

Accelerating Change



TECHKNOWTUTORS

OVERVIEW & CURRICULUM

Let`s See Who We Are?

Our goal is a prosperous and inclusive society that supports individuals, families and communities. The mission of CSC is to encourage citizen engagement, to promote the integration of social and economic development, and to provide leadership in shaping public policies.

Let`s See What We Do?

techKNOWtutors is a free digital literacy teaching program created to help individuals learn to use technology in their daily lives, regardless of age or background. The techKNOWtutors program provides accessible and responsive digital education to encourage citizen engagement and promote the integration of social and economic development for all individuals. We offer FREE digital literacy classes with the goal of helping people use the internet to improve their daily lives!

Our Services



Training Workshops

We provide a range of digital literacy workshops and training programs.



One-on-One support

Our Drop-in Wednesday sessions are designed to provide one-on-one support to people or organizations in need.



Comprehensive Curriculum

Our program offers a carefully crafted curriculum covering a wide range of digital topics, and much more.



Practical Applications

We believe in learning by doing! With our program, you'll have plenty of opportunities to apply your newly acquired skills to real-life situations.

GET IN TOUCH

Cell: (709)-327-5268
Ph: (709)-753-9860 / 1-866-753-9860

techknowtutors@communitysector.ca
www.communitysector.nl.ca

25 Anderson Avenue
St. John's, NL A1B 3E4

CURRICULUM CONTENT

Choose what best suits you!



Single sessions training

Our single training workshop are designed to help you learn and delve into a range of topics.

01



Training Program Series

Our three-day training will prepare you for the essential digital literacy skills you need in day-to-day life. Our workshops are divided into three levels: beginner, intermediate, and advanced.

02



Information Sessions

Our information sessions will provide you with the necessary knowledge to grow your skills and protect yourself online. In these workshops, we'll cover tips for enhancing daily life in today's digital world.

03



One-on-One Assistance

Whether you are an individual or an organisation, we can offer you one-on-one assistance in our 45-minute drop-in Wednesday session.

04

01 SINGLE SESSIONS TRAINING



Our single training workshop are designed to help you learn more about an topic in which you are interested in delving deeper.

Session Time- 2 - 2.5 hours each.

Productivity

- Video Editing Apps: Clip Champ
- Video Editing Apps: Capcut
- Audio Editing Apps
- Paint
- Chat GPT (Free)
- Chat GPT Pro (Paid)
- Copilot
- Fireflies.ai

Social Media & Marketing

- Facebook for Business
- Instagram for Business
- LinkedIn for Business
- Social Media Basics
- Search Engine Marketing (SEM) Social media
- Social Media Tools
- Social Media Management
- Social Media Content Creation
- WordPress Overview

Employment

- Indeed
- LinkedIn
- Professional Email Writing
- Online Job Searching
- Online Resume Writing
- Social Media for Employment
- Microsoft Office for Employment
- Google Workspace for Employment

Organization Essentials

- Microsoft Office 365 Overview
- Microsoft Office 365: Individual sessions
- Jotform
- Financial Literacy 1: Youth & Working Professionals
- Financial Literacy 2: You & Your Families Needs
- Financial Literacy 3: QuickBooks
- Financial Literacy 4: Wave Accounting
- Canva
- WordPress Overview
- Google Workspace Overview
- Google Workspace Individual sessions

02 TRAINING PROGRAM SERIES



Our three-day training will prepare you for the essential digital literacy skills you need in day-to-day life. Our workshops are divided into three levels: beginner, intermediate, and advanced.

Session Time: 4 - 5 hours each level.

BEGINNER

- Digital Basics
- Internet Fundamentals
- Email and Communication

INTERMEDIATE

- Productivity Tools
- Spreadsheet Skills
- Presentation Design
- Online Safety and Security

ADVANCED

- Digital Media
- Content Creation
- Advanced Internet Skills
- Introduction to AI

Individual Digital Literacy Program (One Day Courses)

In this condensed one-session format, participants will be introduced to a comprehensive range of digital literacy skills. Although the coverage may be more high-level, it provides a solid foundation and exposure to key concepts and tools necessary for navigating the digital world effectively. Participants can then further develop their skills in specific areas based on their interests and needs.

Session Time: Full Day / A condensed 1-day session could be offered covering the topics but not much in-depth knowledge.

- Introduction to Computers
- Internet and Web Browsing
- Email and Online Communication
- Word Processing and Document Creation
- Spreadsheet Skills
- Online Safety and Privacy
- Presentation Design and Delivery
- Digital File Management
- Online Research and Information Evaluation
- Online Research and Information Evaluation



02 TRAINING PROGRAM SERIES

Session Time: 4 - 5 hours each level

Beginner Series Covers:

1. Digital Basics:

- Introduction to computers, operating systems, and common hardware components
- Navigating the desktop, files, and folders
- Understanding basic computer terminology

2. Internet Fundamentals:

- Introduction to web browsers and their features
- Conducting effective web searches
- Understanding website navigation and URL structures
- Exploring online resources and tools

3. Email and Communication:

- Setting up and managing email accounts
- Composing, sending, and replying to emails
- Understanding email etiquette and best practices
- Introduction to video conferencing and instant messaging tools

BEGINNER

- Digital Basics
- Internet Fundamentals
- Email and Communication

02 TRAINING PROGRAM SERIES



INTERMEDIATE

Session Time: 4 - 5 hours each level

Intermediate Series Covers:

1. Productivity Tools:

- Introduction to word processing software (e.g., Microsoft Word, Google Docs).
- Formatting documents, creating tables, and managing page layouts.
- Working with templates, headers, and footers.
- Collaboration features and sharing documents online.

2. Spreadsheet Skills: Overview/ not many details

- Introduction to spreadsheet software (e.g., Microsoft Excel, Google Sheets)
- Creating and formatting worksheets.
- Performing basic calculations and using formulas.
- Data organization, sorting, and filtering

3. Presentation Design:

- Introduction to presentation software (e.g., Microsoft PowerPoint, Google Slides).
- Designing visually appealing slides with images, graphics, and charts.
- Adding transitions and animations.
- Delivering effective presentations.

4. Online Safety and Security:

- Identifying common online threats and scams
- Creating strong passwords and managing online accounts securely.
- Protecting personal information and practicing safe browsing.
- Recognizing and avoiding phishing attempts.

- Productivity Tools
- Spreadsheet Skills
- Presentation Design
- Online Safety and Security

02 TRAINING PROGRAM SERIES



Session Time: 4 - 5 hours each level

Advanced Series Covers:

1. Digital Media and Content Creation:

- Exploring digital media tools (e.g., image editing, video editing)
- Understanding copyright and fair use
- Creating and editing images, photos, and videos
- Publishing and sharing digital content online

2. Advanced Internet Skills:

- Effective online research techniques.
- Evaluating the credibility of online sources
- Utilizing advanced search operators and strategies
- Exploring specialized online databases and resources
- Canva designing
- Introduction to Chat GPT

3. Email and Communication:

- Setting up and managing email accounts
- Composing, sending, and replying to emails
- Understanding email etiquette and best practices
- Introduction to video conferencing and instant messaging tools

ADVANCED

- Digital Media
- Content Creation
- Advanced Internet Skills
- Introduction to AI

03 INFORMATION SESSIONS



Our information sessions will provide you with the necessary knowledge to grow your skills and protect yourself online. In these workshops, we'll cover tips for enhancing daily life in today's digital world.

Internet Security:

- Digital Citizenship
- Password Management
- Protecting Yourself Online
- Employment Scams
- Antivirus
- Cybersecurity
- Protecting Your Teens Online

Social Media:

- Facebook
- Facebook Marketplace
- Instagram
- Understanding Acronyms
- Zoom for Participants
- Zoom for Hosts
- WordPress Overview

Digital Living:

- Digital Library
- Travel Booking
- SkipTheDishes and DoorDash
- Fast Food Rewards App
- Grocery Shopping Online
- Digital Wallets
- Cloud Storage
- Mental Health Resources Online
- Music Apps
- Online Banking
- PowerSchool Overview

Digital Living (cont'd):

- Online Government Services: Provincial Driving & Health eServices
- CRA: Creating An Account
- Online Government Services: Signing Up for Federal eServices

English as a Second Language:

- Online Resume Writing - Basic
- Email & Communication
- Online Resume Writing - Advanced
- Online Job Searching

Internet and Computer Basics:

- Digital Basics
- Email & Communication
- Internet Fundamentals

04 ONE-ON-ONE ASSISTANCE



Whether you are an individual or an organization, we can offer you one-on-one assistance in our 45-minute drop-in Wednesday session.

Scan the QR Code below or click here to register for you One-on-One drop in session - [Link](#)



Step 1: Open "CAMERA" option on your phone

Step 2: Place your phone's camera over the QR Code.

Step 3: Click on the "Pop Link" on your screen

Step 4: Fill out the form

Note: Please note that you do not have to take a picture of the QR Code in order to get to the link

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Change



TECHNOWTUTORS

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Get in touch:**

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THANK YOU!