



## Computer Classes for Adults Age 50+

Willow Glen Community Center  
2175 Lincoln Ave., San Jose

APRIL - MAY 2018 (2018 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.snlcsj.org/willows](http://www.snlcsj.org/willows) or by **mail**. You can also **drop off** your registration form at the Willow Glen Community Center office before March 17th.

**Drop-in Option** - For those *needing assistance*, we have added this 3<sup>rd</sup> option. Come to the Center on Saturday, March 17th, 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 and \$72 for first-time couples. 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 (2 hour) 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 2 Class Schedule, April - May**

CLASS	NO.	WK	DAY	DATES	TIME	INSTRUCTOR
A-FAMILY HISTORY SEARCHING ON THE INTERNET	AGS-022	8	MON	4/2/2018 - 5/21/2018	9 - 11 AM	R Ferman
B--iPHONE/iPAD - BEGINNERS	IPB-004	4	MON	4/2/2018 - 4/23/2018	11:30 AM - 1:30 PM	K Motroni P Tam
C--Mac COMPUTER BASICS	MCB-002	4	MON	4/30/2018 - 5/21/2018	11:30 AM - 1:30 PM	P Tam
D--WINDOWS 10 - ALL THE BASICS, ALL THE NECESSARY THINGS YOU NEED TO KNOW	N10-003	8	TUE	4/3/2018 - 5/22/2018	9 - 11 AM	P Tam
E--LEARN TO MANEUVER WITHIN WINDOWS 10, STEP-BY-STEP, NO EXPERIENCE NEEDED	WN7-032	8	TUE	4/3/2018 - 5/22/2018	11:30 AM - 1:30 PM	L Linhares
F--See separate Workshop schedule	WRK-000	0	TUE	4/3/2018 - 4/24/2018	2 - 4 PM	Various
G--INTERMEDIATE GOOGLE SEARCH/ GOOGLE SCHOLAR NOT FOR BEGINNERS	GGs-005 -	8	WED	4/4/2018 - 5/23/2018 -	9 - 11 AM	R Ferman
H--See separate Workshop schedule	WRK-000 -	0	WED	4/4/2018 - 5/23/2018 -	11:30 AM - 1:30 PM	Various
O--OPEN LAB NOTE: UNLESS CENTER IS CLOSED	OL-001	8	WED	4/4/2018 - 5/23/2018	2 - 4 PM	D Blum
I--INTERMEDIATE MANAGING YOUR COMPUTER USING WINDOWS 10 NOT FOR BEGINNERS	M10-011 -	8	THU	4/5/2018 - 5/24/2018 -	9 - 11 AM	R Ferman
J--ANDROID PHONE - BEGINNERS	SPB-004	4	THU	4/5/2018 - 4/26/2018	11:30 AM - 1:30 PM	P Tam
K--See separate Workshop schedule	WRK-000	0	THU	5/3/2018 - 5/24/2018	11:30 AM - 1:30 PM	Various
L--BEGINNING QUICKEN	QKN-003	4	THU	5/3/2018 - 5/24/2018	2 - 4 PM	D Arken
M--FIND-A-GRAVE: YOUR FAMILY'S VISUAL GENEALOGY	AGV-003	8	FRI	4/6/2018 - 5/25/2018	9 - 11 AM	R Ferman
N--COMPUTER FUNDAMENTALS - FOR BEGINNERS	F10-007 -	8	FRI	4/6/2018 - 5/25/2018 -	11:30 AM - 1:30 PM	J Friedman
P--NEW EASIER: GOOGLE EARTH CHROME - NOT FOR BEGINNERS	GEC-003 -	8	FRI	4/6/2018 - 5/25/2018 -	2 - 4 PM	R Ferman

TECHNOLOGY USER MEETINGS: 2<sup>nd</sup> MONDAY OF MONTH/ **NO LAB CLOSURES THIS SESSION**

# Computer Courses

Visit [www.snicsj.org/willows/future.html](http://www.snicsj.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-022	Monday	4/2 – 5/21	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.

**Meets for 4 WEEKS**

Course No.	Day	Dates	Time	Instructor
IPB-004	Monday	4/2 – 4/23	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.

**Meets for 4 WEEKS**

Course No.	Day	Dates	Time	Instructor
MCB-002	Monday	4/30 – 5/21	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.

**Meets for 8 WEEKS**

Course No.	Day	Dates	Time	Instructor
N10-003	Tuesday	4/3 – 5/22	9:00 AM – 11:00 AM	P. Tam

## **(E) LEARN TO MANEUVER WITHIN WINDOWS 10, STEP BY STEP**

**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).

**Meets for 8 WEEKS**

Course No.	Day	Dates	Time	Instructor
WN7-032	Tuesday	4/3 – 5/22	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 its 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
GG5-005	Wednesday	4/4 – 5/23	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
M10-011	Thursday	4/5 – 5/24	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-004	Thursday	4/5 – 4/26	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-003	Thursday	5/3 – 5/24	2:00 PM – 4:00 PM	D. Arken

**(M) 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.

**Meets for 8 WEEKS**

Course No.	Day	Dates	Time	Instructor
AGV-003	Friday	4/6 – 5/25	9:00 AM – 11:00 AM	R. Ferman

**(N) COMPUTER FUNDAMENTALS FOR BEGINNERS** **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
F10-007	Friday	4/6 – 5/25	11:30 AM – 1:30 PM	J. Friedman

**(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-003	Friday	4/6 – 5/25	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.**

<b>Tuesday workshops:</b>			
(WA) WRK 001	Apr 3 2:00-4:00	<b>Cyber Scam Watch</b> 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	Apr 10 2:00-4:00	<b>How I learned to stop worrying and start loving internet</b> Basic explanation of how the internet works so computers and devices can interact with each other. What and how to use the internet safely and efficiently so you will get the most from it in your daily life.	Jack Friedman <i>Prerequisites: Windows users</i>
(WC) WRK 003	Apr 17 2:00-4:00	<b>Music and Video Streaming</b> How to use music and streaming video online using Free and Paid Subscriptions.	Gerri Hodson <i>Prerequisites: Computer users</i>
(WD) WRK 004	Apr 24 2:00-4:00	<b>Web Design</b> 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>
<b>Wednesday workshops:</b>			
(WE) WRK 005	Apr 4 11:30-1:30	<b>Photo/Video Management</b> 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	Apr 11 11:30-1:30	<b>E-reading, E-learning and How-to's</b> 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	Apr 18 11:30-1:30	<b>Make Email work for me</b> Manage Email more effectively by subject line, recipient list, personalized folders, more mail versus junk mail, and spam filters. You will use email differently!!	Patrick Tam <i>Prerequisites: Windows users with an Email Account</i>
(WH) WRK 008	Apr 25 11:30-1:30	<b>Photo Editing / Printing Online</b> 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	May 2 11:30-1:30	<b>Quicken - Budgeting</b> Use Quicken to budget your finances.	David Arken <i>Prerequisites: Quicken Basics or Equivalent</i>
(WJ) WRK 010	May 9 11:30-1:30	<b>Selling online - Craigslist, Nextdoor</b> 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>
(WK) WRK 011	May 16 11:30-1:30	<b>Managing Personal Finances/Investments</b> 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	Harvey Lee <i>Prerequisites: Windows users</i>

		Sites (E Trade/TD Ameritrade); Personal Capital Site; and Financial Software (Quicken.)	
(WL) WRK 012	May 23 11:30- 1:30	<b>How to use your computer more effectively</b> 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>
<b>Thursday workshops:</b>			
(WM) WRK 013	May 3 11:30- 1:30	<b>Google Photos</b> 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	May 10 11:30- 1:30	<b>Capture what's on your screen</b> Take screen shots while looking at pictures or reading documents, then highlight important parts with notes, and share with Texts or Email.	Patrick Tam <i>Prerequisites: iPhone or Android Phone Basics</i>
(WO) WRK 015	May 17 11:30- 1:30	<b>Social Media</b> 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	May 24 11:30- 1:30	<b>Maps and Ride to where you want to go</b> Use Maps and look up what's interesting and relevant in the area, and how to get there by driving, walking, transit or Uber and Lyft.	Patrick Tam <i>Prerequisites: iPhone or Android Phone Basics</i>

## Registration Procedures

All class fees MUST be paid before the first day of class. Though we prefer payment in advance for **workshops**, payment for drop-ins will be accepted on the day of the workshop (but not for classes.) **We will contact you if a class or workshop is full. Otherwise your check is your receipt.**

**A. Online Registration** must be submitted by **Friday, March 16th, 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 16th, 5 p.m.**

Remember to include the following:

- Mail in Form (page 7)
- Checks (individuals or couples):
  - For classes-- Combine payment on one check
  - For workshops -- Combine payment on one check
  - One for SeniorNet membership dues (\$44 for first-time members, \$33 for renewals, \$72 for first-time couples.) Those taking **ONLY** workshops do not need to join SeniorNet.

**C. Drop-off** your Registration Form and checks in an envelope addressed to SeniorNet, at the Willow Glen Community Center office, any time during office hours, before **March 17th**.

**D. Drop-In:** Come to Room 5 at the Center on Saturday, **March 17th, from 11:00 AM-12:30 PM.**

**E. Questions regarding registration or mailing list:** Contact Libby at 408-371-3999 or [swtlib@sbcglobal.net](mailto:swtlib@sbcglobal.net).

**After March 17th, you can contact Libby at 408-371-3999 or [swtlib@sbcglobal.net](mailto:swtlib@sbcglobal.net) to add a class or workshop if **space is still available**. Payment for classes **MUST** be received before the first day of the class. Payment for workshops **MAY** be received on the day of the workshop.**

# 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 # \_\_\_\_\_ (On Address Label)  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  
 E-mail \_\_\_\_\_ Phone \_\_\_\_\_

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

**B.** Name \_\_\_\_\_ SeniorNet # \_\_\_\_\_ E-mail \_\_\_\_\_

## Course(s): (Combine payment on one check)

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): (Combine payment on one check)

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

## Payment Enclosed: Please make all checks payable to **SNLCSJ**

Course(s): Check No. \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 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**

- 2<sup>nd</sup> Session Registration Deadline      Friday, March 16th, at 5 pm
- 3<sup>rd</sup> Session Registration Deadline      Friday, June 29th, at 5 pm
- 4<sup>th</sup> Session Registration Deadline      Friday, September 7th, at 5 pm

<ADDRESS>

