

Classes

Class sessions are approximately two hours long.

New classes are added regularly.

Class dates and times are posted on the Web Page under Club calendar.

Registration fee: \$5 per class.

Classes on the following subjects are offered for our members:

Basic Computer Skills
E-Mail/Webmail
Facebook
Photos
Spreadsheet
Web Page Creation
Windows Operating Systems
Word Processing

Class offerings change as interest grows or wanes. We are limited by room space and instructor availability. Class availability is not guaranteed.

We welcome volunteer instructors for these classes, and new topics as well.

Computer Club of Sun City MEMBER HANDBOOK

**10600 W. Peoria Ave., Second Floor, Suite 219
Sun City, AZ 85351**

(623) 933-8953

www.ComputerClubofSunCity.com



Club Hours

Winter Hours: September 1 thru April 30

Monday thru Friday 8 a.m. to 4 p.m.

Saturday 8 a.m. to Noon

Summer Hours: May 1 thru August 31

Monday thru Saturday 8 a.m. to Noon

**Following RCSC regulations, the Club
must close unless at least one monitor
and one member are present.**

How to Sign up for Classes

Course binders are located on the right in the Reception Area, as you enter the Club.



Registration envelopes for courses are located in each course binder. Do **NOT** take the envelope home. If there are no envelopes left in the binder, it means the class is full. Many classes are offered at least once a month. Instructors may have a binder prepared for the next time they offer the class. If a class is full, ask about the Stand-by procedure.

Student **must** bring a flash drive to class sessions. **THERE ARE NO REFUNDS!** Be sure you are free to attend before signing up for a class.

Envelope must be completed in the Computer Club, payment enclosed, and the envelope deposited in the slot of the file cabinet..

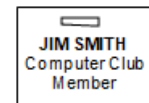
One envelope per student per course. Fee for all classes is \$5, regardless of number of sessions. Either a **check** or **correct change** is acceptable.

NO FOOD OR DRINK, except water, is allowed in the Club.

Membership

All New Member Applications are accepted by CCSC Board Members or a membership Team Member. Call **(623) 933-8953** or Check the Web Page (**ComputerClubofSunCity.com**) for dates and times offered.

- Membership is open to current Sun City Recreation Card holders only.
- **You must show your valid RCSC CARD when you pay your dues.**
- Membership does not require owning a computer.
- Dues: \$15 per person per calendar year.
- Dues are payable in cash (exact change) or a check made out to **CCSC**.
- Members are expected to serve at least one 4-hour Monitor session a year.



Membership Badge

- Members' badges will usually be available within 7 days of joining the Club.
- Pick up badges at the Monitor's desk. **(Badges are not mailed.)**
- Badge replacement fee is \$1 for lost badges, and replacements will be made on the next New Member Badge making day.

Badges must be worn in the Club and at all Computer Club meetings.

Club Benefits

Club equipment, services, and classes are provided for the use of **CCSC Members Only**.

Classes	Internet Computers
Special Interest Groups (SIGs)	Presentations
Demos of Popular Software	Workshops
Flatbed and Slide Scanner	Technical Assistance

Computer Lab is open during Club hours.

SIG's (Special Interest Groups) & Workshops are FREE to Members

SIG's change as interest comes and goes, or new presenters volunteer to share their knowledge.

Android Devices	Google
Antivirus	Hardware Clinic
Backup & Recovery	Investors
Email/Internet	Monitor Training
Facebook	Roundtable/Clinic
Genealogy	Windows 10 +

Schedules and Calendars



Activity calendars and schedules are posted on CCSC's Smart TV and Web Page:

www.ComputerClubofSunCity.com

Check the Web Page and Bulletin Board often!

CLASS INFORMATION

Classes for New Computer Users

If you are fairly new to computer Operating System 10, you may want to take a three-session Computing 101 Class (Fee: \$5).

Check the Smart TV or Web Page
(**ComputerClubofSunCity.com**)
for dates and times offered.

New classes are scheduled monthly.

Classes are offered on Windows 10 computers, but will be useful to previous operating systems such as Vista, Windows 7 and Windows 8, 8.1.



Class Prerequisites

No prerequisites for Computing 101. See individual class information for other class prerequisites. Check the Web Page, under **Education—Classes**, or the back of the notebook for the class you wish to take.

For all classes after Computing 101,

- 1) You must be comfortable using Windows Vista, Windows 7, 8 or 10.
- 2) You must be able to use a mouse well.