



Willows Computer Classes for Adults

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

September - November 2019 (2019 Session 4)

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 September 14th.

Drop-in Option - For those *needing assistance*, come to the Center on Saturday, September 14th, 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 4 Class Schedule, September-November

CLASS	NO.	WK	DAY	DATES	TIME	INSTRUCTOR
A--EXCEL - SPREADSHEET BASICS	ESS 013	4	MON	9/30/2019- 10/28/2019	9 - 11 AM	K Motroni
B--OPEN LAB UNLESS CENTER IS CLOSED	OL 002	0	MON	9/30/2019- 11/25/2019	11:30 AM - 1:30 PM	D Blum, P Tam
C--iPHONE/iPAD - BASICS	IPB 010	4	TUE	10/1/2019- 10/22/2019	9 - 11 AM	K Motroni, P Tam
D--ANDROID PHONE - BEGINNERS USING NEWER PHONES	SPB 009	4	TUE	10/29/2019- 11/19/2019	9 - 11 AM	P Tam
E--LEARN TO MANEUVER WITHIN WINDOWS 10, STEP-BY-STEP	WN7 036	8	TUE	10/1/2019-11/19/2019	11:30 AM - 1:30 PM	L Linhares
F--QUICKEN - NO CLASS ON OCTOBER 9	QKN 007	4	WED	10/2/2019- 10/30/2019	9 - 11 AM	D Arken
G--See separate Workshop schedule	WRK 000	0	WED	10/2/2019-11/20/2019	11:30 AM - 1:30 PM	Various
H--OPEN LAB NOTE: UNLESS CENTER IS CLOSED	OL 001	0	WED	9/18/2019- 12/18/2019	2 - 4 PM	D Blum
I-WINDOWS 10 - BASICS AND NECESSARY THINGS YOU NEED	N10 009	4	THU	10/3/2019- 10/24/2019	1 - 3 PM	P Tam
J--WINDOWS 10 - INTERMEDIATE SKILLS YOU WANT TO IMPROVE	M10 013	4	THU	10/31/2019 -11/21/2019	1 - 3 PM	P Tam
K--COMPUTER FUNDAMENTALS - FOR BEGINNERS	F10 013	8	FRI	10/4/2019-11/22/2019	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-013	Monday	9/30– 10/28	9:00 AM – 11:00 AM	K. Motroni

(C) iPHONE/iPAD – BASICS

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-010	Tuesday	10/1 – 10/22	9:00 AM – 11:00 AM	K. Motroni/P. Tam

(D) ANDROID PHONE USING NEWER PHONES – BEGINNERS

COURSE FEE: \$15.00

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 4 WEEKS

Course No.	Day	Dates	Time	Instructor
SPB-009	Tuesday	10/29 – 11/19	9:00 AM – 11:00 AM	P. Tam

(E) 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
WN7-036	Tuesday	10/1 – 11/19	11:30 AM – 1:30 PM	L. Linhares

(F) QUICKEN

COURSE FEE: \$15.00

PREREQUISITES: *No Quicken background/knowledge is necessary: if you already use Quicken the class will cover beginning to advanced topics. 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 OCTOBER 9th

Meets for 4 WEEKS

Course No.	Day	Dates	Time	Instructor
QKN-007	Wednesday	10/2 – 10/30	9:00 AM – 11:00 AM	D. Arken

(I) WINDOWS 10 - BASICS AND NECESSARY THINGS YOU NEED**COURSE Fee: \$15.00****PREREQUISITES:** *Computer fundamentals.*

Learn to do basic things in Windows 10: change desktop settings to establish your own look-and-feel with a customized Start menu, Task bar, & notifications; learn to organize & search documents with File explore & to use the Web Browser MS Edge to search things online, visit websites, & do emails; how to ensure safety & privacy with Security & Privacy settings, & User Account Control. There will be hands-on exercises in class & homework, so students will become knowledgeable & comfortable using Windows 10 for basic tasks.

Meets for 4 WEEKS

Course No.	Day	Dates	Time	Instructor
N10-009	Thursday	10/3 – 10/24	1:00 PM – 3:00 PM	P. Tam

(J) WINDOWS 10 - INTERMEDIATE SKILLS YOU WANT TO IMPROVE**COURSE FEE: \$15.00****PREREQUISITES:** *Knowledge of basics on Windows 10.*

Improve your basic knowledge & learn new skills & useful features: customize the look-&-feel of the desktop with your Microsoft Account profile; learn to use Word or Excel online & store documents on OneDrive; use Windows Store to search & download relevant APPs; use Google Chrome as an optional Browser; learn to store & manage your passwords; use other FREE utility programs to keep a computer clean & safe; use Skype to talk, with video, for FREE. There will be many opportunities to address skills relevant to your needs, so feel free to bring up Windows 10 areas you want to discuss.

Meets for 4 WEEKS

Course No.	Day	Dates	Time	Instructor
M10-013	Thursday	10/31 – 11/21	1:00 PM – 3:00 PM	P. Tam

(K) 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
F10-013	Friday	10/4 – 11/22	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	October 2 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	October 9 11:30-1:30	Nextdoor This free private social network uses technology to help neighbors build a stronger and safer community. We will introduce you to its many features, including: sharing information of relevance to the community; requesting services recommendations; publicizing public events; buying, selling or giving away items; fundraising; and much more.	Luisa Garcia <i>Prerequisites: Computer skills</i>
(WC) WRK 003	October 16 11:30-1:30	Selling Online - Craigslist Learn to setup accounts, post listings for sale items, or rental properties, share my experience to get the most dollars for your postings.	Patrick Tam <i>Prerequisites: Computer users</i>
(WD) WRK 004	October 30 11:30-1:30	Convert Fabric Into Printable Paper A hands-on experience, to teach how to convert fabric so it can be printed on by your computer. This technique allows you to maintain the integrity of the fabric, unlike other purchased materials that you use to back fabric and which often changes the consistency or leaves a residue on the fabric. Great for home projects to create quilts that show the places you have traveled or children's/grandchildren's art work; to place a loved ones image on the fabric to create a personalized doll or personalized apron pockets, etc.	Lori Linhares <i>Prerequisites: None</i>
(WE) WRK 005	November 6 11:30-1:30	Video Streaming Learn how to listen to music and to stream video online using Free and Paid Subscriptions.	Gerri Hodson <i>Prerequisites: Computer Users</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, September 13th, 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, September 13th, 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 **September 14th.**

Include the following in an envelope addressed to Willows CCA, at the Willow Glen Community Center office, any time during office hours, before **September 14th.**

- 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, **September 14th, from 11:00 AM-12:00 PM.**

E. Questions regarding registration or mailing list: Contact Lori at 408-978-7181 or willows.cca.sj@gmail.com.

After September 14th, you can contact Lori at 408-978-7181 or willows.cca.sj@gmail.com 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://willowscga.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

- 4th Session Registration Deadline Friday, September 13th, at 5 pm

<ADDRESS>



Willows Computer Classes for Adults