



"Simplifying Tech, One Lesson at a Time"

COMPUTER COURSE PROPOSAL

Created by:

TechWise Media LLC



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ABOUT US

TechWise Media LLC is a forward-thinking company that provides comprehensive services across several sectors, including digital design, technology solutions, and educational content creation. Our mission extends beyond offering technical services to creating an ecosystem of learning and innovation through *TechWise Learning*, our dedicated educational platform.

TechWise Learning is an extension of **TechWise Media LLC** focused on providing educational content that teaches students of all ages the fundamentals of computer use, digital tools, and various tech skills. Through structured courses, workshops, and hands-on projects, TechWise Learning will enable learners to become proficient in digital literacy and other essential tech competencies.

OUR VISION

We envision TechWise Learning as a catalyst for lifelong digital empowerment. Champions learner autonomy: enabling individuals to curate bespoke learning journeys that align with their personal goals, professional aspirations, and preferred tempo. Ultimately, TechWise Learning aims to cultivate a cohort of confident digital citizens whose enhanced competencies enhance employability, spark entrepreneurial ventures, and empower communities to participate in the digital age fully.



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OUR GOAL

TechWise Learning exists to democratize digital fluency. Our immediate objective is to equip learners of all ages with the practical, transferable computer skills required to thrive in today's technology-driven economy. TechWise Learning's goals are intentionally granular to ensure that every learner, especially older adults who may be approaching computers for the first time, can progress from basic digital curiosity to confident, self-directed use. We accomplish this by:

- **Course Workbook:** Develop comprehensive learning resources that deepen students' mastery of course concepts and serve as enduring reference materials for independent study.
- **Self-Paced Curriculum:** Each course is modular, allowing participants to progress at a suitable pace while benefiting from clearly sequenced learning outcomes.
- **Age-Inclusive Instructional Design:** Design interfaces and materials for visual, auditory, and motor considerations common among older adults. Incorporate real-world use cases relevant to seasonal individuals.
- **Pacing with Dignity:** Courses default to slower navigation, frequent pauses, and repetition cycles. This preserves learner agency without pressuring those who need more time.
- **Embedding continuous support and feedback loops:** Discussion forums and on-demand mentoring ensure learners can seek clarification without disrupting their personalized pace.

By aligning our instructional design with the unique needs of older adults while maintaining cross-generational applicability, TechWise Learning transforms apprehension into confidence and curiosity into lifelong digital engagement.



COURSE OBJECTIVE

Equip older adults with foundational computer skills and practical online safety habits through hands-on practice so that, by Week 10, participants can independently perform everyday tasks such as emailing, web searching, video calling, online shopping, and online banking while protecting personal information.

◆ Measurable Learning Outcomes

By the end of the course, participants will be able to:

1. Start, shut down, and lock a computer, adjust basic settings, and use a mouse and keyboard accurately.
2. Create, name, organize, and back up files and folders.
3. Connect to secure Wi-Fi, use a web browser, search effectively, and recognize unsafe sites or pop-ups.
4. Create and manage an email account, send messages with attachments, and organize the inbox.
5. Create strong passphrases, use a password manager, and enable two-factor authentication.
6. Identify phishing and fraud red flags and report suspicious messages.
7. Compare products and retailers, check out safely with a credit card, and save order confirmations.
8. Access an online banking site from a trusted bookmark, review transactions, and set alerts.
9. Join a video meeting and complete common online forms securely.
10. Build and follow a personal digital safety plan covering updates, backups, and privacy settings.



COURSE DELIVERABLES

The following items and services will be provided to each enrolled learner. These deliverables are designed to maximize hands-on practice, reinforce safe computing habits, and support independent use after the course concludes. These deliverables enable learners to practice core competencies in class and at home, adopt safer habits through repeated use of the quick-reference tools, and retain a structured plan for ongoing protection of personal information.

◆ Personal Learning Kit to Keep

On the first day of the course, each student will receive a tote bag with the various items as a gift and resources for the course. Each student will receive:

- Tote bag
- Water Bottle
- USB Flash Drive (128GB)
- USB-A/USBC-C Adapter
- Microfiber Cloth
- Course Handbook (Instructional material)
- Quick Reference List
- Notebook and Pen (for taking notes)
- Zip Pouch for: USB Drives, Cables, writing utensils, etc.
- Certificate of Completion (Given at the end of course)



COURSE CURRICULUM

◆ Course Parameters

- **Duration:** 10 weeks (20 adult learners per session)
- **Meetings:** 2 sessions per week (English/Creole session possible if needed)
- **Session Length:** 2 hours per session with a 15-minute break at the midpoint
- **Staffing:** 1 Instructor plus 1-2 teaching assistants

◆ Week 1 – Foundations (Getting started with the computer)

Basic operations and confidence building. Students will build comfort with computers, develop basic navigation habits, and establish shared norms for learning and support.

◆ Week 2 – Internet and Email (Internet and Email basics)

Everyday communication. Students will gain familiarity with using the internet for reputable information and begin communicating confidently through email.

◆ Week 3 – Online Safety (Online Shopping and Scam Spotting)

Buying with confidence. Students will learn how to evaluate sellers and make informed purchase decisions while cultivating healthy skepticism about offers.

◆ Week 4 – Online Banking Safety

Viewing and protecting finances. Students will practice the mindset and routines that support safe access to financial information and reduce exposure to fraud.



COURSE CURRICULUM (Continues)

◆ Week 5 – Microsoft Word Essentials (Getting Comfortable in Word)

Students will gain familiarity with Word's environment and create clear, well-structured documents suitable for everyday needs such as letters and simple forms. Emphasize readability, consistency, and professional presentation.

◆ Week 6 – Microsoft Excel Essentials

Students will Build comfort with Excel's grid and common uses for everyday life such as basic lists and simple tables. Focus on practical organization, clear labeling, and interpreting information at a glance.

◆ Week 7 – Messaging and Online Forms

Staying connected and completing tasks. Students will use standard communication tools and complete typical online forms with clarity and confidence.

◆ Week 8 – Government Services and Health Portals

Trusted services and records. Students will navigate government and healthcare resources responsibly and store important records in a manageable system.

◆ Week 9 – Digital Footprint and Privacy Clean-up

Students will tidy the digital footprint, refine privacy settings, and review previous course material.

◆ Week 10 – Review and Graduation

Demonstration and next steps. Students will demonstrate real-world competence through a chosen workflow and finalize a practical safety plan for ongoing use at home.



Computer Class Syllabus

Instructor & Creator of Course: Kensly K. Martin



Course Description

This beginner-friendly course provides a comprehensive foundation in basic computer skills, ensuring students develop the confidence and competence to navigate modern digital environments. Whether you are new to using computers or looking to refresh your foundational knowledge, this course will equip you with practical skills in operating systems, essential software applications, online safety, and more. You will learn how to use hardware and software tools effectively to accomplish everyday computing tasks through hands-on exercises, interactive lessons, and guided practice.

Basic Supplies (*if you have access to)



Computer/Laptop*	Writing Utensil	Paper/Notebook	Sticky Notes	Highlighters
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What You Will Learn:

- **Computer Fundamentals:** Understand the core components of a computer system (hardware, software, peripherals) and their functions.
- **Operating System Navigation:** Explore the desktop environment, file management, and basic settings in standard operating systems such as Windows or macOS.
- **Essential Applications:** Gain proficiency in word processing, basic spreadsheet creation, and email management to streamline personal and professional tasks.
- **Internet and Web Browsing:** Learn to safely search, navigate, and evaluate information online, including best practices for email, social media, and cloud storage.

By the end of this course, participants will feel comfortable using computers in everyday scenarios, ready to build upon their newly acquired skills for future professional or personal growth.



Be confident!



Be curious!



Be persistent!



Be engaged!



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BUDGET & PRICE

This outlines the fees incurred over 10 weeks for the beginner's computer class, as an instructor and course creator, and for various supplies and materials. Also, the host location has a computer lab or available computers that could be used to teach the class.

\$12,000.00

- Start-up cost for: Materials, supplies, assistant(s), learners kits (printing materials, course handbooks) – **\$3,000.00**
- Remaining amount (**\$9,000.00**) to be paid on a weekly basis or however deemed necessary
 - Each week, a payment of **\$900.00** is paid after the last class of the week
- Amount left after startup cost covers:
 - Lead Instructor compensation
 - Teaching Assistant(s) compensation
 - Stationery & Printing (handouts, worksheets, binder materials, etc.)
 - Light Refreshments (per class session)
 - Price Giveaways (gift cards, etc.)
 - Grand Price of a Tablet given to a lucky winner



ABOUT OUR INSTRUCTOR

Our lead instructor is a dedicated leader and servant-leader whose unwavering commitment to people and advocating for individuals across all stages of life defines his career and personal mission. As the owner and lead instructor of **TechWise Media** and its companion educational platform, **TechWise Learning**, he has consistently demonstrated his passion for helping others with the critical skills they need to thrive in an ever-evolving digital landscape. A robust academic background undergirds his calling to educate and empower young minds: he holds a Bachelor of Science in Religion. He is currently pursuing a Master of Arts in Executive Leadership, with plans to eventually earn a doctoral degree.

Beyond his entrepreneurial ventures, Kensly Martin brings a wealth of higher education experience from his tenure at two renowned institutions, **Liberty University** in Lynchburg, VA, where he served in the registrar's office, and **Nova Southeastern University** in Davie, FL, where he supported the Admissions Office. These roles shaped his administrative and leadership abilities and helped cultivate his deep empathy for students navigating academic challenges and life transitions.

His devotion to serving young people extends beyond the professional realm. As Youth Pastor at Siloe Church, Kensly wholeheartedly dedicates himself to providing comprehensive support and guidance to teenagers, fostering their personal and spiritual development. He further leverages his gifts by overseeing the Media Department and assisting the executive team in strategic and creative capacities. Through every facet of his life and work, Kensly embodies the spirit of servant leadership, consistently seeking opportunities to uplift others and spark transformative learning experiences for those who need it whether young or seasoned.

Kensly K. Martin
Instructor and Owner of
TechWise Media LLC



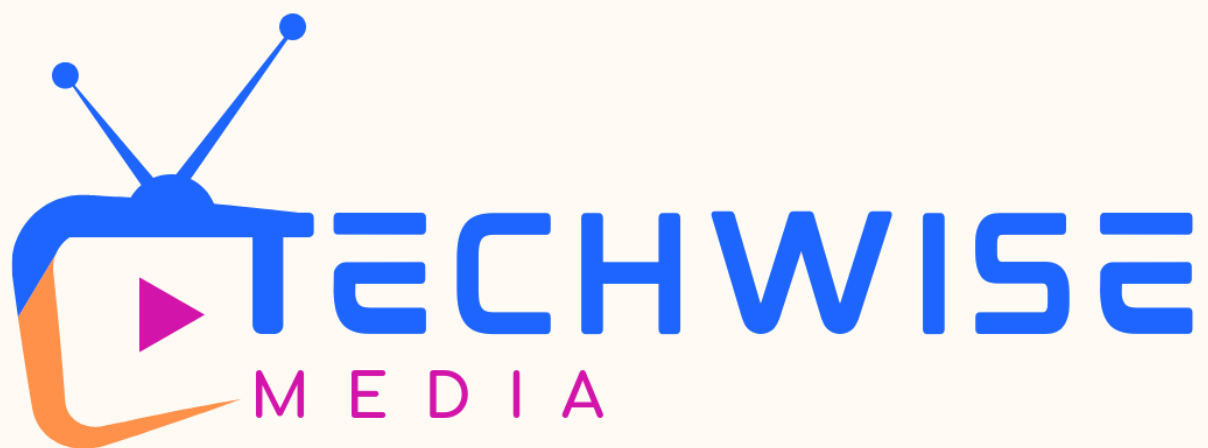
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