

Learning Objectives by Age

TGH Suggestions

For Senior Citizens

Focus on these learning objectives:

- Communication and de-isolation
- digital life skills
- internet safety

This means things like

- GMail, Google Hangouts
- accessing medical information, using Google maps and other transportation apps to get around
- identifying phishing emails and fake urls

For Adults

Focus on these learning objectives:

- workforce readiness and productivity
- GED/HiSet or post-secondary education
- economic mobility
- Financial literacy / banking
- parent resources/skills

This means things like

- Google Docs and Google Sheets for work or school
- How to apply for jobs, how to create a resume and cover letter
- Online banking and budgeting
- For parents, how to check your kids' grades online, find after school programs, etc

For Teens and Young Adults

Focus on these learning objectives:

- Post-secondary education
- academic skills
- life skills, budgeting
- communication skills,
- job skills

This means things like

- How to find scholarships, fill out school applications and apply for financial aid
- Google Docs, Sheets and Slides for school
- Writing resumes and filling out online job applications
- Maybe more advanced stuff like coding!

For Families (Kids 7-18 attending with an Adult)

Focus on these learning objectives:

- homework/studying skills and programs
- Access to post-secondary education
- research
- parent involvement, parent learning, parent resources
- digital citizenship (supervision)

This means things like

- Common Sense Media, Bostonnavigator,
- Where's My School Bus?
- Using the digital resources at the Boston Public Library, Including [e-cards](#) for membership for every resident of Mass!

For the Small Business Program

Focus on these learning objectives:

- set up
- marketing/communication
- Selling
- taxes
- financial planning

[A complete Small Business curriculum is available for you to use \(in whole or in part\). Resources are in the Trainer Portal.](#)

This means things like

- Creating social media accounts
- Creating a simple but professional website on Google Sites
- Using Google Sheets to track expenses for taxes
- Creating budgets
- Using apps to collect money for goods and services

Popular Favorites Reported by Instructors

1. Gmail
2. Google Docs
3. Google Search Engine
4. Google Maps
5. Google Slides
6. Google Translate
7. Google Drive
7. Typing.com
8. Google Sheets
9. Google Calendar
10. Know Your Chromebook
11. City of Boston
12. Mousercise
13. Boston Public Library

Relevant Topics for Adults

1. Ordering Groceries for Delivery (Instacart, Peapod, etc)
2. Ordering Food Delivery (Uber Eats, Grub Hub, etc)
3. Ordering life essentials (Target, Walmart, etc)
4. Ordering Prescriptions (CVS, PillPack, etc)
5. Job Search - lots of companies are actually hiring!
6. Filing for Unemployment
7. Applying for DTA Cash Assistance and Snap Benefits