



NDEC Catalog of Digital Literacy Classes

Revised 11/22/21

As part of the Maine Digital Inclusion Initiative, The National Digital Equity Center has free online learning in the form of interactive instructional webinars, as well as onsite classes at partner locations throughout Maine. Before participating in our free classes and tutoring, each participant must be enrolled in the Maine Digital Inclusion Initiative (MDII) at www.digitalequitycenter.org/enroll. Enrollment is free to Maine residents and \$50/year for out-of-state residents.

Class schedules are generally published a month in advance. Classes are between one and three sessions. All sessions are one hour in length. Multi-session classes are held on consecutive days of the week during the hours of 9 am to 5 pm and weekly on the same day and time for classes starting between 5 and 7 pm. The number of class sessions is provided in parentheses next to each class title.

The NDEC Curricula

NDEC classes fall into three curricula designed for the digital literacy needs of adults where they are in their life – whether it be raising a family, going to school, improving employment opportunities or running a business, or looking forward to retirement and or aging in place:

- Aging Well with Technology - our classes designed for residents 55+
- For Home and Education – classes that meet general digital literacy needs and that of educators
- For Work & Business – classes designed to help develop workforce and small business skills

Some classes belong in more than one curriculum.

See What's Scheduled & Register

To see when and where classes are held, please click on the link for each class title. This link will take you to that specific class category on our website <https://digitalequitycenter.org/classes/>. From there, you can select your class and register. All classes will have online sessions between now and the end of the year. Some classes are also onsite in specific Maine locations.

If you aren't sure what class is best to start with, we'd like to suggest our overview class:

[Improve Digital Literacy For Free With NDEC!](#)

Aging Well with Technology - our classes designed for residents 55+

• Connecting Through Basic Technology

Learning About Devices

[Learning About Devices \(1\)](#)

Learn about different digital devices from “servers” to “smartphones” in this informative webinar.

Requirements for this class: A computer or tablet connected to the internet.

Apple Mac Computers

[MAC OS Basics \(3\)](#)

This course will cover the basics of how to use Apple’s operating system which work on Apple’s popular line of laptops and desktops. This class starts with the basic functions of the MacOS operating system and how to navigate through folders, files, and menus. Organizing, moving, and saving files will be covered too.

Requirements for this class: A computer connected to the internet, access to Zoom, and MacOS device.

[MAC OS Intermediate \(3\)](#)

This course is the extension of the MacOS Basics class. The intermediate class covers in greater detail how to customize your Mac to better suit your work and personal style. System preferences are covered in greater detail which includes the ability to create user accounts for each member of the family.

Requirements for this class: A computer connected to the internet, completion of MacOS Basic, access to Zoom, and MacOS device.

iPad/iPhone

[iPad Basics \(3\)](#)

This course covers the basics of how to use Apple’s popular iPad/iPhone. This class starts with the basics of how to log on using multiple methods from passcode to touch id to face recognition technology. Apple’s iCloud service will be discussed as the benefits of this service help secure your data as well as allow your data to be used across multiple Apple devices. The App Store will be covered as a way to find additional applications that may meet your varied interest and needs.

Requirements for this class: An iPad connected to the internet and access to zoom.

[iPad Intermediate \(3\)](#)

This course builds on the skills that are acquired in the iPad/iPhone Basics class. The primary focus of the Intermediate class is the exploration of the applications that Apple provides for free as part of the iOS. Applications such as Mail, Contacts, Calendar, Messages, FaceTime, and many others will be covered.

Requirements for this class: An iPad connected to the internet and access to zoom.

[iPhone Basics \(3\)](#)

This course covers the basics of how to use Apple's popular iPad/iPhone. This class starts with the basics of how to log on using multiple methods from passcode to touch id to face recognition technology. Apple's iCloud service will be discussed as the benefits of this service help secure your data as well as allow your data to be used across multiple Apple devices. The App Store will be covered as a way to find additional applications that may meet your varied interest and needs.

Requirements for this class: An iPhone connected to the internet and access to zoom.

[iPhone Intermediate \(3\)](#)

This course builds on the skills that are acquired in the iPad/iPhone Basics class. The primary focus of the Intermediate class is the exploration of the applications that Apple provides for free as part of the iOS. Applications such as Mail, Contacts, Calendar, Messages, FaceTime, and many others will be covered.

Requirements for this class: An iPhone connected to the internet and access to zoom.

Windows PC Laptop

[Windows 10 PC Basics \(3\)](#)

Learn how to get around and use the many features of your Windows 10 computer.

Requirements for this class: A Windows 10 computer with Internet access.

[Windows 10 PC Intermediate \(3\)](#)

Learn how to organize your files, managing storage, and other useful features of your Windows 10 PC. **Requirements for this class:** A Windows 10 computer with Internet access.

Android Smartphone and Tablets

[Android Basics \(3\)](#)

Get started with your Android device, learn how to use essential applications like email, contacts, camera, and Chrome, and manage your settings.

Requirements for this class: An Android tablet or phone.

[Android Intermediate \(3\)](#)

Develop a deeper understanding of the Android system and its connection to Google, learn how to use common apps more effectively, and become comfortable with a wider range of settings.

Requirements for this class: An Android tablet or phone.

Email & The Internet

[Using Email Effectively \(1\)](#)

Email is a means of communicating with others, throughout the world, in a fast and efficient manner. This class will cover the terms and techniques necessary to use email in an efficient, safe and organized manner.

Requirements for this class: A computer or tablet connected to the internet.

[Email Basics \(1\)](#)

Learn the basics of using email with this interactive class. We will look at navigating, composing, replying, working with attachments and more, with hands-on class participation.

Requirements for this class: A computer or tablet connected to the internet.

[Understanding the Internet \(1\)](#)

The internet has become such a large part of our daily lives that having a basic understanding of its origins is essential. This course introduces the origins of the internet, how it works and what can you do on the internet.

Requirements for this class: A computer or tablet connected to the internet.

[Applying For The Emergency Broadband Benefit](#)

Have you heard of the Emergency Broadband Benefit – the federal program that provides a discount on monthly high-speed internet access for eligible households? This class covers what the benefit is, how to determine if you are eligible, which providers in your area are participating, and how to apply. We also teach participants how to upload required income verification documents in a format that will lead to a successful application.

Requirements for this class: A computer or tablet connected to the internet.

• Protecting Your Digital Presence

[Internet Safety \(2\)](#)

Staying safe online is essential in today's world. This class teaches you how to keep your information and your computer/devices safe.

Requirements for this class: A computer connected to the internet.

[Identifying Fraud & Scams \(1\)](#)

Learn about the different types of internet fraud and scams, the dos and don'ts of protecting yourself online and what to do if you have experienced online fraud or abuse.

Requirements for this class: A computer or tablet connected to the internet.

[Cloud-based Backup Solutions \(1\)](#)

In this one-hour class, we will explore the most popular, free types of cloud-based platforms to safely back-up the information that is important to you on your devices.

Requirements for this class: A computer or tablet connected to the internet.

[Using Facebook Securely \(1\)](#)

This class is designed to teach current Facebook account holders how to use Facebook more securely, how to understand all privacy options, and how to change privacy options so the information you share on Facebook is only available to those you wish to see it.

Requirements for this class: A computer or tablet connected to the internet and a Facebook account.

[Creating Online Accounts \(1\)](#)

This one-hour class walks you through the process of creating an online account. We also discuss how to recover your password should you forget it, what the potential issues are for privacy and safety, and how to best navigate those issues.

Requirements for this class: A computer or tablet connected to the internet

- **Using Technology for Better Health**

- [Using Software & Devices for Better Health \(1\)](#)

- In this class, we will explore apps, software, and devices that help promote and maintain exercise and diet, monitoring blood sugar, blood pressure, weight medication reminders, using FitBits, Apple Watch, etc., and connecting with Bluetooth.

- Requirements for this class:** A Computer or tablet to connect to the internet.

- **Getting what you need online**

- [Getting News & Information Online \(1\)](#)

- Learn how to identify fake news, subscribe to, and read online newspapers and magazines From a computer or tablet.

- Requirements for this class:** A computer or tablet connected to the internet.

- [Online Games – Finding & Playing Good Games for 55+ \(1\)](#)

- Learn about online games in this fun and interactive webinar.

- Requirements for this class:** A computer or tablet connected to the internet.

- [“Cutting the Cord” – Getting TV & Phone Services Over the Internet \(1\)](#)

- Learn how to use internet based television and phone services to save money.

- Requirements for this class:** A computer or tablet connected to the internet.

- [Videoconferencing with Family & Friends \(1\)](#)

- Learn about popular videoconferencing apps and decide which one is right for you.

- Requirements for this class:** A computer or tablet connected to the internet.

- [Creating a Community Facebook Group \(1\)](#)

- Do you have a Facebook account and wish to know more about how you can create a “Group” for a community, family, or business use? In this Webinar, learn about how to create a Facebook group and adjust the settings so that it meets your needs.

- Requirements for this class:** A computer or tablet connected to the internet and a Facebook account.

For Home and Education

- **Internet & Computer Safety**

- [Internet Safety \(2\)](#)

- Staying safe online is essential in today's world. This class teaches you how to keep your information and your computers/devices safe. **Requirements for this class:** A computer connected to the internet.

- [Online Safety for Parents of Tweens/Teens \(3\)](#)

- This class covers the spaces online where tweens/teens go (e.g., Instagram, Snapchat, YouTube, etc.) what the

- potential issues are for privacy and safety, and how to best support your tween/teens in using appropriate and safe practices online.

- Requirements for this class:** A computer or tablet connected to the internet.

- [Cloud-based Backup Solutions \(1\)](#)

- In this one-hour class, we will explore the most popular, free types of cloud-based platforms to safely back-up the information that is important to you on your devices.

- Requirements for this class:** A computer or tablet connected to the internet.

- **Getting What You Need Online**

- [Applying For The Emergency Broadband Benefit \(1\)](#)

- Have you heard of the Emergency Broadband Benefit – the federal program that provides a discount on monthly high-speed internet access for eligible households? This class covers what the benefit is, how to determine if you are eligible, which providers in your area are participating, and how to apply. We also teach participants how to upload required income verification documents in a format that will lead to a successful application.

- [Understanding the Internet \(1\)](#)

- The internet has become such a large part of our daily lives that having a basic understanding of its origins is essential. This course introduces the origins of the internet, how it works and what can you do on the internet.

- Requirements for this class:** A computer or tablet connected to the internet.

- [Using Email Effectively \(1\)](#)

- Email is a means of communicating with others, throughout the world, in a fast and efficient manner. This class will cover the terms and techniques necessary to use email in an efficient, safe and organized manner.

- Requirements for this class:** A computer or tablet connected to the internet.

- ["Cutting the Cord" – Getting TV & Phone Services Over the Internet \(1\)](#)

- Learn how to use internet-based television and phone services to save money.

- Requirements for this class:** A computer or tablet connected to the internet.

[Understanding Cloud Library \(1\)](#)

Cloud Library is an online platform used by Maine libraries to borrow eBooks and audiobooks. This free service allows you to choose from over 10,000 titles to view or listen to on your device. Learn how to download, navigate, and customize your Cloud Library.

Requirements for this class: A computer or tablet connected to the internet and an active library account with a barcode on the card.

• Using Social Media

[Using Facebook Securely \(1\)](#)

This class is designed to teach current Facebook account holders how to use Facebook more securely, how to understand all privacy options, and how to change privacy options so the information you share on Facebook is only available to those you wish to see it.

Requirements for this class: A computer or tablet connected to the internet and a Facebook account.

[Creating a Community Facebook Group \(1\)](#)

Do you have a Facebook account and wish to know more about how you can create a “Group” for a community, family, or business use? In this Webinar, learn about how to create a Facebook group and adjust the settings so that it meets your needs.

Requirements for this class: A computer or tablet connected to the internet and a Facebook account.

• Google-based Tools

[Beyond Gmail – Getting the most out of a Google account \(2\)](#)

Did you know that your Gmail account lets you use all kinds of additional services like free cloud storage, word processing, spreadsheets, calendars, video conferencing and more? In this introductory course we’ll explore other useful Google apps to help you get the most out of your Google account.

Requirements for this class: A computer or tablet connected to the internet and an active Gmail account

[Intro to Google Drive & Google Docs \(3\)](#)

Learn how to use Google’s free cloud-based apps to create and store files online.

Requirements for this class: A computer or tablet connected to the internet and an active Gmail account.

• Apple Mac-based Tools

[Introduction to Apple Pages \(3\)](#)

This class covers the basics to get you up and running with Apple’s word processing/desktop publishing application on the Mac. Pages comes preinstalled on all Apple devices and is compatible with Microsoft Word documents so it is a great option for those individuals looking to move away from the Microsoft subscription based applications. Though Apple Pages works on the Mac, iPad and the Web, the Mac will be the primary focus but techniques taught will give insight when using Pages on the iPad and Web interface. Prerequisite: A Mac computer with Pages 09 or above; completion of MacOS Basics class or comfort with using the Mac operating system.

Requirements for this class: A Mac computer connected to the internet.

• Education

[Google Classroom for Educators \(3\)](#)

Learn how to put together a cohesive, organized, digital class that can work for both in person and online remote instruction. Google Classroom is extremely useful in the delivery of instruction for both in person and online remote instruction. This class will offer a complete presentation with extensive hands on time

on how to utilize Google Classroom as a course management system. Note: this class is now only scheduled upon request.

Requirements for this class: A computer connected to the internet, Google Chrome installed on device, and an active Gmail account.

[Google Classroom for Students & Parents \(1\)](#)

Google Classroom for Parents & Students is an overview of the Google Classroom platform from the student perspective. Parents are encouraged to sign up for this class in order to be prepared for possible remote learning experiences. Learn how to support your child and communicate with their teacher using the Google format. Includes a detailed tour of the Google Classroom features and functions.

Requirements for this class: A computer or tablet connected to the internet and a personal Gmail account.

For Work and Business

- **Internet & Computer Safety**

- [Internet Safety \(2\)](#)

- Staying safe online is essential in today's world. This class teaches you how to keep your information and your computers/devices safe.

- Requirements for this class:** A computer connected to the internet.

- **Windows PC Laptop**

- [Windows 10 PC Basics \(3\)](#)

- Learn how to get around and use the many features of your Windows 10 computer.

- Requirements for this class:** A computer connected to the internet and Windows 10 installed on device.

- [Windows 10 PC Intermediate \(3\)](#)

- Learn how to organize your files, managing storage, and other useful features of your Windows 10 PC.

- Requirements for this class:** A computer connected to the internet and Windows 10 installed on device.

- **Microsoft Word**

- [Introduction to MS Word \(3\)](#)

- Learn how to format text, use paragraph dialog boxes, add indents, work with tables and columns, and do more with your documents.

- Requirements for this class:** A computer connected to the internet and MS Word on your device.

- [Intermediate MS Word \(3\)](#)

- This class will cover the use of objects in Word. We will cover inserting shapes, images, tables, charts, and hyperlinks. We will talk about how to format and style various objects and how to arrange them. We will also cover topics such as headers and footers, columns, and breaks.

- Requirements for this class:** A computer connected to the internet and MS Word on your device.

- **Microsoft Excel**

- [Introduction to MS Excel \(3\)](#)

- Learn about the basics of Microsoft Excel. This class will learn about data entry, cell formatting, and the basics of Formulas.

- Requirements for this class:** A computer connected to the internet and MS Excel on your device.

- [Intermediate MS Excel \(3\)](#)

- Take your skills on Excel to the next level. We will learn about tables, charts, data analysis, sorting, and formulas and functions.

- Requirements for this class:** A computer connected to the internet and MS Excel on your device.

- **Microsoft Powerpoint**

- [Intro to PowerPoint \(3\)](#)

- Learn how to create a presentation; add text, graphics, photos, clip art, sound and videos to your slides.

- Requirements for this class:** A computer connect to the internet and MS PowerPoint on your device.

- **Bookkeeping Software**

[Is QuickBooks Right for You? \(2\)](#) – Coming Soon!

Many small businesses want to move from their current method of bookkeeping, especially paper and pencil, to QuickBooks. But is QuickBooks the best solution for your small business and, if so, which version of the online and desktop software QuickBooks options will work for you? This class will also review other bookkeeping software and online program options such as FreshBooks, Microsoft Excel, and Google Sheets.

Requirements for this class: A computer or tablet connected to the internet.

- **WordPress**

[Understanding WordPress \(3\)](#)

This course is to help participants with a solid understanding of the basics of WordPress. We will look at the WordPress platform, the basics of website creation, and talk about domain names and web hosting. We will encourage hands-on participation and we will spend time creating WordPress accounts if the participant does not already have one.

Requirements for this class: A computer connected to the internet.

[Using WordPress \(3\)](#)

This course is to help participants learn to develop their own website using WordPress. We will explore the Wordpress dashboard, and cover topics such as media management, themes, plugins, settings, and site health. In all sessions, participants are encouraged to have their sites open, follow along, and ask questions.

Requirements for this class: A computer connected to the internet.

- **Social Media**

[Using Facebook Securely \(1\)](#)

This class is designed to teach current Facebook account holders how to use Facebook more securely, how to understand all privacy options, and how to change privacy options so the information you share on Facebook is only available to those you wish to see it.

Requirements for this class: A computer or tablet connected to the internet and a Facebook account.

[Creating a Community Facebook Group \(1\)](#)

Do you have a Facebook account and wish to know more about how you can create a “Group” for a community, family, or business use? In this Webinar, learn about how to create a Facebook group and adjust the settings so that it meets your needs.

Requirements for this class: A computer or tablet connected to the internet and a Facebook account.

[Creating a Business Facebook Page \(2\) \(not currently available\)](#)

This webinar teaches participants how to create their first Facebook Page for business, nonprofits, or cause. We also Go over inviting friends to like your page, producing content, and page management to have a successful page on Facebook.

Requirements for this class: A computer or tablet connected to the internet and a Facebook account.

- **Google-based Tools**

- [Intro to Google Drive & Google Docs \(3\)](#)

- Learn how to use Google's free cloud-based apps to create and store files online.

- Requirements for this class:** A computer or tablet connected to the internet and an active Gmail account.

- [Intro to Google Sheets \(2\)](#)

- Learn to create and edit spreadsheets using Google Sheets, a free, web-based spreadsheet application similar to

- Microsoft Excel.

- Requirements for this class:** A computer or tablet connected to the internet and an active Gmail account.