

Digital Skills Course Catalog



AARP Foundation[®]
Digital Skills Ready@50+

IN COLLABORATION WITH

OATS OLDER ADULTS
TECHNOLOGY
SERVICES
FROM **AARP**

Digital Skills Course Catalog

We are excited to welcome you to the Digital Skills Ready@50+ training brought to you by AARP Foundation in collaboration with Older Adults Technology Services (OATS) from AARP. This initiative is supported through a generous grant from Google.org to provide training that can help increase older adults' economic security. These lectures, workshops, and courses will help older adult participants build essential digital skills so that they can find jobs, change careers, or explore entrepreneurship.

Below you will find titles and descriptions of the lectures, workshops, 5-week courses, and multi-session series offerings, including session length and recommended class size. Certain courses are available in Spanish. Each type of class offers unique benefits to the participant.

The course descriptions are organized by delivery type. Class descriptions and guidance for partners is listed first, and detailed descriptions of each class follow. We recommend that you use the course descriptions and prerequisites in the outreach materials that you provide to potential learners.

Course Selection Process

1. Review the course descriptions below and select the ones you plan to offer (you may use the worksheet at the end of the catalog to help you make your plan).
2. Enter your Courses in the Online Digital Skills Ready@50+ Course Selection Form.
3. An OATS staff member will schedule instructors to teach your courses and reach out to you to discuss your final schedule and next steps.

Please reach out to us (partnerships@oats.org) with any questions or visit aarpfoundation.org/digitalskillsready for more information.

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Description of Course Delivery Types

TYPE	DESCRIPTION
<p>Lectures (60-75 minutes)</p>	<p>One-off lectures to introduce popular tech topics and themes in a clear and concise manner. Individual lectures aim to explain the general purpose of a concept, device, or platform; describe its usefulness; and, in some cases, introduce important tips and tricks. Lectures do not offer hands-on exposure to the presented topic, but many of them can be scheduled in conjunction with the related interactive workshop that offers hands-on experience with the website or online platform discussed in the lecture.</p> <p>Lectures last 60-75 minutes and can accommodate up to 75 participants in a single session. There are no pre-requisites for lectures, and participants do not need access to devices during the lecture.</p>
<p>Workshops (75-90 minutes)</p>	<p>Interactive workshops offer hands-on activities that are led by a trainer. Participants receive a multi-page, step-by-step handout to keep after the session. Many of the workshops include hands-on practice with a website, platform, or tool that are also introduced in a one-off lecture. In those cases, it's helpful, though not required, for participants to attend the associated lecture before attending the workshop.</p> <p>Due to their interactive nature, workshops typically last 75-90 minutes and have a maximum capacity of 20 participants. Most workshops have no specific prerequisites. However, the "Getting Started" workshops, which focus on signing up for various digital platforms or apps, also require participants to have an email address.</p> <p>Computer/Device Required: Virtual workshops require participants to be on an internet-connected device in order to participate. In many cases, this may be the device they are using to join the class on Zoom. However, if a second device is available, that can be helpful. Unless otherwise noted in the descriptions below, a specific type of device is not necessary, as long as it is connected to the internet.</p> <p>In-person and hybrid workshops require participants to have access to a classroom set of devices where the program takes place. Unless otherwise noted in the descriptions below, the classroom set can be iPads, PCs, Android tablets, or Chromebooks. In these programs, all participants should be working on the same type of device.</p>
<p>5-week Courses (75 min. sessions)</p>	<p>Courses meet twice a week for five weeks, and each session lasts 75 minutes. Class sessions involve a combination of discussion of new topics and hands-on, practical application of technology skills. OATS provides a detailed, printed course book for each participant to keep after the end of the course.</p>
<p>Multi-session Series (75 min. sessions)</p>	<p>Multi-session series combine our one-off lectures with hands-on workshops in order to give participants a chance to practice specific skills. Multi-session series typically meet twice per week for the number of weeks specified in the description. Participants should register for the entire series, as they would a course, and all sessions should be scheduled for 75 minutes for continuity. Participants receive handouts for each session. Series have a capacity limit of 20 participants.</p>

Lectures

Guidance for Partners: Lectures are 60–75-minute presentations that can accommodate up to 75 participants in a single session. They do not offer hands-on exposure to the presented topic. Many of them can be scheduled before the related interactive workshop that offers hands-on experience. There are no pre-requisites for lectures and participants do not need access to devices during the lecture.

Affordable Home Internet / *Offered in English and Spanish

Learn how to get your own internet so you can look for a job and take classes at home.

Having home internet can help you save money, look for a job, connect with others, make everyday tasks easier, and much more! This lecture goes over basic information you need to know when signing up for home internet service. You'll also learn about the Affordable Connectivity Program (ACP), a permanent, government program that helps qualifying low-income households pay for internet service and connected devices. In some cases, depending on your internet plan, the ACP discount may help you get home internet for free!

All Things Zoom / *Offered in English and Spanish

Did you know that most interviews are conducted on Zoom?

Curious why Zoom has become everyone's go-to video conferencing software? This lecture will go over how to use Zoom to chat with friends and family and take virtual classes with Senior Planet! You'll learn about useful Zoom features, whether you're connecting with an iOS, Android, or Windows device. The lecture will also go over security considerations and give tips on how to look your best during a video chat.

Cloud Storage / *Offered in English and Spanish

Use Cloud Storage tools to keep you organized personally and professionally, so that you can always find what you need.

In this lecture, you'll learn the basics of cloud storage — a technology that lets you store documents, images, and other media files remotely while giving you greater accessibility, reliability, and protection for your important data. We'll discuss what it is, why it's the future of data storage, and demonstrate a few of the most popular services currently available to consumers.

Crowdfunding for Entrepreneurs / *Offered in English and Spanish

Learn how crowdfunding can help you raise money for your business.

The internet has changed the way entrepreneurs, small business owners, nonprofits, and charitable organizations raise money. This presentation will explore crowdfunding—fundraising by gathering small amounts of money from large numbers of people—online. You'll learn the fundamentals of using a crowdfunding campaign to raise money as well as how to search for and contribute to other people's campaigns. The presentation will also discuss three popular crowdfunding platforms: GoFundMe, Kickstarter, and Indiegogo.

Lectures (continued)

eBay and PayPal / *Offered in English and Spanish

Self-employed or thinking about it? eBay and PayPal might be right for you.

This lecture provides an overview of the popular auction website eBay and the pioneer online payment service PayPal. You'll learn the basics of buying and selling on eBay, as well as some important concepts, like seller feedback scores. This lecture will also present a basic overview of some of PayPal's most popular features.

Google Maps / *Offered in English and Spanish

Commuting for interviews or a new job? Use Google Maps to plan your route.

Visit sites around the world from the comfort of your home, get a bird's-eye-view of your childhood neighborhood, or simply get directions to your friend's house! Google Maps is a mapping application that offers satellite imagery, street maps, and street-view perspectives. It also has a route planner for your preferred transportation method, be it foot, car, bicycle or public transportation. During this lecture, you'll get an introduction to the platform and a demonstration of how to use it.

Google Workspace / *Offered in English and Spanish

From finding a job to starting a business, learn what you can do with Google tools.

Curious about the free tools from Google? Learn about some of Google's most popular productivity tools that are for personal use, as well as work-related ones. This lecture will introduce Docs, Sheets, Slides, Photos, and Drive. We'll explore some practical and creative uses and demonstrate how to make the most out of Google's many free templates.

How to Choose a New Computer / *Offered in English and Spanish

A home computer can open job search, self-employment, and freelance opportunities.

Looking for a new computer? This informational session addresses some of the most common questions surrounding how to choose a new computer: Where to start? What's a reliable brand? How much should you budget? What technical specifications? We will also cover operating systems and compare alternatives to the traditional computer, e.g. tablets and Chromebooks.

Introduction to Hosting on Zoom / *Offered in English and Spanish

Networking happens over Zoom. Learn to host your own meetings to bring people together.

Thinking about hosting your own Zoom meeting? In this introductory lecture, we'll go over what you need to start your first meeting, as well as some hosting tips to make it a success. You'll also learn about special features for hosts, including ways Zoom keeps your meetings secure. After this overview lecture, you'll be ready for our hands-on workshops "Getting Started with Zoom" and "Hosting a Zoom Meeting," which include step-by-step instructions.

P2P Payments / *Offered in English and Spanish

The number of small businesses using P2P payments is growing! Here's what you need to know.

Since PayPal debuted over twenty years ago, person-to-person payments have become commonplace. In this lecture, you'll learn about some of today's most popular P2P payment services, including PayPal, Venmo, and Cash App. We'll cover some of the basic functions of these services, how they compare, and tips for using them safely.

Lectures (continued)

Protecting your Personal Info Online / *Offered in English and Spanish

Learn how to stay safe online while applying to jobs online, doing research, and more.

This presentation will cover the ins and outs of how to protect your personal information online. We'll cover tips for staying safe in cyberspace, like safe browsing, how to recognize online scams, and when it's OK — or not — to share your personal information online.

Smartphones / *Offered in English and Spanish

Learn how a smartphone can help you access the internet when you need it – during job searching and beyond.

If you're curious about what smartphones can do and why they've grown so popular, come to this lecture. You'll learn about popular smartphones on the market and some of their pros and cons. We'll also compare and contrast two of the most popular operating systems: Android and Apple's iOS.

Social Media for Job Searches / *Offered in English only

What you need to know to make sure your personal social media presence is ready for your job search and beyond.

Did you know that not having any social media could be a red flag for potential employers? In this lecture, we'll discuss ways to make sure social media helps you when you're looking for work! We'll review the best platforms for professional use, as well as which platforms are best kept private and for personal use. Lastly, we'll demonstrate which privacy settings to use to keep your personal content private.

Startup! / *Offered in English only

Considering starting an online business? Here are some tools you need to know!

Are you interested in becoming an entrepreneur? This lecture gives an overview of some important digital tools to help you get your online business up and running. Learn about e-commerce sites, how social media can help promote your business, and how you can use video chat platforms for services. We will also cover how to get paid using digital payment services.

Using Google Docs Templates for Resumes / *Offered in English only

Google Docs offers tips and templates for resumes, and more!

In this lecture, we'll demonstrate how to make the most of Google Docs templates for resumes. Templates are a great option for resumes because they take the guesswork out of formatting! We'll review some of the helpful features of Google Docs, like sharing, reviewing, and commenting privileges, as well as how to save and share your doc as a PDF. Finally, we'll go over some dos and don'ts for resume content.

Video Chat / *Offered in English and Spanish

Did you know most interviews and many networking conversations happen online? Learn what video chat tools are out there.

Video chat apps are a way to connect with family, friends, coworkers, and others, no matter where you are. They let you see the people you're chatting with on the other end of the line. In this lecture, you'll find out about some commonly used, no or low-cost video chat apps, learn about their features, and explore video chat tips so you can present your best self when on a video chat.

Lectures (continued)

Intro to Managing Your Privacy / *Offered in English and Spanish

Want to take control of your privacy while browsing the internet?

Concerned about privacy? Unsure about accepting cookies? Come learn about some essential privacy tips! In this introductory lecture, we'll review how ads target us online, how to limit tracking, where to find browser settings and extensions to better control how our information is shared. We'll also discuss some of the key features of password managers and why they're a safe and secure option.

Introduction to Translation Tools / *Offered in English and Spanish

Whether for a work meeting or to read a menu in a new place, translation apps can help you reach the world!

With the internet, the whole world is at your fingertips, but what do you do when you need to access sites or information in an unfamiliar language? There are apps for that! This lecture will introduce digital translation tools and apps, such as Google Translate. You'll learn about tools that can automatically translate the websites you visit, apps that can translate live conversations, and more. We'll also discuss the pros and cons of these tools and the situations in which they may be the most helpful.

Mobile Health Apps / *Offered in English only

Learn about important health tools that are already on your phone!

Did you know that your smartphone is also a powerful health tool? This lecture introduces common health apps, like the iPhone's built-in app and the Google Fit app. You'll learn about using the app's step counter, as well as integrating information from other popular health and fitness apps. You'll also learn the benefits of saving your medical ID.

Money Matters / *Offered in English and Spanish

Unsure if online banking or shopping is for you? Learn how banking and shopping online can help you manage and save money!

The internet can open a new world for saving money and managing your finances. This lecture introduces online banking and goes over how to keep your financial information safe. You'll also learn about online shopping and explore some digital resources for saving money on entertainment, prescription drugs, and everyday items.

Online Health Resources / *Offered in English only

Learn what sites are trustworthy and reliable when it comes to researching your health online.

The internet can be an excellent source for learning more about your or a loved one's health. This presentation will introduce you to the topics and tools offered on two reputable websites, MedlinePlus and Mayo Clinic. You'll also learn how to evaluate health-related information online.

Online RX Drug Resources / *Offered in English and Spanish

Learn about online resources for understanding and saving on your prescriptions.

This lecture offers an overview of useful online drug resources. You'll learn about MedlinePlus, a reputable website that provides information about the uses and side effects of prescription medications, as well as other health topics. You'll also learn about GoodRX, FamilyWize, and SingleCare, helpful tools for understanding drug costs, comparing pharmacy prices, and finding discounts and coupons.

Lectures (continued)

Telemedicine / *Offered in English and Spanish

Virtual healthcare visits allow more flexibility with appointments. Come learn what to expect from a virtual visit.

Interested in having a virtual visit with your doctor? Or learning about types of telemedicine out there? This lecture provides an overview of telemedicine options and focuses on exploring virtual medical appointments with your doctor in real-time. You'll see a virtual-visit walk-through and learn what to expect from an appointment. This lecture offers advice about how best to prepare for a virtual visit, from questions to ask your doctor to your concerns regarding connectivity, privacy, and insurance.

Workshops

Guidance for Partners: One-Off Interactive Workshops are 75-90 minutes long and offer hands-on activities that are led by a trainer. Participants receive a multi-page, step-by-step handout to keep after the session. Many of the workshops include hands-on practice with a website, platform, or tool that are also introduced in a one-off lecture.

Class Size Limit: 20 participants

Recommended Prerequisites: It is helpful to attend the associated lecture first. Getting Started Workshops require participants to have an email address. If participants need help setting up an email address, they can call the Senior Planet Tech Hotline at 888-713-3495, Monday-Friday, 9 am-8 pm EDT.

Affordable Connectivity Program / *Offered in English and Spanish

Get free or low-cost internet at home if you qualify for this government program.

In this hands-on workshop, you'll verify your eligibility for the Affordable Connectivity Program (ACP) and apply for the program using the online application! ACP is a permanent, government program that helps qualifying low-income households pay for internet service and connected devices. In some cases, depending on your internet plan, the ACP discount may help you get home internet for free! This program replaces the Emergency Broadband Benefit (EBB) program and expands the eligibility requirements so more people are eligible to participate. Once your application is accepted, contact an Internet Service Provider about getting home internet.

Recommended Prerequisite: Affordable Home Internet Lecture.

Connecting to the Internet / *Offered in English and Spanish

Learn how to check your Wi-Fi connection and use a hotspot.

Not always sure if your internet-enabled devices are connected to the internet? In this hands-on workshop, we'll go over how to check the Wi-Fi connection on your PC, iPhone, or Android smartphone. We'll also cover how to use the hotspot from your smartphone and best practices for password protection and connecting to public Wi-Fi.

Finding Information Online / *Offered in English and Spanish

Take advantage of the power of the internet to find information, search topics, and more!

The internet is an incredible resource but finding what you're looking for can sometimes be daunting or time consuming. That's why finding what you're looking for online is such an important skill. This hands-on workshop will review helpful tips for using effective search terms, evaluating your search results, and searching within a reliable site for accurate information.

Getting Started with LinkedIn / *Offered in English only

Sign up for LinkedIn so you can start networking online!

Millions of people around the world use LinkedIn for professional networking, and the platform can be a useful tool when you're searching for a job. In this hands-on workshop, you'll get an introduction to LinkedIn and walk through the steps of signing up! After this workshop, you'll be ready to take the series, Creating Your LinkedIn Profile.

Prerequisite: Please note that you need an email address to create a LinkedIn account.

Workshops (continued)

Getting Started with PayPal / *Offered in English and Spanish

PayPal makes it easy for small business owners and freelancers to send and receive payments!

During this hands-on workshop, you'll sign up for PayPal using the browser and learn how to link a credit card or bank account to your PayPal account. You'll also review the security features that PayPal uses to ensure the safety of your online payments. Please note that to sign up for PayPal, the site asks you for your name, mobile phone number, email address, and home address.

Prerequisite: Please note that you need a mobile phone number and an email address to create a PayPal account.

Getting Started with Venmo / *Offered in English only

The Venmo app makes it easy for small business owners and freelancers to send and receive payments!

Still writing personal checks? Paying high ATM fees to withdraw cash? Venmo is a popular peer-to-peer payment system that allows you to send and receive money. During this hands-on workshop you'll sign up for Venmo and learn how to link a credit card or bank account to your Venmo account so you can instantly send and receive electronic payments.

Prerequisite: To participate in this workshop, you must bring your own smartphone, along with your Apple ID and password (iPhone) or Gmail address and password (Android phones).

Getting Started with Zoom / *Offered in English and Spanish

Sign up for Zoom to set up networking conversations and more.

Ready to start hosting your own Zoom meetings? Come to this hands-on workshop and sign up for a free, basic Zoom account. Additionally, you'll learn how to schedule a meeting and share the details with the people you want to invite. This workshop will walk through the steps of using Zoom in a web browser. Please note that you need an email address to create a Zoom account.

Prerequisite: Please note that you need an email address to create a Zoom account. Please come ready with your email username and password so that you can access your email during the workshop.

Gmail Tips & Tricks / *Offered in English only

Email is an essential job search and workforce skill. Learn more about using Gmail features!

Go beyond sending and receiving with this hands-on workshop about Gmail features! This workshop will cover important features like spellcheck, formatting emails, searching your inbox, adding a signature, and attaching files. The session will combine demonstration and hands-on practice, so that you'll have plenty of opportunities to ask questions and try out these features. Please note that this session will not go over how to sign up for a Gmail address.

Prerequisite: You must have a Gmail address and should be comfortable sending and receiving emails.

Hosting a Zoom Meeting / *Offered in English and Spanish

Zoom is a popular way to connect with others at work. Build your confidence and skills!

Curious about Zoom meeting features? In this hands-on workshop, we'll cover the most commonly used Zoom meeting controls. We'll review how to mute and unmute participants, request that participants turn on their video, rename participants, transfer files, and share screens. Whether you've hosted Zoom meetings, or you're brand new to it, come practice and build your confidence and skills! Participants should already have a Zoom account for this workshop.

Prerequisite: Please bring your Zoom username and password to sign in to the account.

Workshops (continued)

Networking on LinkedIn / *Offered in English only

LinkedIn is a great way to connect with other professionals. Discover how to network!

You've built your LinkedIn profile now, what next? In this hands-on workshop, we'll explore ways to optimize your LinkedIn profile for networking. We'll also cover how to make connections safely and join InGroups. We'll go over tips for messaging new connections as well as sharing content in your groups and profile.

Prerequisite: You must already be signed up for LinkedIn and have a complete profile in order to take this workshop. You can learn how to sign up and how to build a complete profile in the Creating Your LinkedIn Profile multi-session series. This series is best suited for participants who are comfortable performing internet searches and filling out forms online.

Staying Safe Online / *Offered in English and Spanish

Learn how to protect your personal information online while applying to jobs online, doing research, and more.

This hands-on workshop reviews important tips for keeping your personal information safe while enjoying the benefits of the internet. Learn how to recognize suspicious emails, tips for safe browsing and best practices for shopping online.

Using Job Search Engines / *Offered in English only

Learn skills to improve how you search for jobs on the internet.

Did you know that it's better to apply for a job through the employer's website rather than on a general job search site? In this hands-on workshop, you'll learn how to use job search engines like Indeed to research and evaluate employment opportunities rather than for the applications themselves. We'll go over tips for understanding job listings and for staying organized during your search. Lastly, we'll share job search resources focused on those 50+.

Getting Started with iPhone Health App / *Offered in English only

Virtual healthcare visits allow more flexibility with appointments. Come learn what to expect from a virtual visit.

In this hands-on workshop, you'll get started using the iPhone's built-in health app. Learn to add health details to your profile, set up your medical ID, and add emergency contact info. Please bring your iPhone to this workshop.

Getting Started with the Google Fit App / *Offered in English only

Track your steps and get other health info by learning how to download and set up the Google Fit app.

In this hands-on workshop, you'll get started using Google Fit, an app that often comes preloaded on many Android phones and can be downloaded on any mobile device. Learn to set goals for number of move minutes and to add health details to your profile. Please bring your smartphone to this workshop.

Using Fact-Checking Sites / *Offered in English and Spanish

Sharing the news? Learn to use fact-checking sites to evaluate before you share!

In this hands-on workshop, you'll get started using Google Fit, an app that often comes preloaded on many Android phones and can be downloaded on any mobile device. Learn to set goals for number of move minutes and to add health details to your profile. Please bring your smartphone to this workshop.

Workshops (continued)

Using GovTrack.us / *Offered in English only

Whether you're completely new to politics or a seasoned expert, there's valuable information on GovTrack.us for everyone.

Wondering what Congress has been up to? GovTrack.us simplifies the lawmaking process and helps you understand what your lawmakers are doing. In this hands-on workshop, we'll explore GovTrack.us and its main features: identifying your reps, seeing how they vote, and learning about bills. We'll also walk through the sign-up process for a free account so you can set up email alerts on legislative activity you care about. Learn to use GovTrack.us and hold your lawmakers accountable!

Multi-session series

Guidance for Partners: Multi-session series combine our one-off lectures with hands-on interactive workshops in order to give participants a chance to practice specific skills. Multi-session series typically meet twice per week for the number of weeks specified in the description. Participants should register for the entire series, as they would a course, and all sessions should be scheduled for 75 minutes for continuity. Participants receive handouts for each session. Series have a capacity limit of 20 participants.

Duration: 75 minutes

Class Size Limit: 20 participants

Recommended Prerequisites: Listed after each description

Computer/Device Required: Virtual series require participants to be on an internet-connected device in order to participate. In many cases, this may be the device they are using to join the class on Zoom. However, if a second device is available, that can be helpful. Unless otherwise noted in the descriptions below, a specific type of device is not necessary, as long as it is connected to the internet.

In-person and hybrid series require participants to have access to a classroom set of devices where the program takes place. Unless otherwise noted in the descriptions below, the classroom set can be iPads, PCs, Android tablets, or Chromebooks. In these programs, all participants should be working on the same type of device.

Creating Your LinkedIn Profile / *Offered in English only

Have you signed up for LinkedIn but are unsure what to do next?

In this 2-session series, you'll create a LinkedIn profile that will help you get noticed! LinkedIn allows you to display your accomplishments and professional experience while also connecting with professionals in your field, potential employers, and more. We'll go over tips for writing your summary and completing your profile, as well as how to take a professional photo. You'll also learn to upload a photo to your account, connect with others on the platform, create job alerts, and search for information on employment opportunities.

Prerequisites: You must already be signed up for LinkedIn in order to take this series. You can learn how to sign up in the Getting Started with LinkedIn workshop. This series is best suited for participants who are comfortable performing internet searches and filling out forms online.

Multi-session series (continued)

Hosting on Zoom / *Offered in English and Spanish

Networking happens over Zoom. Learn to host your own meetings to bring people together.

Always a Zoom participant, never a host? Sign up for this four-session series to change that! After an introductory lecture, you'll sign up for a Zoom account, schedule your first meeting, and learn the most commonly used meeting controls during two hands-on sessions. The final session of this series is devoted to extra practice and questions, so you can start hosting on Zoom with confidence. The workshops in this series walk through the steps using Zoom in your web browser.

- Introduction to Hosting on Zoom (lecture)
- Getting Started with Zoom (workshop)
- Hosting a Zoom Meeting (workshop)
- Additional session for extra practice and questions

Prerequisites: An email address. To sign up for Zoom, you must have an email address that you use. For help signing up for Gmail, call the Senior Planet Tech Hotline: 888-713-3495. This series is best suited for people who have attended Zoom meetings as participants and are comfortable using the internet to perform basic searches.

Online Basics / *Offered in English and Spanish

Get foundational digital skills so that you can thrive online at work!

New to the virtual world? We've got you covered! This 10-session lecture-workshop series will provide information and the basic requirements you'll need to get up and running virtually. This series will review the fundamentals to help you confidently navigate life online. We'll cover what device to choose and how to make sure it's connected to the internet, tips for protecting your personal information, how to shop on Amazon, and more! This series meets twice per week for five consecutive weeks.

- How to Choose a New Computer (lecture) + Finding Information Online (workshop)
- Affordable Home Internet (lecture) + Connecting to the Internet (workshop)
- Protecting Your Personal Information Online (lecture) + Staying Safe Online (workshop)
- Online shopping (lecture) + Shopping on Amazon (workshop)
- Cloud Storage (lecture) + Google Photos (workshop)

Prerequisites: A Gmail address is required to use Google Photos in the final session. For help signing up for Gmail, call the Senior Planet Tech Hotline: 888-713-3495. This series is best suited for people who have had some experience using the internet on any device.

Practicing with Google Docs / *Offered in English only

Learn to use Google Docs for writing resumes, cover letters, and more!

Whatever your word processing needs, Google Docs can help! This 2-session series will give you plenty of hands-on practice using Google Docs, a free alternative to Microsoft Word. You'll learn to use grammar and spellcheck, download your documents in Word and PDF format, use Docs to collaborate with others, and more! Please note that in order to use Google Docs you must have a Gmail address.

Prerequisites: You must have a Gmail address to take this series. For help signing up for Gmail, call the Senior Planet Tech Hotline: 888-713-3495. This series is best suited for participants who are comfortable performing internet searches and filling out forms online.

Multi-session series (continued)

Using Google Workspace Tools / *Offered in English only

Looking for work, preparing for a job, or starting a business? Google tools are for you!

Anyone with a Gmail account has access to a variety of free Google tools! In this 6-session series, we'll explore Drive, Slides, and Sheets. These tools help you store files, stay organized, create presentations, and more. After an introductory lecture, each session will include hands-on practice using the tools, and you'll also learn how these skills can transfer to other productivity software, such as Microsoft Office. Whether you're just curious about Google tools, preparing for a job search or new employment—or both—this series is for you!

- Google Workspace (lecture) + Google Drive (workshop)
- Google Slides (2 workshops)
- Google Sheets (2 workshops)

Prerequisites: You must have a Gmail address to take this series. For help signing up for Gmail, call the Senior Planet Tech Hotline: 888-713-3495. This series is best suited for participants who are comfortable performing internet searches and filling out forms online.

Video Conferencing for Remote Work / *Offered in English only **(VIRTUAL ONLY)**

From setting up your space to hosting video meetings, working remotely requires specific skills.

This virtual 2-session series will cover the basics of what it means to use video conferencing software to work from home. You'll learn best practices for setting up your space for effective video calls and introduce the most common features of video meetings. You'll also practice important Zoom skills, from muting and unmuting attendees to sending participants to breakout rooms. While we'll use Zoom as the example platform, you'll learn skills that are transferable to other video conferencing platforms.

Please note that you will not sign up for a Zoom account in this series. The Hosting on Zoom series, in which you'll learn to sign up for Zoom and send meeting invites, is recommended as a precursor to this series.

- Introduction to Video Conferencing for Work (lecture)
- Running a Zoom Meeting (workshop)

Prerequisites: This series is best suited for people who have attended Zoom meetings as participants and are comfortable using the internet to perform basic searches.

5-week courses

Guidance for Partners: Courses meet twice a week for five weeks, and each session lasts 75 minutes. Class sessions involve a combination of discussion of new topics and hands-on, practical application of technology skills.

OATS provides a detailed, printed course book for each participant to keep after the end of the course.

Please note that all 5-week courses require participants to have a Gmail address as a prerequisite. For help signing up for Gmail, participants can call the Senior Planet Tech Hotline: 888-713-3495, Monday-Friday, 9 am-8 pm EDT.

Partners are responsible for securing the technology that participants will use in the course or ensuring that they bring their own devices.

COURSE	TECH REQUIRED	CLASS CAPACITY
Android Essentials	Android Tablets	10-12 max
Chrome Essentials	Chromebooks	14 max
Computer Essentials	Windows PCs (desktops or laptops)	14 max
Introduction to Digital Culture for Android	Android tablet	10-12 max
Introduction to Digital Culture for Chromebooks	Chromebooks	14 max
Introduction to Digital Culture for PCs	Windows PCs	14 max
Introduction to Digital Culture for iPads	Apple iPads	10-12 max
iPad Essentials	Apple iPads	10-12 max

5-week courses (continued)

Android Essentials / *Offered in English only

Learn to use an Android tablet for job searching, work-related activities, and more!

This 5-week course meets twice a week and will cover the essentials of how to use an Android tablet, how to navigate the internet, and how to send and receive email. By the end of the course, you'll have a foundation for using an Android tablet and the internet to enrich your life. We highly recommend that you follow Android Essentials with Introduction to Digital Culture, which will offer additional practice.

Prerequisites: A Gmail address. For help signing up for Gmail, call the Senior Planet Tech Hotline: 888-713-3495. This course is best suited for people who have had some experience using the internet on any device.

Tech Required: Android Tablets

Chrome Essentials / *Offered in English and Spanish

Learn to use a Chromebook for job searching, work-related activities, and more!

This 5-week course meets twice a week and will cover the essentials of how to use a Chromebook, which is a type of laptop that is great for beginners who just want to use the internet. Chromebooks are fast, secure and cost-effective computers that run the Google Chrome operating system. By the end of the course, you'll have a foundation for using the device to navigate the internet. You'll also learn to send and receive email. We highly recommend that you follow Chrome Essentials with Introduction to Digital Culture, which will offer additional practice.

Prerequisites: A Gmail address. For help signing up for Gmail, call the Senior Planet Tech Hotline: 888-713-3495. This course is best suited for people who have had some experience using the internet on any device.

Tech Required: Chromebooks

Computer Essentials / *Offered in English and Spanish

Learn to use a PC for job searching, work-related activities, and more!

This 5-week course meets twice a week and covers the essentials of how to use the basic functions of a personal computer, how to navigate the internet, and how to send and receive email. By the end of the course, you'll have a foundation for using a computer and the internet to enrich your life. We highly recommend that you follow Computer Essentials with Introduction to Digital Culture, which will offer additional practice.

Prerequisites: A Gmail address. For help signing up for Gmail, call the Senior Planet Tech Hotline: 888-713-3495. This course is best suited for people who have had some experience using the internet on any device.

Tech Required: Windows PCs (desktops or laptops)

5-week courses (continued)

Introduction to Digital Culture for Android / *Offered in English and Spanish

Take your digital skills up a notch so that you can thrive online at work!

From communicating with others to staying healthy, digital tools and technologies affect much of our lives. This 5-week course meets twice a week, and you'll learn to use the internet to contact your lawmakers, learn about health-related topics, connect with others offline and online, and explore your interests and passions. You'll also learn best practices for staying safe online and using social media. This course is a great opportunity to meaningfully practice skills that you learned in an Essentials course.

Prerequisites: This is an Android-tablet based course. You should be somewhat comfortable using an Android tablet to navigate the internet. You must also have an email address.

Tech Required: Android tablet

Intro to Digital Culture for Chrome / *Offered in English only

Take your digital skills up a notch so that you can thrive online at work!

From communicating with others to staying healthy, digital tools and technologies affect much of our lives. By the end of this 5-week course, you'll use the internet to contact your lawmakers, learn about health-related topics, connect with others offline and online, and explore your interests and passions. You'll also learn best practices for staying safe online and using social media. This course is a great opportunity to meaningfully practice skills that you learned in an Essentials course.

Prerequisites: This is a Chromebook-based course. You should be somewhat comfortable using a Chromebook to navigate the internet. You must also have an email address.

Tech Required: Chromebooks

Intro to Digital Culture for PCs / *Offered in English and Spanish

Take your digital skills up a notch so that you can thrive online at work!

From communicating with others to staying healthy, digital tools and technologies affect much of our lives. By the end of this 5-week course, you'll use the internet to contact your lawmakers, learn about health-related topics, connect with others offline and online, and explore your interests and passions. You'll also learn best practices for staying safe online and using social media. This course is a great opportunity to meaningfully practice skills that you learned in an Essentials course.

Prerequisites: This is a PC-based course. You should be somewhat comfortable using a computer to navigate the internet. You must also have an email address.

Tech Required: Windows PCs

Introduction to Digital Culture for iPads / *Offered in English and Spanish

Take your digital skills up a notch so that you can thrive online at work!

From communicating with others to staying healthy, digital tools and technologies affect much of our lives. By the end of this 5-week course, you'll use the internet to contact your lawmakers, learn about health-related topics, connect with others offline and online, and explore your interests and passions. You'll also learn best practices for staying safe online and using social media. This course is a great opportunity to meaningfully practice skills that you learned in an Essentials course.

Prerequisites: This is an Apple iPad-based course. You should be somewhat comfortable using an iPad to navigate the internet.. You must also have an email address.

Tech Required: Apple iPads

5-week courses (continued)

iPad Essentials / *Offered in English and Spanish

Learn to use an iPad for job searching, work-related activities, and more!

This 5-week course will cover the essentials of how to use the Apple iPad, how to navigate the internet, and how to send and receive email. By the end of the course, you'll have a foundation for using an iPad and the internet to enrich your life. We highly recommend that you follow iPad Essentials with Introduction to Digital Culture, which will offer additional practice.

Prerequisites: A Gmail address and Apple ID. For help signing up for Gmail, call the Senior Planet Tech Hotline: 888-713-3495. This course is best suited for people who have had some experience using the internet on any device.

Tech Required: Apple iPads

Appendix A Planning Worksheet

We are providing this worksheet to help you collect the information you will need to complete the [Online Digital Skills Ready@50+ Course Selection Form](#). (Click on the link to see the online form)

KEY STAFF	NAME	EMAIL
Coordinator		
On-Site Staff Member		
On-Site Staff Member		
On-Site Staff Member		

Target Start Date for First Class: _____

Delivery Type Lecture, Workshop, Multi-Session, 5-wk	Title of Course	Requested Day(s) of Week for Course	Requested Time(s) for Course	Target # of Participants