



SESSION 2: MARCH TO MAY 2010

Date: Saturday – March 6, 2010

1:00--1:15 PM: FOR ALL COURSES EXCEPT THE TWO COURSES MENTIONED DIRECTLY BELOW

2:30--2:45 PM: FOR THE TWO BASIC COMPUTER COURSES: INTRO I & INTRO II

**Place: Willow Glen Community & Senior Center, MULTIPURPOSE ROOM
2175 Lincoln Ave. 408-448-6400**

YOU MUST BRING THIS ENTIRE MAILED REGISTRATION NOTICE WITH YOU ON REGISTRATION DAY. THIS WILL SHORTEN YOUR WAIT TIME. IF YOU FORGOT YOUR NOTICE & DO NOT REMEMBER YOUR WILLOWS I.D.NUMBER, YOU MUST STOP BY THE TABLE LOCATED JUST OUTSIDE THE AUDITORIUM AFTER FIRST DRAWING A PLACE NUMBER. IF YOU HAVE NEVER TAKEN A COMPUTER COURSE FROM WILLOWS SENIORNET, YOU MUST STOP BY THE TABLE LOCATED JUST OUTSIDE THE AUDITORIUM AFTER FIRST DRAWING A PLACE NUMBER.

PLEASE READ THIS PROXY POLICY

The purpose of this proxy policy is to allow you to register for a course(s) if you cannot be present on registration day or find someone to represent you. This proxy can be used to register an individual (or a couple taking the same course) in one or more courses. A check (NO CASH PLEASE) must accompany each proxy.

NOTE: IF YOU OR YOUR REPRESENTATIVE ATTEND REGISTRATION AND PARTICIPATE IN THE LOTTERY, YOUR MAIL - IN PROXY WILL BE VOIDED.

If you had included a stamped, self-addressed envelope, you will receive information by mail either confirming your course(s) or indicating you were unsuccessful. Complete the proxy form on the following page (pg.2), enclose the form(s), the check(s) and a stamped, self-addressed envelope in another envelope and mail or deliver it to:

**SeniorNet Proxy
Willow Glen Community & Senior Ctr.
2175 Lincoln Ave
San Jose, CA 95125**

MUST BE RECEIVED BY THE CENTER NO LATER THAN MARCH 5

CONTACT LIBBY HARBOUR 408.371.3999 FOR ANY COURSE VACANCIES AFTER REGISTRATION.

FIRST COURSE

MAIL-IN REGISTRATION PROXY

Name _____ Willows I.D. No. _____

Course Requested _____ Start Date _____ Time _____

Second Choice _____ Start Date _____ Time _____

E-mail Address _____ Phone No. _____

Check No. _____ payable to **SNLC** Amount \$ _____

If you are not a member of SeniorNet, you will be contacted for the annual membership fee.

PLEASE INCLUDE A STAMPED, SELF-ADDRESSED ENVELOPE FOR YOUR COURSE ASSIGNMENT INFORMATION AND RECEIPT

***PLEASE INCLUDE A SEPARATE CHECK FOR EACH COURSE AND FOR SENIORNET MEMBERSHIP DUES IF REQUIRED.
ANNUAL MEMBERSHIP FEES: \$40. PER 1 YR. / \$60. PER 2 YRS.
\$30. PER YR. RENEWALS / \$60. PER COUPLE PER YR.***

SECOND ADDITIONAL COURSE

MAIL-IN REGISTRATION PROXY

Name _____ Willows I.D. No. _____

Course Requested _____ Start Date _____ Time _____

Second Choice _____ Start Date _____ Time _____

E-mail Address _____ Phone No. _____

Check No. _____ payable to **SNLC** Amount \$ _____

If you are not a member of SeniorNet, you will be contacted for the annual membership fee.

PLEASE INCLUDE A STAMPED, SELF-ADDRESSED ENVELOPE FOR YOUR COURSE ASSIGNMENT INFORMATION AND RECEIPT

FOUR WEEK COURSES

FILE MANAGEMENT – USING WINDOWS XP **COURSE FEE: \$15.00**

(WHERE'S MY STUFF??)

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
FM-028	Thursday	3/25 – 4/15	11:30 AM – 1:30 PM	A.Rosenberg

PREREQUISITES: INTRODUCTION TO COMPUTERS , WINDOWS XP , proficiency in the use of the mouse and an understanding of cut/copy and paste processes.

Need help in locating all the stuff you have created or downloaded on your computer ? Another question is where should I put my stuff ? This class will help you answer these questions. Learn how to use My Documents, to create file folders, change the view, create shortcuts on the DESKTOP, and more. We will register 17 students in this course that meets 2 hrs per week for 4 weeks.

FILE MANAGEMENT – USING WINDOWS VISTA **COURSE FEE: \$15.00**

(WHERE'S MY STUFF??)

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
FMV-001	Thursday	4/22 – 5/13	11:30 AM – 1:30 PM	A.Rosenberg

PREREQUISITES: INTRODUCTION TO COMPUTERS , WINDOWS VISTA , proficiency in the use of the mouse and an understanding of cut/copy and paste processes.

Need help in locating all the stuff you have created or downloaded on your computer ? Another question is where should I put my stuff ? This class will help you answer these questions. Learn how to use My Documents, to create file folders, change the view, create shortcuts on the DESKTOP, and more. We will register 17 students in this course that meets 2 hrs per week for 4 weeks.

USING E-MAIL TO COMMUNICATE AND MORE ! **COURSE FEE: \$15.00**

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
EM-021	Tuesday	4/20 – 5/11	11:30 AM – 1:30 PM	S. Mar

PREREQUISITES: Introduction to Computers, Windows XP, Wordprocessing and a PC connected to an Internet Service Provider.

With access to a computer, a modem, and an Internet Service Provider, you can send/receive e-mail in communicating with friends and family. This course will use Yahoo Mail to cover sending/receiving e-mail including attaching pictures and text files. We will learn how to manage our address book and will explore the options offered by Yahoo Mail. We will review web-based free e-mail programs and, If time allows, we will learn to participate in the discussion groups on the SeniorNet website. We will register 17 students in this course that meets 2 hours per week for 4 weeks.

EIGHT WEEK COURSES

USING WINDOWS XP

COURSE FEE: \$20.00

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
WNX-043	Wednesday	3/24 – 5/19	9:00 AM– 11:00 AM	B. Lawler

PREREQUISITES: Introduction to Computers courses and basic mouse skills.

This course is designed to teach the student about this version of Microsoft's operating systems. The student will learn not only how to use the features of Windows XP, but how to modify the operating system to make it easier to do what the student wants to do with the computer. The course explores the features of Windows XP such as the Start menu, the Help and Support Center, System Restore and right-click operations. Also covered in detail is Windows Explorer which is used to manage drives, folders and files. In addition, the student will learn to use the maintenance tools built into the system. There will be one class on the use of Internet Explorer for web browsing and Outlook Express for sending/receiving e-mail. We will register 17 students in this course that meets 2 hrs once a week for 8 weeks.

MAINTENANCE AND SECURITY (Keeping your computer trouble-free)

COURSE FEE: \$20.00

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
MPC-018	Wednesday	3/24 – 5/19	11:30 AM – 1:30 PM	W. Combs

PREREQUISITES: Introduction to Computers and Windows courses. Some Internet experience and the ability to use basic Windows skills with a minimum of help.

Course covers not only how to maintain a computer but information on downloadable Virus Websites, how to get rid of pop-ups, spy protection sites, how to avoid losing hard drive documents and how to retrieve them, how to delete unnecessary files, and locate the latest critical protection devices. In addition the course will show how to use most of the maintenance functions built into Windows XP. We will register 17 students in this course that meets 2 hrs. once a week for 8 weeks.

DIGITAL PHOTOGRAPHY

COURSE FEE: \$20.00

(BASIC DIGITAL CAMERA OPERATIONS AND IMAGE MANAGEMENT USING FREE SOFTWARE)

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
DC-030	Friday	3/26 – 5/14	9:00 AM – 11:00 AM	D. Stuart

PREREQUISITES: Introduction to Computers, Windows XP, Word Processing and an Internet connection.

This course teaches you how to use your computer to manage photos taken with a digital camera. The topics covered include: the digital camera and how it works, what you should consider before buying a digital camera, the differences between digital cameras and film cameras, how to transfer the photos from your camera to your computer. Using the freeware program "Picasa" the following topics will be covered: simple computer photo editing (cropping, resizing, changing brightness and/or contrast, removing red eye), sharing your photos by printing them, e-mailing them, putting them on a web site, and/or burning your photos onto a CD (a CD writer is required for this) to give to others to view on their computers--**wouldn't that surprise your grandkids!** We will register 17 students in this course that meets 2 hours once a week for 8 weeks.

PHOTOSHOP ELEMENTS EDITOR
ENHANCING, MODIFYING, AND PRINTING IMAGES

COURSE FEE: \$20.00

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
GSE-012	Monday	3/22 – 5/10	11:30 AM – 1:30 PM	A. Rosenberg

PREREQUISITES: Completion of Introduction to Computers, Windows XP (or equivalent Intermediate courses), and should be comfortable with file management, using My Computer and Windows Explorer to find, open, save and rename files. Should have good mouse control and be comfortable with the use of a digital camera.

This course will introduce students to digital imaging using Adobe Photoshop Elements 6.0 Editor. Students will be introduced to the editing tools available in Elements 6.0 and taught the basic skills needed to enhance, modify, combine, restore, print and e-mail the photos taken with their digital camera. The course is constructed as a hands-on workshop using photos in need of editing. Most course material will also be appropriate for students using Photoshop Elements 4.0 and 5.0 . We will register 17 students in this course that meets 2 hrs per week for 8 weeks

USING WINDOWS VISTA

COURSE FEE: \$20.00

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
WNV-005	Tuesday	3/23 – 5/11	9:00 AM – 11:00 AM	M. Welter
WNV-006	Thursday	3/25 – 5/13	9:00 AM – 11:00 AM	B. Gascoyne

PREREQUISITES: Completion of Computer Fundamentals or equivalent knowledge and skills

Using Windows Vista is designed to teach the student about Vista, a version of Microsoft's operating system. The student will learn how to use the features of Vista and how to modify the operating system to make it easier to do what the student wants to do with the computer. The course explores the features of Vista including the Desktop, the Start menu, the Sidebar and Gadgets, and some of the Accessories and Vista applications. Covered in detail is the use of Windows Explorer to manage files, folders, disks, and flash drives. In addition, the student will learn to use system maintenance tools like Disk Cleanup, System Restore, Windows Update, and Backup. There is one class on using the Internet Explorer for browsing the Internet and Windows Mail for sending/receiving e-mail. We will register 17 students (34 both courses) in each course that meets 2 hrs once a week for 8 weeks

ADVANCED FUN WITH GOOGLE

COURSE FEE: \$20.00

(Because keeping up with Google can be a full time job.)

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
AFG-010	Friday	3/26 – 5/14	2:00 PM – 4:00 PM	B. PUMPLIN

PREREQUISITE: FUN WITH GOOGLE or an equivalent course or experience.

Google is rapidly changing the face of the Internet by offering new ways for users to access the accumulated knowledge of our planet. This class will explore some of the newest Google features that didn't even exist a few months ago. New services include things like Blog Search, Book Search, Maps, News Search, Scholar Search, and University Search. New tools include things like Blogger, Desktop, Earth, G-mail, Picasa, Toolbar (version 3), and Translate. Student interests will be used to help finalize the topics covered in the class. We will register 17 students in this class that meets 2 hours once a week

BASIC WORDPROCESSING 1**COURSE FEE: \$20.00**

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
OWP-007	Tuesday	3/23 – 5/11	2:00 PM – 4:00 PM	L. Guelfo

PREREQUISITES: *Completion of Introduction to Computers II or equivalent knowledge and skills. Ability to use a mouse comfortably is necessary, and basic typing skills are useful.*

This new Basic Word Processing course uses the free OpenOffice.org Writer software to review computer concepts and guide the student through the essential skills needed to create effective documents. You will learn to navigate documents, open and save files, and the use of menus, toolbars and shortcuts. Formatting characters and paragraphs plus the editing skills of cut, copy and paste, are covered. Tables, page layout, headers & footers and printing envelopes complete the course. Examples and exercises reinforce learning. A free CD of OpenOffice.org software will be handed out in class along with installation instructions. We will register 17 students in this course that meets 2 hrs once a week for 8 weeks.

NEW COURSE**GREETING CARD MAGIC! PART ONE****COURSE FEE: \$20.00**

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
GCM-002	Wednesday	3/24 – 5/19	2:00 PM – 4:00 PM	L. Thompson

PREREQUISITES: *Completion of Introduction to Computers II and at least one Intermediate course, i.e. Word Processing, Windows XP, or equivalent experience. Good mouse skills are essential. Students must have a Flash/Jump /USB Drive to save their projects.*

The Greeting Card Magic! Part One course uses Print Shop Deluxe Version 23 to create exciting projects. After an overview of the program's many features you will learn to create and personalize greeting cards, posters, scrapbook pages, labels, business cards and more, using the Print Shop image collection, your own art work and photos or other clip art. This course is a hands-on workshop during which you will complete individual projects. Part One of a two-part series. We will register 17 students in this course that meets 2 hours once a week for 8 weeks.

PHOTOSHOP ELEMENTS ORGANIZER**COURSE FEE: \$20.00**

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
GSO-013	Monday	3/22 – 5/10	9:00 AM – 11:00 AM	S. Maiden

PREREQUISITES: *Home computer running ADOBE PHOTOSHOP ELEMENTS 8. Basic computer skills with familiarity with dialog boxes and good mouse skills are essential! Students should be prepared to invest some time in homework*

This 8 week workshop course is an introduction to the Adobe Photoshop Elements 8 software. You learn techniques for managing and searching your photo files. Class exercises show you how to make photo adjustments to color and lighting, remove red eye and crop photos using the Editor Quick Fix/Guided Edit workspace. We also explore sending photos via e-mail. While we do simple color changes, easy group shot techniques, scene cleaner, multiple photo exposure fixing and panorama creation. We do not explore the advanced features found in the Elements Full Editor like the layering functions, etc. We will register 17 students in this course that meets 2 hrs per week for 8 weeks

REGISTRATION IS AT 2:30 PM FOR THESE THREE COURSES

INTRO II --INTRODUCTION TO COMPUTERS II

Course Fee: \$20.00

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>	<u>Instructor</u>
IC-243	Friday	3/26 – 5/14	11:30 AM – 1:30 PM	D. Masui

PREREQUISITE: INTRODUCTION TO COMPUTERS I or equivalent basic computer skills - i.e. Mouse, Keyboard, Opening Files, etc.

This course is intended for beginners. Focus will be on the fundamentals needed to use the computer with emphasis on the use of the mouse and keyboard to accomplish simple tasks.. The course will cover techniques for performing basic editing functions in a document: creating, naming, saving, opening, and closing files. Will also learn how to create folders, files and save these. We will be using Windows XP operating system. We will register 17 students in this course that meets 2 hrs. once a week for 8 weeks.

INTRO I -- FIRST CLASS FOR BEGINNERS

Course Fee: \$15.00

<u>Course No.</u>	<u>Day</u>	<u>Dates</u>	<u>Time</u>	<u>Instructor</u>
BCS-011	Tuesday	3/23 – 4/13	11:30 AM – 1:30 PM	P. Lee

This course is the first in a series of Introduction courses and is intended for those who have no or limited computer skills and should be completed before taking the INTRO II "Introduction to Computers" course. You will be introduced to hardware (the stuff you can see or touch), software (a set of instructions used by the computer), and learn how to communicate with the computer using a mouse and/or keyboard.. You will develop basic mouse and keyboard skills, as well as learning some basic Windows Operating System skills such as opening windows, files, and programs which will enable you to work comfortably (less frustration) with a computer. Hands-on practice time will be emphasized. We will register 17 students in this course that meets 2 hrs. per week for 4 weeks.

Note: We will require all students taking the above two courses to have their own Flash (Jump/Thumb/USB) drive. One drive has sufficient capacity to be used in multiple courses.

REGISTRATION PROCEDURE

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

**PLEASE INCLUDE A SEPARATE CHECK FOR EACH COURSE AND FOR SENIORNET MEMBERSHIP DUES IF REQUIRED.
PAY ALL FEES BY CHECK: COURSE FEES MADE OUT TO SNLCSJ
SENIORNET FEES MADE OUT TO SENIORNET**

**Random drawing of lottery numbers from a pool of numbers will take place as you enter:
1:00 to 1:15 PM. ALL COURSES OTHER THAN THE COURSES LISTED BELOW**

2:30 TO 2:45 PM INTRODUCTION TO COMPUTERS COURSES: INTRO 1 AND INTRO II

Arriving early and being first in line WILL NOT IMPROVE YOUR CHANCES of drawing a low number and getting your first choice of courses.

Recent experience has shown that most people are able to get into their course

- Before students enter the auditorium they will randomly **DRAW ONLY ONE NUMBER** from a pool of numbers and take a seat.
- If couples desire to attend the same course, they must **DRAW ONLY ONE NUMBER.** the other person will then receive one couples coupon.

- Fifteen minutes after the doors were opened they will be closed. Then the registration procedure will be discussed and any questions answered.
- Students will be notified by number when to leave the auditorium and exchange their lottery number or their couples coupon for a course assignment slip.

BE SURE THE COURSE SLIP IS CORRECT BEFORE LEAVING THE CHIT TABLE.

- EACH STUDENT MUST HAVE THEIR OWN COURSE ASSIGNMENT CHIT
- You may take more than one course by obtaining a numbered ticket at the ADDITIONAL COURSE TABLE located in the hallway and wait in room 8 until everyone has signed up for one course.
- If you are unable to wait around, sign the additional course list available at the table in the hallway and you will be notified by phone if your choice is available.
- Registration for intermediate courses is limited to SeniorNet members who meet the specific prerequisite requirements for the various courses. These requirements are listed in the description for each course.
- Course (including manual) fees will be collected on registration day. The check is to be made payable to "SNLCSJ".
- SeniorNet membership fees (new membership \$40.00 per year, \$60.00 per couple per year & renewals \$30.00 per year), if you are not yet a member or wish to renew, fees will be collected on registration day. A separate check is to be made payable to "SENIORNET".

ONLY SENIORNET MEMBERS CAN TAKE COURSES

- If your SeniorNet membership is not renewed within two sessions from the expiration date, or you have not contacted the office to remain on the mailing list, your name will be automatically removed from the Willows Learning Center mailing list. There are a total of five mailings per year.

You will remain on the Willows mailing list and receive registration notices as long as you are a SeniorNet Member.

THE WILLOWS SNLC POLICY

No one will be allowed to audit any course.
After all registrants and mailed-in proxies have had a chance to take one class, intermediate students will be allowed to take additional courses as space is available.

2010 SESSION SCHEDULE

Third Session: Registration Mailing List Closed-----Monday April 26, 2010
of 2010 Registration Notice Mailing-----Tuesday May 4, 2010
 Notices Available in Office After-----Wednesday May 5, 2010
 Registration Intro & Intermediate-----Saturday May 15, 2010
 Classes Begin-----Tuesday June 1, 2010

ADDITIONAL SENIORNET SITES

There are two additional SeniorNet sites in San Jose. If you wish to take computer courses or get on the mailing lists of either of these two sites, it is necessary to submit a separate application to each site.

Cypress Senior Center 403 South Cypress Ave. San Jose, CA 95117 408.244.1353	Almaden Community Center 6445 Camden Ave. San Jose, CA 95120 408.268.1703
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PLEASE CONTACT THESE INDIVIDUAL SITES FOR COURSES & REGISTRATION DETAILS

YOU MAY VISIT THE SENIORNET WEB HOME PAGE FOR ALL THREE SITES

<http://www.snlcsj.org>

CLASS	NO.	WK	DAY	DATES	TIME	INSTRUCTOR
PHOTOSHOP ELEMENTS ORGANIZER	GS0-013	8	MON	03/22-05/10	9:00 AM-11:00 AM	S. MAIDEN
PHOTOSHOP ELEMENTS EDITOR	GSE-012	8	MON	03/22-05/10	11:30 AM-1:30 PM	A. ROSENBERG
WINDOWS VISTA	WNV-005	8	TUE	03/23-05/11	9:00 AM-11:00AM	M. WELTER
INTRO I – FIRST CLASS FOR BEGINNERS	BCS-011	4	TUE	03/23-04/13	11:30 AM-1:30 PM	P. LEE
E MAIL	EM -021	4	TUE	04/20-05/11	11:30 AM-1:30 PM	S. MAR
WORD PROCESSING I (OPEN OFFICE)	OWP-007	8	TUE	03/23-05/11	2:00 PM–4:00 PM	L .GUELFO
WINDOWS XP	WNX-043	8	WED	03/24-05/19	9:00 AM-11:00 AM	B. LAWLER
MAINTENANCE AND SECURITY	MPC-018	8	WED	03/24-05/19	11:30 AM-1:30 PM	W. COMBS
GREETING CARD MAGIC PART 1	GCM-002	8	WED	03/24-05/19	2:00 PM-4:00 PM	L .THOMPSON
WINDOWS VISTA	WNV-006	8	THU	03/25-05/13	9:00 AM-11:00 AM	B. GASCOYNE
FILE MANAGEMENT WINDOWS XP	FM-028	4	THU	03/25-04/15	11:30 AM-1:30 PM	A. ROSENBERG
FILE MANAGEMENT WINDOWS VISTA	FMV-001	4	THU	04/22-05/13	11:30 AM-1:30 PM	A. ROSENBERG
OPEN LAB		8	THU	03/25-05/13	2:00 PM-4:00 PM	J. WHITE
DIGITAL PHOTOGRAPHY	DC -030	8	FRI	03/26-05/14	9:00 AM-11:00 AM	R. STUART
INTRO II-- INTRODUCTION TO COMPUTERS	IC-243	8	FRI	03/26-05/14	11:30 AM-1:30 PM	D. MASUI
ADVANCED FUN WITH GOOGLE	AFG-010	8	FRI	03/26-05/14	2:00 PM-4:00 PM	B. PUMPLIN

2:00 pm - 4:00 pm

Willow Glen Community & Senior Center

2175 Lincoln Ave., San Jose

Multipurpose Room

Troy Wolverton, San Jose Mercury News

Will speak on:

WINDOWS 7

The Willows SeniorNet Learning Center
Willow Glen Community & Senior Center
2175 Lincoln Ave.
San Jose, CA 95125

RETURN SERVICE REQUESTED

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