NAN Newark Tech World

Instruction: Tech World Staff

Location: Newark Public Library
5 Washington Street
Newark NJ 07102

NAN Newark Tech World "Tech on the Move" Bus
Mondays, 11:00 AM – 1:00 PM

COURSE 1: COMPUTER BASICS & DIGITAL LITERACY - This course will teach your computer basics, keyboarding and word processing skills for writing simple letters and emails. You will also learn Google application systems, Internet basics, and prepare for future studies using Google and Internet.

➢ **Week 1 – 4 Class lessons:**

  o **Week 1 - Introduction to Computers**

    ▪ Introduction to the value of technology and the internet use in everyday life
    ▪ Identify the main parts of a computer.
    ▪ How to start and shut down the computer?
    ▪ How to use a keyboard and a mouse/touchpad?
    ▪ Describe other devices such as laptops, netbooks, tablets, and phones.
    ▪ Explain hardware, document preparation, programs, data and Internet.
    ▪ Manage files and folders.
    ▪ Identify the requirements for an Internet connection.

  o **Week 2 - How to Use a Browser**

    ▪ How Web addresses work?
    ▪ How to save favorite Web sites?
    ▪ Search for reliable information on the Web.

  o **Week 3 - Web-Based E-mail**

    ▪ How e-mail works?
    ▪ How to create an e-mail address?
    ▪ Write and send e-mail messages?
    ▪ Identify correct e-mail etiquette.

  o **Week 4 - Conducting a job search online**

    ▪ How to conduct online job searches and career opportunities?
    ▪ How to research companies of interest?
    ▪ Create a cover letter, and resume
    ▪ How to submit a resume online and to prepare for an interview?

  o **Achievement Check**

All classes and schedules are subject to change.

COURSE 2: INTERMEDIATE DIGITAL LITERACY - Once you have mastered the basics, learn more about what the Internet has to offer. Learn how to use google application suites, protect your identity, manage your finances online and engage in online social activities.

➢ **Week 5-8 Class lessons:**

- **Week 5 - Introduction to Google App Suite**

  - Describe the functionality of the common programs in Google Apps suite.
  - Explain the use of keyboard shortcuts.
  - Perform basic tasks in google documents.

- **Week 6 - Working with Google Applications Everyday Life**

  - Enter data into a Google Sheets.
  - Create a presentation in Google Slide.
  - How to manage your finances online using Google sheets and Google wallet?

- **Week 7 - Internet Protection and Security**

  - Explain computer security and privacy.
  - How to protect your computer against natural threats?
  - How to protect your computer against human actions?
  - How to protect your privacy from online predators?
  - Identify best practices for securing online and network transactions.

- **Week 8 –Your online presence via Social Networking**

  - The value of social media in everyday life.
  - Identify the features of online communities.
  - Function of social media in the job-searching process.
  - How to blog?

- **Achievement Check**

COURSE 3: ADVANCED DIGITAL LITERACY-INTRODUCTION TO CREATING A WEBSITE, CODING AND APP CREATION - There is a wealth of opportunity for people who understand how to build tools or sites for other people to use. Once you have learned and understood how valuable the Internet is, you will be exposed to how create scripts, learn basic programming and create a website.

➢ **Week 9-12 - Class lessons:**

- **Week 9 & 10 – Introduction the Basic Coding**
  - How to use block-based coding using Google CS-First and Scratch?

- **Week 11 - Website Creation**
  - How to create your own website using Google Sites?

- **Week 12 – Review & Graduation**

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