
Basics

A Computer Basics

Prerequisite: *A desire to use a Windows computer*

This hands-on course takes you step by step through exercises that teach you the how's, when's, and why's of using a mouse. You'll learn the basics of the Windows 10 operating system as you open and use apps; open, create, and save files; learn techniques such as cut, copy, and paste; go online; and learn about email. Individual help is provided, while in-class activities and homework reinforce skills. This course uses Windows 10 but can also be helpful if you have an earlier version of Windows.

Shirley Anderson, Instructor

Wednesdays, Sep 27 – Nov 15, 9:00 am – 11:00 am

CB-003 8 weeks \$20

Q Organize and Find Your Stuff

Prerequisite: *Basic computer skills*

A place for everything and everything in its place. This practical course will help you organize your stuff. You'll learn how to create folders, save files in appropriate folders, group similar files, and rename files and folders. You'll also 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 as a means to transfer files to a different computer. Lots of hands-on practice in class reinforces skills. **Bring a flash drive to class.**

Shirley Anderson, Instructor

Mondays, Sep 18 – Oct 16, 11:30 am – 1:30 pm

FEE10-005 4 weeks \$15

Android Devices

D Android Phones & 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. There is a required **\$10 book fee**, payable in class, one for tablets, one for phones.

Walt Cole, Instructor

Fridays, Sep 22 – Nov 17, 11:30 am – 1:30 pm

AP-006 8 weeks \$20

Apple Devices

E iPhone: The Basics

Prerequisites: *Bring a charged iPhone 4S, 5, 5S, 5C, 6/6 Plus, 6S/6S Plus or 7 to class. Know your Apple ID, which consists of an email address and a corresponding email password. Your phone must have iOS version 10 installed; do not install iOS 11 until instructed.*

Learn how to use the iPhone as a phone and for the internet, using the Safari web browser. Learn to use the apps that come with the iPhone, such as contacts, messaging, email, and the calendar. Learn how to download apps. Make the most of Siri, your personal assistant. It is highly recommended but not required that a book be purchased. If interested, please bring **\$10** to the first class.

Mitch Jacobs, Instructor

Mondays, Sep 18 – Nov 13, 9:00 am – 11:00 am

IPH-016 8 weeks \$20

F iPad: The Basics

Prerequisites: *Bring a fully charged iPad to class and your Apple ID, which consists of an email address and a password. Your phone must have iOS version 10 installed; do not install iOS 11 until instructed.*

An iPad is a computer in a tablet, now greatly enhanced with iOS 10. 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.

Mark Hames, Instructor

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

IPAD-015 8 weeks \$20

G New! Did You Know...Your iDevice Can Do This – Part 2

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 11.*

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, new Live Photo features, Apple Maps, Scan and Sign on the iPad, the Files app with third-party access, and Drag and Drop on the iPad are just some of the topics that will be covered.

Sue Buckley, Instructor

Mondays, Oct 23 – Nov 13, 11:30 am – 1:30 pm

ICDT2-001 4 weeks \$15

H Dropbox for Musicians

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

If you play guitar, ukulele, banjo, or another instrument, maximize the use of your iPad while eliminating massive amounts of paper song sheets by storing your music sheets in Dropbox. You can keep all your music in one place, access it instantaneously, share it with other musicians, and back it up. Dropbox offers 2GB of free online storage plus 500MB more per person that you refer, up to 18GB. This is the first part of a four-week series; **OnSong for Musicians**, shown below, is the second part.

Annette Rodrigues, Instructor

Thursdays, Oct 26 – Nov 2, 11:30 am – 1:30 pm
DFM-002 **2 weeks** **\$10**

I OnSong for Musicians

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

If you play a musical instrument (guitar, ukulele, banjo, etc.) and use music sheets with chords, you can use your iPad and the OnSong app to replace the massive number of paper music sheets with performance-ready, interactive, digital chord charts. You can put all your music in OnSong, where you can access it instantaneously, and back up your OnSong music sheets in Dropbox. Make sticky-note reminders or small notations, keep track of who's doing what, and project the lyrics to your audience or share your chords with fellow band members. OnSong streamlines your musical performance, and the iPad makes it a perfect companion to amateur and professional musicians, whether preparing, practicing, or performing. This is the second part of a four-week series; **Dropbox for Musicians**, shown above, is the first part.

Annette Rodrigues, Instructor

Thursdays, Nov 9 – Nov 16, 11:30 am – 1:30 pm
SFM-002 **2 weeks** **\$10**

Don't have a lot of time for a class? Check out the workshops on page 5. Spend a couple of hours on a Wednesday afternoon learning something about an interesting topic. Each workshop is only \$10, and you don't have to join SeniorNet.

Photoshop Elements

J Photoshop Elements 14 Editor Part 2

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

Dick Castro, Instructor

Thursdays, Sep 28 – Nov 16, 9:00 am – 11:00 am
PE142-002 **8 weeks** **\$20**

K Photoshop Elements Digital Projects

Prerequisite: *Adobe Photoshop Elements 13 and up for Windows on your computer and an internet connection; completion of a **Photoshop Elements course that covered organizing, enhancing, and sharing photos**. Familiarity with dialog boxes and good mouse skills are essential.*

In this four-week course with all new content, 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. Students are encouraged to practice and do homework.

Chris Chavez, Instructor

Tuesdays, Oct 24 – Nov 14, 11:30 am – 1:30 pm
DSB-011 **4 weeks** **\$15**

Google Apps

L Gmail, Switching to and Using

Prerequisites: *A Gmail account (for which you know the password); if you don't have one, contact the instructor at 408-674-1401 or opawalt@gmail.com*

Learn the features and capabilities of Google's email system (Gmail). We'll show you how to convert from your current email account (like Yahoo) to Gmail. We'll cover sending and receiving email with and without attachments, Gmail threads, Gmail labels, and Gmail tabs for separating your email into categories. Google Contacts and Calendar are also covered. You can use these features on your smartphone and tablet as well as your computer.

Walt Cole, Instructor

Wednesdays, Sep 20 – Oct 11, 11:30 am – 1:30 pm
WUG-006 **4 weeks** **\$15**

M Google Photos

Prerequisites: *Before the first class, if you don't already have a Google account (same as a Gmail account), sign up for one. Bring the Google account user name and password to each class.*

Google Photos is the latest photo management/photo editing/photo sharing offer from Google. It is all online. It is integrated with the Google Photos app on smartphones and tablets. We will cover uploading photos on your computer to Google Photos in the cloud and downloading photos from the cloud to your computer. Also covered are album creation and sharing. We will also edit photos (in the cloud). Any Picasa Web Albums you currently have will already be in Google Photos.

Walt Cole, Instructor

Wednesdays, Oct 18 – Nov 15, 11:30 am – 1:30 pm
Note: No class on Nov. 8
GPH-004 **4 weeks** **\$15**

Microsoft Office

P Microsoft Word Part 1

Prerequisites: *Basic computer skills*

Microsoft Word is the most-used word processor in the world. This course teaches you how to create documents that not only express what you want to say but also impress the reader. You'll learn to select and format text; cut, copy and paste; save and open files; and use Word's editing tools and other features. Emphasis is placed on using the "ribbon" interface also found in other Microsoft programs.

Shirley Anderson, Instructor

Thursdays, Sep 28 – Oct 19, 11:30 am – 1:30 pm
W13B-006 **4 weeks** **\$15**

Print Shop

N 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, recipe cards, 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 Friends, Instructors

Thursdays, Sep 28 – Nov 16, 2:00 pm – 4:00 pm
HM-008 **8 weeks** **\$20**

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. The course will acquaint you with the fundamentals of using Facebook so you will be able to share interests and activities online with family and friends.

Anne Dunham, Instructor

Tuesdays, Sep 26 – Oct 17, 11:30 am – 1:30 pm
IFB-014 **4 weeks** **\$15**

A workshop is a one-time, two-hour class on a subject we think might be of interest to you. It's a great way to introduce yourself to our courses. Each workshop is only \$10, and you don't have to become a SeniorNet member. Check out the list of workshops on the following page.

Workshops

Each workshop is one two-hour class. SeniorNet membership is not required. Register in person at registration, or by proxy. After registration, call (408) 674-1401 to register for any open workshop.

W1 LastPass Password Manager

Prerequisites: *Familiarity with Windows and a browser other than Edge (Chrome, for example).*

Use LastPass, the top-rated free password manager for Windows, to access all your favorite websites with one master password. LastPass automates the logon process and keeps all your passwords secure.

DeForrest Home, Instructor

Wednesday, Sep 27, 2:00 pm – 4:00 pm

LPM-003 1 week \$10

W2 New! 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 troublemakers. Please note prerequisite.

DeForrest Home, Instructor

Wednesday, Oct 4, 2:00 pm – 4:00 pm

TSW-001 1 week \$10

W3 Borrow Books Without Going to the Library

Prerequisites: *Bring an Apple, Android, or Kindle device; a current **library card** is required.*

You can borrow eBooks and eAudiobooks from your local public library, anywhere, anytime. Download eBooks and eAudiobooks to your tablet or smartphone with one of several apps: Overdrive or Libby, Axis 360, Hoopla, or Total Boox among others. On the next trip you take, leave the heavy paper books at home!

Almaden Librarian, Instructor

Wednesday, Oct 11, 2:00 pm – 4:00 pm

BEPL-004 1 week \$10

W4 Online Banking

Prerequisites: *Basic internet skills*

Hesitant about online banking and bill-paying? Want to know more about the capabilities and benefits? And how secure is it, compared to check-writing? Find answers at this overview.

Bank of America Rep, Instructor

Wednesday, Oct 18, 2:00 pm – 4:00 pm

OBB-003 1 week \$10

W5 Microsoft Edge

Prerequisite: *Basic computer skills*

Experience the Internet with Edge, the internet browser that comes with Windows 10, and learn how to save your favorites, reading list, browsing history, and downloads to the Hub.

Steve Brock, Instructor

Wednesday, Oct 25, 2:00 pm – 4:00 pm

ME-003 1 week \$10

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, Nov 1, 2:00 pm – 4:00 pm

DNA-002 1 week \$10

W7 How to Use Apple's New Message App

Prerequisites: *Apple ID (email and password) and iOS 10 installed. Bring a fully charged iPhone or iPad.*

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 8, 2:00 pm – 4:00 pm

AMA-002 1 week \$10

W8 New! iPhone Essential Accessories

Prerequisites: *None*

Want to make your iPhone even more useful, functional, and available for multiple activities? The answer is "accessories." In this class, we will explore the best accessories that will make your iPhone rock.

Mark Hames, Instructor

Wednesday, Nov 15, 2:00 pm – 4:00 pm

IPA-001 1 week \$10

Registration Procedure for September 9, 2017

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

The SeniorNet Learning Center of Almaden (SNLCA) uses a **lottery system** to determine the order in which a person registers so that everyone, whether registering in person or by proxy, has the same chance of getting into his or her first choice of courses.

Here's how it works. After a few announcements, lottery tickets are passed around. Each person draws one lottery number. If a couple (*any two people*, only one of whom needs to be present) wants to register to take the same course, ask for a "couple ticket" and then draw only one lottery number for the couple.

After everyone has drawn a lottery number, ranges of numbers will be called. When you hear your number group called, get in line at the front of the room. At this time, be sure you know which course you want to take. When you arrive at the front table, tell the person with the *chits* (*chit*: a small card with course identification on it) 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 at this point. If you have a "couple" ticket, hand it to the person with the chits, and you will receive two chits for the same course, one for each person.

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

When all chits for a course have been handed out, the course is full. If you did not get into the course you wanted, stop at the **overflow/waiting list** table and give that person your information for the waiting list.

To take a workshop: There is a separate table for workshop chits. Tell the person at the Workshop table which workshop or workshops you want to take. You can get chits for as many workshops as you want.

To take only one course (other than workshops): See **To complete your registration** below.

To take more than one course (other than workshops): After you get the first course chit, stop at the **overflow/waiting list** table and give that person your information to add to the overflow/waiting list.

To complete your registration: **Go to the second floor.** There are tables where you can sit and write your check for your course fee. Checks are preferred, but you can also pay with cash. No bills larger than \$20, please; change is available at the check-writing table. Make your check payable to **SNLCA** for the course fee listed in this mailer. After writing your check, **go to the computer room** to complete your registration.

When you go into the computer room, have these things in your hand: the card with your Almaden student number, your course chit, and your check or cash.

After registering in the computer room: If you need to join SeniorNet or renew your membership, stop at the SeniorNet table in the hallway outside the computer room. SeniorNet membership is \$44 for the first year; the annual renewal fee is \$33. You can use a credit card to pay your SeniorNet fees if you prefer; please have your completed check, cash, or credit card ready when you go to the SeniorNet table.

If you want to take only one course, you're done. **If you requested additional courses** on the overflow/waiting list, please **go to the second course waiting room**. If there are still openings in the other courses you want to take, you can register for those courses before leaving the Community Center. If the additional courses you want to take are full, your information will remain on the waiting list; if someone who registered for the course drops out, you might receive a call to fill the vacancy.

To register for a course or workshop after registration on September 9 has passed:

Go to **www.snicsj.org/almaden**. Under the session dates, click the link for **Session 4 Course List**. This takes you to **Course Information**, where you can see which courses have openings. Then call **(408) 674-1401** to enroll. You will be told whether you can still enroll in the course and, if so, how to pay the fee.

Registering by Proxy for Session 4 2017

To sign up for courses without attending registration, use the proxy form below. This form can be used to sign up one individual for one or more courses. If you're not a SeniorNet member, you can still use this form; you'll be contacted about joining SeniorNet after you get into a course. You do not have to join SeniorNet if you only want to take a workshop.

You can request as many as five courses by proxy. At registration, a lottery number will be assigned to your proxy, and your chance of getting into your first choice of courses is the same as if you registered in person. However, people who attend registration can sign up for additional courses before those who register by proxy get their additional choices, so in that way, people who attend registration have an advantage.

If the course you requested fills up before your lottery number is called, your name will be added to the waiting list for that course, and there is a possibility that you might be contacted if a seat becomes available.

After registration, you'll receive a call or an email to let you know whether you did or did not get into your requested courses.

To register by proxy, complete the form below. Place it in an envelope with a separate check for each course you want to take (do not send cash). Drop off your proxy at the Almaden Community Center information desk, deliver it to a staff member in the SeniorNet classroom, or mail it to the address below.

SNLCA
P. O. Box 20932
San Jose, CA 95160

Your proxy must be received by SeniorNet Almaden by 12 noon on Friday, September 8. If it arrives later, it will be processed as a late registration.

After registration on September 9, to get into a course, go to www.snicsj.org/almaden to see which courses still have openings, and then call [408-674-1401](tel:408-674-1401) to register for any open course.

Registration Proxy Form (please print)

First name _____ Last name _____ Almaden Student ID # _____

Email address _____ Phone number _____

Course #1 _____ Start Date _____ Time _____

In addition to Course #1, I would like to take these courses:

Course #2 _____ Start Date _____ Time _____

Course #3 _____ Start Date _____ Time _____

Course #4 _____ Start Date _____ Time _____

Course #5 _____ Start Date _____ Time _____

Make checks payable to SNLCA. Include a separate check for each course fee.

Check 1 # _____ for \$ _____ Check 2 # _____ for \$ _____ Check 3 # _____ for \$ _____

Check 4 # _____ for \$ _____ Check 5 # _____ for \$ _____

If you are not a SeniorNet member, you will be contacted for your membership fee (\$44 for the first year).

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 course, please destroy my check for it.

SeniorNet Learning Center of Almaden 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.

