



**SESSION 4: AUGUST TO OCTOBER 2010**

**Date: Saturday – July 24, 2010**

**Time: 1:00 PM FOR ALL COURSES & ALL STUDENTS.  
NEW TIMES (INCLUDES BOTH INTRO & ADVANCED)**

**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.**  
***YOU MUST HAVE A WILLOWS I.D. NUMBER TO REGISTER FOR ANY COURSE***

**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 page (PG.8), 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 JULY 23**

**CONTACT LIBBY HARBOUR 408.371.3999 FOR ANY COURSE VACANCIES AFTER REGISTRATION.**

**BEST OF THE INTERNET****COURSE FEE: \$20.00**

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
NET-057	Thursday	08/12 – 09/30	9:00 AM - 11:00 AM	W. Fant

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

What have you been missing? Setup and use your new Internet Explorer 8. Discover websites that make you say "WOW". Tap into world-wide radio, TV, web cams, internet telephoning. Share your digital photos with your friends. Make e-mail work for you any time, any place. We will register 17 students in this course that meets 2 hours once a week for 8 weeks.

**USING WINDOWS XP****COURSE FEE: \$20.00**

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
WNX-045	Wednesday	08/11 – 09/29	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-020	Wednesday	08/11 – 09/29	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 down-loadable 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-032	Friday	08/13 – 10/01	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.

**NEW COURSE****MOVIE MAKING MADE EASY****Class Fee 20.00**

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
MM-002	Tuesday	08/10 – 09/28	11:30 AM – 1:30 PM	W. Combs

**PREREQUISITE: *Completion of Windows courses or equivalent experience AND experience using digital images with a computer..***

Make movies utilizing Windows Movie Maker. With this free software on your PC, you can weave together still images as well as some digital video you have taken and create a movie. You can add background music or narration. The transition from one slide to another can be selected from a choice of dozens, from expanding circle to a wipe down to a spinning image. Whether just putting together pictures of grand kids to trying to make a comment on today's society, this class offers a whole new avenue to express your creativity. When you have completed your movie, e-mail it to friends, upload it to youtube.com, or burn it to a blank DVD using a 3rd party DVD burning program and let the whole world discover your talents. We will register 17 students in this course that meets 2 hrs per week for 8 weeks

**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-246	Friday	08/13 – 10/01	11:30 AM – 1:30 PM	D. Masui
IC-247	Tuesday	08/10 -- 9/28	9:00 AM – 11:00 AM	P. Lee

**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 each course (34 total) that meets 2 hrs. once a week for 8 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.

**NEW COURSE****EXPLORING WINDOWS 7****COURSE FEE: \$20.00**

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
WN7-001	Thursday	08/12 – 09/30	11:30 AM – 1:30 PM	A.Rosenberg

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

Exploring Windows 7 is designed to teach the student about Microsoft's latest operating system. The student will learn how to use the features of Windows 7 and how to navigate through the folder hierarchy using Windows Explorer. The course explores the features of this operating system including setting up the Desktop and the Start menu, installing Gadgets, setting up your favorite programs to Quick Launch, creating Shortcuts and using some of the included Accessories. 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 and Windows Update. Also covered are how to set up the Security Features included in Windows 7 and create Backup schedules to protect your data and photos. We will register 17 students in this course that meets 2 hrs. per week for 8 weeks.

***FUN WITH GOOGLE (Almost Everything you wanted to know)*** **COURSE FEE: \$20.00**

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
AFG-011	Friday	08/13 – 10/01	2:00 PM – 4:00 PM	B.Pumplin

***PREREQUISITES: INTRODUCTION TO COMPUTERS, one or more intermediate courses and a working e-mail address***

OK, we all know that www.google.com has the best search engine on the planet. But there is a lot more to Google than most people know. Google's stated mission is to "make it easier to find the information you want". This class will explore some of the many new specialized services Google is now offering. Services such as: Advanced Web Search -- for power users; Froogle -- shopping Google style; Google Maps -- finding and printing driving directions; Google Toolbar -- search from any web page; Image Search -- access to more than one billion images, and many more. The exact topics covered in this class will be tailored to fit the experience and needs of the students. We will register 17 students in this course that meets for 2 hrs. per week for 8 weeks

***NEW COURSE***

***FUN WITH PHOTOS USING PHOTOSHOP ELEMENTS*** **COURSE FEE: \$20.00**

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
GSN-002	Monday	08/09 – 10/04	9:00 AM – 11:00 AM	S. Maiden

***PREREQUISITES: A home computer running Adobe Photoshop Elements for Windows (any version 5-8). This is not a free program but costs \$70. to \$80.(sometimes comes with a \$20. rebate). It requires a 1 GB of RAM & a 2GH+ processor. Must have completed the Photoshop Elements Editor Course, have basic computer skills, familiarity with dialog boxes and good mouse skills are essential. Students should be prepared to invest some time for homework.***

This is a project oriented class where we will work on various fun projects using example photos and learn the Editor features necessary to accomplish each project. As time permits students can try to accomplish a similar project using their own photos. We will be using the commercial book "How to Cheat in Photoshop Elements" by David Asch & Steve Caplin. To supply the book will require an additional \$20 fee making the total class cost \$40. We will register 17 students in this course that meets 2 hrs. per week for 8 weeks.

***SPREADSHEET (Open Office)*** **COURSE FEE:\$20.00**

<u>Course No.</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Instructor</u>
OSS-003	Wednesday	08/11 – 09/29	2:00 PM – 4:00 PM	B.Ferman

***PREREQUISITES: strong knowledge of using computers including file management, navigation and cut & paste***

OpenOffice Spreadsheet is an eight-week course on spreadsheets using the OpenOffice Calc program. The course begins with how to install OpenOffice. Open Office is free software from SUN Corporation. An installation CD will be provided to students. Students will learn how to create and update spreadsheets, enter formulas and access cells in the sheets. Students need to know how to use and navigate in Windows XP. Over 15 exercises are included on the CD to help students practice using spreadsheets. Students are required to have a Flash Drive. We will register 17 students in this course that meets for 2 hrs per week for 8 weeks

**GENEALOGY INFORMATION FROM THE INTERNET****COURSE FEE:\$20.00**

Course No.	Day	Date	Time	Instructor
AGS-009	Thursday	08/12 – 09/30	2:00 PM – 4:00 PM	D.Ferman

**PREREQUISITES:INTRODUCTION TO COMPUTERS, WINDOWS XP and genealogy seach 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. We will register 17 students in this course that meets 2 hrs. per week for 8 weeks.

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

Enhancing, modifying, and printing images

Course No.	Day	Date	Time	Instructor
GSE-013	Monday	08/09 – 10/04	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 the Adobe Photoshop Elements 7.0 Editor. Students will be introduced to the editing tools available in Elements 7.0 and taught the basic skills needed to enhance, modify, combine, restore, print and e-mail the images taken with their digital camera. The course is structured as a hands-on workshop using photographs in need of editing. Most course material will also be appropriate for students using Photoshop Elements 4.0, 5.0, and 6.0. If most of the students have version 8.0, we will use that version. However the course will review changes made in version 8.0. We will register 17 students in this course that meets for 2 hrs per week for 8 weeks

***REGISTRATION PROCEDURE******PLEASE READ THE FOLLOWING INFORMATION CAREFULLY***

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

***Random drawing of lottery numbers from a pool of numbers will take place as you enter: 1:00 PM. FOR ALL COURSES & FOR ALL STUDENTS***

***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 chosen 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**

<b><i>Fifth Session of 2010</i></b>	Registration Mailing List Closed-----Monday September 13, 2010
	Registration Notice Mailing-----Tuesday September 21, 2010
	Notices Available in Office After-----Wednesday September 22, 2010
	Registration Intro & Intermediate-----Saturday October 2, 2010
	Classes Begin-----Wednesday October 13, 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>**

## **REGISTRATION MAILER REQUEST FORM**

Please use this form to add your name to the mailing list at the SeniorNet Learning Center located at Willow Glen Community & Senior Center. Also, indicate how you would like to receive the "Registration Mailer," which includes the SeniorNet courses for the upcoming session.

We would prefer using e-mail, but we recognize this method may not appeal to all. Therefore, we will still use regular mail for those who prefer that method. Please **check one of the the following boxes** to indicate how you would like to receive the registration mailer:

I would like to receive the "Mailer" by **e-mail only**; my e-mail address is \_\_\_\_\_@\_\_\_\_\_

(**Please print clearly** and be assured that your e-mail address will be kept confidential within the Willows SeniorNet staff). Choosing this option will help keep our mailing cost down and at the same time provide the necessary information about SeniorNet courses to you in a timely manner. We will provide a link within the body of the e-mail that will take you directly to the "Mailer" at our website and where you can print out your own copy if desired.

I would like to receive the "Mailer" by **regular mail only** at the address below:

***Please provide the following information regardless of which method is checked***

Name \_\_\_\_\_ Willows I.D. No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_

You may **mail or drop off your response** at the Willow Glen Community and Senior Center Office located at 2175 Lincoln Ave, San Jose, CA 95125, **bring it in at the next registration** or you may **e-mail your response to [seniornet.willows@gmail.com](mailto:seniornet.willows@gmail.com)**

Today's Date: \_\_\_\_\_

Thank you.

**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 SEPARATE CHECKS 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***

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

**RETURN SERVICE REQUESTED**

**PRSR T STD**

U.S. POSTAGE  
PAID

SAN JOSE, CA  
PERMIT NO.476