

Technology for Tomorrow

Class Offerings 2024

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Table of Contents

Level 1: Basic Technology (Survival)	6
Introduction to Keyboards and Typing	6
Introduction to Computers	6
Introduction to Internet and Web Browsing	6
Introduction to Social Media	6
Introduction to Communication Tools	6
Understanding the Smartphone	6
Introduction to Zoom Meetings	7
Protecting Yourself from Scams	7
Fundamentals of Internet Privacy	7
Introduction to Search Engines	7
Dealing with Misinformation in Media	7
Password Management	7
Tips & Tricks for a Safer Shopping Experience	7
Strategies to Organizing Digital Files	7
Understanding Online Job Searches	8
Intro to GWorkspace: GMail	8
Android Accessibility Settings	8
Managing Apps & Settings on an Android Phone	8
Android Phone Privacy & Security	8
Introduction to Android Phones	8
Using Google Photos Sync & Share with Android	8
iPhone Privacy & Security	8
iPhone Accessibility Settings	9
Introduction to iPhones	9
Using iCloud Sync & Share with Apple	9
Reddit 101	9
Managing Apps and Settings on an iPhone	9
Introduction to Language Exchange Applications	9
Facebook 101	9
Introducing AI	9
LinkedIn Workshop: Getting Started	10
Exploring AI in Advertisements	10
Exploring Opportunities with VolunteerMatch	10
Scams & AI: Deepfakes, Chatbots, & More	10
Introduction to Microsoft Edge	10
Making Playlists in Pandora	10
AI Chatbots: Your Digital Helpers	10
Intro to GWorkspace: Google Translate	10
Social Media and AI: What you Need to Know	11



Scanning your Photos with Google PhotoScan	11
Level 2: Intermediate Technology (Entry Level Job)	12
Intro to GWorkspace: Google Docs	12
Intro to GWorkspace: Google Sheets	12
Intro to GWorkspace: Google Slides	12
Intro to GWorkspace: Google Forms	12
Intro to GWorkspace: Google Drive	12
Intro to GWorkspace: Google Maps	12
Intro to GWorkspace: Google Photos	13
Introduction to Microsoft Word	13
Introduction to Microsoft Excel	13
Introduction to Microsoft PowerPoint	13
Introduction to Microsoft Outlook	13
Introduction to Microsoft OneNote	13
Introduction to Microsoft OneDrive	13
Getting Started with Bing Chat	13
Introduction to Google Calendar	13
Intro to GWorkspace: Google Sites	13
Level 3: Advanced Technology (Upward Mobility)	14
Advanced Gmail Workspace	14
Advanced Google Docs Workspace	14
Advanced Google Sheets Workspace	14
Advanced Google Slides Workspace	14
Advanced Google Forms Workspace	14
Advanced Google Drive Workspace	14
Advanced Google Maps Workspace	15
Microsoft Excel - Advanced	15
Microsoft Word - Advanced	15
Microsoft Outlook - Advanced	15
Microsoft PowerPoint - Advanced	15
Microsoft OneDrive - Advanced	15
Microsoft OneNote - Advanced	15
Staying Ethical with AI	15
The Future of AI: What Lies Ahead	16
AI in Healthcare: A Closer Look	16
AI Assistants: Cortana	16
SeniorPlanet Class Offerings	17
Anti-Virus & Malware Removal at a Glance	17
All Things Zoom	17
Emojis, GIFs, and More!	17
Cloud Storage	17
Fitness Apps	17



Digital Coupon Tools	17
Google Maps	17
eBay & PayPal	17
Graphic Design Tools	17
Facebook	17
Instagram Basics	17
Food Delivery Apps	17
Introduction to AI	17
Google Workspace	17
Introduction to Tik Tok	17
How to Choose a New Computer	17
Job Searching in the Digital Age	17
Intro to Managing Your Privacy	17
Online Health Resources	17
Introduction to Hosting on Zoom	17
Online Shopping	17
Introduction to Social Media	17
P2P Payments	17
Introduction to X (Twitter)	17
Smartphone Photography	18
Messaging Apps	18
Social Media for Job Searches	18
Mobile Health Apps	18
Streaming & Smart TVs	18
MyChart	18
Telemedicine	18
Online RX Drug Resources	18
Using Google Docs Templates for Resumes	18
Protecting your Personal Information Online	18
YouTube (Browser)	18
Smartphone Camera Uses Beyond Photography	18
Smartphones at a Glance	18
Tips for Being News Savvy Online	18
Tech Tips for Disaster Preparedness	18
Video Chat	18



Our Class Offerings

Level 1: Basic Technology (Survival)

Introduction to Keyboards and Typing

Master the art of typing for enhanced productivity and digital fluency

What you will Learn:

- Keyboard Layout
- Exercises and Drills to improve Typing Speed & Accuracy
- Proper Hand Placement

Introduction to Computers

Learn the important pieces of a computer, computer identification, and what to look for when purchasing a new personal computer.

Introduction to Internet and Web Browsing

This class will familiarize students with web browsers, search engines, and how to navigate websites.

Introduction to Social Media

Unlock the World of Social Media: Explore the fundamentals, platforms, and benefits. Learn how to sign up, connect with friends, join groups, build communities, and share your world online.

Introduction to Communication Tools

Dive into the fundamentals of Zoom, Skype, and Google Meet. Compare options, learn the signing-up process, navigate common meeting controls, and discover best practices for effective communication.

Understanding the Smartphone

This class teaches you the advantages and disadvantages of a smartphone, helping to create a discussion and understand more about the modern smartphone



Introduction to Zoom Meetings

Unlock Zoom Meetings: Explore the Zoom platform with an overview, signing-up guide, and insights into meeting controls. Learn how to create, participate, record, and utilize polls and surveys for seamless virtual collaboration.

Fundamentals of Internet Privacy

In this class, you will learn about what internet privacy is, how you are being tracked, two-factor authentication, and how to manage your privacy online

Dealing with Misinformation in Media

In this class you will be given specific guidance on dealing with information and misinformation in the media today. This class is developed in collaboration with Arizona State University

Tips & Tricks for a Safer Shopping Experience

In this presentation, we will go over simple and effective security measures we can take to protect our

Protecting Yourself from Scams

In this class, you will learn about identifying scams, what spam is, and an overview on creating passwords and safe online shopping

Introduction to Search Engines

This class explains what a search engine is, the differences between a webpage and a website, and a deep dive demonstration of some useful search features of Google search. Finally we will cover some specialized search engines.

Password Management

Learn about some tips and tricks that will help make memorable passwords, how to manage passwords, and steps you should take if any of your passwords are compromised.

Strategies to Organizing Digital Files

In this class, we will go over effective strategies for digital file organization and management.



personal and financial information so that we can enjoy our online shopping with peace of mind.

Understanding Online Job Searches

Learn about online job search engines, including Indeed, Monster, LinkedIn, and more, receiving tips and tricks on how to use those engines to your benefit.

Android Accessibility Settings

This class teaches the many accessibility settings Android has to offer, including visual, interaction, and dexterity settings!

Android Phone Privacy & Security

Learn to secure your device with managing app permissions, safeguard internet browsing, ensure privacy in messaging, understand app privacy, enable device and data protection, stay updated, and implement best practices for Android phone privacy and security.

Intro to GWorkspace: Gmail

This class will cover the basics of using Gmail, including composing and sending emails, organizing messages, and managing contacts.

Managing Apps & Settings on an Android Phone

Learn to effectively manage your Android Apps and Settings. In this class we will cover App Discovery and Installation, App Organization and Home Screen Customization and Uninstalling Apps to free up storage space.

Introduction to Android Phones

The Basic Phone Functions class for Android covers essential skills such as making calls, sending messages, managing contacts, adjusting settings, and navigating the interface.



Using Google Photos Sync & Share with Android

In this hands-on class, we will cover topics such as photo backup, organization, editing, sharing, collaborative features, and storage management.

iPhone Accessibility Settings

This class teaches the many accessibility settings iPhone has to offer, including visual, interaction, and dexterity settings!

Using iCloud Sync & Share with Apple

In this hands-on class, we will learn about setting up your iCloud service to manage, synchronize, and share your iPhone/iPad Photos.

iPhone Privacy & Security

Learn how to secure your device with strong passcodes, manage app permissions, safeguard personal data, protect internet browsing, ensure privacy in messaging, understand app privacy, secure Wi-Fi connections, enable device recovery features, and stay up-to-date with the latest security practices.

Introduction to iPhones

The Basic Phone Functions class for iPhone covers fundamental skills such as making calls, sending messages, managing contacts, adjusting settings, and navigating the iOS interface.

Reddit 101

Reddit is a diverse platform with communities dedicated to various topics and interests. It offers an opportunity to engage in discussions, seek advice, and connect with people who share similar interests.



Managing Apps and Settings on an iPhone

Learn to effectively manage your iOS Apps and Settings. In this class we will cover App Discovery and Installation, App Organization and Home Screen Customization and Uninstalling Apps to free up storage space.

Facebook 101

Learn the interface of Facebook by creating an account, learning how to use messenger, create posts, and make friends along the way

LinkedIn Workshop: Getting Started

LinkedIn is a professional networking platform that can be beneficial for job seekers, career development, and connecting with professionals in various industries. It provides a space for sharing work experience and building professional connections.

Exploring Opportunities with VolunteerMatch

VolunteerMatch is a website that helps connect individuals with volunteer opportunities in their local communities. It's a great platform for meeting like-minded people, contributing to meaningful causes, and building connections.

Introduction to Language Exchange Applications

Language exchange apps like Tandem, HelloTalk, and Speaky facilitate language learning and cultural exchange by connecting individuals who want to practice different languages. It's an excellent way to improve language skills, and learn about different cultures.

Introducing AI

Learn the basics of artificial intelligence and how it has impacted society and everyday life

Exploring AI in Advertisements

Learn how AI personalizes ads, making your online experiences more relevant and tailored.

Scams & AI: Deepfakes, Chatbots, & More

Stay informed about AI-Related scams, deepfake technology, and how to protect yourself in the digital world.



Introduction to Microsoft Edge

Learn the basics of Microsoft Edge and how to customize your settings to stay safe on the internet

AI Chatbots: Your Digital Helpers

Understand how chatbots can assist with tasks, answer questions, and provide support for things like mortgages, customer service, and more

Social Media and AI: What you Need to Know

Understand how AI shapes your social media experience, from content recommendations to user safety.

Making Playlists in Pandora

Learn about Pandora, a music application, and learn how to add songs to a playlist and utilize their personalized 'radio' stations.

Intro to GWorkspace: Google Translate

Learn how to use Google's translating application, Google Translate, to translate words, phrases, and more!

Scanning your Photos with Google PhotoScan

Using Google's PhotoScan application, you will learn how to turn physical photos into digital photos to share online or to re-print them!



Level 2: Intermediate Technology *(Entry Level Job)*

Intro to GWorkspace: Google Docs

This class will cover the basics of using Google Docs, including creating and formatting documents, collaborating with others, and using templates.

Intro to GWorkspace: Google Slides

This class will cover the basics of using Google Slides, including creating and formatting presentations, using templates, and collaborating with others.

Intro to GWorkspace: Google Drive

This class will cover the basics of using Google Drive, including creating and organizing files, sharing and collaborating with others, and using the search functionality.

Intro to GWorkspace: Google Sheets

This class will cover the basics of using Google Sheets, including creating and formatting spreadsheets, using formulas and functions, and collaborating with others.

Intro to GWorkspace: Google Forms

This class will cover the basics of using Google Forms, including creating and customizing forms, sharing and collaborating with others, and viewing responses.

Intro to GWorkspace: Google Maps

This class will cover the basics of using Google Maps, including Use cases, navigation functions, save locations and create custom maps, map layers, and using Google Maps for local search.



Intro to GWorkspace: Google Photos

This class will cover the basics of Google Photos, including use cases, uploading photos and videos from different sources, organize them using albums, basic photo editing features, and sharing

Introduction to Microsoft Excel

This class is an introduction to Excel, covering data entry, formatting cells, and basic worksheet operations.

Introduction to Microsoft Outlook

Discover the basics of Outlook, including email management and organizing contacts and calendars.

Introduction to Microsoft OneDrive

Introduction to OneDrive, a cloud storage solution, including file organization, synchronization, and sharing files and folders.

Introduction to Google Calendar

Learn the Basics of Google Calendar, Google's calendar application. Learn how to schedule events with others and other uses of Google Calendar.

Introduction to Microsoft Word

Learn the basics of Microsoft Word, including navigating the interface, creating and formatting documents.

Introduction to Microsoft PowerPoint

Get started with PowerPoint by creating and formatting slides with content such as text and objects.

Introduction to Microsoft OneNote

Learn the basics of OneNote, including creating notebooks, sections, and pages, and organizing notes effectively.

Getting Started with Bing Chat

Discover how to use Bing Chat inside of Microsoft Edge for easy and convenient research and help while browsing the web.

Intro to GWorkspace: Google Sites

Dive into Google Sites, Google's easy website maker, learning how to make your own website, how to publish, and more!



Level 3: Advanced Technology *(Upward Mobility)*

Advanced GMail Workspace

This class will cover advanced features of Gmail, including filters, labels, and search functionality.

Advanced Google Sheets Workspace

This class will cover advanced features of Google Sheets, data validation, and conditional formatting.

Advanced Google Forms Workspace

This class will cover advanced features of Google Forms, including using add-ons, adding sections and branching, and analyzing responses with charts and graphs.

Advanced Google Docs Workspace

This class will cover advanced features of Google Docs, including using add-ons, incorporating images and links, and using the outline feature.

Advanced Google Slides Workspace

This class will cover advanced features of Google Slides, including using master slides, adding animations and transitions, and presenting with speaker notes.

Advanced Google Drive Workspace

This class will cover advanced features of Google Drive including real-time collaboration, advanced search options, version control, file access controls, advanced sharing settings, and the ability to work offline.



Advanced Google Maps Workspace

This class will cover advanced features of Google Maps, including exploring 3D maps, measuring distance and area on maps, and saving offline maps for use without an internet connection,

Microsoft Word - Advanced

Dive deeper into Word's advanced features such as styles, collaboration tools, and document sharing options.

Microsoft PowerPoint - Advanced

Learn advanced slide design, transitions, animations, and how to deliver effective multimedia-rich presentations.

Microsoft OneNote - Advanced

Explore advanced features of OneNote such as templates, linking and embedding files, using tags, and leveraging advanced search options.

Microsoft Excel - Advanced

Explore formulas, functions, data analysis, and visualization techniques using charts and data validation in Microsoft Excel.

Microsoft Outlook - Advanced

Explore advanced email features, rules, signatures, and dive into managing tasks and notes effectively.

Microsoft OneDrive - Advanced

Dive deeper into OneDrive's features, including version history, collaboration and co-authoring, advanced sharing settings, and managing shared files.

Staying Ethical with AI

Learn about the ethical considerations surrounding AI and how to use technology responsibly and safely.



The Future of AI: What Lies Ahead

Gain insights into the exciting possibilities and potential impacts of AI technology in the coming years.

AI Assistants: Cortana

Get familiar with Cortana, a digital assistant that can help with tasks, reminders, alarms, and answering questions.

AI in Healthcare: A Closer Look

Explore how AI is transforming healthcare, from remote monitoring to medical diagnoses, for improved well-being.



SENIOR PLANET

FROM ~~AARP~~

SeniorPlanet Class Offerings

**Anti-Virus & Malware
Removal at a Glance**

Emojis, GIFs, and More!

Fitness Apps

Google Maps

Graphic Design Tools

Instagram Basics

Introduction to AI

Introduction to Tik Tok

**Job Searching in the
Digital Age**

Online Health Resources

Online Shopping

P2P Payments

All Things Zoom

Cloud Storage

Digital Coupon Tools

eBay & PayPal

Facebook

Food Delivery Apps

Google Workspace

**How to Choose a New
Computer**

**Intro to Managing Your
Privacy**

**Introduction to Hosting
on Zoom**

**Introduction to Social
Media**

Introduction to X (Twitter)



Smartphone Photography

Social Media for Job Searches

Streaming & Smart TVs

Telemedicine

Using Google Docs Templates for Resumes

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