

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, 24 July 2010
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. *Please read the prerequisites carefully to determine if you are eligible to take a course.*

See NEW! Courses on pages 1 & 2 and Almaden News & Notes on page 5

Note: Most classes start week of August 9 except some Mini-Courses.

No classes on Monday, September 6. Monday classes end on October 4.

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) Shel Jacobs (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 the eighth lesson. 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>
M – NEW! BCS7-001	Tuesday <u>Windows 7</u>	10 Aug – 28 Sep (Russ)	2:00 PM – 4:30 PM
N – BCSF-031	Thursday <u>XP</u>	12 Aug – 30 Sep (Shel)	9:00 AM – 11:30 AM

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

A one-time **“Mini-Mouse” Practice Session** is offered on **Saturday, 7 August, 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.

I – NEW! 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>
UW7-001	Friday	13 Aug – 1 Oct	9:00 PM – 11:00 AM

J – Intro to MICROSOFT WORD 2007 (Word 1) [8 weeks] Roger Simons 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 is not a good choice if you are using Microsoft Word 2002 or 2003.**

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
W71-002	Wednesday	11 Aug – 29 Sept	9:00 AM – 11:00 AM

K – SeniorNet Sampler [8 weeks] Various Staff Course Fee: \$20.00

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

Discover the possibilities! This sampler course offers a “taste” of some of the courses offered and software used at SeniorNet of Almaden. Each week a different instructor presents a different topic, such as creating a flyer, photo editing, scanning, Internet skills, system performance, digital music and word processing. In some of the lessons, you will complete a project. A binder will be handed out at the first class so you can keep the information for each lesson organized.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
SNS-002	Wednesday	11 Aug – 29 Sept	2:00 PM – 4:00 PM

L – Photoshop Elements Organizer/EZ Edit [8 weeks] Scott Maiden Course Fee: \$20.00

Prerequisites: *A home computer running Adobe Photoshop Elements 8 for Windows. (This program costs \$50 to \$80, often involving a \$20 rebate. It requires 1 GB of RAM & 2GH+ processor.) Basic computer skills, familiarity with dialog boxes, good mouse skills and willingness to do homework are essential!*

This eight-week workshop course is an introduction to the Adobe Photoshop Elements 8 software. You learn techniques for organizing, managing and searching to find that one photo. We also explore how to quickly fix and adjust photos for red eye, color, cropping and lighting using the Editor Quick Edit/Guided Edit workspaces. You also learn techniques for making simple object color changes, better group shots, cleaning scenes of extraneous people/animals/objects, multiple photo exposure fixing and panorama creation. And finally, we show you how to send photos via e-mail right within the Organizer. There are many included class and manual exercises to help you learn.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
PE8-002	Tuesday	10 Aug – 28 Sept	11:30 AM – 1:30 PM

Mini Courses

A – Using Craigslist for Buying and Selling [4 Mondays] Mark Hames Course Fee: \$15.00

Prerequisites: *Completion of Internet & email course or equivalent experience. Must be able to navigate the Web without assistance.*

Want to sell your car, a sofa, or an old computer? Want to sell only to local buyers and avoid the hassles of shipping? Then Craigslist is the answer. Craigslist is a free, Web-based service where people sell products and services in their local community and where the buyer and seller meet face-to-face to complete a transaction. This course will teach you how to use Craigslist, making your selling and buying profitable and safe.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
CBS-004	Monday	13 Sept – 4 Oct	9:00 AM – 11:00 AM

B – Basic Tips and Techniques [4 Mondays] Sharon Epp Course Fee \$15.00

Prerequisite: *Beginning Computer Skills or equivalent experience.*

Review the basics and practice skills that will increase your proficiency with the computer and your enjoyment of it. Many hands-on activities will improve your ability to use the mouse effectively. You'll get lots of practice opening, closing and saving files, and will learn more about using the Windows Explorer. Selecting text and the cut, copy and paste functions are also covered in detail. This course is for XP users.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
BTT-019	Monday	13 Sep – 4 Oct	11:30 AM – 1:30 PM

C – Create Collages Using Picasa [4 Tuesdays] Sal Ferrante Course Fee \$15.00

Prerequisites: *A basic working knowledge of Picasa, digital cameras and computers is required.*

This four-week course shows you how to use your digital camera and the Picasa software to create outstanding photo collages that make personalized digital greeting cards, exceptional calendars and impressive presentations. You will learn how to apply artistic principles to improve the composition of your collages. Unique tips on using Picasa are included.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
DP1-004	Tuesday	7 Sep – 28 Sep	9:00 AM – 11:00 AM

D – 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-006	Wednesday	11 Aug – 1 Sep	11:30 AM – 1:30 PM

E – Using Your Digital Camera [4 Wednesdays] 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-006	Wednesday	8 Sep – 29 Sep	11:30 AM – 1:30 PM

F – Introduction to Digital Music [4 Thursdays] Walt Cole Course Fee: \$15.00

Prerequisites: *Completion of a course where you learned about Windows Explorer or equivalent experience with Windows Explorer, and a liking for music.*

Learn about **iTunes** (Apple's program for managing your music files). Learn about portable music players like the various Apple iPods (Shuffle, Nano, Classic, Touch). Learn to add music to your computer by ripping (transferring) songs from your music CDs. Burn a music CD of your favorite songs. Learn how to copy music files from your computer to your iPod using the iTunes program. Other topics covered: the iTunes store for buying and downloading music; the Amazon online music store; podcasts; Internet radio; and Pandora, the build-it-yourself Internet radio station.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
IDA-011	Thursday	9 Sep – 30 Sep	12:00 PM – 2:00 PM

G – Windows XP Refresher Course [4 Thursdays] Shirley Anderson Course Fee \$15.00

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

Review the basics of the Windows operating system, including the Start menu; using Windows Accessories; opening and saving files; and techniques such as selecting text, and cut, copy and paste. The course covers using Windows Explorer to organize your files and folders, rename them, delete them and copy or move them to a different location. Gain a better understanding of where your files are located and how to find and manage them. A USB flash drive (portable file storage device) is required.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
WRXP-004	Thursday	9 Sep – 30 Sep	2:30 PM – 4:30 PM

H – Using the Picasa Organizer & Editor [4 Fridays] Walt Cole Course Fee: \$15.00

Prerequisite: *Completion of a course where you learned about Windows Explorer or equivalent experience with Windows Explorer.*

This course teaches you how to use the free Picasa program to manage and edit the photos you take with your digital camera. Basic photo editing includes rotating, straightening, cropping, resizing, adjusting contrast and color, 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, resize photos and send them as attachments to e-mail.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
UPOE-007	Friday	10 Sep – 1 Oct	11:30 AM – 1:30 PM

Almaden News & Notes

During the break between Session 3 and Session 4, the SeniorNet Learning Center of Almaden is making a big change. We are replacing Vista on our computers with **Windows 7**, the latest version of the Microsoft operating system. Windows XP will stay in the other partition, and most courses will still be taught using Windows XP.

Why are we making this change, and why are we replacing Vista instead of XP with Windows 7? We find that most of our students still use Windows XP. Anyone who buys a new computer, or who has bought one since last fall, is using Windows 7. We think that our students are better served at this time if we keep using XP. If, like me, you are using Vista at home, I hear that Windows 7 is quite similar to Vista.

Many thanks to Russ Lucas, who has worked on converting the Beginning Computer Skills course for Windows 7, and Bill Buckley, who will be teaching Using Windows 7 this session. They have spent many hours this summer preparing their courses. Our other instructors have worked just as hard to put together their course material and prepare to teach. We have a staff of around 75 dedicated classroom volunteers at Almaden who work with one thing in mind: to help you learn how to use a computer and have a lot of fun doing it.

Please note that the word processing course offered this session uses **Microsoft Office Word 2007**. Please read the course description before signing up for this course.

You might have noticed that we have a light schedule in August. Many of the Almaden SeniorNet instructors are taking time off, and typically, a lot of students do too. In September, we have a varied array of mini-courses starting to help you learn new skills. I hope that you find something of interest!

Shirley Anderson
Education Coordinator, SeniorNet Learning Center of Almaden

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. Course chits (small pieces of paper color-coded with the course name and number, date, and time) will be given out. 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.

You will then proceed to the computer room on the second floor to complete your registration.

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

**YOU WILL NEED YOUR ALMADEN STUDENT ID NUMBER
AND A COURSE CHIT TO REGISTER IN A CLASS.**

For Intermediate/Advanced students only: If at the time you receive your course chit you desire to take a second course, place your name, phone number and desired course on the overflow list. Please go to the second course waiting room after enrolling in your first course. If there are vacancies for your second course during the registration process, you may be able to sign up immediately after you sign up for your first course.

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.



- Learning
- Center
- of
- Almaden