Training Classes -- Technology Made Easy for Seniors

***\*\*\* Due to the suggestions and time of year, the registered Class attendees wanted the meet times to be changed from 7-9pm to 6-8pm each night. Therefore, they have been changed.***

This Course is a 4-night Series, held over a 4-week period, beginning on Tuesday October 7th and ending on October 28th. Certificates will be given out to attendees.

This course is an official, sanctioned technology course. There will be hands on practice during class (If time permits)

We ask that you (B.Y.O.D.), bring your own device of choice. Preferably a Windows-based Laptop or Tablet. However, Android tablets and Apple products are acceptable.

There will be refreshments provided by the PGUMC UMYF included. What you will learn is on the next pages….

Training Classes -- Technology Made Easy for Seniors – Class #1

***Tuesday, October 7, 2025  
Theme: Understanding the Basics – It’s Not Magic, It’s Logic***

**Introduction**

Icebreaker – No Pressure, No judgement, Lots of patience

There are NO STUPID QUESTIONS

**Class Expectations**

Have Fun, Learn lots, become confident

Listen, Learn, and ask lots of questions

**Desktop vs. Laptop** Use what you feel comfortable with, what is the easiest.

**How a Computer Works**

CPU/Ram/Storage/monitor/printer

**Operating Systems and how they work**

Windows/Apple IOS/Android

**Using Mouse and Keyboard**

Left and Right Click, Scroll Wheel

**Typing and Keyboard Layout Basics**

Important keys to know

**Turning it on and navigation** Start Menu, taskbar, icons, opening/closing programs

**Break (15-20 minutes)** Eat, drink, and be happy

**Hands-on Activities (Remainder of time)** Practice some of what interests you

**Hand Outs and Summary’s**

Diagram of Computer with labels  
 Practice Exercises for home

Glossary of Terms (Icon, App, File, Desktop)

Training Classes -- Technology Made Easy for Seniors – Class #2

***Tuesday, October 14, 2025  
Theme: Everything’s Available in the World***

**Welcome to the Internet** A Brief and friendly history

Common Uses: Email, Search, News, Video’s, Shopping,  
 Social Media, Education, Family Communications

**Web Browsers**

Chrome, Edge, Safari – Launching, Address Bar, Tabs

Difference between search bar and URL (Universal Resource Locator)

**Searching Online**

How to Google: Keywords, Clicking Results, Back Button,

BE CAREFULL and Read Everything , Investigate Everything

Identify an Ad vs. Real Content

Bookmark a Page or Site

**Break (15-20 minutes)** Eat, drink, and be happy

**Hands-on Activities (Remainder of time)** Open a Browser

Type in a Website: [www.weather.com](http://www.weather.com) or [www.aarp.com](http://www.aarp.com)

Do a Google Search: ‘How to boil an egg’  
 Practice Exercises

**Hand Out’s and Summary’s**

Internet Safety Tips

Guide: Using Google Like a Pro

List of Safe Websites to Practice With

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Training Classes -- Technology Made Easy for Seniors – Class #3

***Tuesday, October 21, 2025  
Theme: Keeping it Safe: Avoiding Scams and Staying Private***

**Devices Galore**

Smartphones vs. Tablets vs. Computers

Smart TVs, Smart Speakers (Alexa, Google, Seri)  
 Smart Appliances – Whole House WIFI

**Passwords and Accounts**

What is an Account (Email, Facebook, Amazon, Banking)

Strong Passwords and why you shouldn’t use “1234”

**Internet Safety 101 Hackers Cannot Access unless you Invite Them in !!!**

Spotting Scams, Phishing Emails, Fake Phone Calls

Pop-Ups, “Too Good to be True Messages”

Scary Email Messages, Account Expiration Emails  
 What do you do when you receive a message from your bank?

Antivirus and Software Updates (AVG, McAfee, Norton)

**Break (15-20 minutes)** Eat, drink, and be happy

**Hands-on Activities (Remainder of time)**

Creating a Fake Account

Practice Entering Passwords (Weak/Strong/Ridiculous

Examples of Real vs. Scam Emails

Practice recognizing safe padlock icon in browser

**Hand Out’s and Summary’s**

Internet Scam Red Flags

Password Tracker Sheet (For personal use, paper copy)

List of Common Scam Messages and how to avoid them

Training Classes -- Technology Made Easy for Seniors – Class #4

***Tuesday, October 28, 2025  
Theme: Technology as a Lifeline, Not a Landmine***

**What is an APP**

Apps on Phones and Computers

Popular Apps: Email, You Tube, Zoom, Facebook, News,

Netflix, Paramount +

**Setting up and using Email** What Email Does

Composing, Sending, Reading, Replying

Including Attachments and Pictures into Email

**Communicating and Entertaining**

Video Calls (Facetime(Apple), Zoom, Teams, Android Facetime

Streaming Video and Movies (YouTube, Netflix, ACC channel)

Photos – Transferring from Phone to Computer

AI (ChatGPT, Co-Pilot)

**Break (15-20 minutes)** Eat, drink, and be happy

**Hands-on Activities (Remainder of time)**

Log into Gmail, Outlook

Send an email to a classmate

Watch a you Tube Video

Practicing opening facetime or Zoom

**Hand Out’s and Summary’s**

Step by Step Guide to Email

Best Apps and/or Programs for Seniors (Meds, Groceries, Entertainment)  
**Closing Ceremonies: Certificates, Hardware, Software**

Training Classes -- Technology Made Easy for Seniors

***Classes are being held at Pleasant Green UMC  
3005 Pleasant Green Rd. Durham, NC 27705  
(In the Fellowship Hall)   
Refreshments will be served***

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***1st Tuesday October 7 at 6:00pm- 8:00pm   
2nd Tuesday October 14 at 6:00pm-8:00pm  
3rd Tuesday February 21 at 6:00pm-8:00pm  
4th Tuesday February 28 at 6:00pm-8:00pm***

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**Please Register on the web site**

[**https://quinnconsulting.net/upcoming-seminars-and-training/**](https://quinnconsulting.net/upcoming-seminars-and-training/) **to reserve your spot(s).**

**$80.00 per person**

**$150.00 per couple**