

## Veteran's Guided Learning Empowerment and Socialization Recovery Project - VGLE&SR

### The following is a list of topics covered in VGLE&SR sessions

#### General/Interpersonal Skills:

- Listening- Focusing on topic and listening to instructions
- Socializing & Verbal Communication- Communicating and engaging with others
- Questioning- Asking questions or seeking clarification
- Critical Thinking- Examining information and evaluating - Also learn the "CARS" model for evaluating information (ie. internet information)
- Evaluating Information- Reviewing options presented
- Problem Solving- By using Help and Support, etc.

#### Writing Skills:

- Written Communication- using word to write letters, flyers and notes, learning basic letter writing skills; writing emails
- 'Netiquette' and Email Etiquette- learning overall "expectation" for sending and writing emails Provide website resources (like Grammar girls, Purdues website basics, etc.)

#### Computer Skills

- Learn how to use the mouse- solitaire and other applications to practice (click, point, drag and drop)
- Intro to games
- Windows Operating Systems
- Computer Hardware and Software Basics
- Using the desktop and start menu to navigate the computer

#### Specific Applications/Features:

- Intro to Word
- Intro to Powerpoint
- Intro to Excel
- Help and Support (Windows and specific Applications)
- Windows Media (learn to play music, internet music, burn and rip cds)

#### Internet:

- Internet Explorer
- Overview of the Internet
- World of Websites (domain, url)
- Navigating the internet with IE and search engines
- Connecting to the internet (ISP, wi fi, etc)
- Email (basic emails, sending attachments, forwarding, responding, adding contact, sending links and opening links)
- Evaluating internet content and internet sites
- Socializing and the internet (facebook, twitter, email, etc)
- Protecting oneself with the internet (personal safety, TRUSTe websites)
- Viruses, Trojan Horses, Spyware, antivirus software
- Internet Savvy