

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 7, 2012**  
**Almaden Community Center**  
**6445 Camden Avenue**  
[www.snicsj.org/almaden](http://www.snicsj.org/almaden)

**REGISTRATION  
 TIME FOR ALL  
 11:30 A.M.**

Registration for **all courses** (**Beginning Computer Skills, Intermediate/Advanced** and **Mini** courses) is at **11:30 a.m.** 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!** course descriptions on pages 2, 3 and 5.

The session starts on **Tuesday, January 17**, except for **Monday** classes, which start on **January 9**; some **mini-courses** start in **February**.

There are **no classes** on **January 16** and **February 20**.

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.

**Students should bring a USB flash drive to each class they attend.**

## Beginning Computer Skills Course

**Beginning Computer Skills – Windows 7 [8 Tue. 8 Thur.]** Russ Lucas Don House **Course Fee: \$20.00**

The **Beginning Computer Skills** course is intended for those who have not used a computer before or who need to improve their basic skills. 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, and Internet security is briefly covered. In-class activities reinforce learning in a way that is fun and productive. Individual help will be provided. This course uses Windows 7.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
<b>A</b> – BCS7-008 (Russ)	Tuesday	Jan 17 – Mar 6	2:00 p.m. – 4:30 p.m.
<b>B</b> – BCS7-009 (Don)	Thursday	Jan 19 – Mar 8	9:00 a.m. – 11:30 a.m.

**“Mini-Mouse” Practice Session [1 Saturday]** Don House **Course Fee: FREE**

A one-time **“Mini-Mouse” Practice Session** is offered on **Saturday, Jan 14, 10:30 a.m. – 12 p.m.**, to students registered in the above Beginning Computer Skills course. This **free** session is limited to 16 students. It is designed for beginners with *very little or no previous experience with a mouse*. 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.**

## Intermediate/Advanced Courses

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. **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.** The SeniorNet Learning Center of Almaden uses Windows 7 and Windows XP, using PC computers, not Apple Mac computers.

---

---

### **C – Using Windows 7 [8 Fridays] 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>
UW7-010	Friday	Jan 20 – Mar 9	9:00 a.m. – 11:00 a.m.

---

### **D – New! Using Internet Explorer 9 [6 Mondays] Mark Hames Course Fee: \$20.00**

**Prerequisites:** *Completion of Beginning Computer Skills or equivalent experience, and good mouse skills.*

Microsoft's Internet Explorer 9 is the most used Web browser in the world. The class will focus on locating, retrieving and displaying content on the World Wide Web, including Web pages, images, video, sound, and other files. Additionally we will explore Favorites, which allows for one-click access to your favorite Web sites, the Favorites Bar for even quicker access, downloading, privacy, and much more.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
UIE-001	Monday	Jan 30 – Mar 12	9:00 a.m. – 11:00 a.m.

---

### **E – Spreadsheet Using Microsoft Excel 2007 [8 Tuesdays] 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 or 2010 installed on their home computers. **This course does not cover Microsoft Excel 2002 or 2003.**

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
SUE-007	Tuesday	Jan 17 – Mar 6	9:00 a.m. – 11:00 a.m.

---

### **F – Digital Scrapbooking Using Photoshop Elements [8 Tuesdays] Chris Chavez Course Fee: \$20.00**

**Prerequisite:** *Adobe Photoshop Elements 8, 9 or 10 installed on your computer and an Internet connection; completion of the Photoshop Elements course that covered organizing, enhancing and sharing photos. Familiarity with dialog boxes and good mouse skills are essential.*

In this eight-week course with all new content, learn how to design digital scrapbook pages and/or greeting cards 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, filters, and gradients tools. Students are encouraged to practice and do homework.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
DSB-004	Tuesday	Jan 17 – Mar 6	11:30 a.m. – 1:30 p.m.

**G – Greeting Card Magic! Part 1 [8 Thursdays] 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. The Print Shop Version 23 software will be available for purchase at the first class meeting.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
GCM1-015	Thursday	Jan 19 – Mar 8	2:30 p.m. – 4:30 p.m.

---

**H – Picasa Organizer, Editor and Web Albums [8 Fridays] 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.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
POEA-006	Friday	Jan 20 – Mar 9	11:30 a.m. – 1:30 p.m.

---

### Mini Courses

**I – Using Windows Explorer [2 Mondays] Don House Course Fee \$10.00**

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

Windows Explorer is the part of the Windows operating system that shows you the contents of your computer. In this two-week course, you will learn how to use the Windows Explorer to organize your files and folders, rename them, delete them and copy them to different locations. You will gain a better understanding of where your files are located and how to locate and manage them. Using flash drives will also be covered.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
UWE-002	Monday	Jan 9 – Jan 23	9:00 a.m. – 11:00 a.m.

---

**J – New! Greeting Card Magic Projects! [4 Mondays] Phyllis House Course Fee: \$15.00**

**Prerequisites:** *Completion of Greeting Card Magic! Part 1; or previous experience using The Print Shop software. Excellent mouse skills are essential.*

This four-week project workshop uses The Print Shop Deluxe Version 23 software to continue with your projects or to 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.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
GCMP-001	Monday	Jan 9 – Feb 6	11:30 a.m. – 1:30 p.m.

**K – Photoshop Elements Organizer [4 Wednesdays] Mark Hames Course Fee: \$15.00**

**Prerequisite:** *Basic computer skills, and Photoshop Elements 8, 9 or 10 installed on your home computer.*

This four-week workshop course shows you how to organize and manage the ever-growing digital photo collection on your computer using Photoshop Elements. Learn how to load your photos to Elements from your camera or from your computer, quickly organize them, and easily find a specific photo days, weeks, months or years later. Build and arrange your photos in albums and quickly display your photos in a fancy slideshow with professional-looking transitions, pan and zooms, right on your computer. View your photos in several ways such as thumbnail view, calendar/date view, map view, album view, or file folder view. Many home and classroom exercises help you learn the course material.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
PE8O-003	Wednesday	Jan 18 – Feb 8	9:00 a.m. – 11:00 a.m.

---

**L – Using Your Digital Camera [4 Wednesdays] Walt Cole Course Fee: \$15.00**

**Prerequisite:** *A digital camera and a class teaching about Windows Explorer or equivalent experience.*

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-012	Wednesday	Jan 18 – Feb 8	11:30 a.m. – 1:30 p.m.

---

**M – Intro to Microsoft Office 2007 [4 Wednesdays] Shirley Anderson Course Fee \$15.00**

**Prerequisites:** *Beginning Computer Skills or equivalent experience; good mouse skills are essential.*

Get familiar with the look and feel of the Microsoft Office 2007 and 2010 software. Learn about the Microsoft ribbon interface and how to take advantage of the commands presented on the tabs and buttons on the ribbon. Exercises and projects using Word, Excel and PowerPoint introduce you to the three software programs included in the Home and Student version of Microsoft Office.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
IMSO-003	Wednesday	Jan 18 – Feb 8	2:00 p.m. – 4:00 p.m.

---

**N – Managing Your Files – Windows 7 [4 Thursdays] Pete Tiffany 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>
MYF7-006	Thursday	Jan 19 – Feb 9	12:00 p.m. – 2:00 p.m.

**O – New! Windows 7 Refresher Course [4 Mondays] Don House 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>
WR7-001	Monday	Feb 13 – Mar 12	11:30 a.m. – 1:30 p.m.

**P – Introduction to Facebook [4 Wednesdays] Al Reinig Course Fee: \$15.00**

**Prerequisites:** *Completion of Beginning Computer Skills or equivalent experience, Internet access, the ability to navigate on the Internet comfortably, and an email account. You need to KNOW your email password and you should be familiar with using your email from a web browser.*

If you want to know more about social networking and be able to share interests and activities online with family and friends, this four-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-004	Wednesday	Feb 15 – Mar 7	9:00 a.m. – 11:00 a.m.

**Q – Windows 7 for XP Users [4 Wednesdays] Walt Cole Course Fee: \$15.00**

**Prerequisites:** *Experience with Windows XP.*

This four-week course provides an overview of some of the most interesting differences between Windows XP and Windows 7. It is aimed at students who have used XP and are now making or have made the transition from XP to 7. The course covers the Desktop, the Start Menu, and Windows Explorer for managing devices, folders and files. Covered briefly are Search, using a USB flash drive, Burning CDs and DVDs, Internet Explorer 9, the Windows Live applications, Automatic Backups and Speech Recognition.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
WX7-005	Wednesday	Feb 15 – Mar 7	11:30 a.m. – 1:30 p.m.

**R – New! Intro to Microsoft Word 2007 [4 Wednesdays] Shirley Anderson 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. Students should bring a flash drive to class!*

This four-week course covers the basics of word processing with Microsoft Word 2007 or 2010. Learn how to use Microsoft's ribbon interface as you create, edit and format attractive, effective documents. File management techniques are also covered.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
IMW1-001	Wednesday	Feb 15 – Mar 7	2:00 p.m. – 4:00 p.m.

**S – Return! Searching for Online Genealogy Records [4 Thursdays] Al Reinig Course Fee: \$15.00**

**Prerequisite:** *Beginning Computer Skills plus familiarity with MS Internet Explorer and email.*

This course explores a variety of Web sites in search of genealogical resources. It focuses on showing you how to get the most out of genealogical resources that you can access from your home computer. Topics include setting up your search criteria, organizing your search efforts and properly recording your search results. We will visit the FamilySearch (Mormon) Web site, along with Cyndi's List, RootsWeb and a variety of other sites. We also cover how to search through census and Social Security death records.

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>
OGR-002	Thursday	Feb 16 – Mar 8	12:00 p.m. – 2:00 p.m.

## 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 outside 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 substitute 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 substitute) 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.snicsj.org](http://www.snicsj.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 they request to be dropped.**

