



Willows Computer Classes for Adults

Willow Glen Community Center
2175 Lincoln Ave., San Jose 95125

April - May 2019 (2019 Session 2)

IMPORTANT INFORMATION

Reminder: We have made changes to how we operate.

- Our name has changed to Willows Computer Classes for Adults (WCCA).
- Our website has changed to <http://willowscca.org>.
- We no longer collect membership fees and you do not need to be a member of the national SeniorNet network, nor do you need to be over 50 to take classes or workshops.
- Our class and workshop fee structures have changed:
Course Fees for 8-week courses are \$20.00 per student; for 4-week courses are \$15.00; for 2-week courses are \$10.00.
Workshop Fees for 1-week and 2-week workshops are \$10.00.

REGISTER ON-LINE, BY MAIL or DROP IN

You don't have to come in to the Willow Glen Community Center and wait in line to register! **You can register on-line at <http://willowscca.org>, mail your registration form, or drop off your registration form** at the Willow Glen Community Center office before March 16th.

Drop-in Option - For those *needing assistance*, come to the Center on Saturday, March 16th, 2019, from **11:00-12:00**. 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 either 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.**

Benefits Information

Open Labs are open to the public, whether or not registered in our classes: Mondays 11:30 am - 1:30 pm, 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 \$4.00 (check or exact change, please.)

Willows CCA 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 CCA Learning Center

2019 Session 2 Class Schedule, April - May

CLASS	NO.	WK	DAY	DATES	TIME	INSTRUCTOR
A--EXCEL - SPREADSHEET BASICS	ESS_011	4	MON	4/8/2019 4/29/2019	9 - 11 AM	K Motroni
B--OPEN LAB NOTE: Open any Monday the Center is Open	OL_002	8	MON	Any Monday the Center is Open	11:30 AM - 1:30 PM	D Blum/M Schac/P Tam
C--PHOTOS ORGANIZING & EDITING	POE_002	4	TUE	4/2/2019 4/23/2019	9 - 11 AM	H Lee
D--ANDROID PHONE - BEGINNERS USING NEWER PHONES	SPB_008	8	TUE	4/2/2019 5/21/2019	11:30 AM - 1:30 PM	P Montplaisir/ P Tam
E-WINDOWS 10 - ALL THE BASICS, ALL THE NECESSARY SKILLS YOU WANT TO IMPROVE	N10_007	8	TUE	4/2/2019 5/21/2019	2 - 4 PM	P Tam
F--BEGINNING QUICKEN <u>NO CLASS ON APRIL 17th</u>	QKN_006	4	WED	4/3/2019 5/1/2019	9 - 11 AM	D Arken
H--See separate Workshop schedule	WRK_000	0	WED	4/3/2019 5/22/2019	11:30 AM - 1:30 PM	Various
O--OPEN LAB NOTE: Open any Wednesday the Center is Open	OL_001	8	WED	Any Wednesday the Center is Open	2 - 4 PM	D Blum
I--iPHONE/iPAD - BASICS	IPB_008	8	THU	4/4/2019 5/23/2019	9 - 11 AM	K Motroni/ P Tam
J-LEARN TO MANEUVER WITHIN WINDOWS 10, STEP-BY-STEP NO EXPERIENCE NEEDED	WN7_035	8	THU	4/4/2019 5/23/2019	11:30 AM - 1:30 PM	L Linhares
L--COMPUTER FUNDAMENTALS - FOR BEGINNERS	F40_011	8	FRI	4/5/2019 5/24/2019	11:30 AM - 1:30 PM	D Masui

TECHNOLOGY USER MEETINGS: 2nd MONDAY OF MONTH

Computer Courses

Visit <http://willowscca.org> for a more complete description of each class.

(Remember, this is a new website!)

(A) EXCEL – SPREADSHEET BASICS

COURSE FEE: \$15.00

PREREQUISITES: *Introduction to Computers and the ability to use basic Windows functions with a minimum of help.*

Learn to create spreadsheets from scratch for budgets, inventory, club membership data, mailing lists, or any type of record-keeping. Also learn to work on existing spreadsheets to add data, or to run and print reports.

Meets for 4 WEEKS

Course No.	Day	Dates	Time	Instructor
ESS-011	Monday	4/8 – 4/29	9:00 AM – 11:00 AM	K. Motroni

(C) PHOTOS ORGANIZING & EDITING

COURSE FEE: \$15.00

PREREQUISITES: *Windows users.*

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. Before or after organizing your photos, learn to edit them to make them look better, and learn how to order hard copy prints or albums online.

Meets for 4 WEEKS

Course No.	Day	Dates	Time	Instructor
POE-002	Tuesday	4/2 – 4/23	9:00 AM – 11:00 AM	H Lee

(D) ANDROID PHONE USING NEWER PHONES – BEGINNERS

COURSE FEE: \$20.00

PREREQUISITES: *This is a beginning course for beginners using newer phones.*

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 8 WEEKS

Course No.	Day	Dates	Time	Instructor
SPB-008	Tuesday	4/2 – 5/21	11:30 AM – 1:30 PM	P. Montplaisir/P. Tam

(E) WINDOWS 10-ALL THE BASICS AND NECESSARY SKILLS YOU WANT TO IMPROVE

COURSE Fee: \$20.00

PREREQUISITES: *Basic Computer Skills. This course is to improve your computer skills on Windows10.*

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
N10-007	Tuesday	4/2 – 5/21	2:00 PM – 4:00 PM	P. Tam

(F) BEGINNING QUICKEN

COURSE FEE: \$15.00

PREREQUISITES: *This is a beginning Quicken class. No Quicken background/knowledge is necessary. You 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.

NO CLASS ON APRIL 17th

Meets for 4 WEEKS

Course No.	Day	Dates	Time	Instructor
QKN-006	Wednesday	4/3 – 5/1	9:00 AM – 11:00 AM	D. Arken

(I) iPHONE/iPAD – BASICS**COURSE FEE: \$20.00****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 8 WEEKS

Course No.	Day	Dates	Time	Instructor
IPB-008	Thursday	4/4 – 5/23	9:00 AM – 11:00 AM	K. Motroni/P. Tam

(J) LEARN TO MANEUVER WITHIN WINDOWS 10, STEP-BY-STEP**COURSE FEE: \$20:00****PREREQUISITES:** *No Prerequisites Required, Beginners Welcome, No Experience Needed.*

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
WN7-035	Thursday	4/4 – 5/23	11:30 AM – 1:30 PM	L. Linhares

(L) 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 Willows CCA. 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
F10-011	Friday	4/5 – 5/24	11:30 AM – 1:30 PM	D. Masui

WORKSHOPS

Course Fee (\$10.00) is for one or two week workshops. Sign up **on-line, by mail or by drop-in** (see pages 6-7.)

Workshops are held on various days & times.

Wednesday workshops:			
(WA) WRK 001	April 3 11:30-1:30	Facebook Facebook lets you keep in touch with family and friends in an easy to use format. Learn how to protect your privacy, specify who sees your postings, find friends, share pictures, create group pages, join neighborhood groups, and use the messenger app.	Luisa Garcia <i>Prerequisites: Computer skills</i>
(WB) WRK 002	April 10 & 17 11:30-1:30	Selling Online - eBay, Craigslist, Nextdoor - <u>This is a 2 week workshop</u> Learn to setup accounts, post listings for sale items, or rental properties, share my experience how to get most dollars for your postings.	Fan Yeh <i>Prerequisites: Computer users</i>
(WC) WRK 003	April 24 & May 1 11:30-1:30	GooglePhotos - <u>This is a 2 week workshop</u> Sync photos from Smartphone to Google Photos (unlimited storage), to archive precious memories, to create albums, and to share.	Patrick Tam <i>Prerequisites: iPhone or Android Phone Basics</i>
(WD) WRK 004	May 8 11:30-1:30	Video Streaming Learn to listen to music and to stream video online using Free and Paid Subscriptions	Gerri Hodson <i>Prerequisites: Computer users</i>
(WE) WRK 005	May 15 11:30-1:30	Google Docs Introduction to the free online word processing program from Google, which allows the user to open and edit Microsoft Word documents. Its tools include "Voice Typing" and instant translation. We will also take a look at Google's version of spreadsheets and presentations.	Luisa Garcia <i>Prerequisites: Computer skills</i>
(WF) WRK 006	May 22 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. Where your files are and how to organize them will be one of the items covered.	Bob Lord <i>Prerequisites: Computer skills</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.** If possible, include your Willows CCA number found next to your name on the address label on this mailer.

NOTE--Our website: Visit our website at <http://willowscca.org> to see a list of classes and workshops, this mailer, and to be added to our mailing list.

A. Online Registration must be submitted by **Friday, March 15th, 5 p.m.**

- Register for classes and workshops online at <http://willowscca.org>. Fees **MUST** be paid by credit card during the online registration process. Registration instructions are on the website. If possible, include your Willows CCA 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 15th, 5 p.m.**

Remember to **include the following:**

- Registration Form (page 7)
- Checks (individuals or couples):
 - For classes -- Combine payment on one check
 - For workshops -- Combine payment on one check

C. Drop-off Registration must be received before **March 16th.**

Include the following in an envelope addressed to Willows CCA, at the Willow Glen Community Center office, any time during office hours, before **March 16th.**

- Registration Form (page 7)
- Checks (individuals or couples):
 - For classes -- Combine payment on one check
 - For workshops -- Combine payment on one check

D. Drop-In: Come to the Center on Saturday, **March 16th, from 11:00 AM-12:00 PM.**

E. Questions regarding registration or mailing list: Contact Libby at 408-371-3999 or swtlib@sbcglobal.net.

After March 16th, you can contact Libby at 408-371-3999 or 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.

Registration Form

Mail to: Willows CCA 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 CCA # _____ (On Address Label)
 Address _____
 City _____ Zip _____
 E-mail _____ Phone _____

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

B. Name _____ **Willows CCA #** _____ **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 Willows CCA

Course(s): Check No. _____ Amount \$ _____
 Workshop(s): Check No. _____ Amount \$ _____

Willows Computer Classes for Adults is a 100% volunteer, nonprofit organization which provides low-cost, high-quality instruction in computer literacy and skills to adults of all ages. For more information, visit our website: <http://willowssca.org>.

Willows Computer Classes for Adults does not discriminate on the basis of race, color, national origin, religion, disability, or sexual orientation. Willows Computer Classes for Adults is a 501(c)(3) nonprofit organization (EIN: 77-0400780).

Registration Deadlines

- 2nd Session Registration Deadline Friday, March 15th, at 5 pm
- 3rd Session Registration Deadline Friday July 5th, at 5 pm
- 4th Session Registration Deadline Friday, September 13th, at 5 pm

<ADDRESS>



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