

Classes

Class sessions are approximately two hours long.

New classes are added regularly.

Class dates and times are posted on Club calendar, Club Bulletin Board, and Web Page.

Registration fee: \$5 per class.

Classes on the following subjects are offered for our members:

- Basic Computer Skills
- E-Mail/Webmail
- Facebook
- Financial
- Graphics
- Google Photos
- Presentations
- RoboForm
- Spreadsheet
- Web Page Creation
- Windows Operating Systems
- Windows Photo Gallery
- Windows Movie Maker
- 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.firstsuncity.com
Email: ccsc@firstsuncity.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.**

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Check in at the Attendance computer immediately upon entering the Club the first time each day.

EXIT

**The Emergency Exit near
Room E is for
EMERGENCIES ONLY!
It's connected to an alarm.**

We are dedicated to providing our members with a forum for the exchange of information in the use and operation of PC (Windows) Computers and Android devices. Membership is open to Recreation Centers of Sun City, AZ, valid cardholders only.

We are a club of volunteers.

If we have no volunteers, we have no club!

BY WORKING AS A MONITOR OR CLASSROOM AIDE FOR AS LITTLE AS 16 HOURS, YOU CAN EARN FREE CLASSES. A Regular Monitor position (monitor the same day each month) gives you free classes after the first 3 months.

Attend the free Monitor Training SIG (1 hour approx.) to learn the duties. Check the Club Calendar for dates and times for that SIG.

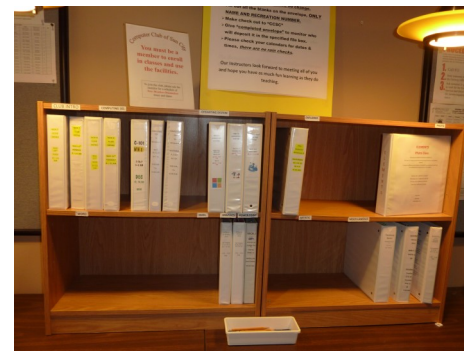
To learn more about becoming a student aide in the classroom, you can contact the Aide Coordinator (computerclubofsuncity@gmail.com).

Four hours per YEAR satisfies your volunteer commitment for the Club. **Volunteer** to be a member of the **Web Team** to learn the ins and outs of

**Use of Club equipment is for
Members only.**

How to Sign up for Classes

Course binders are located in the Reception Area across from the Monitor's desk, 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 a binder, that 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 sealed. One envelope per student per course. Fee for all classes is \$5, no matter how many sessions are in the class. Either a **check** or **correct change** is acceptable.

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

Don't forget to bring your flash drive to each class session!

Flash drives are sold by Board Members and Instructors at the Club.


Take your Class Reminder (shown below) home with you. It's your reminder of class days and time. The instructor's name, email address, and phone number are included if you need to contact them.

This is your class Reminder.

BRING YOUR FLASHDRIVE !!!

Class: Win 10 Computing 101
 Date & Time: T-Th-St, Oct. 19,21,23 @9am
 Instructor: Class Teacher
 Phone: (623) 000-0000
 E-Mail: teacher@cox.net

Fill in your name and Rec. Card number on the front of the envelope. Make checks out to **CCSC** or you may use cash. Give completed envelope (shown below) to monitor, who will deposit it in the Money Drop Slot.


COMPUTER CLUB OF SUN CITY Class Registration No. 12 of 30

NAME (PRINT) JOHN DOE REC. CARD NO. _____
First Last

WIN 10 Computing 101
Class Teacher
Tuesday, Thursday, Saturday

Cost of Course \$ _____
 Cash or Make Check Payable to: **CCSC**

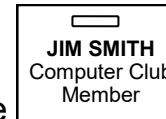
In paying for this course I understand that there is NO refund if I am unable to take course for any reason. I also have read the course Description and the prerequisites, if any apply, that are required for me to enter a course.

Membership

All New Member Applications are accepted by a CCSC Board Member or a Membership Team Member between 9 a.m. and 10:30 a.m. on scheduled days only.

- Membership is open to current Sun City Recreation Card holders only.
- **You must show your valid RCSC RECREATION 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 10 days of joining the Club.
- Pick up badges at the Monitor's desk. (Badges are not mailed.)
- Badge replacement fee is \$1 and replacements will be made when the next new member badges are made.

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 our MEMBERS ONLY.

| | |
|---------------------------------|---------------------------|
| Classes | Internet Computers |
| Special Interest Groups (SIG's) | Demos of Popular Software |
| Presentations | Flatbed and Slide Scanner |
| Roundtable Discussions | Workshops |

SIG's (Special Interest Groups)

[FREE to Members]

SIG's change as interest grows or drops, or new SIG leadership is offered.

| | |
|----------------------------|------------------|
| Androids | Hardware Clinic |
| Antivirus | Investors |
| Computer Backup & Recovery | Monitor Training |
| Email/Internet | RoboForm |
| Genealogy | Roundtable |
| Google | Windows 10 |



Schedules and Calendars

Activity calendars and schedules are posted on Computer Club's Smart TV and on our Web Page: www.firstsuncity.com

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 (firstsuncity.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 prerequisites for that class. 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.