



# Willows Computer Classes for Adults (WCCA)

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

**March - May 2020, Session 2**

- Our website is <http://willowscca.org>.
- Any adult may take classes or workshops. We do not collect membership fees.
- Our fees:  
Course Fees: 8-week courses are \$20.00 per student; 4-week courses are \$15.00;  
2-week courses are \$10.00.  
Workshop Fees: 1-week and 2-week workshops are \$10.00.

## **Registration**

**See pages 6 thru 7 for complete registration information.** Using our online registration is the best way to register. It's fast and you will receive a receipt when you are done.

Registering by any method gives you the same chance of obtaining a place in a class or workshop.

## **Benefits Information**

**NEW Tech Talk – Open discussion on today's technology.** Open to the public, no charge. Meeting is held at 2-3 pm, on April 27th.

**Open Labs** are open each session to the public, whether or not registered in our classes: Mondays 11:30 am - 1:30 pm, Wednesdays, 2 pm. – 4 pm. Practice what you're learning in class and get answers to computer questions.

## **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 \$5.00 (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

# 2020 Session 2 Class Schedule, March-May

CLASS	NO.	WK	DAY	DATES	TIME	INSTRUCTOR
A--EXCEL - SPREADSHEET BASICS	ESS 015	4	MON	4/27/2020 5/18/2020	9 - 11 AM	K Motroni
B--OPEN LAB ADDITION: UNLESS CENTER IS CLOSED - also for Apple Mac, iPhone or Android Lab closed on 5/25	OL 002	0	MON	3/30/2020 7/6/2020	11:30 AM - 1:30 PM	D Blum P Tam
C--TECH TALK - NEW - OPEN DISCUSSIONS ON TODAY'S TECHNOLOGY - 4/27	TTD 002	1	MON	4/27/2020 4/27/2020	2 - 3 PM	P Tam
D--ANDROID PHONE - BASICS	SPB 011	4	TUE	3/31/2020 4/21/2020	9 - 11 AM	P Tam
E--iPHONE/iPAD - BASICS	IPB 012	4	TUE	4/28/2020 5/19/2020	9 - 11 AM	K Motroni
F--LEARN TO MANEUVER WITHIN WINDOWS 10, STEP-BY-STEP NO EXPERIENCE NEEDED -	WN7 038	8	TUE	3/31/2020 5/19/2020	11:30AM - 1:30	L Linhares
G--Mac COMPUTER BASICS -	MCB 006	4	WED	4/29/2020 5/20/2020	9 - 11 AM	P Tam
H--See separate Workshop schedule -	WRK 000	8	WED	4/1/2020 5/20/2020	11:30 AM - 1:30 PM	Various
I--OPEN LAB NOTE: UNLESS CENTER IS CLOSED -	OL 001	0	WED	3/30/2020 7/6/2020	2 - 4 PM	D Blum
J-WINDOWS 10 - BASICS AND NECESSARY THINGS YOU NEED -	N10 011	4	THU	4/2/2020 4/23/2020	10 AM - 12 PM	P Tam
K--WINDOWS 10 - INTERMEDIATE SKILLS YOU WANT TO IMPROVE -	M10 015	4	THU	4/30/2020 5/21/2020	10 AM - 12 PM	K Motroni
L--INVESTMENT MANAGEMENT USING YAHOO FINANCE	IMY 002	4	THU	4/2/2020 4/23/2020	1 - 3 PM	H Lee
M--COMPUTER FUNDAMENTALS - FOR BEGINNERS -	F10 015	8	FRI	4/3/2020 5/22/2020	11:30 AM - 1:30 PM	B Houseworth

STAFF MEETING: March 7th

Lab closed on 5/25

## Computer Courses

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

### (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-015	Monday	4/27 – 5/18	9:00 AM – 11:00 AM	K. Motroni

### (D) ANDROID PHONE – BASICS (BEGINNERS USING NEWER PHONES)

**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-011	Tuesday	3/31 – 4/21	9:00 AM – 11:00 AM	P. Tam

### (E) 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-012	Tuesday	4/28 – 5/19	9:00 AM – 11:00 AM	K. Motroni

### (F) 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 of 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
WN7-038	Tuesday	3/31 – 5/19	11:30 AM – 1:30 PM	L. Linhares

### (G) Apple 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-006	Wednesday	4/29 – 5/20	9:00 AM – 11:00 AM	P. Tam

**(J) 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
N10-011	Thursday	4/2 – 4/23	10:00 AM – 12:00 PM	P. Tam

**(K) 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
M10-015	Thursday	4/30 – 5/21	10:00 AM – 12:00 PM	K. Motroni

**(L) INVESTMENT MANAGEMENT USING YAHOO FINANCE****COURSE FEE: \$15.00****PREREQUISITES:** *Computer basics.*

How to evaluate stocks and your portfolio investments using Yahoo Finance. Help you manage your investments and your adviser.

**Meets for 4 WEEKS**

Course No.	Day	Dates	Time	Instructor
IMY-002	Thursday	4/2 – 4/23	1:00 PM – 3:00 PM	H. Lee

**(M) 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
F10-015	Friday	4/3 – 5/22	11:30 AM – 1:30 PM	B. Houseworth

## 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.**

<b>Wednesday workshops:</b>			
<b>(WA) WRK 001</b>	<b>April 1 11:30-1:30</b>	<b>Facebook</b> The most popular social media to share stories, pictures, and events of interest to family and friends. Learn how to protect your privacy, find friends, share pictures, join groups, create private pages, and use the Messenger app.	Luisa Garcia <i>Prerequisites: Computer skills</i>
<b>(WB) WRK 002</b>	<b>April 8 11:30-1:30</b>	<b>Nextdoor</b> 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.	Fan Yeh <i>Prerequisites: Computer skills</i>
<b>(WC) WRK 003</b>	<b>April 15 11:30-1:30</b>	<b>Editing Your Pictures Using Windows 10 Photo APP</b> Learn how-to organize, edit and enhance your photos using the Windows 10 Photo App.	Harvey Lee <i>Prerequisites: Windows Users</i>
<b>(WD) WRK 004</b>	<b>April 22 11:30-1:30</b>	<b>Google Photos</b> 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>
<b>(WE) WRK 005</b>	<b>April 29 11:30-1:30</b>	<b>Security Camera</b> Thinking of installing Security Cameras for your home? You will see demos on Low-Cost Wireless Security Camera and Sensor Alert Systems, and you will learn how to set them up.	Patrick Tam <i>Prerequisites: Smart Phone Users</i>
<b>(WF) WRK 006</b>	<b>May 6 11:30-1:30</b>	<b>Excel for Finances</b> Learn how to use Excel for special tasks such as organizing Finances.	Luisa Garcia <i>Prerequisites: Excel Basics</i>
<b>(WG) WRK 007</b>	<b>May 13 11:30-1:30</b>	<b>Online Bill Pay Through Your Bank</b> Many of us pay our due bills by writing checks or by using the internet to go to the source of the bill and paying online, using a credit card or PayPal. But there is another way to pay bills by logging on to your bank account to pay your due bills directly from your checking account all at the same time. This workshop will demonstrate this ability.	Jeff Ferrier <i>Prerequisites: Computer skills</i>
<b>(WH) WRK 008</b>	<b>May 20 11:30-1:30</b>	<b>Digital Microscope To View Modern Day Coins</b> MODERN DAY COIN COLLECTING: While using the latest computerized digital microscope(s), we will examine modern coins (1969-2019). We will learn how to identify error coins as well as discuss how to grade coins. ARE YOUR POCKETS/WALLETS BURSTING WITH UNTAPPED TREASURE? For example, 1995 P Dime, front will show the image of Lincoln and the reverse will be that of a normal dime: \$125,000.00	Lori Linhares <i>Prerequisites: None</i>

## **Registration Procedures**

- ✓ **Unless** there is a problem or the class is full, you will have a seat in your preferred class and we will not contact you after we receive your registration.
  - ✓ If possible, include your student id number, found next to your name on the address label on this mailer.
  - ✓ Visit **<http://willowscca.org>** to see a list of classes, workshops, and this mailer.
  - ✓ To be added to our mailing list: Go to **<http://willowscca.org>**, click **Mailing List** (near the top), complete the form and click **Register**.
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There are multiple ways to register:

1. **Online (preferred)**, due Friday March 13th, at 5 pm.

This is the best way to register. It's fast and you will receive a receipt when you are done.

Register at **<http://willowscca.org>**. Instructions are on the website. Fees **MUST** be paid by credit card during the process.

2. **Mail-In**, due Friday, March 13th, at 5 pm. Include the following:

- a) Completed Registration Form (page 7)
- b) Payment

3. **Drop-off** at the Willow Glen Community Center office, any time during office hours. Due Friday, March 13th, at 5 pm. Include the following in an envelope addressed to Willows CCA:

- a) Completed Registration Form (page 7)
- b) Payment

4. **Drop-In:** Come to the Center on Saturday, March 14th, from 11:00 AM-12:00 PM.  
No credit cards accepted.

5. **Workshop: come to first day of workshop.** There are often spaces available.  
Register in the workshop on the first day. Bring:

- a) Completed Registration Form (page 7),
- b) Payment

Note: Registration is subject to space and the instructor's approval.

**Questions:** Contact Lori at 408-978-7181 or email [willows.cca.sj@gmail.com](mailto:willows.cca.sj@gmail.com).

# 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 # \_\_\_\_\_ *(From 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 # \_\_\_\_\_ *(From Address Label)*

E-mail \_\_\_\_\_

### Course(s) and Workshop(s)

Letter Code	Number	Course or Workshop Name	Start Date	Fee	Attendee A and/or B
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
			<b>Total Fees</b>	_____	_____

**Payment Enclosed:** Please make all checks payable to Willows CCA

**All payments may be combined on one check.**

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

Cash 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**

<b>2<sup>nd</sup> Session</b>	Friday March 13th, at 5 pm
<b>3<sup>rd</sup> Session</b>	Friday June 26th, at 5 pm
<b>4<sup>th</sup> Session</b>	September 11th, at 5 pm

<ADDRESS>



**Willows Computer Classes for Adults**