

TOPIC	STREAM	SUBJECT	OBJECTIVE
Communications	All	COM210 Introduction to Email 1. Concept explanation 2. Sending email, (To/Subject/body) 3. Receiving emails 4. Deleting unwanted emails 5. Managing a contacts list	Participants should have: <ul style="list-style-type: none"> • Understanding of what email is and how it can be utilized • Ability to write and send emails • Ability to read and delete emails • Knowledge of the contact list and how to add/delete contacts
Communications	All	COM211 Managing and Organizing Emails 1. Downloading attachments 2. Uploading attachments 3. Unsubscribing from spam email 4. Organizing inbox with folders 5. Email scams	Participants should be able to: <ul style="list-style-type: none"> • View and send attachments via email • Unsubscribe from spam emails • Create folders/labels and sort emails into them • Recognize characteristics of a scam
Communication	All	COM220 Introduction to WhatsApp 1. What's WhatsApp? 2. Signing up for a free account 3. Adding contacts 4. Starting/opening a call or "chat" 5. Participating in group chats	Participants should be able to: <ul style="list-style-type: none"> • Install and sign up for WhatsApp • Add and edit a contact's details • Start a call and/or initiate a text chat
Communications	All	COM230 Introduction to Skype 1. What is Skype? 2. Signing up for a free account 3. Adding contacts to Skype 4. Making a video/voice call 5. Receiving a video/voice call	Participants should be able to: <ul style="list-style-type: none"> • Install, sign up and setup Skype • Add and edit a contact's details • Start and end a video/voice call • Receive an incoming call
Entertainment	All	ENT210 Introduction to the Built-in Camera 1. Taking a photo with camera/webcam 2. Changing to video or other mode 3. Recording a video with camera/webcam 4. Accessing saved photos/videos 5. Deleting unwanted photos/videos	Participants should be able to: <ul style="list-style-type: none"> • Take a focused photo and/or selfie • Change the camera's mode • Record a video • Review and delete photos/videos

Entertainment	All	ENT211 Advanced Camera --- prerequisite COM210/COM211 1. Sending photos via email 2. Basic photo editing/cropping 3. Organizing saved photos in folders	Participants should be able to: <ul style="list-style-type: none"> • Attach a photo to an email • Add a filter and crop a photo • Create a folder and move photos to it
Applications	All	APP210 Introduction to Speech-to-text 1. Setting up and using Speech-to-text	Participants should be able to: <ul style="list-style-type: none"> • Turn on the available speech-to-text option in the device's settings • Start and stop the speech-to-text function in a typing scenario
Services	All	SER210 Introduction to Maps 1. Overview of Google Maps 2. Searching for an address 3. Finding and customizing directions and routes 4. Zooming in/out of the map 5. Using Earth view	Participants should be able to: <ul style="list-style-type: none"> • Search for a specific address and get directions to it from another address • Zoom into a specific address and turn on/off Earth/Map view
Applications	Windows Computers	APP211 Advanced Maps 1. Recalling recent address searches 2. Sending a map to someone 3. How to show "your location" 4. Finding "nearby locations" 5. Researching local businesses	Participants should have: <ul style="list-style-type: none"> • Understanding of how/when recent searches are available • Ability to send a map to someone • Ability to show "your location" • Awareness of how to display nearby local businesses on a map
Applications	Windows Computers	APP220 Introduction to Microsoft Word 1. What is Word? 2. Basic formatting of text 3. Saving and opening a file 4. Adding a table 5. Inserting an image 6. Performing a spell check 7. Change the layout and orientation	

Applications	All	APP221 Introduction to Microsoft Excel <ol style="list-style-type: none"> 1. What is Excel? 2. Basic formatting of a sheet 3. Saving and opening a file 4. Formatting of text (merge and centre) 5. Use functions Auto Fill & Auto Sum 6. Bordering cells 7. Format cell to \$ Currency 	
Services	All	SER220 Introduction to Online News <ol style="list-style-type: none"> 1. How news spreads online 2. Google News 3. Using Twitter to find news 4. Yahoo/MSN news 5. Accessing news outlets (CBC/BBC) 	Participants should be able to: <ul style="list-style-type: none"> • Access Google/Yahoo/MSN news • Visit specific news outlet websites • Review updates from news outlets on Twitter
Organization	All	ORG210 Introduction to the Calendar <ol style="list-style-type: none"> 1. Navigating an online calendar 2. Adding events 3. Setting event reminders/alarms 4. Searching for events in calendar 5. Sending a calendar invite 	Participants should be able to: <ul style="list-style-type: none"> • Access their online calendar • Add an event and set a reminder • Search their calendar for a specific event or entry • Send a calendar invite via email
Social Media	All	SOC210 Introduction to Twitter <ol style="list-style-type: none"> 1. What is Twitter? 2. Signing up for a free account 3. Sending a “tweet” 4. How to “follow” a Twitter user 5. Uploading photos to Twitter 	Participants should have: <ul style="list-style-type: none"> • Understanding of what Twitter is and how it can provide value to users • Ability to sign up and setup their personal profile • Ability to tweet • Ability to follow another user • Knowledge of how to upload a photo



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Social Media	All	SOC220 Introduction to Facebook <ol style="list-style-type: none">1. What is Facebook?2. Signing up for a free account3. Adding a profile picture and cover photo4. Finding friends on Facebook5. Modifying personal privacy settings	Participants should have: <ul style="list-style-type: none">• Understanding of what Facebook is and how it can provide value to users• Ability to sign up and setup their personal profile• Ability to upload a profile/cover photo• Ability to find other friends on Facebook• Knowledge of the privacy considerations on Facebook and how to make changes when desired
Social Media	All	SOC221 Advanced Facebook I <ol style="list-style-type: none">1. Viewing and adjusting “newsfeed”2. Sending private messages3. Posting on a friend’s “timeline”4. Using Facebook chat5. Understanding “trending”	Participants should be able to: <ul style="list-style-type: none">• Unfollow and/or block certain Friends and/or companies in their newsfeed• Send a private message to a Friend• Make a post on a friend’s timeline• Initiate and respond to chat messages• Identify the trending stories in their newsfeed