure for March 16, 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 as directed. 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 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 with the workshop 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 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 any 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 while others receive 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 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 on registration day 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 could receive a call to fill the vacancy.

To register for a course or workshop after registration on March 16 has passed:

Go to almadenCCA.org. On the home page, click the link for Session 2 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 2 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 an email or a phone call 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 the form and your 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, March 15. If it arrives later than that, it will be processed after registration on March 16.

After registration on March 16, if you want to get into a course, go to almadenCCA.org to see which courses still have openings, and then call [408-674-1401](tel:408-674-1401) to register for any open course.

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.

Computer Classes *for* Adults
Almaden Community Center

CCA Computers
Smartphones
Tablets
Learning That Enriches Life
