



TechConnections

Bringing the world of technology to Sacramento's seniors

Winter 2017

Welcome to TechConnections, the City of Sacramento's technology program for adults ages 50+, based at Hart Senior Center. The program is staffed primarily by volunteers. TechConnections classes are offered at Hart Senior Center, Pannell Community Center and South Natomas Community Center.

- ❖ **The class offerings begin January 30** and continue through **May 11**. No classes will be held Feb 20 or Mar 27 due to city holiday schedule.
- ❖ **Registration for classes at Hart Senior Center** will begin **Friday, January 20**. Please be advised orientation will begin promptly at 1pm. Registration will continue through April at the senior center front desk, Monday – Friday, 8am-4:30pm, as long as there are class openings.
- ❖ **Registration for classes at South Natomas Community Center and Pannell Community Center** will take place during their regular business hours **after January 20**.
- ❖ **Hart Center Parking:** Most street parking near Hart Senior Center north of J Street is free but limited to 2 hours (a few free 4-hour spaces are also available adjacent to park surrounding the center). For classes that last 1 ½ hours, students are advised not to arrive at class too early, otherwise they'll need to miss the last part of class to move their car. Students are also advised to use the parking lot at 28th & J, or garage on 29th St. between I & J. Best bet: Free, UNLIMITED parking a short, 4-block walk north on 27th Street, above F Street.

Hart Senior Center
 915 27th St.
 Sacramento CA 95816
 (916) 808-5462
Cashiering Hours:
 M-F 8am-4:30pm

Pannell Community Center
 2450 Meadowview Rd.
 Sacramento, CA 95832
 (916) 808-6680
Cashiering Hours:
 M/W/TH/F 8:30am-4:30pm

South Natomas Community Center
 2921 Truxel Rd
 Sacramento, CA 95833
 (916) 808-1571
Cashiering Hours:
 M-TH 8:30am-8pm

Winter 2017 Class Schedule

Computer Basics – *This is your keyboard. This is your mouse.*

Six 1 ½ hour classes - \$30

Designed for beginners or those with limited or no experience, this class will cover computer components, basic computer terminology, moving and copying folders and files, desktop shortcuts, and an introduction to the Internet with hands-on work at every lesson. *Take home curriculum included.*

Course Code	Location	Days	Time	Instructor
168997	Hart Senior Center	Tue & Thurs Mar 7, 9, 14, 16, 21, 23	1:00-2:30	Dawn Castle
168998	Hart Senior Center	Mon & Wed Mar 6, 8, 13, 15, 20, 22	3:00-4:30	Cassandra Ramsey

The Internet

Six 1 ½ hour classes - \$30

This course is designed for the Internet newbie. We'll be working exclusively with Chrome as our web browser. We'll research pop-up and ad blockers, how to download files, and manage bookmarks, refine your searches and demystify internet security.

*Take home curriculum included. **Basic computer skills required****

Course Code	Location	Day	Time	Instructor
168999	Hart Senior Center	Tue & Thurs Apr 4, 6, 11, 13, 18, 20	9:00-10:30	Andrea Sanchez-Sours
169000	Hart Senior Center	Mon & Wed Apr 3, 5, 10, 12, 17, 19	3:00-4:30	Cassandra Ramsey

System Maintenance and Troubleshooting

Six 1 ½ hour classes - \$30

We will cover basic techniques and tools to help even the most hapless of technophobes and self-described computer illiterates know how to speed up the computer, and rid themselves of unwanted programs. You will also learn how to clean up your computer inside and out using tools built right into your Windows computer. We'll cover optional free security software, when and how to update software and computer backup, and for fun, we'll open a computer and peek inside and explain what happens when you turn on and shut down your computer.

*Take home curriculum included. **Basic computer skills required****

Course Code	Location	Days	Time	Instructor
169023	Hart Senior Center	Mon & Wed Mar 6, 8, 13, 15, 20, 22	9:30-11:00	Deborah King

Microsoft Publisher

Six 1 ½ hour classes - \$30

With the Microsoft Publisher program you can create, design and print your own flyers, greeting cards, stationery, brochures or booklets and a whole lot more! The six 90-minute classes will introduce the basics of MS Pub including understanding the functions of the text, design and editing toolbars; editing, formatting and incorporating text; using templates; importing and editing pictures; drawing tools, and other basic functions.

*Take home curriculum included. **A Basic working knowledge of MS Word is recommended.***

Course Code	Location	Days	Time	Instructor
169024	Hart Senior Center	Thursdays Apr 13, 20, 27, May 4, 11	1:00-2:30	Marie Taylor

Microsoft Word

Six 1 ½ hour classes - \$30

MS Word is the most popular word processing software used today. A word processor is essentially a computerized version of the standard typewriter. However, the computer adds features typewriters never dreamed of having like spell check, the ability to save and store documents, copy and paste functions, the ability to add images and shapes to documents, and many more. Daily hands-on work will help you refine your Word Processing skills.

*Take home curriculum included. **Basic computer skills required****

Course Code	Location	Days	Time	Instructor
169025	Hart Senior Center	Tue & Thur Jan 31, Feb 2, 7, 9, 14, 16	9:00-10:30	Andrea Sanchez-Sours

OneDrive Basics

Four 1 ½ hour class - \$20

Are you using Windows 7, 8 or 10? If so, you have access to free online storage and a suite of online applications that allow you to create Word, Excel and PowerPoint files without having to buy or install software. Learn how to upload files from your computer and automatically sync your files to your personal online storage. **Basic computer skills required***

Course Code	Location	Days	Time	Instructor
169073	Hart Senior Center	Wed Feb 8, 15, 22 Mar 1	9:30-11:00	Deborah King

Gmail

Six 1 ½ hour classes - \$30

Gmail is a free email service provided by Google. This class will cover the basics such as sending and receiving email and attachments, how to block spam, and work with your address book. We will look closely at the different settings available to customize the way your Gmail looks and functions. You will log into your Gmail account **so be sure you know your email address and password!**

Take home curriculum included. Basic computer skills required.

Course Code	Location	Days	Time	Instructor
169074	Natomas Community Center	Mon & Thurs Feb 13, 16, 23, 27, Mar 2, 6	9:30-11:00	Erica Munsel
169075	Hart Senior Center	Mon & Wed Apr 3, 5, 10, 12, 17, 19	9:30-11:00	Deborah King

Facebook – Beyond Beginners

Four 1 ½ hour classes - \$40

This class will dig a little deeper into Facebook including organizing your photo album, security and privacy settings, exploring Group, Event and Life posts, and creating a Business, Brand or Community Page. When you arrive the first day, you will use our classroom computers and sign into your Facebook account so be sure you know your login and password!

Textbook included. Basic computer skills required*

Course Code	Location	Days	Time	Instructor
169076	Hart Senior Center	Mondays Jan 30, Feb 6, 13, 27	3:15 – 4:45	Keri Vogtmann

iPad for Beginners

Six 1 ½ hour classes - \$40

Have you been given an iPad but not sure what it can do for you? Have you purchased one yourself and would like some basic instruction on how to operate the tablet? These lessons are designed for the beginners and will cover the very basics from what that round button at the bottom of the iPad does, to how you can move or delete an app. We'll show you how to connect to the internet and there's a lesson with tips and tricks that will help you get the most from your iPad.

Textbook included. Bring your iPad to class.

Course Code	Location	Days	Time	Instructor
169077	Hart Senior Center	Tue & Thurs Feb 21, 23, 28, Mar 2, 7, 9	9:30- 11:00	Deidre French

iPad Beyond Beginners

Six 1 ½ hour classes - \$40

For those who have worked with the iPad for a while, we'll dig a little deeper and explore new apps, security and privacy settings, multiple email accounts, Safari, iBook, iCloud and iTunes, Facetime and troubleshooting those pesky problems. Become your family's iPad Power User!

Textbook included. Bring your iPad to class.

Course Code	Location	Days	Time	Instructor
169078	Hart Senior Center	Tue & Thurs Mar 14, 16, 21 23, 28, 30	9:30- 11:00	Deidre French

iPhone – For Beginners

Two 1 ½ hour class - \$20

Get to know the functions and features of Apple's iPhone including Multi-Touch, status bar, the Dock, opening and closing apps, connecting to Wi-Fi, calendar, email and internet. Instructor will display her iPhone on a large screen and students will follow along using their own phone as the settings are reviewed in class.

Take home curriculum included. **Bring your iPhone to class.**

Course Code	Location	Days	Time	Instructor
169079	Hart Senior Center	Tue & Thurs Mar 28 & 30	1:00 – 2:30	Dawn Castle

iPhone – Beyond Beginners

Two 1 ½ hour class - \$20

This class will focus primarily on setting up and using iTunes and iCloud. We'll cover setting up you iCloud account, you iCloud photo library, what is a Photo Stream, and syncing everything to your iCloud account.

Take home curriculum included. **Bring your iPhone to class.**

Course Code	Location	Days	Time	Instructor
169080	Hart Senior Center	Tue & Thurs Apr 4 & 6	1:00 – 2:30	Dawn Castle

One-on-One Assistance

One 1 hour meeting - \$10

A competent computer instructor will be available for one-on-one assistance. Bring your questions regarding specific problems you're having for some valuable one-on-one help. You're welcome to bring your laptop, smart phone, tablet and/or use one of our computers. **You may only register for a single one-on-one session.**

Course Code	Location	Days	Time	Instructor
169086	PANNELL	Thursday Feb 2	9:30-10:30	Deborah King
169091	PANNELL	Thursday Feb 9	10:30-11:30	Deborah King
169081	Hart Senior Center	Friday Feb 3, 10, 17, 24 Mar 3, 10, 24, 31 Apr 7, 14	9:00-10:00	Lindsay Haven
169082	Hart Senior Center	Friday Feb 3, 10, 17, 24 Mar 3, 10, 24, 31 Apr 7, 14	10:15-11:15	Lindsay Haven
169083	NATOMAS	Monday Feb 13	9:30 - 10:30	Deborah King
169088	NATOMAS	Monday Feb 13	10:30 - 11:30	Deborah King
169084	NATOMAS	Thursday Feb 16	9:30 - 10:30	Deborah King
169089	NATOMAS	Thursday Feb 16	10:30 - 11:30	Deborah King
169085	NATOMAS	Thursday Feb 23	9:30 - 10:30	Deborah King
169090	NATOMAS	Thursday Feb 23	10:30 - 11:30	Deborah King

**Basic computer skills defined as:*

- Use of mouse to point, click and double-click, drag and drop
- Opening and closing programs
- Use of keyboard functions such as backspace, enter/return, space bar, delete, tab, shift and caps lock
- Navigate when using a web browser

Pinterest Workshop at Hart Senior Center in Beech Room

March 16th 2:00-3:30

You have likely heard people obsess about Pinterest so you're curious about what it is and how to use it. If you've felt reluctant to ask for help, this class is for you. This workshop is completely free and seats are limited and we will fill on a first come first serve basis. *Pre-registration is required for this event.*

Social Media 101 Workshop at Hart Senior Center in Beech Room

April 20th 2:00-3:30

What is a hashtag? What does it mean to be tagged in a post? And what in the world is a cover photo? Learn all this and more as we review the basic lingo of four of the biggest social media platforms: Facebook, Instagram, Pinterest and Twitter. This workshop is completely free and seats are limited and we will fill on a first come first serve basis. *Pre-registration is required for this event.*