Mastering the Digital Landscape

Online Basics for Older Adults

Digital skills are essential to live, work, and learn online, regardless of your age. To become digital or information literate, everyone is expected to have a basic knowledge of digital devices and know how to research topics, send an email, pay bills, video chat, and safely shop online.

Whether you access the Internet using a smartphone, tablet, or a desk or laptop computer, Alabama Extension offers classes to help you navigate cyberspace and connect with confidence.

Customized Group Learning
Classes can be customized based on the needs of your group and delivered in person for both new and experienced online users. (Flip to back for class descriptions.)

Class Topics

- ▶ Communication
- ▶ Computer Applications
- ▶ Information Literacy
- ▶ Netiquette
- ▶ Online Shopping
- ▶ Parental Roles
- ▶ Privacy and Security
- ▶ Smart Devices
- ▶ Social Media and Gaming
- ▶ Workforce Development

Course Fees - Admission is **FREE** to all participants.
Contact Dr. Dorothy Brandon at **(256) 372-5458** or **dpb0010@aces.edu** to set up in-person group classes.

Successful Aging Initiative
Helping Older Adults Thrive

www.aces.edu/go/Aging

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Communication
During the height of the COVID-19 pandemic, people quickly learned to communicate with colleagues, friends, and loved ones online. We will show you several ways to communicate safely using digital technology.

Computer Applications
Learn computer basics and gain skills in creating documents, sending emails, using search engines, and other online tasks. This is the ideal class for first-time computer users or for those who just want to brush up on their skills.

Information Literacy
Consumers are sometimes overwhelmed with information. That is why it's important to identify, find, evaluate, and use information wisely. Learn about information literacy and how to sift through the "junk" to find reliable online sources of information.

Netiquette
Just as there are basic rules of etiquette, there are rules on the Internet. Learn what to do and what not to do on the Internet when sending emails or interacting on various social networks.

Online Shopping
Online shopping is convenient. There are strategies, however, you need to follow to shop safely when making online purchases.

Parental Roles
While it is important to protect children online, knowing what to protect them from is just as important. This class provides a general overview of a parental (guardian) role in setting parental controls, limiting screen time, identifying secret apps, and other essential information to protect children using the Internet or smart devices.

Privacy and Security
As more people use the Internet, it is important to protect your personal data. Discover methods used to obtain personal data for illegal activity and methods you can use to avoid these scams.

Smart Devices
Smart devices are electronic tools that can connect, share information, and interact with users and other devices. This class provides an overview of smart devices and their capabilities.

Social Media and Gaming
Social media platforms allow people to create and share information in virtual communities and networks. Gaming involves playing online games alone or with other players. While both can be fun, everyone needs to know how to use these resources with minimal risks.

Workforce Development
People, including employers and job seekers, use the Internet to find employees and jobs. Alabama Extension will teach you how to use the Internet to apply for jobs online from creating a resume to uploading required documentation for the job application process.

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