



Computer Classes for People Age 50+

**2016 Session 1:
January – March 2016**

There are **three ways to register** for Willows SeniorNet classes and workshops: in-person, by mail, and online. All three of these participate in the same lottery system. Registering in person does **NOT** improve your chance of obtaining a class or workshop. See **page 6** for complete registration information.

DATE AND PLACE OF IN-PERSON REGISTRATION

**Saturday, January 9, 2016
Willow Glen Community Center
2175 Lincoln Avenue**

Doors open at 1 p.m. Registration starts at 1:30 p.m. and takes 1 – 1^{1/2} hrs.

FEEES

We are a part of the national SeniorNet network. You must be a member of the national organization to take a class with us. 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 page 4 for information.

Added BENEFITS

National SeniorNet membership also entitles you to take SeniorNet courses at **Almaden Community Center**. For more information or to join the Almaden mailing list, call 408-677-7698; stop by the Almaden Community Center, 6445 Camden Avenue, San Jose 95120; or visit www.snicsj.org/almaden.

Open Lab is free for registered students: Wednesdays, Jan 27 thru March 16, 2 p.m. – 4 p.m. Practice what you're learning in class and get answers to your computer questions.

Technology User Group – Meets the second Monday of most months, **2 p.m. – 3:30 p.m.**

Additional Information

Many classes require a **flash drive** (thumb, stick, USB) so you can take your classroom work home to practice on your home computer. Please bring one with you to the first class meeting. You can also buy a flash drive in class for \$8.00 (check or exact change, please.)

Willows SeniorNet does not permit **auditing** and cannot make exceptions to this policy.

To join our **mailing list**, please phone Libby Harbour, 408-371-3999 or visit our website at <http://www.snicsj.org/willows>. The registration packet is mailed and posted online about 2 weeks before each of the four Registration Days.

If you miss Registration Day or you have questions about your registration, please phone Libby Harbour, 408-371-3999.

COMPUTER COURSES

See page 5 for a single-page list of the courses we are offering this session.

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

(A) TAXES: WHAT YOU NEED TO KNOW BEFORE FILING YOUR INCOME **COURSE FEE: \$20.00**

TAXES ON 4/15/2016. NOT FOR TAX PREP

PREREQUISITES: *An intermediate understanding of computers, the internet and the economy.*

This course will introduce the student to the IRS and FTB web sites; what is income; what are deductions, saving, investing; and planning for the future through IRA and Estate/Trust planning.

Note: No class on Feb 15

Meets for 8 WEEKS

Course No.	Day	Dates	Time	Instructor
TAX-002	Monday	1/25 – 3/21	9:00 AM – 11:00 AM	D. Ferman

(B) MANAGING YOUR COMPUTER USING WINDOWS 8.1 **COURSE FEE: \$20.00**

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

An intro class to teach about Microsoft's latest operating system. Learn how to use the new features of Windows 8 and how to navigate through the folder hierarchy using Windows Explorer. This course explores the features of this operating system including setting up the Desktop and the Start menu, installing Gadgets, setting up favorite programs to Quick Launch, creating Shortcuts, and using some of the included Accessories.

Note: No class on Feb 15

Meets for 8 WEEKS

Course No.	Day	Dates	Time	Instructor
MC8-021	Monday	1/25 – 3/21	11:30 AM – 1:30 PM	P. Tam

(D) EXPLORING WINDOWS 7 **COURSE FEE: \$20.00**

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

The student will learn to use the features of Windows 7 including setting up the Start menu, Task Bar, and Desktop, exploring the use of Programs, navigating through the folder hierarchy using Windows Explorer, setting up User Accounts and Security, Maintenance and Task Scheduling and Backup and Restore. An emphasis will be placed on repetitive learning of the basic day to day tasks necessary to use a computer efficiently.

Meets for 8 WEEKS

Course No.	Day	Dates	Time	Instructor
WN7-025	Tuesday	1/26 – 3/15	11:30 AM – 1:30 PM	B. Lord

(E) CREATE ELECTRONIC AND PRINTABLE GREETING CARDS **COURSE FEE: \$15**

PREREQUISITES: *Must be experienced using a Windows-based computer; familiarity with mouse and keyboard functions a must!*

Learn to design and email animated greeting cards with photos and music using the free online version of Smile Box. (A "premier" version of this program requires a subscription fee.) Also, create and print photo greeting cards, calendars, flyers, invitations, posters, business cards, etc., using the free version of HP Photo Creations and Crafts online program.

Meets for 4 WEEKS

Course No.	Day	Dates	Time	Instructor
GC3-002	Tuesday	1/26 – 2/16	2:00 PM - 04:00 PM	L. Garcia

(F) INTRODUCTION TO WORD PROCESSING **COURSE FEE: \$15**

PREREQUISITES: *Experienced using a Windows-based computer; familiarity with mouse and keyboard functions a must!*

Learn the basics of word processing, with emphasis on the new "ribbon" features of MSWORD 2010/2013. Learn to use pictures, graphics, borders, fancy fonts, and color to create professional looking documents, brochures, calendars, newsletters, business cards, greeting cards, etc.

How to use the free Microsoft templates will also be covered.

Meets for 4 WEEKS

Course No.	Day	Dates	Time	Instructor
WPI-001	Tuesday	2/23 – 3/15	2:00 PM - 04:00 PM	L. Garcia

(G) MANAGING YOUR COMPUTER USING WINDOWS 10

COURSE FEE: \$20.00

PREREQUISITES: *Completion of Managing Your Computer 7 or 8.1.1 or equivalent knowledge & skills.*

An in-depth explanation of Microsoft's latest operating system, & changes from 7 & 8.1.1. Learn how to use new features of Windows 10 and to navigate through advanced APPs; OneDrive; SKYPE; security issues, tablets, portable computers, phones and much more. Explore the features including setting up the Desktop and the Start menu, networking, communication and security. Student may bring Windows 10 tablet or portable computer as Windows 10 is **NOT** available in classroom. **Meets for 8 WEEKS**

Course No.	Day	Dates	Time	Instructor
M10-001	Wednesday	1/27 – 3/16	9:00 AM – 11:00 AM	R. Ferman

(H) HOW TO KEEP YOUR PC RUNNING FAST

COURSE FEE: \$20.00

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

This course covers not only how to keep your PC running as fast as possible, but also how to keep viruses and spyware from infecting your PC. This course will also show you how to use most of the maintenance features built into Windows 7.

Meets for 8 WEEKS

Course No.	Day	Dates	Time	Instructor
MPC-041	Wednesday	1/27 – 3/16	11:30 AM – 1:30 PM	W. Combs

(I) INTRODUCTION TO POWERPOINT 2010

COURSE FEE: \$20.00

PREREQUISITES: *Experience using a computer to create, edit, name, file, print and find documents. A PowerPoint presentation is generally used to enhance an oral presentation to introduce an idea, proposal, product or process with professionally-designed high-impact slides. The addition of pictures, fancy text, and easy to understand tables, charts and diagrams help bolster the speaker's arguments. It is also an easy way to create photo albums that can be emailed to friends and family and viewed from their own computers.*

Meets for 8 WEEKS

Course No.	Day	Dates	Time	Instructor
PPI-002	Thursday	1/28 – 3/17	9:00 AM – 11:00 AM	P. Tam

(J) BUYING AND SELLING ON eBAY

COURSE FEE: \$15.00

PREREQUISITES: *Basic computer skills including file proficiency. Experience using a web browser such as Internet Explorer. E-mail account accessible from any computer (know your account login and password). Bring a credit or debit card to class (financial information will be kept private to you only.) To shop online at home you should have a computer with high-speed Internet access.*

Using eBay can be easy, fun, and safe! Learn to understand & navigate eBay. You will open your own eBay and PayPal accounts (they're free!), and have a chance to buy & sell.

Meets for 4 WEEKS

Course No.	Day	Dates	Time	Instructor
EC-014	Thursday	1/28 – 2/18	11:30 AM – 1:30 PM	F. Yeh

(K) DIGITAL PHOTOGRAPHY USING PICASA

COURSE FEE: \$20.00

PREREQUISITES: *Introduction to Computers, Windows (XP, Vista, 7or 8), Word Processing and an Internet connection.*

Getting the digital pictures from your camera or cell phone into your computer, organizing, basic editing, and sharing the pictures with others using Picasa3.

Meets for 8

WEEKS

Course No.	Day	Dates	Time	Instructor
DC-053	Thursday	1/28 – 3/17	2:00 PM - 04:00 PM	J. Ferrier

(L) MICROSOFT CLOUD (OneDrive): STORING INFORMATION IN THE CLOUD AND SHARING BETWEEN YOUR DESKTOP, PHONE, TABLET AND FRIENDS !

COURSE FEE: \$20.00

PREREQUISITES: *Introduction to Computers, Windows 7, 8.1 or 10 and a PC/tablet or phone connected to the Internet.*

DESCRIPTION: The "CLOUD" permits sharing pictures, music, files & software. Learn about the Microsoft account which is the key to connecting devices together; having free file storage for sending files & using Microsoft's Word, Excel and Powerpoint software for free.

Meets for 8 WEEKS

Course No.	Day	Dates	Time	Instructor
ODR-001	Friday	1/29 – 3/18	9:00 AM – 11:00 AM	W. Fant

(M) INTRODUCTION TO COMPUTERS USING WINDOWS 7

COURSE FEE: \$20.00

PREREQUISITES: *Windows 7 and assistance on using Windows 8.1 to perform the same basic exercises. Please bring a flash drive or buy one at class.*

The course is intended for beginners, focusing on the use of the mouse and keyboard. Some proficiency in the use of the mouse and keyboard are necessary to take the advanced computer classes at SeniorNet. You will learn to create, save, open and close files and folders. Windows 7 will be the primary operating system used.

Meets for 8 WEEKS

Course No.	Day	Dates	Time	Instructor
IC7-030	Friday	1/29 – 3/18	11:30 AM – 1:30 PM	D. Masui

(N) MANAGING YOUR COMPUTER USING WINDOWS 10

COURSE FEE: \$20.00

PREREQUISITES: *Completion of Managing Your Computer 7 or 8.1.1 or equivalent knowledge & skills.*

An in-depth explanation of Microsoft's latest operating system, & changes from 7 & 8.1.1. Learn how to use new features of Windows 10 and to navigate through advanced APPs; OneDrive; SKYPE; security issues, tablets, portable computers, phones and much more. Explore the features including setting up the Desktop and the Start menu, networking, communication and security. Student may bring Windows 10 tablet or portable computer as Windows 10 is **NOT** available in classroom. **Meets for 8 WEEKS**

Course No.	Day	Dates	Time	Instructor
M10-002	Friday	1/29 – 3/18	2:00 PM - 04:00 PM	R. Ferman

WORKSHOPS

COURSE FEE: \$10.00

DESCRIPTION: Course Fee is for one workshop. Sign up **and pay** in-person, by mail, or online (see page 6.) (If you miss registration see workshop portion of form on page 7 for instructions.) All workshops are on Tuesdays from 9 to 11 am. SeniorNet membership is not required. **Note:** Additional workshops may be added. Ask at registration where a flyer may be available.

(WA) WRK 001 Jan 26 WINDOWS 10 PREVIEW—Bill Buckley Want to see what Windows 10 is all about? This workshop will give you a tour of the new Windows 10 operating system so you can see what is familiar, what is new, and how to use both.

(WB) WRK 002 Feb 2 PHOTO SHARING VIA CLOUD SERVICES LIKE iCloud—Patrick Tam
Prerequisites: *You must have an ID, password; iPad2/iPhone 4S or newer, or tablet/smartphone; & the latest iOS9 on Apple device, or Android 4.0 or newer on tablet/smartphone.* You will be able to share photos and videos using Cloud services & share photos & videos securely and instantly.

(WC) WRK 003 Feb 9 BARGAIN HUNTING WITH YOUR IPHONE OR IPAD—DeDe Rogers

Prerequisites: *You must have the latest iOS9 operating system on your device.* You will be able to search for and find coupons and sale merchandise quickly and easily.

(WD) WRK 004 Feb 16 USING INSTAGRAM AND THE WALLET ON YOUR IPHONE—DeDe Rogers
Prerequisites: *Have the latest iOS9 operating system. Download & sign into Instagram, or download & know your sign-in information.* Instagram allows you to capture & share photos & videos. Wallet is a single repository for tickets/payment cards/boarding passes/coupons/etc. generated by the iPhone apps

(WE) WRK 005 Feb 23 COMMUNICATING VIA INSTANT MESSAGING—Patrick Tam *Prerequisites:* *Have an ID, password; iPad2/iPhone 4S or newer, or tablet/smartphone; & the latest iOS9 on Apple device, or Android 4.0 or newer on tablet/smartphone.* Exchange messages without paying for texting using an app like WhatsApp, WeChat or Line. Create user groups, & send unlimited photos & videos.

(WF) WRK 006 March 1 USING TWITTER AND PINTEREST—Gerri Hodson *Prerequisites:* *You must have an email account & password. (You cannot share email accounts for Twitter.)* Using Twitter, set up an account, view & send tweets. Using Pinterest, you can create a virtual bulletin board.

(WG) WRK 007 March 8 SECURITY—Patrick Tam *Prerequisites:* *Have an ID, password; iPad2/iPhone 4S or newer, or tablet/smartphone; & the latest iOS9 on Apple device, or Android 4.0 or newer on tablet/smartphone.* **Learn to:** lock & unlock your device by using security code & finger prints; locate a missing device using apps like Find My iPhone; protect your privacy on social media such as Facebook.

Willows SeniorNet Learning Center
2016 Session 1 Class Schedule, January – March

CLASS	NO.	WK	DAY	DATES	TIME	INSTRUCTOR
A--TAXES:WHAT YOU NEED TO KNOW BEFORE FILING ON 4/15/16- NOT FOR TAX PREP (NOT ON 02/15)	TAX 002 -	8	MON	1/25/2016 3/21/2016 -	9 - 11 AM	R Ferman
B--MANAGING YOUR COMPUTER USING WINDOWS 8.1 (NOT ON 02/15)	MC8 021 -	8	MON	1/25/2016 3/21/2016 -	11:30 AM - 1:30 PM	P Tam
C--See separate Workshop schedule	WRK 000	0	TUE	1/26/2016 3/15/2016	9 - 11 AM	Various
D--EXPLORING WINDOWS 7	WN7 025	8	TUE	1/26/2016 3/15/2016	11:30 AM - 1:30 PM	B Lord
E--CREATE ELECTRONIC AND PRINTABLE GREETING CARDS	GC3 002	4	TUE	1/26/2016 2/16/2016	2 - 4 PM	L Garcia
F--INTRO TO WORD PROCESSING	WP1 001	4	TUE	2/23/2016 3/15/2016	2 - 4 PM	L Garcia
G--MANAGING YOUR COMPUTER USING WINDOWS 10 - WED	M10 001	8	WED	1/27/2016 3/16/2016	9 - 11 AM	R Ferman
H--HOW TO KEEP YOUR PC RUNNING FAST	MPC 041	8	WED	1/27/2016 3/16/2016	11:30 AM - 1:30 PM	W Combs
O--OPEN LAB	OL 001	8	WED	1/27/2016 3/16/2016	2 - 4 PM	D Blum
I--INTRODUCTION TO POWERPOINT 2010	PP1 002	8	THU	1/28/2016 3/17/2016	9 - 11 AM	P Tam
J--BUYING & SELLING ON eBAY	EC 014	4	THU	1/28/2016 2/18/2016	11:30 AM - 1:30 PM	F Yeh
K--DIGITAL PHOTOGRAPHY USING PICASA	DC 053	8	THU	1/28/2016 3/17/2016	2 - 4 PM	J Ferrier
L--MICROSOFT ONE DRIVE: STORING AND SHARING BETWEEN PHONE, TABLET AND DESKTOP	ODR 001	8	FRI	1/29/2016 3/18/2016	9 - 11 AM	W Fant
M--INTRODUCTION TO COMPUTERS USING WINDOWS 7	IC7 030	8	FRI	1/29/2016 3/18/2016	11:30 AM - 1:30 PM	D Masui
N--MANAGING YOUR COMPUTER USING WINDOWS 10 - FRI	M10 002	8	FRI	1/29/2016 3/18/2016	2 - 4 PM	R Ferman

Technology User Group Meetings: 2nd Monday of the month

***No classes/Lab closed: Monday 2/15**

Registration Procedure Information

All registration methods apply to BOTH Classes and Workshops. In-person, mail-in or online registrants receive a lottery number for registration from the same pool of numbers. Couples taking the SAME course or workshop will receive a single lottery number and may combine their fees on one check. Registering by any method (in-person, mail-in or online) does not guarantee that you will get into the course(s) or workshop(s) of your choice; it depends on the lottery number. If you don't get into a class or workshop, your class or workshop fee(s) will be returned at no cost to you. **Note: All Course and Workshop Fees MUST be paid before the workshop or first day of class.**

In-Person Registration

Registration Date: Saturday, January 9, 2016

Place: Willow Glen Community Center, 2175 Lincoln Ave., San Jose

Doors open at 1 p.m. Registration starts at 1:30 p.m. and takes 1-1 1/2 hours.

Please bring: (1) **This entire mailing packet.** (2) A check or cash to pay your class or workshop fees. Credit cards cannot be accepted. Please bring exact change to the in-person registration if paying by cash. It would be greatly appreciated. (3) If needed, a second check to pay your national SeniorNet membership dues.

Arriving early WILL NOT IMPROVE YOUR CHANCES of drawing a low Place Number and getting into the course or workshop you want.

You may register for additional courses on a space-available basis after the first round of registration is complete.

Mail-in Proxy Registration

Deadline: Mail-in Registration must be received at P.O. Box 36071, San Jose, CA 95158 no later than Friday, January 8, 2016. You may also drop off your registration and checks (no cash, please) at the Willow Glen Community Center office, 2175 Lincoln Ave., San Jose, Monday-Friday 9 am-4 p.m.

To register by mail, complete the form on **page 7** of this packet and mail it with your check for class and/or workshop fees to the address on the form. Credit cards cannot be accepted. Please make checks payable to **SNLCSJ**. **Please include a separate check for each course; workshop fees can all be combined in one check.** (Couples taking the same course may combine their fees on one check.) If you are a new student, or your national SeniorNet membership has expired, please include a separate check for national SeniorNet membership dues (\$44 for first-time members, \$33 for renewals). Those taking workshops ONLY do not need to join SeniorNet.

Please also include a self-addressed stamped (49-cent first-class stamp) envelope so we can confirm your registration status by mail. **Important:** If you attend in-person registration, your mail-in registration will be voided and your check(s) will be returned at no charge to you.

Online Proxy Registration

Deadline: Online Registration must be submitted by Friday, January 8, 2016, 5 p.m.

Now you can register for Willows SeniorNet classes and workshops online at **<http://www.snicsj.org/willows>**. Please be aware that class and workshop fees MUST be paid, via credit card, as part of the Online Registration process. Complete registration instructions are on the website. It is helpful if you include your Willows SeniorNet number which is found next to your name on the address label on this registration mailer.

MAIL-IN REGISTRATION (for Willows SeniorNet courses and workshops only)

Bring this form with your check(s) on Registration Day, or mail to the following address to be received no later than **Friday, January 8, 2016.**

Willows SeniorNet Learning Center P.O. Box 36071, San Jose, CA 95158

Please include a stamped, **self-addressed envelope** for your course assignment information and receipt.

*Name _____ Willows SeniorNet No. _____
(On Address Label after your name)

*Address _____

*City _____ *Zip _____

*E-mail _____ *Phone No. _____

Are you a couple who want the same SeniorNet course? Yes _____ No _____

Are you a couple who want the same SeniorNet Workshop? Yes _____ No _____

2nd Name _____ 2nd Willows SeniorNet No. _____

2nd E-mail Address (if different) _____

SeniorNet Course #1

*Letter Code _____ *Course Name _____

*Course No. _____ Start Date _____ Fee _____

SeniorNet Course #2

Letter Code _____ Course Name _____

Course No. _____ Start Date _____ Fee _____

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:

Workshop #1: *Letter Code _____ *Course Name _____ *# of attendees (1 or 2) _____

Workshop #2: *Letter Code _____ *Course Name _____ *# of attendees (1 or 2) _____

Workshop #3: *Letter Code _____ *Course Name _____ *# of attendees (1 or 2) _____

Workshop #4: *Letter Code _____ *Course Name _____ *# of attendees (1 or 2) _____

Workshop #5: *Letter Code _____ *Course Name _____ *# of attendees (1 or 2) _____

Workshop #6: *Letter Code _____ *Course Name _____ *# of attendees (1 or 2) _____

Workshop #7: *Letter Code _____ *Course Name _____ *# of attendees (1 or 2) _____

Note: If you miss registration, you can contact Eleanor Vade Bon Coeur **after January 9th** at (408) 272-7470 or vbcslc@gmail.com and/or use this form to send your check to Willows SeniorNet Workshops, 2924 Lambeth Ct., San Jose, CA 95132-3527. 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 \$ _____

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

National SeniorNet dues: Check No. _____ Amount \$ _____

Willows SeniorNet Learning Center of San Jose is part of the national SeniorNet network. You must be a member of the national organization to take a class with us. If you are not a member, you will be contacted for the annual membership fee.

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).

2016 REGISTRATION SCHEDULE

- 1st Session Registration **Saturday January 9, 2016**
- 2nd Session Registration **Saturday Mar 19, 2016**
- 3rd Session Registration **Saturday July 9, 2016**
- 4th Session Registration **Saturday Sept 10, 2016**

<ADDRESS>

