

This brochure contains registration information for **all** courses offered by the SeniorNet Learning Center of Almaden.
ALL CLASSES ARE HELD AT THE ALMADEN LIBRARY/COMMUNITY CENTER.

DATE AND PLACE OF REGISTRATION:



Saturday, January 8, 2011
 Almaden Community Center
 6445 Camden Avenue
www.snicsj.org/almaden

REGISTRATION TIME FOR ALL 11:30 AM

Registration for all courses (**Beginning Computer Skills, Intermediate/Advanced** and **Mini** courses) is at **11:30 AM**. See course descriptions for days/times the course takes place. *Please read the prerequisites carefully to determine if you are eligible to take a course.*

See **NEW!** courses on pages 4 & 5.

Note: The session starts on Monday, January 10. Some Mini-Courses start in February.

No classes on Monday, January 17, or on Monday, February 21. Monday classes end on March 14.

The **Registration Procedure** is described on page 6. **Please bring this mailer with you to registration.**

SeniorNet Membership (\$40 1st year / \$30 renewal) is required for all students taking SeniorNet courses.

Beginning Computer Skills Course

Beginning Computer Skills [8 weeks] Russ Lucas (Tue Win 7) Pete Tiffany (Thu XP) Course Fee: \$20.00

The **Beginning Computer Skills** course is intended for those who have not used a computer before or who are not comfortable that their basic skills are up to par. This course introduces beginners to hardware terminology and software basics. Students learn how to use the mouse and keyboard. Basic use of the Windows operating system is covered. Beginning word processing skills are taught, so that students learn to open, create, name, save and close files. File and folder concepts are introduced. An overview of the Internet and e-mail is presented. In-class activities reinforce learning in a way that is fun and productive. Individual help will be provided. The Windows 7 course covers some of its new features.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
A – BCS7-003	Tuesday <u>Windows 7</u>	Jan 11 – Mar 1 (Russ)	2:00 PM – 4:30 PM
B – BCSF-033	Thursday <u>XP</u>	Jan 13 – Mar 3 (Pete)	9:00 AM – 11:30 AM

“Mini-Mouse” Practice Session [1 Monday] Russ Lucas Course Fee: FREE

A one-time “Mini-Mouse” Practice Session is offered on **Monday, January 10, 2:00 PM – 3:30 PM**, to students registered in the above Beginning Computer Skills courses. This session is **free** and is limited to 16 students. It is designed for beginners with *very little or no previous computer experience*. You will get a “head start” on learning to use the mouse by doing simple practice exercises. Individual help will be provided.

Sign up for this session when you enroll in the Beginning Computer Skills course.

Be sure to check the prerequisites for any course you want to take. Students who haven't had the prerequisite courses often do not benefit from taking a desired course.

Intermediate/Advanced Courses

Note: These courses are for students who have previously taken the **Beginning Computer Skills** course or intermediate/advanced level courses or who have previous computer experience. *Please note the prerequisites for each course.* The SeniorNet Learning Center of Almaden uses Windows XP, Windows 7 and IBM-compatible computers.

C – Using Windows 7 [8 weeks] Bill Buckley Course Fee: \$20.00

Prerequisites: *Completion of Beginning Computer Skills or equivalent knowledge and skills.*

This course on **Using Windows 7** teaches you about the Microsoft Windows 7 operating system. You will learn how to use features of the operating system and how to customize it to make it easier to do what you want to do with the computer. The course explores such features as the Desktop, the Start menu, Gadgets, searching on the computer, and using some of the Accessories and other Windows 7 applications. Covered in detail is the use of Windows Explorer to manage files, folders, disks, and flash drives. In addition, you will learn system maintenance tools like Disk Cleanup, System Restore, Windows Update, and Backup and Restore. You will also learn a little about using Internet Explorer to get around on the Internet.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
UW7-004	Friday	Jan 14 – Mar 4	9:00 AM – 11:00 AM

D – Using Windows XP [8 weeks] Don House Course Fee: \$20.00

Prerequisites: *Completion of Beginning Computer Skills or equivalent knowledge and skills.*

Using Windows XP is designed to teach you about the XP version of Microsoft's operating system. You will learn not only how to use the features of Windows XP but also how to modify the operating system to make it easier to do what you want to do with the computer. The course explores the features of Windows XP such as the Start menu, the Help and Support Center, System Restore and Right-Click operations. Also covered in detail is Windows Explorer, which is used to manage drives, folders and files. In addition, you will learn to use the maintenance tools built into the operating system. There is one class on the use of Internet Explorer and Outlook Express for Web browsing and sending/receiving e-mail.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
WXP-061	Wednesday	Jan 12 – Mar 2	2:00 PM – 4:00 PM

E – Intro to Microsoft Word 2007 (Word 1) [8 weeks] Irv Feinberg Course Fee: \$20.00

Prerequisites: *Completion of Beginning Computer Skills or equivalent knowledge and skills. Ability to use the mouse comfortably and basic typing skills are essential.*

This word processing course uses Microsoft Office Word 2007 to teach basic word processing skills. Learn about the Office ribbon interface as you learn to create, edit and format effective and attractive documents. Skills covered include navigating through documents; selection techniques; cut, copy and paste; opening and saving files; character, paragraph and page formatting; and creating tables, headers, footers, and columns. **This course does not cover Microsoft Word 2002 or 2003.**

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
W71-003	Wednesday	Jan 12 – Mar 2	9:00 AM – 11:00 AM

F – Photoshop Elements 8 Part 3 [8 weeks] Dick Castro Course Fee: \$20.00

Prerequisite: 1) *Photoshop Elements Organizer, Quick Fix, and Part 2, or equivalent experience using Photoshop Elements.* 2) *Photoshop Elements 7, 8 or 9 installed on your home computer. Advanced mouse and file management skills are essential.*

This advanced Photoshop Elements course is for students who want to move a step beyond the skills covered in the Organizer, Quick Fix and Part 2 courses. Topics include layers, layer masks, type and shape layers, blending modes, adjustment layers, gradients and much more. Basic skills will be enhanced with additional methods for color correction, lightening or darkening, portrait enhancement and retouching. Special effects such as collages, vignettes and dramatic lighting will be covered as well. The class covers a lot of material and will move at a fairly quick pace, so students are required to have solid previous experience with PSE editing.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
PE83-001	Monday	Jan 10 – Mar 14	11:30 AM – 1:30 PM

G – Spreadsheet Using Microsoft Excel 2007 [8 weeks] Roger Simons Course Fee: \$20.00

Prerequisite: *Completion of at least one intermediate course or equivalent knowledge and skills. Ability to use a mouse comfortably and basic typing skills are required. Students should bring a flash drive to class!*

Excel, which is part of the Microsoft Office 2007 suite of programs, is the most widely used spreadsheet software. This course guides students through the essential skills needed to create effective spreadsheets. You will learn to enter data, create formulas, format spreadsheets, and create charts. Examples and exercises reinforce learning. Students should have Microsoft Office 2007 installed on their home computers.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
SUE-003	Tuesday	Jan 11 – Mar 1	9:00 AM – 11:00 AM

H – Greeting Card Magic! Part 1 [8 weeks] Phyllis House Course Fee: \$20.00

Prerequisites: *Completion of Beginning Computer Skills and at least one Intermediate course, e.g., Windows XP or Windows 7 and/or Basic Word Processing. Good mouse skills are essential!*

The **Greeting Card Magic!** course uses **The Print Shop Version 23 Deluxe** to create exciting projects! After an overview of the program's many features and a review of basic Windows skills, you will learn to personalize greeting cards, labels, posters and more, using the Art Gallery image collection, your own art work or photos or other clip art. You will complete individual projects. This course is Part 1 of a two-part series.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
GCM1-012	Thursday	Jan 13 – Mar 3	2:30 PM – 4:30 PM

I – Picasa Organizer, Editor and Web Albums [8 weeks] Walt Cole Course Fee: \$20.00

Prerequisites: 1) *Completion of a course (or equivalent experience) where you learned, and now know about, using the Windows Explorer program for managing folders that contain files.* 2) *A digital camera.*

This course teaches you how to use the free Picasa program to import, manage, edit and share the photos you take with your digital camera. Basic photo editing includes rotating, straightening, cropping, adjusting contrast, removing red eye and retouching photos. You will learn how to add text to photos and build a collage of several photos on one page. You will learn how to resize photos so they can be sent as attachments to e-mail. You will also learn, and practice, creating online Picasa Web Albums, allowing you to share lots of your photos with family and friends. This course combines the Picasa Organizer & Editor and the Picasa Web Albums courses.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
POEA-001	Friday	Jan 14 – Mar 4	11:30 AM – 1:30 PM

Mini Courses

J – NEW! Introduction to Facebook [3 Mondays] Al Reinig Course Fee: \$15.00

Prerequisites: *Completion of Beginning Computer Skills or equivalent experience, Internet access and the ability to navigate on the Internet comfortably.*

If you want to know more about social networking and be able to share interests and activities online with family and friends, this three-week starter course introduces you to the basics. You will learn how to set up a Facebook account and set up your Facebook network with family and friends. Also covered are the things to do and not to do on Facebook. Join the fun and see what Facebook is all about!

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
IFB-001	Monday	Jan 10 – Jan 31	9:00 AM – 11:00 AM

K – Introduction to Google [4 Mondays] Mark Hames Course Fee: \$15.00

Prerequisites: *Completion of Beginning Computer Skills or equivalent experience, and Internet access.*

Google is a powerful but simple Internet search engine that allows you to search billions of Web pages anywhere in the world. This course gives you a thorough but concise tour of Google's features using practical examples that help you locate the information you seek. From word definitions to stock quotes, from package tracking to airport travel information, Google simplifies your Internet searches. If it's out there, you can find it. Don't just search, Google!

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
GIT-020	Monday	Feb 14 – Mar 14	9:00 AM – 11:00 AM

L – Managing Your Files – Windows XP [4 Tuesdays] Shirley Anderson Course Fee: \$15.00

Prerequisite: *Completion of Beginning Computer Skills or equivalent knowledge and skills.*

Understanding where your files are located lets you find them more quickly and stay better organized. This course, designed for Windows XP users, teaches the basics of files and folders and how to use the right mouse button. You will use Windows Explorer to create folders; rename files and folders; copy, move and delete files and folders; save files into the appropriate folders; search for files; manage the Recycle Bin; and use external media such as flash drives to back up your files or to transfer them to a different computer.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
MYF-032	Tuesday	Jan 11 – Feb 1	11:30 AM – 1:30 PM

M – NEW! Managing Your Files – Windows 7 [4 Tuesdays] Shirley Anderson Course Fee: \$15.00

Prerequisite: *Completion of Beginning Computer Skills or equivalent knowledge and skills.*

This file management course, designed for Windows 7 users, teaches you how to use the Windows Explorer to organize and manage your files. You'll learn how to navigate using the Navigation pane and address bar; create folders for organizing your files; rename files and folders; copy, move and delete files and folders; save files into the appropriate folders; use the enhanced Search function; manage the Recycle Bin; use external media such as flash drives to back up your files or to transfer them to a different computer; and more.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
MYF7-001	Tuesday	Feb 8 – Mar 1	11:30 AM – 1:30 PM

N – Create a Digital Photo Story [4 Wednesdays] Jim Sauter Course Fee \$15.00

Prerequisites: *Taking Pictures course or Digital Camera.*

Bring your digital photos to life using this free Microsoft program. Choose your favorite digital photos from your last vacation, family reunion, etc. Create your own dramatic effects by adding panning, zooming, fade in and out, titles, music and more. Then share your creation with family and friends on your computer, through email, on the Web or on a CD. Bring your digital photos to the first class on your camera card or flash drive.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
CDPS-007	Wednesday	Jan 12 – Feb 2	11:30 AM – 1:30 PM

O – NEW! Typing Basics [4 Wednesdays] Shirley Anderson Course Fee \$15.00

Prerequisites: *A desire to learn touch typing.*

Improve your typing skills with the hands-on activities offered in this four-week course. The focus is on touch-typing (using the keys without looking at the keyboard) and entering text. Learn the key arrangement and where to place your hands for the most efficient use of the keyboard. Drills and exercises reinforce skills in this definitely “hands-on” course, with most of the class time devoted to practice. An introduction to keyboard shortcuts is included.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
TYPB-001	Wednesday	Feb 9 – Mar 2	11:30 AM – 1:30 PM

P – Using Your Digital Camera [4 Thursdays] Walt Cole Course Fee: \$15.00

Prerequisite: *A digital camera and completion of a course where you learned about Windows Explorer or equivalent experience with Windows Explorer.*

After an introduction covering how digital cameras work, this course focuses on how to use the buttons and menus to help you take better photos. How to use zoom, flash, macro (close-ups), burst mode (continuous pictures holding the shutter button down), movie mode, etc., are covered. You will take pictures outside and learn how to upload the photos from the camera to the classroom computers using Windows Explorer. We will also use Windows Explorer to copy photo files to your USB flash drive.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
UDC-008	Thursday	Jan 13 – Feb 3	12:00 PM – 2:00 PM

Q – NEW! Using Microsoft PowerPoint 2007 [4 Thursdays] Ken Holmes Course Fee: \$15.00

Prerequisites: *Completion of Beginning Computer Skills or equivalent knowledge and skills. Ability to use the mouse comfortably and basic typing skills are essential.*

Learn the fundamentals of Microsoft PowerPoint 2007. Each student will construct a short presentation using the vast array of options provided by the PowerPoint program. Each student will learn the variety of techniques needed to develop powerful slides and turn them into a persuasive presentation. Time will be provided, in class, to build this presentation. This is a beginning look at PowerPoint so all experience levels are welcome.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
UMPP-001	Thursdays	Feb 10 – Mar 3	12:00 PM – 2:00 PM

REGISTRATION PROCEDURE

Bring this entire mailer *including your address label* with you to registration.

ALL STUDENTS must come to the check-in table to get your Almaden Student ID number

Lottery System: Each student will draw a numbered coupon from a pool of numbers. *Arriving early will not improve your chances* of drawing a low number and getting into the course you want. Couples *desiring to take the same course* will randomly draw **only one coupon** and will **also** be given a separate “**couple**” coupon. [A “couple” is any 2 people who want to take a course together.]

Most students get their first choice of courses!

You will be called to the assignment table at the front of the assembly room in the order of the numbers printed on the coupons. You will be given a course chit (a small card with the course name and number, date, and time) for the course you request. You may request a chit for only one course at that time. When all chits for a course have been given out, the course is considered full. *Each member of a couple will receive one chit.* Each person must have a chit to enroll in a course. Once you have a chit, you are assured you have a place in that course.

At this time you should write your checks for your course fee and also your SeniorNet fee if necessary.

Then proceed to the computer room on the second floor to complete your registration.

Take the card with your Almaden student number, your course chit and your check(s) or cash to the computer room with you.

For Intermediate/Advanced students only: If you want to take additional courses, after you receive the chit for your first course, stop at the table with the overflow/waiting list and place your name, phone number and desired course or courses on that list. Then after enrolling in your first course, please go to the second course waiting room. After everyone has signed up for their first course, if there are still vacancies for the other courses you want to take, you may be able to enroll in those courses before leaving the community center.

Two separate payments may be necessary:

One to **SNLC-Almaden** (or **SNLCA**) for the amount shown for the course.

One to **SeniorNet** for \$40.00 for a one-year membership, if you are not already a member. The SeniorNet fee for renewing members is \$30.00. (A SeniorNet table will be set up in the registration room.)

Payment by check is preferred. For course registration we do not accept credit cards or bills larger than \$20.00. Please *do not* make out checks until you have a chit for a course.

MAIL-IN REGISTRATION PROXY

The objective of this mail-in proxy is to provide you with the opportunity to register in a course when you can't make it to registration in person or can't get a surrogate to represent you at registration. This proxy can be used to register one individual in a course or a couple in the same course. (A couple can be any two people.) The option for a second course is also available with this proxy. Payment for a course is by check only–no cash. You may use this proxy even if you are not a member of SeniorNet, but you must join SeniorNet if you get into a class. *Note: If you (or your surrogate) are present at registration and you participate in the lottery, your mail-in proxy will be voided. (Only one lottery number per person.)*

During the lottery a staff member will draw one lottery number for each mail-in proxy. A staff member will process your proxy in the order of your lottery number (just as if you were present at registration). If your requested course is not available when your lottery number comes up, your name will be placed on the wait list for that course.

After registration, an e-mail (or phone call if e-mail is not available) will be sent to you confirming your registration, or advising you that you did not get into your requested course. If you did not get into that course, your check and a copy of your proxy form will be mailed back to you provided you included a self-addressed, stamped envelope. After registration, if you want to take another course, or if you did not get into your requested course, you may call us at 677-7698 to see which courses are still open. Course openings can also be found by going to our website at www.snicsi.org and clicking on Almaden.

Complete the proxy, put it together with a check in an envelope and just drop it off at the Almaden Community Center office or the SeniorNet classroom, or mail it to:

SNLCA Attn. D. House
P. O. Box 20932
San Jose, CA 95160

Mail-In Registration Proxy

Name of student (print) _____ Almaden Student ID # _____ Check if a couple ____

(Partner's name if couple _____ Almaden Student ID # _____)

Course requested _____ Start Date _____ Time _____

Second course _____ Start Date _____ Time _____

E-mail address _____ Phone number _____

Check(s) No. _____ (payable to SNLCA) Amount \$ _____ \$ _____ **Note: Separate check for each course**

If you are not a SeniorNet member, you will be contacted for your fee. (\$40.00 for one-year membership)

Check One: a. ____ I would like the course receipt or my unused check mailed back to me; a self-addressed, stamped envelope is enclosed.

Or: b. ____ My canceled check will be my receipt; a phone call or e-mail will be confirmation of my course. You may destroy my check if I do not get enrolled in a course.

Notice: A separate check is required for each course.

SENIORNET LEARNING CENTER POLICY

No one will be allowed to audit any course. Enrollment in a second course will be allowed only after everyone present at registration has had an opportunity to enroll in their first course.

NOTICE: Anyone who has not taken a course in two years will be dropped from the USPS mailing list. E-mail recipients will not be dropped unless the recipient requests to be dropped.

