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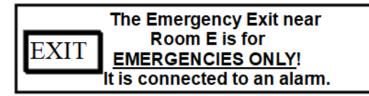
Monday thru Friday   8 a.m. to 4 p.m.
Saturday   8 a.m. to Noon

Summer Hours: May 1 thru August 31
Monday thru Saturday   8 a.m. to Noon

At least 2 Members must be present to keep the Club open.

Check in at the Attendance computer immediately upon entering the Club.

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

We provide 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.
Without volunteers, we have no club!**

All of those involved with CCSC are members and are volunteers, including Instructors, Technical Support, Monitors, Aides, Board Members.

Club Benefits

Classes—Internet--Computers--Special Interest Groups (SIGs)--Presentations—Workshops--Flatbed and Slide Scanner--Technical Assistance.
Computer Lab is open during Club hours.
CCSC and RCSC wi-fi available in Club rooms.
Club equipment, services, and classes are provided for the use of **CCSC Members Only**.

By serving as a monitor or classroom aide for 16 hours, you can earn a free class. A Regular Monitor position (monitor the same day each month) earns you unlimited free classes after the first 3 months.

There are 3 Monitor sessions when club is open 8 a.m. to 4 p.m., 8-12, 10-2, & 12-4. Days when club is only open to noon there is only 1 session, 8-12.

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 Monitor, you can contact the **Monitor Coordinator (CCSCMonitors@gmail.com)**

Aides assist Instructors in classes.

To learn more about becoming a Student Aide in the classroom, contact the **Aide Coordinator (computerclubofsuncity@gmail.com).**

Use of CCSC Club equipment is for CCSC Members only.

CCSC Website, Calendar.

Club members are encouraged to visit the club's website: (www.ComputerClubofSunCity.com), for current calendar information, and other club information.

The website includes the following subject tabs: **Home - About Us - Facilities - Join Us - Board - Web Team -Club Calendar - Monitor Calendar - Classes - SIGs - Workshops - Presentations - Help - News - Downloads - Links**.

Each of the tabs gives information relevant to that subject.

Tapping on a subject in the calendar will give a description of the subject.

Membership

Membership is open to current Sun City Recreation Card holders only.

You must show your valid RCSC CARD when joining and when paying 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 (on U.S. bank) made out to **CCSC**, or Computer Club of Sun City.

Membership Badge

CCSC Badges bear the same bar code as the Rec Cards and are used to check in, using the bar code reader next to the Monitor's desk, when entering the club. The Rec Card may be used but the ***CCSC Badge should be worn when in the club or at any CCSC meetings.***

Members' badges will usually be available the week following the joining of the Club. Pick up badges at the Monitor's desk. **(Badges are <u>not</u> mailed.)** Badge replacement fee is $1 for lost badges.

CLASS INFORMATION
Classes for New Computer Users

If you are new to computer Operating System 10, you may want to take a three-session Computing 101 Class (Fee: $5).
Check the Web Page **ComputerClubofSunCity.com** for dates and times offered. New classes are scheduled monthly. Classes are offered on Windows 10 computers.
No classes are offered on Apple computers.

Class Prerequisites

No prerequisites for Computing 101.
For all classes <u>after</u> 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.

Classes

Classes require pre-registration and payment of $5.
Classes are usually held from 9:00am to 11:00am or 1:00pm to 3:00pm.

Recommended Class progression
1) **Computing 101 in Windows** [$5.00]
   Three sessions of 2 hours.
   This is a class designed for new computer users. Content includes basic information about the computer and the Windows 10 operating system; working with a USB flash drive; finding, identifying, and copying files; creating folders; basic word processing; some internet and e-mail information.

2) **Windows File Explorer 10** [$5.00] Three sessions of 2 hours.
   (Enrollees should have good keyboard, mouse skills before enrolling.)
   This is an intense study requiring you to know your keyboard and have good listening skills. Explorer is an organizational program that helps you to make your own folders and put files into them. This course will give you knowledge to add to, change, create, move, organize, and control your files and folder system.

Class registration procedure.

When classes are available there will be binders on the shelves on west side of club entry. To register remove the first envelope in the binder, add your name and rec card number to the envelope, place $5 (either cash or check) in the

envelope, and give the envelope to the Monitor or place it into the slotted cabinet to the right of the Monitor's desk. There will be a long strip of colored paper with the envelope, with the class information. Take that strip as a reminder for the class.

This is your class Reminder.	Class:	Win 10 Computing 101
	Date & Time:	T-Th-St. Oct. 19,21,23 @9am
BRING YOUR	Instructor:	Class Teacher
FLASHDRIVE !!!	Phone:	(623) 000-0000
	E-Mail:	teacher@cox.net

Please do not take the envelopes out of the club. One envelope per student per course. If there are no envelopes left in the binder, it means the class is full. Some 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, you can contact the Instructor about the Stand-by procedure.

Classrooms are arranged for 12 students. Students are expected to use the club's computers for classes.
Classes usually have an Instructor and Aides to assist.
Students are expected to arrive on time for the first session of a class. If a registered student does not arrive on time for the first session, and the class is fully registered, and another person wishes to take the class, they will be allowed the late student's seat. Arrangements can be made with the Instructor prior to class for any changes.

Student **must** bring a flash drive to class sessions. The flash drives do not have to be new and there are no size requirements as only documents will be saved to them. Flash drives are available at the club, sold by Instructors or Board Members.

THERE ARE NO REFUNDS! Be sure your schedule is free to attend before signing up for a class.

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

Workshops
Workshops are 2-hour sessions, typically scheduled one or more days per month for a subject, usually on the same day each month. Attendees may use the club's computers or bring their own device to Workshops.
There is no preregistration or fee required for Workshops.
Workshop subjects have included:
Chromebook; Windows 10 Setup; Google Photos; Linux; Excel, Ipad/Iphone; Android Devices; Protecting Your Data (computer backup); Google Drive & Docs.

Instructors for Workshops may have a presentation but are open to questions and discussions. Workshops are not as structured as classes.

Special Interest Groups (SIGs)

SIGs are 2-hour sessions, typically scheduled one or more days per month for a specific subject, usually on the same day of each month. SIGs are more discussion groups than Workshops. They do not involve the actual use of computers, other than Android devices. There is no preregistration or fee required for SIGs.

SIG subjects have included:
> Android devices; Windows 10; Genealogy; Investors; Round Table Discussions (question and answer session led by Tech member); Internet/Email; Computer Backup & Recovery.
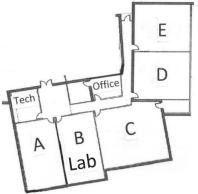
Non-CCSC Member Guests may attend 2 SIG sessions before joining the club.

CCSC Rooms

A Room-Usually used for SIGs. Capacity of 49.

B Room 'Lab'-Contains Windows 10 computers, 2 scanners, and a printer.
Other devices, including Apple, may be included at times. Members are welcome to use all the computers and other devices.

There are electrical, wi-fi, and internet connections for member's devices. Members may print 5 pages free and pay for additional pages at the posted price.

C Room-Normally used for Workshops. Contains CCSC computers and electrical, wi-fi, and internet connections for member's devices.

D & E Rooms-Classrooms with 12 Windows 10 computers. Classes are held in these rooms.

Tech Room-Used by CCSC Tech members. Not available for other members use.

Office-Area used by Instructors, other CCSC Workers.

CCSC Annual Meeting is usually held in one of the larger Fairway Rec Center rooms.

Computer Club of Sun City Rules

- Use of Club equipment is for Members only.
- Membership badge **must always** be worn while in Club.
- Members **must check in** on the membership computer, in the monitor area, each time they enter the club.
- Special Interest Groups (SIGs) are open to CCSC members; RCSC cardholders who are not CCSC members can attend SIGs accompanied by a member twice before joining the club.
- Guests (non RCSC cardholders) may tour our facilities accompanied by a member, but cannot attend any classes, SIGs, Workshops, or Presentations, or use any CCSC equipment.
- Exit via the front door, except for an emergency; the back door is alarmed.
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- No food or drink (except water) is allowed in the club rooms (RCSC rules). Water must not be near computers; it can be left on the table at the rear of classrooms during class.
- Members must also check in, on the class roster, for each class session.
- Classes and Workshops are open to CCSC members only.
- Club equipment, in all rooms, is available for club member use only.
- **Turn off/silence** cell phones. Telephone conversations should be confined to Fairway lobby or a vacant room.
- **Keep conversations at moderate level** in Computer Lab (Room B), in consideration of others.