

Module	Length	Topics	Details
<p>Module 1</p> <p>Introduction to Yukon Tech Roadshow</p>	<p>Beginner (2 days)</p>	<ul style="list-style-type: none"> -What is Yukon Learn -Using the Yukon Learn Website - Online Learning, Introduction to Zoom -Laptop Loaner Programs -FAQ and Q & A 	<p>We recommend this module to start because it covers the basics of online learning. We give participants the skills to attend our weekly online sessions “Tech Talks” from the comfort of your own home.</p> <p>Zoom has become a big part of our lives and this module covers how to use it, as well as other Yukon Learn tools to assist with improving digital literacy.</p>
<p>Module 2</p> <p>Buying a Computer or Smartphone and how to set it up. (Smartphones or PC - Windows)</p>	<p>Beginner (2 days)</p>	<ul style="list-style-type: none"> -Buttons and Features of your device -Parts of a computer -USB, Ports and Dongles -Buying a computer -Buying a Smartphone -Setting up your first Device 	<p>We will cover the parts of the computer to consider when buying a computer, such as the operating system, processor, RAM, hard drive and port selection. It can be a bit overwhelming to find the right device for you. In this module, we also will look at the current phones on the market, discuss their features, their differences, and the quirks of Android vs iOS. We also overview USB drives and other dongles and learn about the different buttons and features of a device. Setting up a brand-new device can be daunting at first. In this class we will cover what to expect, explain what the various setup questions mean, and simulate setting up an Android or iPadOS device for the first time.</p>
<p>Module 3</p> <p>Introduction to Smartphones</p>	<p>Beginner (2 days)</p>	<ul style="list-style-type: none"> -The Basics of using your device -Touch Controls and Gestures -Accessibility Features -Personalizing your device 	<p>Smartphones can become an extension of your person, if you choose to do so. You can make your smartphone to be more reflective of your personality and make it more convenient to use. In this course, we will cover customizing your Android device through apps, changing the text size, wallpapers, lock screen, lock type, colours, creating folders, organizing your home screens, navigating the screen, notifications, settings, updates. Using touch controls on pc and smartphones. Changing colours, changing backgrounds and more. Learn why these devices are called “SMART.”</p>

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<p>Module 4</p> <p>Introduction to Apps, Peripheral Devices and Voice Assistants</p> <p>(Smartphones/PC)</p>	<p>Beginner</p> <p>(2 days)</p>	<ul style="list-style-type: none"> - Apps (Applications) -Connecting things to your computer and phones (Peripheral Devices) -Using Smart Devices and Voice Assistants 	<p>Installing, updating, uninstalling apps. Using web apps.</p> <p>Connecting peripherals like printers, headphones, cameras, computer mice, keyboards, TVs, monitors to a computer and phone. via a cable or wirelessly.</p> <p>Using an Amazon Alexa, Siri, and Google Assistant to complete tasks</p>
<p>Module 5</p> <p>Safety & Security Online</p> <p>(PC & Smartphone)</p>	<p>Beginner</p> <p>(2 days)</p>	<ul style="list-style-type: none"> - Staying Safe Online - Protecting your Device - Securing your accounts 	<p>Understanding scams, viruses and ransomware. We will cover common scams and online threats, what they are, how they work, and how to report them.</p> <p>We will learn of the best practices when it comes to creating online accounts, passwords, downloading programs and more. We will compare free vs paid anti-viruses as well as free vs paid password managers.</p> <p>Staying safe online. We will cover concepts of security particular to social media, online shopping and online banking. A lot of these services have features to help keep you safe and tools we can use to report bad actors.</p>
<p>Module 6</p> <p>Internet & Email</p>	<p>Beginner</p> <p>(2 days)</p>	<ul style="list-style-type: none"> -Internet Basics -Internet and Data Plans -Internet Browsers -Email 	<p>Internet Basics will cover how to get onto websites and surf the net. We will cover what are web browsers, the current most used browsers, and how to use them. We will decode what the URL is. This course will cover browsers on Windows, Android, and iPadOS. We will explain what the local Internet plans and data plans are and where to get them. The difference between an Internet plan and data plan. We will have gmail, hotmail/outlook, and protonmail webpages open and explore email topics that are of interest to you. Do you want to know how to sort your email? How to automatically organise your email? Find old emails? The difference between labels and folders? Come with your questions and we will answer them together.</p>

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<p>Module 7</p> <p>Computer Maintenance</p>	<p>Beginner (2 days)</p>	<ul style="list-style-type: none"> -Cleaning your device -Backing up your device -Clearing browser history -Caring for your devices 	<p>Taking a few precautions and performing some basic maintenance can help you keep your computers in tiptop shape for many years of happy computing. This module is about prevention. We will discuss the different types of backups, when to use them and demonstrate how to use the built-in backup software on your devices. We will also look at multiple best practices such as storage sense, offloading, uninstalling, start-up apps, restoring battery care, cases, screen protectors and warranties.</p>
<p>Module 8</p> <p>Social Networking</p>	<p>Beginner (1 day)</p>	<ul style="list-style-type: none"> -Using Facebook and other commonly used apps 	<p>Facebook is still the world's largest social media platform despite stiff competition from other popular apps. Facebook is a way to stay connected with friends, family and your community. This workshop will give you a brief overview of Facebook, how to secure your privacy on Facebook, common Facebook scams and delve into how you would want to use Facebook. We will also look at other popular apps like Maps, Weather, Clock, Camera, Spotify, Photos, YouTube, Calendar, Reminders, Voice Assistants and more.</p>
<p>Module 9</p> <p>Online Banking</p>	<p>Intermediate (2 days)</p>	<ul style="list-style-type: none"> -Online Banking -Online Shopping -Finding Help Online 	<p>Online banking and shopping have exploded in the past decade and thanks to COVID, it is one of the best ways to remain socially distant while shopping. This module will cover how to keep your money safe while online shopping, and common online banking tasks like sending an eTransfer, setting up auto deposit, paying bills, and moving money between your accounts and more. In addition, we will go over how to safely find helpful websites, how to use Google to make your searches more relevant to your issues and visit a couple well known help websites. This Tech Talk aims to make you more self-reliant when it comes to using modern technology.</p>

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<p>Module 10</p> <p>File and Folder Management</p>	<p>Intermediate (2 days)</p>	<p>Finding my files What is the Cloud?</p> <p>File storage and sharing with the cloud</p> <p>Photos and the Cloud</p>	<p>In this module we will explore File/folder creation, file explorer, moving/copying, organisational tips, moving files between devices.</p> <p>Cloud storage has expanded into most things tech. But what is the cloud?</p> <p>Why would I use it? Is it useful?</p> <p>We will answer these questions and demonstrate the utility of cloud storage. We will also explain the various cloud storage options.</p> <p>Afterwards, we will be focusing on how to use Google Photos or iCloud for sharing photos with friends and family.</p>