



Computer Classes for Adults Age 50+

Willow Glen Community Center
2175 Lincoln Ave., San Jose

JANUARY - MARCH 2018 (2018 Session 1)

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 January 6th.

Drop-in Option - For those *needing assistance*, we have added this 3rd option. Come to the Center on Saturday, January 6th, 2018, 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.

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

2018 Session 1 Class Schedule, January - March

CLASS	NO.	WK	DAY	DATE	TIME	INSTRUCTOR
A--BASIC DNA FOR GENEALOGISTS AND FAMILY HISTORIANS	AGD 003	8	MON	1/22/2018 - 3/19/2018	9 - 11 AM	R Ferman
B--iPHONE/iPAD - BEGINNERS	IPB 003	4	MON	1/22/2018 - 2/13/2018	11:30 AM - 1:30 PM	K Motroni/ P Tam
C--Mac COMPUTER BASICS	MCB 001	4	MON	2/26/2018 - 3/19/2018	11:30 AM - 1:30 PM	P Tam
D--WINDOWS 10 - ALL THE BASICS, ALL THE NECESSARY THINGS YOU NEED TO KNOW FOR BEGINNERS	N10 002	8	TUE	1/23/2018 - 3/13/2018	9 - 11 AM	P Tam
E--STEP-BY-STEP WITH WINDOW 10	WN7 031	8	TUE	1/23/2018 - 3/13/2018	11:30 AM - 1:30 PM	L Linhares
F--See separate Workshop schedule	WRK 000	0	TUE	1/23/2018 - 3/13/2018	2 - 4 PM	Various
G--INTERMEDIATE GOOGLESEARCH/ GOOGLE SCHOLAR NOT FOR BEGINNERS	GGG 004	8	WED	1/24/2018 - 3/14/2018	9 - 11 AM	R Ferman
H--See separate Workshop schedule	WRK 000	0	WED	1/24/2018 - 3/14/2018	11:30 AM - 1:30 PM	Various
O--OPEN LAB NOTE: UNLESS CENTER IS CLOSED	OL 001	8	WED	1/24/2018 - 3/14/2018	2 - 4 PM	D Blum
I--INTERMEDIATE MANAGING YOUR COMPUTER USING WINDOWS 10 NOT FOR BEGINNERS	M10 010	8	THU	1/25/2018 - 3/15/2018	9 - 11 AM	R Ferman
J--ANDROID PHONE - BEGINNERS	SPB 003	4	THU	1/25/2018 - 2/15/2018	11:30 AM - 1:30 PM	P Tam
K--See separate Workshop schedule for SmartPhone APPs	WRK 000	0	THU	2/22/2018 - 3/15/2018	11:30 AM - 1:30 PM	Various
L--BEGINNING QUICKEN CLASS	QKN 002	4	THU	1/25/2018 - 2/15/2018	2 - 4 PM	D Arken
M--MICROSOFT ONEDRIVE: STORING & SHARING BETWEEN PHONE, TABLET & DESKTOP	ODR 005	8	FRI	1/26/2018 - 3/16/2018	9 - 11 AM	R Ferman
N--COMPUTER FUNDAMENTALS USING WINDOWS 10 - BEGINNERS	F10 006	8	FRI	1/26/2018 - 3/16/2018	11:30 AM - 1:30 PM	J Friedman/ D Masui
P--NEW EASIER: GOOGLE EARTH CHROME - NOT FOR BEGINNERS	GEC 002	8	FRI	1/26/2018 - 3/16/2018	2 - 4 PM	R Ferman

TECHNOLOGY USER MEETINGS: 2ND MONDAY OF MONTH/ LAB CLOSURE ON 1/15 and 2/19

Computer Courses

Visit www.snicsj.org/willows/future.html for a more complete description of each class.

(A) BASIC DNA FOR GENEALOGISTS AND FAMILY HISTORIANS **COURSE FEE: \$20.00**

PREREQUISITES: *Introduction to Computers, Windows, Word Processing, and basic knowledge of Genealogy or Family History.*

To know who you are you must know where you have been. This course explains what DNA is, where it comes from, how to use it & limits on what it can tell you. We will investigate testing, testing limits, real results from real DNA tests & how to compare these tests to find connections to related & unrelated persons. Students may share **existing** tests but will be required to purchase nothing.

Course No.	Day	Dates	Time	Instructor
AGD-003	Monday	1/22 – 3/19	9:00 AM – 11:00 AM	R. Ferman

(B) iPHONE/IPAD - BEGINNING **COURSE FEE: \$15.00**

PREREQUISITES: *None. This is a beginning course.*

iPhone/iPad 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, iCloud, etc.

Course No.	Day	Dates	Time	Instructor
IPB-003	Monday	1/22 – 2/13	11:30 AM – 1:30 PM	K. Motroni/P. Tam

(C) MAC COMPUTER BASICS **COURSE FEE: \$15.00**

PREREQUISITES: *Interest in Learning Apple Computer. This is a beginning course.*

Learn all necessary things to use a Mac Computer with the newest MacOS: how to use the keyboard and trackpad, preferences, desktop and notifications, emails, Finder file management, iCloud, Photos, iTunes Music and Web Browsers.

Course No.	Day	Dates	Time	Instructor
MCB-001	Monday	2/26 – 3/19	11:30 AM – 1:30 PM	P. Tam

(D) WINDOWS 10-ALL THE BASICS, ALL THE THINGS YOU NEED TO KNOW **COURSE FEE: \$20.00**

PREREQUISITES: *Completion of Computer Fundamentals or equivalent knowledge/skills. This is a beginning course.*

Overall Desktop settings, and looks and feels, including Start menu, Windows store for APPs, Task bar, File explore to organize and search important documents, Browser MS Edge, Security and Privacy settings, Skype to talk with video for FREE. This course will have hands-on exercises both in class and homework, so students will become knowledgeable and comfortable using Windows 10 for basic daily things by themselves.

Course No.	Day	Dates	Time	Instructor
N10-002	Tuesday	1/23 – 3/13	9:00 AM – 11:00 AM	P. Tam

(E) STEP BY STEP WITH WINDOWS 10 **COURSE FEE: \$20**

PREREQUISITES: *No Prerequisites Required, Beginners Welcome*

Step-by-Step instruction into the operations of Windows 10. Learn to set up user accounts: personal, guest & administrative; to organize tile folder groups on the start menu & to customize your computer. The manuals allow you to go home & follow the Step-by-Step lessons we perform in class. Learn to maneuver within the Desktop, Start Menu, Taskbar, Settings & the File Explorer Navigation folder hierarchy (where's my stuff).

Course No.	Day	Dates	Time	Instructor
WN7-031	Tuesday	1/23 – 3/13	11:30 AM – 1:30 PM	L. Linhares

(G) INTERMEDIATE GOOGLE SEARCH/GOOGLE SCHOLAR **COURSE FEE: \$20.00**

PREREQUISITES: *Introduction to Computers, Exploring Windows, proficiency in the use of the mouse, and basic understanding of search using Google. This is NOT a beginning course.*

Google Search is just the start. Using Google Advanced Search, and it's components, requires building up some search experience. This course begins with basic search knowledge, adds advanced Google search words, one by

one, and advances to Google Advance Search to tie all of these together.

Meets for 8 WEEKS

Course No.	Day	Dates	Time	Instructor
GG5-004	Wednesday	1/24 – 3/14	9:00 AM – 11:00 AM	R. Ferman

(I) 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 beginning 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
M10-010	Thursday	1/25 – 3/15	9:00 AM – 11:00 AM	R. Ferman

(J) ANDROID PHONE - BEGINNING **COURSE FEE: \$15.00**

PREREQUISITES: *None. This is a beginning course.*

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	Time	Instructor
SPB-003	Thursday	1/25 – 2/15	11:30 AM – 1:30 PM	P. Tam

(L) BEGINNING QUICKEN **COURSE FEE: \$15.00**

PREREQUISITES: *Beginning Quicken class. No Quicken background/knowledge is necessary. Should be comfortable with installing programs from disk or downloading from the internet.*

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.	Day	Dates	Time	Instructor
QKN-002	Thursday	1/25 – 2/15	2:00 PM – 4:00 PM	D. Arken

(M) 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
ODR-005	Friday	1/26 – 3/16	9:00 AM - 11:00 AM	R. Ferman

(N) 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
F10-006	Friday	1/26 – 3/16	11:30 AM – 1:30 PM	J. Friedman/D. Masui

(P) NEW! EASIER: GOOGLE EARTH CHROME **COURSE FEE: \$20.00**

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

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

Learn how to download and install the Google Chrome for free. 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.

Course No.	Day	Dates	Time
GEC-002	Friday	1/26 – 3/16	2:00 PM - 4:00 PM

Meets for 8 WEEKS

Instructor
R. Ferman

WORKSHOPS

Course Fee (\$10.00) is for one workshop. Sign up **and pay** 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.**

Tuesday workshops:			
(WA) WRK 001	Jan 23 2:00-4:00	Cyber Scam Watch How to avoid Cyber Scams either on the phone or on a computer, and how to get out of trouble if it ever happens.	Kate Motroni <i>Prerequisites: Computer users</i>
(WB) WRK 002	Jan 30 2:00-4:00	Photoshop Express A free Photo Editing Program, easy to use to crop and rotate photos, create collages, adjust color and exposure using 15 filters, and add text to your photos.	Kate Motroni <i>Prerequisites: Windows users</i>
(WC) WRK 003	Feb 6 2:00-4:00	Music and Video Streaming How to use music and streaming video online using Free and Paid Subscriptions.	Gerri Hodson <i>Prerequisites: Computer users</i>
(WD) WRK 004	Feb 13 2:00-4:00	Web Design How to design your own website for yourself, family events, pets, hobbies, or home business in no time. Free and Paid Subscriptions will be discussed.	Kate Motroni <i>Prerequisites: Windows users</i>
Wednesday workshops:			
(WE) WRK 005	Jan 24 11:30-1:30	Photo/Video Management With many photos on your phone or camera, it's time to transfer all precious memories to a computer, and start doing amazing things with them. You will learn all basic how-to's including downloading, organizing, managing, backing up, and basic editing.	Harvey Lee <i>Prerequisites: Windows users</i>
(WF) WRK 006	Jan 31 11:30-1:30	E-reading, E-learning and How-to's Learn to access eBooks and audio books FREE, and discover four websites with outstanding learning material including art appreciation from the Louvre. In addition you'll access 600 of the best free online college courses.	Gerri Hodson <i>Prerequisites: Library card, computer basics</i>
(WG) WRK 007	Feb 7 11:30-1:30	Microsoft Word's Mail Merge Feature Learn to personalize bulk mail/email letters by adding each recipient's unique information to the standard letter, such as the greeting, address, fees owed, due date, etc. Select data from your distribution list spreadsheet or table.	Luisa Garcia <i>Prerequisites: Must be familiar with Microsoft Word 2013 (or later)</i>
(WH) WRK 008	Feb 14 11:30-1:30	Photo Editing / Printing Online Before or after organizing your photos, learn how to edit them to make them look better, and learn how to order hard copy prints or albums online.	Harvey Lee <i>Prerequisites: Windows users</i>
(WI) WRK 009	Feb 21 11:30-1:30	Quicken - Budgeting How to use Quicken to budget your finances.	David Arken <i>Prerequisites: Quicken Basics or Equivalent</i>
(WJ) WRK 010	Feb 28 11:30-1:30	Selling online - Craigslist, Nextdoor Learn to setup accounts, post listings for sale items, or rental properties. I will share my experience to help you get the most dollars for your postings.	Fan Yeh <i>Prerequisites: Computer users</i>
Workshops continue on next page			

(WK) WRK 011	Mar 7 11:30- 1:30	Managing Personal Finances/Investments How/What/Where/Why to use the Internet/Cloud for your Finances and Investments. How to get, manage and monitor Financial and Investment Information. We will discuss popular Financial and Investment Sites (Microsoft Money/Yahoo Finance); Brokerage Sites (E Trade/TD Ameritrade); Personal Capital Site; and Financial Software (Quicken.)	Harvey Lee <i>Prerequisites: Windows users</i>
(WL) WRK 012	Mar 14 11:30- 1:30	How to use your computer more effectively Now that you know how a computer works let's take a look at how to use it effectively. One of the items covered will be where your files are and how to organize them.	Bob Lord <i>Prerequisites: Computer skills</i>
Thursday workshops:			
(WM) WRK 013	Feb 22 11:30- 1:30	Google Photos How to sync photos from Smartphone to Google Photos (unlimited storage), to archive precious memories, to create albums, and to share photos.	Patrick Tam <i>Prerequisites: iPhone or Android Phone Basics</i>
(WN) WRK 014	Mar 1 11:30- 1:30	Messaging with BitMoji How to make Messaging more fun with BitMoji on WhatsApp and WeChat.	Patrick Tam <i>Prerequisites: iPhone or Android Phone Basics</i>
(WO) WRK 015	Mar 8 11:30- 1:30	Social Media Facebook is easy to use to stay in touch with friends and families, and you will learn how to stay private and safe while using it.	Patrick Tam <i>Prerequisites: iPhone or Android Phone Basics</i>
(WP) WRK 016	Mar 15 11:30- 1:30	Monitoring health and getting a ride Health Apps will help monitor physical activities and wellness. In case of urgency, how to use Uber and Lyft to drive where you need to go.	Patrick Tam <i>Prerequisites: iPhone or Android Phone Basics</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, January 5th, 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, January 5th, 5 p.m.

Remember to include the following:

- the Mail in Form (page 7)
- Classes: a separate check 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 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 January 6th.

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, January 6th, from 11:00 AM-12:30 PM.

E. Questions regarding registration or mailing list:

Contact Libby 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 _____ 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): (Note: A separate check for each)

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: (Note: One check for al)

- 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 January 6th, you can contact Libby at 408-371-3999 or 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>.

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

- 1st Session Registration Deadline Friday, January 5th, at 5 pm
- 2nd Session Registration Deadline Friday, March 16th, at 5 pm
- 3rd Session Registration Deadline Friday, June 29th, at 5 pm
- 4th Session Registration Deadline Friday, September 7th, at 5 pm

<ADDRESS>

