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Seniors Technology Training SERIES PHASE 1

Classes will be offered every Monday and Wednesday from 9:30am to 11:30am for a period of five weeks.

Two sessions per week.

Includes continental breakfast (coffee or tea, choice of fruit, cookies, hot rolls), all course materials (hand-out, project materials, attendance sheets, weekly evaluations, etc.)

Each student will work on our laptop computers where they will have access to all student databases and data files.

PHASE 1 TRAINING SCHEDULE	
Monday 9:30 – 11:30am	Wednesday 9:30 – 11:30am
Training SUBJECT	Training PROJECT
<u>Pc Literacy</u> Basics of buying a computer, operating a computer, windows	Technology Purchase Purchase Portfolio Input data for purchase in database
<u>Internet</u> Basics of using the Internet, Facebook, websites important to seniors 60+	Internet Worksheets Personal websites Seniors Health Seniors Services Seniors Education
<u>E-Mail</u> Basics of using E-mail. Must have e-mail address.	E-Mail Database Sending email Receiving email Attachments
<u>Smart Devices</u> <u>Cell Phones</u> Learn the basics of using other features of your cell phone *	Retrieving messages Save/Delete messages Picture of Class Text to fellow students E-mail
<u>Smart Devices</u> <u>Tablets</u> Learn the basics of using a Tablet, Apps, Email, Pictures, etc.	Apps for Seniors Set Settings Picture of Class Text E-mail
<u>Smart Devices</u> <u>Digital Cameras</u> Learn the basics of using your camera	Take pictures of Class Download pictures from camera to computer and organize pictures