The National Digital Equity Center has online learning in the form of interactive live online classes, as well as in-person “onsite” classes at partner locations throughout Maine. Before participating in our classes, each participant must first complete a one-time enrollment form at www.digitalequitycenter.org/enroll. All classes are free to Maine residents and $50/class for out-of-state residents.

NDEC Digital Skills 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 4:30 pm EST and weekly on the same day and time for classes starting between 4:30 and 7 pm EST. 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 skills 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 skills 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 Skills For Free With NDEC!
Aging Well with Technology - our classes designed for residents 55+

- **Getting Connected to the Internet**
  
  **Applying For The Affordable Connectivity Program (1)**
  The Affordable Connectivity Program is an FCC program that was put in place to help low-income families pay for the cost of connecting to broadband internet access. In this class we will look at qualifying for and applying for the benefit, and what you can expect from Internet Service Providers.
  
  **Online Requirements for this class:** A device connected to high-speed internet access.
  **Onsite Requirements for this class:** No devices are required; just bring yourself.

  **Email Basics (1)**
  Learn the basics of using email in this class. We will look at navigating, composing, replying, working with attachments and more, with hands-on class participation.
  
  **Onsite and Online Requirements for this class:** A device connected to the internet and an email account.

  **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 you can do on the internet.
  
  **Online Requirements for this class:** A device connected to high-speed internet access.
  **Onsite Requirements for this class:** No devices are required; just bring yourself.

- **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.
  
  **Online Requirements for this class:** A device connected to high-speed internet access.
  **Onsite Requirements for this class:** No devices are required; just bring yourself.

  **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.
  
  **Online Requirements for this class:** A device connected to high-speed internet access.
  **Onsite Requirements for this class:** No devices are required; just bring yourself.

  **Cloud-based Backup Solutions (1)**
  In this class, we will explore the most popular, free, cloud-based platforms to safely back-up the information that is important to you.
  
  **Online Requirements for this class:** A device connected to high-speed internet access.
  **Onsite Requirements for this class:** No devices are required; just bring yourself.
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.

**Onsite and Online Requirements for this class:** A device connected to the internet and a Facebook account.

Safely Creating Online Accounts (1)
This 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.

**Online Requirements for this class:** A device connected to high-speed internet access.

**Onsite Requirements for this class:** No devices are required; just bring yourself.

### 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.

**Online Requirements for this class:** A device connected to high-speed internet access.

**Onsite Requirements for this class:** No devices are required; just bring yourself.

**Telehealth – Connecting with Your Healthcare Provider from Home**
In this class we will look at how you can connect with your healthcare provider from the comfort of your own home. Telehealth is the new Home Visit, allowing healthcare providers to evaluate, diagnose, and treat patients, whether it’s for checkups, consultations, or a follow-up appointment. We will discuss the process; from setting up your initial appointment, what to expect, insurance and patient portals to community resources.

**Online Requirements for this class:** A device connected to high-speed internet access.

**Onsite Requirements for this class:** No devices are required; just bring yourself.

### Getting What You Need Online

**Getting News & Information Online (1)**
With online content, we have a constant flow of information as well as misinformation. In this class we will look at ways to determine “real” news from “fake” news and then discover how to find the news & information you want using Blogs, Podcasts, online publications and much more.

**Online Requirements for this class:** A device connected to high-speed internet access.

**Onsite Requirements for this class:** No devices are required; just bring yourself.
Online Games – Finding & Playing Good Games for 55+ (1)
Research has found that playing games online has benefits for mental health, such as improving memory, enhancing cognitive skills and helping focus. In this class we will visit several great sites with a wide variety of fun games.

**Online Requirements for this class:** A device connected to high-speed internet access.

**Onsite Requirements for this class:** No devices are required; just bring yourself.

“Cutting the Cord” – Getting TV & Phone Services Over the Internet (1)
What does it mean to "Cut the Cord"? It's about canceling cable or satellite services and being able to watch television shows online, as well as options that would allow you to get rid of your landline. This class will not only show you the wide variety of options out there, but also teach you some tools to decide if cutting the cord is right for you.

**Online Requirements for this class:** A device connected to high-speed internet access.

**Onsite Requirements for this class:** No devices are required; just bring yourself.

Videoconferencing with Healthcare Providers, Family & Friends (1)
There are several options for connecting with your healthcare provider, your family, friends or coworkers over a device connected to the internet. In this class we will look at some of the most popular options out there including Zoom with a short tutorial on navigating the Zoom room.

**Online Requirements for this class:** A device connected to high-speed internet access.

**Onsite Requirements for this class:** No devices are required; just bring yourself.

- **Connecting Through Basic Technology**

  **Learning About Devices**

  **Learning About Devices (1)**

  Devices connected to the internet have become a part of our everyday life. In this class you will learn about the wide variety of devices, from the servers that receive, store and transmit our data, all the way to tablets, smartphones and wearable devices.

  **Online Requirements for this class:** A device connected to high-speed internet access.

  **Onsite Requirements for this class:** No devices are required; just bring yourself.

  **Apple Mac Computers**

  **MAC OS Basics (3)**

  This course will cover the basics of how to use Apple’s operating system which works 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.

  **Onsite and Online Requirements for this class:** A MacOS computer connected to the internet.

  **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 multiple user accounts.
**Onsite and Online Requirements for this class:** A MacOS computer connected to the internet and completion of MAC OS Basics or equivalent knowledge.

**iPad/iPhone**

**iPad Basics (3)**
This course covers the basics of how to use Apple’s popular iPad. The 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, including how it will help secure your data and allow your data to be used across multiple Apple devices. The App Store will be covered to find additional applications that may meet your varied interest and needs.

**Onsite and Online Requirements for this class:** An iPad connected to the internet.

**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.

**Onsite and Online Requirements for this class:** An iPad connected to the internet and completion of iPad Basics or equivalent knowledge.

**iPhone Basics (3)**
This course covers the basics of how to use Apple’s popular 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, including how it will help secure your data and allow your data to be used across multiple Apple devices. The App Store will be covered to find additional applications that may meet your varied interest and needs.

**Onsite and Online Requirements for this class:** An iPhone connected to the internet.

**iPhone Intermediate (3)**
This course builds on the skills that are acquired in the 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.

**Onsite and Online Requirements for this class:** An iPhone connected to the internet and completion of iPhone Basics or have equivalent knowledge.

**Windows PC Computers**

**Windows 10 PC Basics (3)**
Learn how to get the most out of your Windows 10 computer. In this class you will learn about the operating system, navigating the desktop and taskbar, the File Explorer, working with files, using Microsoft Edge and so much more.

**Onsite and Online Requirements for this class:** A Windows 10 computer with Internet access.

**Windows 10 PC Intermediate (3)**
This course builds on the skills that are acquired in the Windows 10 Basics class, and you will learn how to get even more from your Windows 10 PC. Learn how to organize your files, manage storage, learn about shortcuts, file compression, and more.
Onsite and Online Requirements for this class: A Windows 10 computer with Internet access and completion of Windows 10 PC Basics or equivalent knowledge.

Windows 11 PC Basics (3)
Learn how to get the most out of your Windows 11 computer. In this class you will learn about the operating system, navigating the desktop and taskbar, the File Explorer, working with files, using Microsoft Edge and so much more.

Onsite and Online Requirements for this class: A Windows 11 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.

Onsite and Online Requirements for this class: An Android tablet or phone with Internet access.

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.

Onsite and Online Requirements for this class: An Android tablet or phone with Internet access and completion of Android Basics or have equivalent knowledge.

For Home and Education

• Getting What You Need Online

Applying For The Affordable Connectivity Program (1)
The Affordable Connectivity Program is an FCC program that was put in place to help low-income families pay for the cost of connecting to broadband internet access. In this class we will look at qualifying for and applying for the benefit, and what you can expect from Internet Service Providers.

Online Requirements for this class: A device connected to high-speed internet access.
Onsite Requirements for this class: No devices are required; just bring yourself.

“Cutting the Cord” – Getting TV & Phone Services Over the Internet (1)
What does it mean to "Cut the Cord"? It's about canceling cable or satellite services and being able to watch television shows online, as well as options that would allow you to get rid of your landline. This class will not only show you the wide variety of options out there, but also teach you some tools to decide if cutting the cord is right for you.

Online Requirements for this class: A device connected to high-speed internet access.
Onsite Requirements for this class: No devices are required; just bring yourself.
Understanding Cloud Library (1)
Cloud Library is an online platform used by libraries in Maine as well as many other states 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.

Onsite and Online Requirements for this class: A device connected to the internet and an active library card with a participating library.

• 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.

Online Requirements for this class: A device connected to high-speed internet access.
Onsite Requirements for this class: No devices are required; just bring yourself.

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.

Online Requirements for this class: A device connected to high-speed internet access.
Onsite Requirements for this class: No devices are required; just bring yourself.

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.

Online Requirements for this class: A device connected to high-speed internet access.
Onsite Requirements for this class: No devices are required; just bring yourself.

• 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.

Onsite and Online Requirements for this class: A device 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. c

Onsite and Online Requirements for this class: A device connected to the internet and a Facebook account.
- **Google & Chromebook Tools**
  
  **Using Gmail 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.
  
  **Online Requirements for this class:** A device connected to high-speed internet access.
  **Onsite Requirements for this class:** No devices are required; just bring yourself.

  **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.
  
  **Online Requirements for this class:** A device connected to high-speed internet access.
  **Onsite Requirements for this class:** No devices are required; just bring yourself.

  **Intro to Google Drive & Google Docs (3)**
  Two of the great benefits to your Google account are Google Drive and Google Docs. Google Drive is free cloud storage and Google Docs is Google's free alternative to MS Word. In this class you will learn how to store and manage your files online as well as use the Google Docs platform where you can create stunning documents.
  
  **Onsite and Online Requirements for this class:** A device connected to the internet and an active Gmail account.

  **Chromebook Basics (1)**
  In this class we will introduce you to the fundamentals of operating your Chromebook, look at how to navigate the platform, best use practices, and how to get more from your Chromebook.
  
  **Onsite and Online Requirements for this class:** A Chromebook device connected to the internet.

- **Apple Mac-based Tools**
  
  **MAC OS Basics (3)**
  This course will cover the basics of how to use Apple’s operating system which works 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.
  
  **Onsite and Online Requirements for this class:** A MacOS computer connected to the internet.

  **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 multiple user accounts.
  
  **Onsite and Online Requirements for this class:** A MacOS computer connected to the internet and completion of MAC OS Basics or equivalent knowledge.
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.

Online Requirements for this class: A Mac computer with high-speed internet access and Pages 09 or above; completion of MacOS Basics class or comfort with using the Mac operating system.

Onsite Requirements for this class: A Mac computer with Pages 09 or above; completion of MacOS Basics class or comfort with using the Mac operating system.

• Education

WordPress Elementor Editor For Adult Education (1)
Learn how to use the Elementor Editor in WordPress. This class is designed for Maine Adult Education Programs who use Elementor as their default editor for WordPress.

Online Requirements for this class: A device connected to high-speed internet access. This is an online interactive class only.

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 when school is not in session.

Onsite and Online 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.

Onsite and Online Requirements for this class: A device connected to the internet and a personal Gmail account.
For Work and Business

• Facebook for Business

Creating a Facebook Business Page (2)
In this two-session class we will look at all aspects of creating a Business Facebook page, from initial planning, Facebook rules and regulations, and navigating the various dashboard with a focus on the Meta Business Suite. We will talk about page content, media, and strategies for getting people to your page.

Onsite and Online Requirements for this class: A device 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.

Onsite and Online Requirements for this class: A device connected to the internet and a Facebook account.

• 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.

Onsite and Online Requirements for this class: A Windows or Mac computer connected to the internet and MS Word 2016 or later 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.

Onsite and Online Requirements for this class: A Windows or Mac computer connected to the internet and MS Word 2016 or later on your device, and completion of Introduction to MS Word or have equivalent knowledge.

• Microsoft Excel

Introduction to MS Excel (3)
Learn about the basics of Microsoft Excel. In this class we will learn about data entry, cell formatting, and the basics of Formulas.
**Onsite and Online Requirements for this class:** A Windows or Mac computer connected to the internet and MS Excel 2016 or later 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 as well as pivot tables.

**Onsite and Online Requirements for this class:** A computer connected to the internet and MS Excel 2016 or later on your device and completion of Introduction to MS Excel or have equivalent knowledge.

- **Microsoft PowerPoint**
  
  **Intro to PowerPoint (3)**
  In this class we will learn how to create a presentation, adding and formatting text, inserting graphics and video as well as learning how to work with transitions and animations.

  **Onsite and Online Requirements for this class:** A Windows or Mac computer connected to the internet and MS PowerPoint 2016 or later on your device.

- **Google-based Tools**

  **Intro to Google Drive & Google Docs (3)**
  Two of the great benefits to your Google account are Google Drive and Google Docs. Google Drive is free cloud storage and Google Docs is Google's free alternative to MS Word. In this class you will learn how to store and manage your files online as well as learning your way around the Google Docs platform where you can create stunning documents.

  **Onsite and Online Requirements for this class:** A device connected to the internet and an active Gmail account.

  **Introduction to Google Sheets (2)**
  Google Sheets is Google’s free alternative to MS Excel. In this class we will take a look at everything from formatting your spreadsheets to data entry, cell formatting, and the basics of formulas.

  **Onsite and Online Requirements for this class:** A Google account and a device connected to high-speed internet access.

- **WordPress**
  
  **Understanding WordPress (2)**
  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.

  **Online Requirements for this class:** A device connected to high-speed internet access.

  **Onsite Requirements for this class:** No devices are required; just bring yourself.

  **WordPress Basics (3)**
  This class is for people who do not currently have a WordPress site but would like to learn how to use it. Participants will create a free WordPress website using a wordpress.com account with limited functionality to learn the basics of building a website in WordPress.
Onsite and Online Requirements for this class: A Windows or Mac computer connected to the internet and completion of Understanding WordPress.

WordPress Intermediate (3)
This class is for people who would like to create or edit a hosted WordPress website. This class is for people who have login access to a current WordPress site on paid web hosting. Those without a site should take WordPress Basics.

Onsite and Online Requirements for this class: A Windows or Mac computer connected to the internet.

• 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.

Online Requirements for this class: A device connected to high-speed internet access.

Onsite Requirements for this class: No devices are required; just bring yourself

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.

Online Requirements for this class: A device connected to high-speed internet access.

Onsite Requirements for this class: No devices are required; just bring yourself.

• Windows PC Computers

Windows 10 PC Basics (3)
Learn how to get the most out of your Windows 10 computer. In this class you will learn about the operating system, navigating the desktop and taskbar, the File Explorer, working with files, using Microsoft Edge and so much more.

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

Windows 10 PC Intermediate (3)
This course builds on the skills that are acquired in the Windows 10 Basics class, and you will learn how to get even more from your Windows 10 PC. Learn how to organize your files, manage storage, learn about shortcuts, file compression, and more.

Onsite and Online Requirements for this class: A Windows 10 computer with Internet access and completion of Windows 10 PC Basics or have equivalent knowledge.

Windows 11 PC Basics (3)
Learn how to get the most out of your Windows 11 computer. In this class you will learn about the operating system, navigating the desktop and taskbar, the File Explorer, working with files, using Microsoft Edge and so much more.

Onsite and Online Requirements for this class: A Windows 11 computer with Internet access.