



## Computer Classes for Adults Age 50+

Willow Glen Community Center  
2175 Lincoln Ave., San Jose

APRIL - MAY 2017 (2017 Session 2)

### REGISTER BY MAIL, ONLINE, DROP IN

You don't have to come in to the Willow Glen Community Center and wait in line to register! The two preferred methods to register are **online** on our website: [www.snicsj.org/willows](http://www.snicsj.org/willows) or by **mail**. You can also **drop off** your registration form at the Willow Glen Community Center office before March 18th.

**Drop-in Option** - For those *needing assistance*, we have added this 3<sup>rd</sup> option. Come to the Center on Saturday, March 18, 2017, from 11:00-12:30 PM in Room 5. This is for you if you need help signing up, need advice on what classes or workshops to take, have questions about the classes offered, or can only pay in cash. We will have volunteers to assist you.

Registering by any of the above methods gives you the same chance of obtaining a place in a class or workshop. See pages 6 thru 7 for complete registration information.

### Information on Fees

We are a part of the national SeniorNet network and you must be a member of this organization to take a class (not required for workshops.) Dues are **\$44** for your first one-year membership, **\$33** for a one-year renewal. If you are not a member and enroll in a class, you will be asked for the annual membership fee.

Course Fee for 8-week courses is **\$20.00** per student; for 3 or 4 week courses is **\$15.00**. One-Day Workshops are available for **\$10**. See pages 5 and 6 for Workshop information.

### Benefits Information

**Open Lab** is free for registered students: Wednesdays, 2 p.m. – 4 p.m.  
Practice what you're learning in class and get answers to computer questions.

**Technology User Group** – Meets the second Monday of most months, 2 p.m. – 3:30 p.m.  
Featured speakers discuss current technology issues of interest to seniors.

National SeniorNet membership also entitles you to take SeniorNet courses at **Almaden Community Center**. To join the Almaden mailing list, call 408-677-7698; stop by the Almaden Community Center, 6445 Camden Avenue, San Jose 95120; or visit [www.snicsj.org/almaden](http://www.snicsj.org/almaden).

### Miscellaneous Information

Many classes require a **flash drive** (thumb, USB) to take your classroom work home for practice. Bring one with you to the first class or buy one in class for \$8.00 (check or exact change, please.)

Willows SeniorNet does not permit **auditing** of classes and cannot make exceptions to this policy.

The registration packet is mailed and posted online about 2 weeks before each of the four registration deadlines.

## 2017 Session 2 Class Schedule, April - May

CLASS	NO.	WK	DAY	DATES	TIME	INSTRUCTOR
A--FAMILY HISTORY SEARCHING ON THE INTERNET	AGS_020	8	MON	4/3/2017 _5/22/2017	9 - 11 AM	R Ferman
B--BASIC MANAGING YOUR COMPUTER USING WINDOWS 10 - Mon NOT FOR BEGINNERS	B10_007	8	MON	4/3/2017 _5/22/2017	11:30 AM - 1:30 PM	P Tam
C--See separate Workshop schedule	WRK 000	0	TUE	4/4/2017 5/23/2017	9 - 11 AM	Various
D--USING WINDOWS 7/10 SIDE BY SIDE AND STEP BY STEP	WN7 030	8	TUE	4/4/2017 5/23/2017	11:30 AM - 1:30 PM	L Linhares
E--INTRODUCTION TO EXCEL	ESS 009	8	TUE	4/4/2017 5/23/2017	2 - 4 PM	L Garcia
F--BASIC MANAGING YOUR COMPUTER USING WINDOWS 10 - Wed NOT FOR BEGINNERS	B10 008	8	WED	4/5/2017 5/24/2017	9 - 11 AM	R Ferman
G--HOW TO KEEP YOUR COMPUTER HEALTHY	MPC 044	8	WED	4/5/2017 5/24/2017	11:30 AM - 1:30 PM	P Tam
O--OPEN LAB	OL 001	8	WED	4/5/2017 5/24/2017	2 - 4 PM	D Blum
H--iPHONE/iPAD	IPC 003	4	THU	4/6/2017 4/27/2017	11:30 AM - 1:30 PM	P Tam
I--ANDROID PHONE	SPA 002	4	THU	5/4/2017 5/25/2017	11:30 AM - 1:30 PM	P Tam
J--SELLING ON eBAY	EC 016	4	THU	4/6/2017 4/27/2017	2 - 4 PM	F Yeh
K--FIND-A-GRAVE: YOUR FAMILY'S VISUAL GENEALOGY	AGV 002	8	FRI	4/7/2017 5/26/2017	9 - 11 AM	R Ferman
L--COMPUTER FUNDAMENTALS FOR BEGINNERS USING WINDOWS 10	F10 004	8	FRI	4/7/2017 5/26/2017	11:30 AM - 1:30 PM	D Masui
M--INTERMEDIATE MANAGING YOUR COMPUTER USING WINDOWS 10	M10 008	8	FRI	4/7/2017 5/26/2017	2 - 4 PM	R Ferman

TECHNOLOGY USER MEETINGS:2ND MONDAY OF MONTH  
NO LAB CLOSURES THIS SESSION

# Computer Courses

Visit [www.snlcsj.org/willows/future.html](http://www.snlcsj.org/willows/future.html) for a more complete description of each class.

## **(A) FAMILY HISTORY SEARCHING ON THE INTERNET**

**COURSE FEE: \$20.00**

**PREREQUISITES:** *Intro to Computers, Intro to Windows, and some genealogy search experience.*

Explore readily available resources for your own personal genealogical research. The course will cover FREE and FOR-FEE genealogical services like Cyndi's List and county library FREE access to fee-based services like Ancestry.com. Also included will be search techniques used by computer professionals for identifying, finding, searching and copying selected portions of large record and image databases into word documents, image and picture files or spreadsheets.

**Meets for 8 WEEKS**

Course No.	Day	Dates	Time	Instructor
AGS-020	Monday	4/3 – 5/22	9:00 AM – 11:00 AM	R. Ferman

## **(B) BASIC MANAGING YOUR COMPUTER USING WINDOWS 10**

**COURSE FEE: \$20.00**

**PREREQUISITES:** *Completion of computer fundamentals or equivalent knowledge and skills.*

**This is NOT a beginners' course!**

This basic explanation of Windows 10 is designed to teach the student basic information regarding Microsoft's latest operating system. Student will learn how to use the new features of Windows 10 & basic everyday use including setting up the Desktop & the Start menu, searching & introduction to Cortana. Student may bring Windows 10 tablet or portable computer.

**Meets for 8 WEEKS**

Course No.	Day	Dates	Time	Instructor
B10-007	Monday	4/3 – 5/22	11:30 AM – 1:30 PM	P. Tam

## **(D) USING WINDOWS 7/10 SIDE BY SIDE AND STEP BY STEP**

**COURSE FEE: \$20**

**PREREQUISITES:** *Knowledge of how to work the mouse.*

A unique class with lessons simultaneously in Windows 7 & Windows 10: how to accomplish tasks in multiple ways & to maneuver within programs. Learn the Start menu, Task Bar, Desktop, the use of Programs, User Accounts, Backup & Restore, file management using both Windows Explorer & File Explorer. Navigate through the folder hierarchy (where's my stuff) & learn to organize, tag & rate photos. Learn email operations, labels, sub-categories (folders), & attach files & folders to your emails. A great course for those wishing to transition from Windows 7 to Windows 10.

**Meets for 8 WEEKS**

Course No.	Day	Dates	Time	Instructor
WN7-030	Tuesday	4/4 – 5/23	11:30 AM – 1:30 PM	L. Linhares

## **(E) INTRODUCTION TO EXCEL**

**COURSE FEE: \$20.00**

**PREREQUISITES:** *Introduction to Computers and the ability to use basic Windows functions with a minimum of help.*

Learn to create spreadsheets from scratch for budgets, inventory, club membership data, mailing lists, or any type of record-keeping. Also learn to work on existing spreadsheets to add data, or to run and print reports.

**Meets for 8 WEEKS**

Course No.	Day	Dates	Time	Instructor
ESS-009	Tuesday	4/4 – 5/23	2:00 PM - 04:00 PM	L. Garcia

## **(F) BASIC MANAGING YOUR COMPUTER USING WINDOWS 10**

**COURSE FEE: \$20.00**

**PREREQUISITES:** *Completion of computer fundamentals or equivalent knowledge and skills.*

**This is NOT a beginners' course!**

This basic explanation of Windows 10 is designed to teach the student basic information regarding Microsoft's latest operating system. Student will learn how to use the new features of Windows 10

& basic everyday use including setting up the Desktop & the Start menu & searching & introduction to Cortana. Student may bring Windows 10 tablet or portable computer.

Course No.	Day	Dates	Time	Instructor	Meets for 8 WEEKS
B10-008	Wednesday	4/5 – 5/24	9:00 AM – 11:00 AM	R. Ferman	

**(G) HOW TO KEEP YOUR COMPUTER HEALTHY**

**COURSE FEE: \$20.00**

**PREREQUISITES:** *Basic Computer and Windows skills.*

Learn how to keep your computer healthy by preventing viruses and spyware from infecting your PC, preventing 'hackers' from reading your hard drive, how to get rid of pop-ups, how to avoid losing important data (documents, pictures and etc.) by using backup and restore routines, how to improve performance by cleaning up, deleting unnecessary files and uninstalling unwanted programs, and obtaining the latest critical protection updates. In addition the course will show how to use most of the privacy and maintenance functions built into Windows 7/10.

**Meets for 8 WEEKS**

Course No.	Day	Dates	Time	Instructor
MPC-044	Wednesday	4/5 – 5/24	11:30 AM – 1:30 PM	P. Tam

**(H) iPHONE/iPAD**

**COURSE FEE: \$15.00**

**PREREQUISITES:** *User of iPhone/iPad*

Besides learning the basics of voice calls, text, email messages, calendar, taking photos, and maps, you will also make the most of your iPhone/iPad by learning how to protect your privacy, keeping it healthy and safe - backup and restore, learning how to use built-in apps such as monitoring your health and exercise, also to learn how to use the latest downloadable apps for reading, shopping, banking, traveling, etc.

**Meets for 4 WEEKS**

Course No.	Day	Dates	Time	Instructor
IPC-003	Thursday	4/6 – 4/27	11:30 AM – 1:30 PM	P. Tam

**(I) ANDROID PHONE**

**COURSE FEE: \$15.00**

**PREREQUISITES:** *User of Android smartphone (HTC, LG, Motorola, Samsung, etc.)*

Besides learning the basics of phone calls, text, email messages, calendar, taking photos, and maps, you will also make the most of your Android smartphone by learning how to protect your privacy, keeping your phone healthy and safe - backup and restore, learning how to use built-in apps such as monitoring your health and exercise, also to learn how to use the latest downloadable apps for reading, shopping, banking, traveling, etc.

**Meets for 4 WEEKS**

Course No.	Day	Dates	Time	Instructor
SPA-002	Thursday	5/4 – 5/25	11:30 AM – 1:30 PM	P. Tam

**(J) SELLING ON eBAY**

**COURSE FEE: \$15.00**

**PREREQUISITES:** *Basic computer skills including file proficiency. Experience using a web browser such as Internet Explorer. E-mail account accessible from any computer (know your account login and password). Bring a credit or debit card to class (financial information will be kept private to you only.) To shop online at home you should have a computer with high-speed Internet access.*

Using eBay can be easy, fun, and safe! Learn to understand & navigate eBay. You will open your own eBay and PayPal accounts (they're free!), and have a chance to buy & sell.

**Meets for 4 WEEKS**

Course No.	Day	Dates	Time	Instructor
EC-016	Thursday	4/6 – 4/27	2:00 PM - 04:00 PM	F. Yeh

**(K) FIND-A-GRAVE: YOUR FAMILY'S VISUAL GENEALOGY**

**COURSE FEE: \$20.00**

**PREREQUISITES:** *Knowledge of basic search techniques, basic genealogy and cut-and-paste.*

This course will cover basics of using Find-a-grave, Google Earth, and your genealogy and wrap this together by having you connect your relatives. We will show how to be a Find-a-grave Administrator in order to use advanced Find-a-grave Tools to add obits; family pictures; awards; military, historical and genealogical material to the grave site records. Actual grave sites with documentation and connections

with over five generations will be demonstrated.

Course No.	Day	Dates	Time	Instructor
AGV-002	Friday	4/7 – 5/26	9:00 AM – 11:00 AM	R. Ferman

**Meets for 8 WEEKS**

**(L) COMPUTER FUNDAMENTALS FOR BEGINNERS USING WINDOWS 10 COURSE FEE: \$20.00**

**PREREQUISITES:** A flash (thumb, stick) drive is necessary. Bring one on the first day or buy in class. Truly an Entry Level course, designed for students who know nothing about a computer or have very limited knowledge. Main objective is mouse control & more mouse control. Proficiency in the use of the mouse & keyboard are necessary to take the advanced computer classes at SeniorNet. Learn to create, save, open & close files & folders. Windows 10 will be the primary operating system used but additional help is available in class & open lab to do the same exercises using Windows 7. **Meets for 8 WEEKS**

Course No.	Day	Dates	Time	Instructor
F10-004	Friday	4/7 – 5/26	11:30 AM – 1:30 PM	D. Masui

**(M) INTERMEDIATE MANAGING YOUR COMPUTER USING WINDOWS 10 COURSE FEE: \$20.00**

**PREREQUISITES:** Completion of Introduction to Computers or equivalent knowledge and skills. An in-depth explanation of Windows 10, Microsoft's latest operating system, and changes from 7 & 8.1.1. Learn how to use new features of Windows 10 and to navigate through advanced APPS; OneDrive; SKYPE; security issues, tablets, portable computers, phones and much more. Explore the features including setting up the Desktop and the Start menu, networking, communication and security. Student may bring Windows 10 tablet or portable computer. **Meets for 8 WEEKS**

Course No.	Day	Dates	Time	Instructor
M10-008	Friday	4/7 – 5/26	2:00 PM - 04:00 PM	R. Ferman

# Workshops

**Workshop FEE: \$10.00**

Course Fee is for one workshop. Sign up **and pay** at our website, by mail, or by Drop-In (see pages 6-7.) All workshops are on Tuesdays from 9 to 11 am. SeniorNet membership is not required.

<b>(WA)</b> WRK 001	<b>April 4</b> 9-11 a.m.	<b>User Accounts Management</b> Tips to create and manage different user accounts for different Computers, Websites, Apps, and how to manage all your passwords	Patrick Tam, Instructor <i>Prerequisites: Windows7 or 10, or Smartphone (iPhone/Android) Users</i>
<b>(WB)</b> WRK 002	<b>April 11</b> 9-11 a.m.	<b>YouTube and Pinterest</b> YouTube - to search for videos, upload videos, and set your account and preferences. Pinterest - world's catalog of ideas, from DIY projects, recipes, etc.	Gerri Hodson, Instructor <i>Prerequisites: Windows users</i>
<b>(WC)</b> WRK 003	<b>April 18</b> 9-11 a.m.	<b>Apple iCloud with MacBook</b> How to use iCloud to store photos, documents, music, etc; how to sync iPhone/iPad with MacBook, and to keep them updated across all devices.	Patrick Tam, Instructor <i>Prerequisites: Bring your own Mac, and/or iPhone/iPad</i>
<b>(WD)</b> WRK 004	<b>April 25</b> 9-11 a.m.	<b>Supermouse! Not for Beginners</b> Our mouse may be a Supermouse, and it has many relatively unknown functions to work like a joystick. You will learn its mechanical and programmed functions.	Bob Lord, Instructor <i>Prerequisites: Windows users</i>

**Workshops continue on next page**

<b>(WE)</b> WRK 005	<b>May 2</b> <b>9-11 a.m.</b>	<b>Photoshop Express</b> Free App to make photos look better by adjusting brightness, color that works like a magic at your fingertips.	Patrick Tam / Kate Motroni, Instructors <i>Prerequisites: Windows10, or Smartphone – iPhone/Android users</i>
<b>(WF)</b> WRK 006	<b>May 9</b> <b>9-11 a.m.</b>	<b>Health and Fitness Technology</b> How to manage your health, access medical records using PC, and how to stay fit using Smartphone, and Wearable Technologies FitBit, Apple Watch	Patrick Tam, Instructor <i>Prerequisites: Windows7 or 10, Smartphone- iPhone/Android users</i>
<b>(WG)</b> WRK 007	<b>May 16</b> <b>9-11 a.m.</b>	<b>Create Printable Greeting Cards</b> Learn to create printable greeting cards and other photo projects using the free HP Photo Creations & Crafts program.	Luisa Garcia/Patrick Tam, Instructors <i>Prerequisites: Experience in using Windows7 or 10.</i>
<b>(WH)</b> WRK 008	<b>May 23</b> <b>9-11 a.m.</b>	<b>Smartphone Maintenance</b> How to keep your Smartphone healthy, running smoothly; protect your privacy, and backup and restore files using iCloud.	Patrick Tam, Instructor <i>Prerequisites: Smartphone – iPhone/Android users</i>

## **Registration Procedures**

**All Course and Workshop Fees MUST be paid before the workshop or first day of class.** If you don't get into a class or workshop, your class or workshop fee(s) will be returned at no cost to you.

### **A. Online Registration must be submitted by Friday, March 17th, 5 p.m.**

Register for classes and workshops online at <http://www.snicsj.org/willows>. Fees **MUST** be paid by credit card during the online registration process. Registration instructions are on the website. If possible, include your Willows SeniorNet number found next to your name on the address label on this mailer.

### **B. Mail-In Registration must be received no later than Friday, March 17th, 5 p.m.**

Remember to include the following:

- this form
- a separate check for each course; workshop fees can all be combined in one check. (Couples taking the same course may combine their fees on one check.)
- a separate check for national SeniorNet membership dues (\$44 for first-time members, \$33 for renewals). Those taking **ONLY** workshops do not need to join SeniorNet.
- a self-addressed stamped (49-cent first-class stamp) envelope so we can confirm your registration status.

### **C. Drop-off Your Registration Form at the Willow Glen Community Center office before March 18th.**

Drop off your registration form, including checks, in an envelope addressed to SeniorNet any time during office hours.

### **D. Drop-In:**

Come to Room 5 at the Center on Saturday, March 18th, **from 11:00 AM-12:30 PM.**

### **E. Questions regarding classes and workshops:**

For questions about registration or to join our mailing list, contact Libby Harbour at 408-371-3999 or [swtlib@sbcglobal.net](mailto:swtlib@sbcglobal.net).

# Mail in Form

**Mail to:** Willows SeniorNet Learning Center, P.O. Box 36071, San Jose, CA 95158 or drop off (no cash) at the Willow Glen Community Center office, 2175 Lincoln Ave, San Jose, Monday-Friday 9 am-4 p.m.

**A. Name** \_\_\_\_\_ Willows SeniorNet No \_\_\_\_\_ *(On Address Label)*  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**E-mail** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**If you are a couple who want the same SeniorNet course(s) or workshop(s):**

**B. Name** \_\_\_\_\_ **SeniorNet No.** \_\_\_\_\_ **E-mail (if different)** \_\_\_\_\_

**Course(s):**

Letter Code	Course Name	Course #	Start Date	Fee	Attendee A and/or B
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Register me in Course #2 only if Course #1 is full: Yes \_\_\_\_\_ No \_\_\_\_\_

Couples: Register both in Course #2 only if Course #1 is full: Yes \_\_\_\_\_ No \_\_\_\_\_

**Workshop(s) only:**

**Workshop #1:** Letter Code \_\_\_\_\_ Course Name \_\_\_\_\_ Attendee A and/or B \_\_\_\_\_  
**Workshop #2:** Letter Code \_\_\_\_\_ Course Name \_\_\_\_\_ Attendee A and/or B \_\_\_\_\_  
**Workshop #3:** Letter Code \_\_\_\_\_ Course Name \_\_\_\_\_ Attendee A and/or B \_\_\_\_\_  
**Workshop #4:** Letter Code \_\_\_\_\_ Course Name \_\_\_\_\_ Attendee A and/or B \_\_\_\_\_  
**Workshop #5:** Letter Code \_\_\_\_\_ Course Name \_\_\_\_\_ Attendee A and/or B \_\_\_\_\_  
**Workshop #6:** Letter Code \_\_\_\_\_ Course Name \_\_\_\_\_ Attendee A and/or B \_\_\_\_\_  
**Workshop #7:** Letter Code \_\_\_\_\_ Course Name \_\_\_\_\_ Attendee A and/or B \_\_\_\_\_  
**Workshop #8:** Letter Code \_\_\_\_\_ Course Name \_\_\_\_\_ Attendee A and/or B \_\_\_\_\_

**After March 18<sup>th</sup>**, you can contact Libby Harbour at 408-371-3999 or [swtlib@sbcglobal.net](mailto:swtlib@sbcglobal.net) to add a workshop, **if space is still available**. Payment must be received before the workshop date.

**Check(s) Enclosed**

Please make all checks payable to **SNLCSJ**

Course #1:	Check No. _____	Amount \$ _____
Course #2:	Check No. _____	Amount \$ _____
Course #3:	Check No. _____	Amount \$ _____
Course #4:	Check No. _____	Amount \$ _____
Course #5:	Check No. _____	Amount \$ _____
Course #6:	Check No. _____	Amount \$ _____
Course #7:	Check No. _____	Amount \$ _____
Check for Workshop(s):	Check No. _____	Amount \$ _____
National SeniorNet dues:	Check No. _____	Amount \$ _____

Willows SeniorNet Learning Center San Jose is a 100% volunteer, nonprofit organization which provides low-cost, high-quality instruction in computer literacy and skills to adults age 50 and over. For more information, visit our website: <http://www.snicsj.org/willows>.

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Willows SeniorNet Learning Center does not discriminate on the basis of race, color, national origin, religion, disability, or sexual orientation. Willows SeniorNet is a 501(c)(3) nonprofit organization (EIN: 77-0400780).

## **Registration Deadlines**

- 2nd Session Registration Deadline      Friday, March 17th, at 5 pm
- 3rd Session Registration Deadline      Friday, June 2nd, at 5 pm
- 4th Session Registration Deadline      Friday, September 8th, at 5 pm

<ADDRESS>

