



Gateway Al-Bawaba Curriculum

San Diego County Library
SDCL University Training Staff
March 26, 2007

Curriculum

- This curriculum is to be used for the basic computer and Internet training sessions that you will teach to multilingual community members. During your six week (or eight weeks in El Cajon or Rancho San Diego locations) session of classes, the topics to be taught are as follows:

Basics

- **Introductions –Instructors** your names, you were chosen among other native speakers in the area, **Students**
- **Explanation of the San Diego County Library Gateway/Al Bawaba grant project**

Class offered free of charge to improve community members understanding of the Internet and its use. Classes will also teach how to access Library web page www.sdcl.org and introduce online Library catalog and Library premium databases. Offered in Arabic, these classes are targeting Middle Eastern adults residing and/or working in East County.

- **Groundrules**-Set the tone of the class environment, discuss the bathrooms, breaks, expectations. Invite students to attend all the classes during the multi-week sessions. Please have each class member complete the survey tools. Sign in sheet should be filled out ea. day of your class.

Basics (con't)

- Turn computer on, off
- Hardware – mouse, keyboard, monitor
 - at Library, choose an Internet Plus Microsoft Office Desktop
- Software – applications, programs, Icons on the desktop
 - at Library, Operating System: Windows 2000; Software: MS Office 2003 (English), MS Word, Excel, Access, Powerpoint

Mechanics

➤ Logging on

- SDCL Public Use PC

- SDCL Library card or Test Accounts necessary

➤ Printing

- storage of data CD-RW will be available for each student and Instructors

- saving data

- downloading data

Electronic Mail

- Description of electronic mail
- Selecting a provider
- Selecting User names, passwords
- Opening a free account
- Attachments —photographs, music, data, other
- Daily use of email to stay in touch with relatives, friends
to obtain information about social and community organizations

Internet

- Basics
- Browsing
- Search engines
- Navigating Web pages
- Information-for your family, for you
- **Interests**—Learn what topics interest class members. Please show an example of how to research one or two areas of interest that are mentioned using the SDCL references (such as investment, research databases, magazines, newspapers)

Internet

- These are examples of topics of interest:
- Homework help for children
- Filters to protect children or grandchildren when using the Internet
- Finding Web sites that were visited
- My financial portfolio
- Dictionaries/writing skills
- Cooking recipes
- Research jobs and career opportunities
- Health and medical issues

Maps and Directions

- How does one travel to a destination?
- Transportation
 - bus and trolley
 - drive a car
- How do I find maps?
- How do I find driving Directions?
- Connecting with another country
 - choosing a country or countries

News

- Reading or learning of today's news
 - in United States
 - outside the United States
 - from one's home country
- Newspapers
- Magazines
- Newsletters –United States

San Diego County Library

- Overview of the SDCL Web page
- Basic Mechanics of SDCL Online Resources
- Practice using online library catalog and “premium Internet” subscription library resources —free access with ones Library card
- Please refer to section from March 16 Instructor training

Curriculum

1. Basics
2. Mechanics
3. Electronic Mail
4. Internet
5. Maps and Directions
6. News
7. SDCL Online Catalog and Premium databases

For Training Assistance or Questions

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