

**This brochure contains information for all courses offered  
in Session 1 2016 by the SeniorNet Learning Center of Almaden**



## REGISTRATION

**Saturday, January 9, 11:30 am**

**Almaden Community Center**

**6445 Camden Avenue**

**[www.snlcsj.org/almaden](http://www.snlcsj.org/almaden)**

- The session starts on **Monday, January 25** and ends on **Monday, March 21**. There are no classes on **President's Day, February 15**.
- The **registration procedure** is described on page 6. Please bring this mailer with you to registration. If you cannot attend registration on January 9, you can register using the **proxy form** on page 7.
- Membership in the **National SeniorNet organization** is **\$44** for the first year with a **\$33** annual renewal. Membership is required for taking all courses *except the workshops listed on page 5*.
- We use PC computers with Windows 7 and Windows 10; no Apple Mac computers. Please bring a USB flash drive to each class. For iPhone or iPad courses, please bring your own iPhone or iPad each time.
- **Please read the prerequisites for the courses you want to take. Students who have not had the prerequisites often have trouble keeping up with the other students taking the course.**

## The Basics

### **A New! Beginning Computer Skills Windows 10**

**Prerequisite:** *A desire to use a Windows computer.*

If you have little or no computer experience, you should take this course before taking others. If you've used a computer and believe you can do better if you have some basic instruction, this is also a good course to take, as it provides a foundation for taking other SeniorNet courses.

In this course, you'll learn mouse skills using basic applications such as Paint and WordPad; how to open, create and save files; how to use cut, copy and paste; and how to go online and use email. In-class activities reinforce learning in a way that is fun and productive, and you'll receive individual help as needed. This course uses **Windows 10**; if you use a different Windows version, this course will still be helpful.

**Don House, Instructor**

**Thursdays, Jan 28–Mar 17, 9:00 am–11:00 am**

**BCS10-001                      8 weeks                      \$20**

## Windows 10

### **New! Using Windows 10**

**Prerequisites:** *Beginning Computer Skills, or equivalent experience with a computer that runs Windows.*

This course is for students with computer experience who want to know more about Windows 10. You'll learn about the return of the Start menu with its Live Tiles, how to customize the operating system to make it work the way you want, the tile-based Start menu, managing multiple windows, and using some popular apps. You'll learn how to use File Explorer to manage files, folders, disks and flash drives; system maintenance tools; backing up your files with File History; accessing the Internet with the new Edge browser; using email; and what the Windows Store is all about. Plus you get to meet Cortana—your personal assistant.

**B UW10-001 Fridays, Jan 29–Mar 18,  
9:00 am–11:00 am, Bill Buckley, Instructor**

**C UW10-002 Wednesdays, Jan 27–Mar 16,  
11:30 am–1:30 pm, Walt Cole, Instructor**

**8 weeks                      \$20**

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## iPad and iPhone

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### D iPad: The Basics

**Prerequisites:** Bring a **charged iPad** to class; you must know your **Apple ID**, which consists of an **email address** and a corresponding **email password**. Your iPad must have **iOS version 9** installed and be **Siri-capable**.

An iPad is a computer in a tablet. You will learn how to use the apps that come with the iPad, including Safari, the web browser; email; messaging; the calendar; contacts; and, of course, Siri, your personal assistant. **There is a required \$10 book fee.**

**Mark Hames, Instructor**

**Mondays, Jan 25–Mar 21, 9:00 am–11:00 am**

**IPAD-010                      8 weeks                      \$20**

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### E iPhone: The Basics

**Prerequisites:** Bring a **charged iPhone 4S, 5, 5S, 5C, 6/6 Plus, or 6S/6S Plus** to class; know your **Apple ID**, which consists of an **email address** and a corresponding **email password**. Your iPhone must have **iOS version 9** installed.

Learn how to use the iPhone as a phone and for the Internet, using Safari web browser. Learn to use the apps that come with the iPhone such as contacts, messaging, email and the calendar. Learn how to download apps. Make the most of Siri, your personal assistant. **There is a required \$10 book fee.**

**Mark Hames, Instructor**

**Wednesdays, Jan 27–Mar 16, 9:00 am–11:00 am**

**IPH-009                      8 weeks                      \$20**

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### F *New!* Photoshop Fix for iPads

**Prerequisites:** You will need to download the **Photoshop Fix App** prior to the first class, and have a **Dropbox account**. You will be required to set up an **Adobe Creative Cloud** account the first day of class.

**Adobe Photoshop Fix** is a powerful retouching app to use on your photos that are on your iPad. The app allows you to crop, liquefy, heal, lighten, color and adjust your images to perfection. You can save your images to your Camera Roll, Dropbox or Adobe Creative Cloud.

**Sue Buckley, Instructor**

**Tuesdays, Jan 26 – Mar 15, 11:30 am–1:30 pm**

**PFI-001                      8 weeks                      \$20**

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## Word Processing

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### G Basic Word 2013

**Prerequisites:** *Good mouse and keyboard skills; bring a flash drive to each class meeting.*

Microsoft Word is both simple to use and highly sophisticated. In this four-week course, you'll learn how to use the "ribbon" interface and some of Word's many features as you create, edit, format, save and print your documents. *This course is a prerequisite for Intermediate Word 2013.*

**Shirley Anderson, Instructor**

**Mondays, Jan 25–Feb 22, 11:30 am–1:30 pm**

**W13B-002                      4 weeks                      \$15**

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### H *New!* Intermediate Word 2013

**Prerequisites:** *It is essential that you take the Basic Word 2013 course first or have a good working knowledge of how to use the Office ribbon. Good mouse and keyboard skills are required.*

This course takes up where the Basic Word course leaves off. Indents and tabs are thoroughly covered, along with styles, themes and templates. You'll use Word features such as WordArt and learn how to insert and format shapes, text boxes, pictures and illustrations. Practicing the skills presented at home or in the Open Lab is essential.

**Shirley Anderson, Instructor**

**Mondays, Feb 29–Mar 21, 11:30 am–1:30 pm**

**W13I-001                      4 weeks                      \$15**

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## Windows 7

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### I Windows 7 Review

**Prerequisites:** *Completion of Beginning Computer Skills or equivalent knowledge and skills.*

Review the basics of the Windows operating system, including the Start menu; using Windows Accessories; opening and saving files; and techniques such as selecting text, and cut, copy and paste. The course covers using Windows Explorer to organize your files and folders, rename them, delete them and copy or move them to a different location. Gain a better understanding of where your files are located and how to find and manage them. Please bring a USB flash drive (portable file storage device) to each class.

**Russ Lucas, Instructor**

**Tuesdays, Jan 26–Feb 16, 2:00 pm–4:00 pm**

**WR7-002                      4 weeks                      \$15**

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## Greeting Card Magic!

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### J Intro to Greeting Card Magic! Part 1

**Prerequisites:** *Completion of Beginning Computer Skills and at least one Intermediate course, e.g., Windows 7 and/or Basic Word Processing. Good mouse skills are essential!*

The **Intro to Greeting Card Magic! Part 1** course uses **The Print Shop 23.1 Deluxe Version** to create exciting projects! After an overview of the program's many features, you will learn how to create and personalize posters, quarter-fold cards, half-fold cards, banners and labels, using the Art Gallery image collection, your own art work or photos, or other clip art. You will complete individual projects. **The Print Shop 23.1 Deluxe Version software is not available in stores and will be available for purchase at the first class meeting.**

**Erin Barclay, Instructor**

**Thursdays, Jan 28–Feb 18, 11:30 am–1:30 pm**

**IGCM-005                      4 weeks                      \$15**

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### K *New!* Intro to Greeting Card Magic! Part 2

**Prerequisites:** *Completion of Intro to Greeting Card Magic! Part 1 or previous experience using the Print Shop software. Good mouse skills are essential!*

The **Intro to Greeting Card Magic! Part 2** course uses **The Print Shop 23.1 Deluxe Version** for your creations! This class will feature more complex projects such as notecards, business cards, envelopes, and boxes. You will use the photo editing features from the Print Shop for some of your creations and will complete individual projects. **The Print Shop 23.1 Deluxe Version software is not available in stores and will be available for purchase in class if needed.**

**RoseMary McDiarmid, Instructor**

**Thursdays, Feb 25–Mar 17, 11:30 am–1:30 pm**

**ICGM2-001                      4 weeks                      \$15**

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## L Greeting Card Magic! Lab

**Prerequisites:** *Experience using the Print Shop software. Good mouse skills are essential!*

The **Greeting Card Magic! Lab** course uses **The Print Shop 23.1 Deluxe Version** software and has been created for you to continue and complete your projects. A short presentation of a unique function of The Print Shop will be covered at the beginning of each class, with the remainder of the time for individual help. Some of the supplies needed for the projects can be purchased in class.

**Phyllis House, Instructor**

**Thursdays, Jan 28–Mar 17, 2:00 pm–4:00 pm**

**GCML-002                      8 weeks                      \$20**

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## Internet and Online

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### M Intro to Facebook

**Prerequisites:** *Excellent mouse and keyboard skills, Internet access, and the ability to navigate on the Internet comfortably. **You must have a Facebook account and know your Facebook password.** If you want help creating a Facebook account, come to the **Open Lab on Monday, January 25, between 1:45 and 3:30.** **You must have email, know your email password** and know how to use your email from a Web browser.*

Facebook is a useful communication tool if used the right way. Intro to Facebook is for those who are serious about using Facebook but have little or no experience with it. This course teaches the fundamentals of using Facebook so you will be able to share interests and activities online with family and friends. *You must already have a **Facebook account** before coming to the first class meeting (see prerequisites).*

**Anne Dunham, Instructor**

**Fridays, Jan 29–Feb 19, 11:30 am–1:30 pm**

**IFB-011                      4 weeks                      \$15**

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*See the line-up of workshops on page 5. They're on Wednesday afternoons and don't require a four- or eight-week commitment. Each two-hour workshop is only \$10; SeniorNet membership is not required.*

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## **N New! Create Greeting Cards, Slideshows & More with Smilebox**

**Prerequisites:** *Experience using a windows-based computer (Windows 7 or above) with an Internet connection, and good mouse and keyboard skills.*

**Smilebox, a free online application**, allows you to choose from more than a thousand templates for all occasions such as Vacations/Travel, Grandkids, Family, Pets, Class Reunions, Weddings, Anniversaries, Birthdays, Holidays and other special events. Use your photos and videos and their music and templates to design your animated greeting cards, slideshows, invitations, scrapbooks, newsletters, collages, calendars and thankyou's. Share them with an e-mail, post to Facebook, burn a DVD or print them at home or in-store. No more lingering in the card aisle for cookie-cutter greetings! Free your creations from the limits of paper!

**Gene Ousterling, Instructor**

**Tuesdays, Feb 23–Mar 15, 2:00 pm–4:00 pm**

**C&MwS-001                      4 weeks                      \$15**

## **O Gmail, Contacts and Calendar**

**Prerequisites:** *A gmail account; if you don't have one, contact the instructor at 408-972-1178.*

Learn the features and capabilities of Google's email system called gmail. We will cover sending and receiving email with and without attachments, gmail threads, gmail labels and gmail tabs for separating your email into categories. The advantages of using Google contacts and calendar will also be covered. If you use these Google capabilities with your computer, you can also use them on your smart phone and/or tablet as well.

**Walt Cole, Instructor**

**Fridays, Feb 26–Mar 18, 11:30 am–1:30 pm**

**WUG-002                      4 weeks                      \$15**

### **Session Dates for 2016**

<b>Session 1</b>	<b>Jan 25–Mar 21</b>
<b>no classes on Feb 15</b>	
<b>Session 2</b>	<b>Apr 4–May 27</b>
<b>Session 3</b>	<b>Jul 11–Sep 9</b>
<b>no classes on Jul 12–15 or Sep 5</b>	
<b>Session 4</b>	<b>Sep 19–Nov 18</b>
<b>no classes on Sep 20–22, Oct 10 or Nov 11</b>	

## **Presentations**

### **P New! Intro to PowerPoint 2013**

**Prerequisites:** *Completion of Beginning Computer Skills or equivalent knowledge and skills. Ability to use the mouse comfortably; familiarity with the Office ribbon is helpful but not essential.*

Discover the power of this Microsoft Office presentation program. Learn how to create slide shows from the photos you've taken of your latest trip or grandchild's birthday party. You'll learn the basics of PowerPoint 2013 and use some of the many options to build a slide show out of your own pictures. You'll use transitions, animations and design themes to add variety and interest to your presentations and slide shows.

**Shirley Anderson, Instructor**

**Tuesdays, Jan 26–Feb 16, 9:00 am–11:00 am**

**PP13-001                      4 weeks                      \$15**

## **Managing Photos**

### **Q Photos from Camera to Computer**

**Prerequisites:** *An introductory course such as Beginning Computer Skills or equivalent experience with a computer that runs Windows.*

Copy the photo files from your camera or smart phone (iPhone or Android phone) to your computer's hard drive using Windows Explorer (Window 7) or File Explorer (Windows 8 or Windows 10). Resize photos so they are small enough to attach to an email.

**Walt Cole, Instructor**

**Tuesdays, Feb 23–Mar 15, 9:00 am–11:00 am**

**SPA-003                      4 weeks                      \$15**

*As a SeniorNet member, you can also take SeniorNet courses at the Willows SeniorNet Learning Center. For more information or to join the Willows mailing list, call 408-371-3999, stop by the Willows Community Center, 2175 Lincoln Avenue, San Jose 95125, or visit [snlcsj.org/willows](http://snlcsj.org/willows) to see their schedule of courses and mailer.*

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## Workshops

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**Each workshop is one two-hour class, and you must register and pay for each one separately. SeniorNet membership is not required. You can register for workshops at registration or by proxy, or call (408) 677-7698.**

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### **WS Windows 10 Preview**

**Prerequisites:** *None.*

Windows 10 is here! An improved Start menu is designed to start up and resume fast. Plus, it's packed with new innovations including Microsoft Edge—an all-new browser, and Cortana, the new intelligent assistant. This workshop is a demonstration only.

**Bill Buckley, Instructor**

**Wednesday, Jan 27, 2:00 pm–4:00 pm**

<b>W10P-002</b>	<b>1 week</b>	<b>\$10</b>
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### **WT *New!* Creative Projects Using Photoshop Elements**

**Prerequisites:** *Basic computer skills.*

Make a greeting card or scrapbook page using Photoshop Elements, using filters and effect tools within Elements to bring these projects to life. Students can try Elements free with a 30-day trial from Adobe.

**Chris Chavez, Instructor**

**Wednesday, Feb 3, 2:00 pm–4:00 pm**

<b>CPPE-001</b>	<b>1 week</b>	<b>\$10</b>
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### **WU *New!* Effective Writing**

**Prerequisites:** *None.*

Learn techniques for getting your message across in an effective and interesting way in this demonstration workshop.

**Shirley Anderson, Instructor**

**Wednesday, Feb 10, 2:00 pm–4:00 pm**

<b>EW-001</b>	<b>1 week</b>	<b>\$10</b>
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### **WV Google Maps**

**Prerequisites:** *Basic computer skills.*

Google Maps offers satellite imagery, street maps, 360° panoramic views of streets, real-time traffic conditions, and route planning for traveling by foot, car, bicycle, or public transportation.

**Walt Cole, Instructor**

**Wednesday, Feb 17, 2:00 pm–4:00 pm**

<b>GM-002</b>	<b>1 week</b>	<b>\$10</b>
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### **WW *New!* Genealogy**

**Prerequisite:** *Basic computer skills.*

An introduction to tracing your family history using Web sites.

**Jim Riley, Instructor**

**Wednesday, Feb 24, 2:00 pm–4:00 pm**

<b>GEN-001</b>	<b>1 week</b>	<b>\$10</b>
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### **WX Texting with Your Cell Phone**

**Prerequisites:** *Bring a charged cell phone to class.*

Learn the modern way to communicate with anyone younger than we are. You don't have to have a smart phone, but it helps. Even a flip phone can text, but it takes longer to create the message.

**Walt Cole, Instructor**

**Wednesday, Mar 2, 2:00 pm–4:00 pm**

<b>TCP-002</b>	<b>1 week</b>	<b>\$10</b>
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### **WY iPhone/iPad Photo Editing**

**Prerequisites:** *Basic iPhone/iPad skills; Apple ID.*

Improve your photos with the iOS built-in photo editor. Modify the overall light in a photo with a single control. Intelligently adjust exposure, brightness, contrast, and more—giving everyone, even the complete novice, great results.

**Mark Hames, Instructor**

**Wednesday, Mar 9, 2:00 pm–4:00 pm**

<b>EPI-002</b>	<b>1 week</b>	<b>\$10</b>
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### **WZ *New!* The App Store**

**Prerequisites:** *Apple ID (Username and password); basic iPhone/iPad skills.*

The Apple App Store is an online store for getting and downloading software applications (apps) to iPhones and iPads. You will learn how to find the app you want and download it to your iPhone or iPad.

**Mark Hames, Instructor**

**Wednesday, Mar 16, 2:00 pm–4:00 pm**

<b>TAS-001</b>	<b>1 week</b>	<b>\$10</b>
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## REGISTRATION PROCEDURE

**Please bring your mailer, *including the address label*, with you to registration. Be sure to stop at the check-in table outside the Community Room to get your Almaden Student ID number.**

Then go into the big room by the library and take a seat. Keep your Student ID card handy, since you'll need it to register for a course. Don't make out your checks until you have your course ***chit*** (a *chit* is a card with the course name, number and course fee on it; see below).

**Lottery system:** After a few preliminaries, buckets containing lottery numbers are passed around. Each person draws one lottery number. If you and another person want to take the same course together, one of the two draws one lottery number and is also given a separate "couple" ticket. A "couple" is any two people who want to take a course together. Both people do not have to be present.

After everyone has drawn a number, ranges of numbers are called out in sequence and students line up according to the numbers they drew. When it's your turn, *go to the front table and tell the person with the chits which course you want to take*. You may request only one course at this time. You will receive a chit for the course you request; ***please check to make sure the chit you receive is the correct one***. If you have a "couple" ticket, you'll receive a chit for each of you.

***Once you have a chit, you have a place in that course, but you are not enrolled until you complete the registration process.*** When all chits for a course have been given out, the course is full.

**If you want to take only one course:** After receiving your chit, you can go upstairs and finish registering. You'll need the chit and your student ID card when you go into the computer room to register.

**If you want to take more than one course:** After receiving the chit for your first course, stop at the **overflow/waiting list** table. Give that person your name, phone number, the name of the course you're taking and the additional courses you want to take; that information will be placed on the overflow/waiting list.

**If you want to take a workshop:** Before leaving the community room, stop at the **workshop table** and tell the person there which workshop or workshops you want to take. You'll be given a chit for each one.

**To complete your registration: Go to the second floor.** There are tables where you can write your check for your course fee. Checks are preferred, but you can also pay with cash. No bills larger than \$20, please; change is available at the check-writing table. Make your check payable to **SNLCA** for the course fee listed in this mailer. After writing your check, go to the *computer room* to complete your registration.

**When you go into the computer room, have the card with your Almaden student number, your course chit, and your check or cash *in your hand*.**

**After registering in the computer room:** If you need to join SeniorNet or renew your membership, stop at the SeniorNet table in the hallway outside the computer room. SeniorNet membership is \$44 for the first year; the annual renewal fee is \$33. You can use a credit card to pay your SeniorNet fees if you prefer.

If you only want to take one course, you are done. **If you requested additional courses** on the overflow/waiting list, please **go to the second course waiting room** at this time. If there are still openings in the other courses you want to take, you can register for those courses before leaving the Community Center. If the additional courses that you want to take are full, your name will remain on the waiting list. If someone registered for the course and cannot attend, you might receive a call to fill the vacancy.

To register for a course or workshop after registration has passed, please call **408-677-7698** and leave a message. Someone will contact you and tell you if you can still enroll and, if so, how to pay the fee.

## MAIL-IN REGISTRATION PROXY

Use this mail-in proxy to register for a course without coming to registration in person or finding a substitute to come in your place. On this form, you can register one individual in a course or a couple in the same course (a couple is any two people). You can register for more than one course on the proxy form. Enclose a check as payment; do not send cash. You do not have to be a member of SeniorNet to use this form, but if you get into a class, you must join SeniorNet. **Note:** If you (or a substitute) come to registration and draw a lottery number, your proxy form will be discarded. In other words, a person can only have one lottery number.

At registration, a staff member draws a lottery number for each mail-in proxy. Each proxy is processed in the order of its lottery number, just as if that person were present. If the course you requested is full when your lottery number comes up, your name will be placed on the waiting list for that course.

After registration, you will receive an email or phone call to tell you whether you got into the course you requested. If you did not, your check and a copy of your proxy form will be mailed back to you, if you included a self-addressed, stamped envelope. If you did not get into the course you wanted or if you want to take an additional course, please call **408-677-7698** to see which courses have openings. Or check our website; go to [www.snicsj.org](http://www.snicsj.org) and click on **Almaden**. Click **Future Courses** or, after the session starts, click **Current Courses** to see the openings.

To register by mail-in proxy, complete the proxy form below, place it in an envelope with a check, then drop it off at the Almaden Community Center office or the SeniorNet classroom, or mail it to:

SNLCA Attn. D. House  
P. O. Box 20932  
San Jose, CA 95160

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### Mail-In Registration Proxy

Name of student (print)\_\_\_\_\_ Almaden Student ID #\_\_\_\_ Check if a couple \_\_\_\_

(Second person's name, if couple) \_\_\_\_\_ Almaden Student ID #\_\_\_\_\_

Course requested \_\_\_\_\_ Start Date\_\_\_\_\_ Time\_\_\_\_\_

Second course \_\_\_\_\_ Start Date\_\_\_\_\_ Time\_\_\_\_\_

E-mail address \_\_\_\_\_ Phone number\_\_\_\_\_

Check(s) No.\_\_\_\_\_ (payable to **SNLCA**) Amount \$\_\_\_\_ \$\_\_\_\_ **Note: Separate check for each course**

**If you are not a SeniorNet member, you will be contacted for your fee. (\$44.00 for a one-year membership)**

**Check One:**    **a.** \_\_\_\_ A self-addressed, stamped envelope is enclosed for the return of my course receipt, or if I did not get into the course, my unused check.

**Or:**            **b.** \_\_\_\_ My canceled check will be my receipt; a phone call or e-mail will be confirmation of my course. You may destroy my check if I do not get enrolled in a course.

**Note: A separate check is required for each course.**

**SENIORNET LEARNING CENTER POLICY**

**No one will be allowed to audit any course. Enrollment in a second course will be allowed only after everyone present at registration (either in person or by proxy) has had an opportunity to enroll in their first course.**

**NOTICE:** Anyone who has not taken a course in two years will be dropped from the USPS mailing list. Email recipients will not be dropped unless they ask to be dropped.

