

Computer Classes for Adults Age 50+

Willow Glen Community Center 2175 Lincoln Ave., San Jose

SEPTEMBER - NOVEMBER 2017 (2017 Session 4)

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.snlcsj.org/willows or by **mail**. You can also **drop off** your registration form at the Willow Glen Community Center office before September 9th.

Drop-in Option - For those **needing assistance**, we have added this 3rd option. Come to the Center on Saturday, September 9th, 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.snlcsj.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.

Willows SeniorNet Learning Center

2017 Session 4 Class Schedule, September - November

| Class | NO. | wĸ | DAY | DATES | TIME | INSTRUCTOR |
|---------------------------------------------------------------------------------------------|--------------|----|-----|----------------------------|--------------------------|------------------------|
| AFAMILY HISTORIAN SEARCHING ON THE INTERNET | AGS 021 | 8 | MON | 9/18/2017 11/13/2017 | 9 - 11 AM | R Ferman |
| BiPHONE/iPAD - BEGINNERS | IPB 002 | 4 | MON | 9/Γ8/2017 10/16/2017 | 11:30 AM - 1:30 PM | K Motroni P Tam |
| CiPHONE/iPAD - INTERMEDIATE | ĪPC 005 | 4 | MON | 10/23/2017 11/13/2017 | 11:30 AM - 1:30 PM | K Motroni P Tam |
| DWINDOWS 10 - ALL THE BASICS, ALL THE NECESSARY THINGS YOU NEED TO KNOW FOR BEGINNERS | N10 001 | 8 | TUE | 9/26/2017 11/14/2017 | 9 - 11 AM | P Tam |
| ESee separate Workshop schedule | - WRK 000 | 0 | TUE | 9/26/2017 11/14/2017 | 11:30 AM - 1:30 PM | Various |
| FWINDOWS OFFICE FOR FREE AND MORE | OFR 001 | 4 | TUE | 9/26/2017 10/17/2017 | 2 - 4 PM | T Krahenbill P Tam |
| GGOOGLE SEARCH/GOOGLE SCHOLAR NOT FOR BEGINNERS | GGS 003 | 8 | WED | 9/27/2017 11/15/2017 | 9 - 11 AM | R Ferman |
| HQUICKEN - To Manage Your Money | QKN 001 | 4 | WED | 10/25/2017 11/15/2017 - | 11:30 AM - 1:30 PM | D Arken |
| ISee separate Workshop schedule - intermediate | - WRK 000 | 0 | WED | 9/27/2017 10/18/2017 | 11:30 AM | Various |
| OOPEN LAB NOTE: UNLESS CENTER IS CLOSED | OL 001 | 8 | WED | 9/27/2017 11/15/2017 | 1:30 PM 2 - 4 PM | D Blum |
| JINTERMEDIATE MANAGING YOUR COMPUTER USING WINDOWS 10 NOT FOR BEGINNERS | M10 010 | 8 | THU | 9/28/2017 11/16/2017 | 9 - 11 AM | R Ferman |
| KANDROID PHONE - BEGINNERS | SPB 002 | 4 | THU | 9/28/2017 10/19/2017 | 11:30 AM - 1:30 PM | P Montplaisir P Tam |
| LANDROID PHONE - INTERMEDIATE | SPA 004 | 4 | THU | 10/26/2017 11/16/2017 | 11:30 AM - 1:30 PM | P Montplaisir P Tam |
| MSee separate Workshop schedule | WRK 000 | 0 | THU | 9/28/2017 11/2/2017 | 2 - 4 PM | Various |
| NMICROSOFT ONEDRIVE: STORING AND SHARING BETWEEN PHONE, TABLET AND DESKTOP | ODR 005 | 8 | FRI | 9/22/2017 - 11/17/2017 | 9 - 11 AM | R Ferman |
| PCOMPUTER FUNDAMENTALS USING WINDOWS 10 - BEGINNERS | E10 006 | 8 | FRI | 9/22/2017 11/17/2017 | 11:30 AM - 1:30 PM | J Friedman D Masui |
| QNEW EASIER: GOOGLE EARTH CHROME NOT FOR BEGINNERS | GEC 001 | 8 | FRI | 9/22/2017 11/17/2017 | 2 - 4 PM | R Ferman |

<u>Computer Courses</u>
Visit <u>www.snlcsj.org/willows/future.html</u> for a more complete description of each class.

| (A) FAMILY HISTORY SEARCHING ON THE INTERNET | | | | COURSE FEE: \$20.00 | | |
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| PREREQUISITES: Intro to Computers, Intro to Windows, and some genealogy search experience. | | | | | | |
| Explore readily av | vailable resources for | or your own personal g | enealogical research. The co | urse will cover FREE and | | |
| FOR-FEE genealogical services like Cyndi's List and county library FREE access to fee-based services like | | | | | | |
| Ancestry.com. Als | Ancestry.com. Also included will be search techniques used by computer professionals for identifying, finding, | | | | | |
| | | ons of large record and | image databases into word of | locuments, image and | | |
| picture files or spr | eadsheets. | | | Meets for 8 WEEKS | | |
| Course No. | Day | Dates | Time | Instructor | | |
| AGS-021 | Monday | 9/18 – 11/13 | 9:00 AM – 11:00 AM | R. Ferman | | |
| | D FOR BEGINNI | ERS | | COURSE FEE: \$15.00 | | |
| PREREQUISITE | | | | | | |
| _ | | | ecause we will take steps to | | | |
| | | | | erences, and learning how to | | |
| | ke Map, Camera, Ph | notos, Web browser, iC | loud, etc. | Meets for 4 WEEKS | | |
| Course No. | Day | Dates | Time | Instructor | | |
| <u>IPB-002</u> | Monday | 9/18 – 10/16 | 11:30 AM – 1:30 PM | K. Motroni/P. Tam | | |
| | <u>D-INTERMEDIA</u> | | | COURSE FEE: \$15.00 | | |
| ~ | S: User of iPhone/ | | | | | |
| | | | especially if you want to lear | - | | |
| | | | ocial media, travel & enterta | | | |
| shopping, music, i | movies, Keynote, ar | nd Microsoft Office Or | nline for FREE! | Meets for 4 WEEKS | | |
| Course No. | Day | Dates | Time | Instructor | | |
| <u>IPC-005</u> | Monday | 10/23 -11/13 | 11:30 AM – 1:30 PM | K. Motroni/P. Tam | | |
| | (D) WINDOWS 10-ALL THE BASICS, ALL THE THINGS YOU NEED TO KNOW COURSE FEE: \$20.00 | | | | | |
| | | | | | | |
| ~ | S: Completion of C | Computer Fundamental | s or equivalent knowledge/s | | | |
| course! | | • | s or equivalent knowledge/s. | kills. This is a beginners' | | |
| course! Overall Desktop s | ettings, and looks a | nd feels, including Sta | s or equivalent knowledge/s | APPs, Task bar, File explore | | |
| course! Overall Desktop s to organize and se | ettings, and looks a arch important doc | nd feels, including Sta uments, Browser MS E | s or equivalent knowledge/s. rt menu, Windows store for Edge, Security and Privacy se | APPs, Task bar, File explore ettings, Skype to talk with | | |
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(H) QUICKEN - TO MANAGE YOUR MONEY

PREREQUISITES: Basic computer users with a desk or laptop PC or Apple. Must install Quicken onto computer from disk or download from the web. Must create a Quicken file from their bank statement or download from a bank on line banking service. No Quicken background/knowledge is necessary.

COURSE FEE: \$15.00

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Quicken is for personal financial management to allow you to replace paper activities: record bank transactions; manage a budget; track investments & prices; retrieve transactions from banks or credit card companies. Extra features make it the easiest & best product for you to consider for your home financial needs. Meets for 4 WEEKS

Course No. Instructor OKN-001 Wednesday 10/25 - 11/1511:30 AM – 1:30 PM D. Arken

(J) INTERMEDIATE 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 Thursday 9/28 - 11/169:00 AM - 11:00 AM M10-010 R. Ferman

(K) ANDROID PHONE FOR BEGINNERS

PREREQUISITES: None

Android Smart Phone beginners will feel comfortable with this class because we will take steps to learn all basics including making phone calls, text messages, sending emails, organizing phone book, setting preferences, and learning how to use basic APPs like Map, Camera, Photos, Web browser, Google, etc. Meets for 4 WEEKS Course No. Day **Dates** Instructor

SPB-002 Thursday 9/28 - 10/1911:30 AM – 1:30 PM P. Montplaisir/P. Tam

(L) ANDROID PHONE-INTERMEDIATE

PREREQUISITES: Basic Android Phone skills

Android Smart Phone intermediate users will benefit from this class, especially you want to learn more of Google cloud, photo sharing, syncing music and popular APPs for messaging, social media, travel & entertainment, health, books, shopping, music, movies, and Microsoft Office Online available for FREE! **Meets for 4 WEEKS**

Course No. Day **Dates** Time Instructor SPA-004 11:30 AM – 1:30 PM P. Montplaisir/P. Tam Thursday 10/26 - 11/16

(N) MICROSOFT ONEDRIVE: STORING & SHARING INFORMATION BETWEEN PHONE, TABLET & DESKTOP **COURSE FEE: \$20.00**

PREREQUISITES: Intro to Computers, Windows 7, 8.1 or 10 & a PC/tablet or phone connected to the Internet. OneDrive is the name of Microsoft's "CLOUD" which permits sharing pictures, music, files & software between a PC, tablet, phone & the "cloud". This course will introduce the Microsoft account, the key to connecting devices together & to free file storage in the cloud. The student will be shown how to send files through the cloud & to use Word, Excel & Powerpoint software for free. **Meets for 8 WEEKS**

Course No. Day **Dates** Time Instructor 9/22 - 11/17ODR-005 Friday 9:00 AM - 11:00 AM R. Ferman

(P) 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

Time Instructor Course No. Day **Dates**

11:30 AM – 1:30 PM F10-006 Friday 9/22 - 11/17J. Freidman/D. Masui **COURSE FEE: \$20.00**

(Q) NEW! EASIER: GOOGLE EARTH CHROME

PREREQUISITES: Completion of computer fundamentals or equivalent knowledge and skills. **This is NOT a** beginners' course!

Google has created a <u>simplified</u> Google Earth version; <u>but</u>, it only runs on the Google Chrome browser!

Learn how to download and install the Google Chrome for <u>free</u>. Learn how to run and use the new simplified Google Earth on your new Google Chrome browser. We will also download Google Earth Pro, a \$399.00 product, for FREE, and see the differences between the two products.

Meets for 8 WEEKS

 Course No.
 Day
 Dates
 Time
 Instructor

 GEC-001
 Friday
 9/22 – 11/17
 2:00 PM - 04:00 PM
 R. Ferman

WORKSHOPS

Course Fee (\$10.00) is for one workshop. Sign up <u>and pay</u> at our website, by mail, or by Drop-In (see pages 6-7.) SeniorNet membership is not required. **NEW:** Workshops are now held on various days & times.

| I. For both | beginnin | g and more advanced students: | |
|-----------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------|------------------------------|
| (WA) | Sept 26 | Email essentials | Luisa Garcia |
| WRK 001 | 11:30- | Tips and tricks for effective emails, dealing with attachments, | Prerequisites: Windows |
| | 1:30 | managing your account, cleaning up, searching your folders. Will | users |
| | 0 . 4 | also discuss email etiquette with examples. | |
| (WB) | Oct 3 | E-readings, E-learning and How-to's | Gerri Hodson |
| WRK 002 | 11:30- | Learn to access eBooks and audio books FREE, and discover four | Prerequisites: Library card, |
| | 1:30 | websites with outstanding learning material including art appreciate | computer basic |
| | | from the Louvre. In addition you'll access 600 of the best free online | |
| (IVC) | 0-4 10 | college courses. | E. W.1 |
| (WC) | Oct 10 | Selling online - Craigslist, Nextdoor | Fan Yeh |
| WRK 003 | 11:30- 1:30 | How to use Craigslist and Nextdoor to sell antiques, collectibles or household items for FREE and safely | Prerequisites: Computer |
| (TITE) | | • | users |
| (WD) | Oct 17 | Senior Cyber Scam Watch | Patrick Tam/Kate Motroni |
| WRK 004 | 11:30- | How to avoid Senior Cyber Scam either on the phone or on a | Prerequisites: Computer |
| | 1:30 | computer, and how to get out of trouble if it ever happens | users |
| (WE) | Oct 24 | Senior Online Dating | Jack Friedman/Linda Passeri |
| WRK 005 | 11:30- | How To use websites effectively and safely for relationship building | Prerequisites: Computer |
| | 1:30 | | Users |
| (WF) | Oct 31 | Photo/Video Management using Win10 | Harvey Lee |
| WRK 006 | 11:30- | With many photos on your phone or camera, time to transfer all | Prerequisites: Windows users |
| | 1:30 | precious memories to a computer, and start doing amazing things | |
| | | with them. Learn all basic how-to's including downloading, | |
| | | organizing, managing, backing up, and basic editing. | |
| (WG) | Nov 7 | Managing Personal Finances/Investments | Harvey Lee |
| WRK 007 | 11:30- | How/What/Where/Why to use Internet/Cloud for your Finances and | Prerequisites: Windows users |
| | 1:30 | Investments; how to get, manage and monitor Financial and | |
| | | Investment Information. Also discuss popular Financial and Investment Sites: Microsoft Money, Yahoo Finance, Brokerage | |
| | | Sites – E Trade/TD Ameritrade, Personal Capital Site, Financial | |
| | | Software - Quicken | |
| (WH) | Nov 14 | Supermouse and Keyboard with Hot Keys | Bob Lord |
| WRK 008 | 11:30- | Our mouse may be a Supermouse with many relatively unknown | Prerequisites: computer |
| ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | 1:30 | functions to work like a joystick. You will learn its mechanical & | skills |
| | | programmed functions as well as hotkeys on a keyboard. | |
| II. For Beg | inning Le | , , | |
| (WM) | Sept 28 | User Accounts Management | Patrick Tam/Kate Motroni |
| WRK 013 | 2:00- | Tips to create and manage different user accounts for different | Prerequisites: Computer |
| | 4:00 | computers, websites, apps, and how to manage all your passwords | Basics |
| (WN) | Oct 5 | Chill Pill for Computers | Patrick Tam/Kate Motroni |
| WRK 014 | 2:00- | How to take care of your computer. The very least you need to | Prerequisites: Computer |
| | 4:00 | know to keep it healthy and safe, and if something happens, what to | Basics |
| | | do without PANIC!! | |
| Workshops | continue | on next page | 1 |
| 44 OT VEHIODS | commute | on near page | |

| WRK 015 | 2:00- | Take the stress out of making trough among among with Task along | Prerequisites: Computer | |
|--------------|-----------|----------------------------------------------------------------------|---------------------------|--|
| 4:00 | | Take the stress out of making travel arrangements with Technology. | Basics | |
| | 7.00 | How to find deals online for flight and hotel reservations, and | Busies | |
| | | look ahead at travel routes and weather forecasts. | | |
| (WP) | Oct 19 | Google Basics - Chrome, Gmail, Calendar | Patrick Tam/Kate Motroni | |
| WRK 016 | 2:00- | How to use Google Chrome to keep your favorite settings such as | Prerequisites: Computer | |
| | 4:00 | bookmarks and passwords, to write and manage your Email and | Basics | |
| | | contacts, and to organize your Calendar | | |
| (WQ) | Oct 26 | MacOS Basics | Patrick Tam/Jeff Berger | |
| WRK 017 | 2:00- | Getting started with Mac, basic settings, connecting to WiFi, Mail, | Prerequisites: Bring your | |
| | 4:00 | Web, Calendar | own Mac to class | |
| (WR) | Nov 2 | MacOS iCloud | Patrick Tam/Jeff Berger | |
| WRK 018 | 2:00- | Do more with iCloud, Apps, Photos, sync with iPhone | Prerequisites: Bring your | |
| | 4:00 | | own Mac to class | |
| III. For Int | termediat | e Level: | | |
| (WI) | Sept 27 | Computer Security VPN | Patrick Tam / Wayne Combs | |
| WRK 009 | 11:30- | How to take your own network security to next level by setting a | Prerequisites: Computer | |
| | 1:30 | VPN - secure, encrypted connection between your computer and | users | |
| | | server operated by VPN service | | |
| (WJ) | Oct 4 | Password Programs with Apps – Lastpass, Passwordsafe | Patrick Tam | |
| WRK 010 | 11:30- | Want to save all passwords securely? Learn how to use these | Prerequisites: computer | |
| | 1:30 | programs and Apps to do that, also different password management | skills | |
| | | options with web browsers like Chrome, IE, Firefox. | | |
| (WK) | Oct 11 | Web Design Using Online Free Tools | Patrick Tam/Kate Motroni | |
| WRK 011 | 11:30- | It's all FREE and you can design your own website for yourself, | Prerequisites: computer | |
| | 1:30 | family events, pets, hobbies, or home business in no time - How cool | skills | |
| | | is that!! | | |
| (WL) | Oct 18 | Home Security | Patrick Tam/Harvey Lee | |
| WRK 012 | 11:30- | How to keep home safe using technology - buy your own equipment, | Prerequisites: computer | |
| | 1:30 | subscribe service, or FREE with Apps | skills | |

Gerri Hodson

Registration Procedures

All Course and Workshop Fees <u>MUST</u> 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, September 8th, 5 p.m.

Register for classes and workshops online at http://www.snlcsj.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, September 8th, 5 p.m.

Remember to include the following:

(**WO**)

Oct 12

Planning your travel

- the Mail in Form (page 7)
- Classes: a <u>separate check</u> for each class. Workshops: fees can all be combined in one check. (Couples taking the same class may combine their fees on one check.)
- a separate <u>check</u> 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 September 9th.

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

D. Drop-In: Come to Room 5 at the Center on Saturday, September 9th, from 11:00 AM-12:30 PM.

E. Questions regarding registration or mailing list:

Contact Libby Harbour at 408-371-3999 or swtlib@sbcglobal.net.

Mail in Form

Mail to: Willows SeniorNet Learning Center, 2175 Lincoln Ave, San Jose, CA 95125 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 | Will | ows SeniorNet I | No | (On Address Label) | |
|---------------------------------------------------------|-----------------------|---------------------|---------------------|------------------------|--|
| Address | | | | | |
| City | | | | | |
| E-mail | | | | | |
| If you are a couple who want th | | | rkshop(s): | | |
| B. Name | | | | | |
| | | J | ii (ii diiioioi | | |
| Course(s): (Note: A separate content of the Course Name | Course # | Start Data | Eoo | Attendee A and/or B | |
| | | Start Date | ree | Alleridee A and/or B | |
| | | | | | |
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| | | | | | |
| | | | | | |
| Register me in Course #2 only if C | Course #1 is full: | Voc | No | | |
| Couples: Register both in Course | #2 only if Course #1 | is full: Vas | _ No | | |
| Couples: Register both in Course | #2 Offig If Course #1 | 13 Tull. 163 | _ /\\\\ | _ | |
| Workshop(s) only: (Note: One | check for al) | | | | |
| Workshop #1: Letter Code | | | Attend | dee A and/or B | |
| Workshop #2: Letter Code | Course Name | | Attend | dee A and/or B | |
| Workshop #3: Letter Code | | | | | |
| Workshop #4: Letter Code | | | | | |
| | | Attendee A and/or B | | | |
| | | | Attendee A and/or B | | |
| | | Attendee A and/or B | | | |
| Workshop #8: Letter Code | | | | | |
| | | | | | |
| After September 9th, you can cor | ntact Libby Harbour a | t 408-371-3999 | or swtlib@ | sbcglobal.net to add a | |
| workshop, if space is still available | | | | | |
| • • | | | | | |
| Check(s) Enclosed Please make all checks payable to S | INI CS I | | | | |
| | No | Amount 9 | \$ | | |
| Course #2: Check N | No | Amount : | \$ | | |
| Course #3: Check N | No | | \$ | | |
| Course #4: Check N | No | | \$ | | |
| Course #5: Check N | No | | \$ | | |
| Course #6: Check N | No | | \$ | | |
| Course #7: Check N | No | | \$ | | |
| | No | Amount | \$ | | |
| National SeniorNet dues: Check N | 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.snlcsj.org/willows.

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

4th Session Registration Deadline
 Friday, September 8th, at 5 pm

<ADDRESS>

