



Master Curriculum

Digital Foundations™

13 subjects · 36 topics · 89 courses · 534 lessons

Curriculum at a Glance

Subject > Topic > Course

Subject	Topics	Courses
Getting Started	Why Technology Matters, Hardware & Controls, Operating Your Computer	10
Internet & Web	Getting Online, Finding Information, Doing Things Online	10
Email & Communication	Email Essentials, Email Safety, Messaging & Video	8
Online Safety	Safety Foundations, Accounts & Passwords, Scams & Fraud, Family Safety	11
Microsoft Office	Documents & Presentations, Spreadsheets, Email & Cloud	6
Google Workspace	Your Google Account, Productivity Tools	5
Job & Career Skills	Finding Work, Applying, Professional Presence	7
Mobile Devices	Phone Basics, Photos & Calls, Protecting Your Phone	7
Everyday Digital Life	Accounts & Storage, Money & Bills, Getting Around & Appointments	7
Social Media	Using Social Media, Staying Safe & Informed	4
AI & Emerging Technology	Understanding AI, Using AI Well, AI Risks	7
Digital Money Skills	Managing Money, Paying Safely	4
Healthcare Technology	Your Care Online, Health Information	3

Getting Started

Basic technology skills for new computer and internet users.

TOPIC · WHY TECHNOLOGY MATTERS

Why Use Technology?

Beginner · 35 min · Final quiz + certificate

See what technology can actually do for your daily life before you learn any buttons.

Module 1: Making Life Easier

- Staying Connected with Loved Ones
- Handling Errands from Home

Module 2: Personal Interests

- Exploring Hobbies and Learning
- News and Entertainment

Module 3: Getting Comfortable

- It's Okay to Be New
- Setting Your Personal Goals

Getting Started With Computers

Beginner · 150 min · Final quiz + certificate

Turn a computer on, find your way around the screen, and get comfortable from your very first click.

Module 1: The Basics of Hardware

- Identifying Your Computer
- Powering On and Off

Module 2: Navigating the Screen

- Understanding the Desktop
- Using the Mouse and Keyboard

Module 3: Using Programs and Getting Help

- Opening and Closing Programs
- What to do When Stuck

TOPIC · HARDWARE & CONTROLS

Computer Parts Explained

Beginner · 45 min · Final quiz + certificate

Monitor, tower, mouse, keyboard, ports and cables in plain English.

Module 1: The Main Parts

- The Monitor and the Tower
- Finding the Power Button

Module 2: Inputs: Keyboard and Mouse

- Using the Mouse
- Keyboard Basics

Module 3: Connecting it All

- Common Ports and Plugs
- Safety and Setup

Laptop Basics

Beginner · 45 min · [Final quiz + certificate](#)

Lids, trackpads, charging and caring for a portable computer.

Module 1: Hardware and Handling

- Opening and Carrying Your Laptop
- Power and Charging

Module 2: Using the Trackpad

- Moving and Clicking
- Scrolling and Gestures

Module 3: Ports and Connectivity

- Identifying Common Ports
- Connecting to Wi-Fi

Using a Mouse

Beginner · 40 min · [Final quiz + certificate](#)

Click, double-click, right-click, scroll and drag with practice you can repeat.

Module 1: Getting Started

- How to Hold Your Mouse
- Moving the Pointer

Module 2: Clicking Skills

- Click and Double-Click
- The Right-Click

Module 3: Advanced Movement

- Drag and Drop
- Using the Scroll Wheel

Using a Keyboard

Beginner · 50 min · [Final quiz + certificate](#)

Typing, shift, caps lock, shortcuts and the keys people find confusing.

Module 1: Finding Your Way Around

- The Main Keys
- Capital Letters and Symbols

Module 2: Navigation and Correction

- Moving the Cursor
- Backspace vs. Delete

Module 3: Keyboard Shortcuts

- The Modifier Keys
- Copy, Paste, and Undo

TOPIC · OPERATING YOUR COMPUTER

Using Windows 11

Beginner · 180 min · [Final quiz + certificate](#)

The Start menu, taskbar, settings and everyday tasks in Windows 11.

Module 1: The Windows Basics

- Getting Around the Desktop
- Using the Start Menu

Module 2: Customizing and Settings

- Changing System Settings
- Personalizing Your Look

Module 3: Managing Files and Windows

- Working with Windows
- Finding Your Files

Managing Files & Folders

Beginner · 70 min · [Final quiz + certificate](#)

Save, find, rename, move and delete your documents without losing them.

Module 1: Understanding Files and Folders

- What Are Files and Folders?
- Navigating File Explorer and Finder

Module 2: Saving, Naming, and Organizing

- Saving a File So You Can Find It
- Creating and Organizing Folders

Module 3: Moving, Renaming, and Cleaning Up

- Moving, Copying, and Renaming Files
- Deleting and Recovering Files

Computer Accessibility Basics

Beginner · 45 min · [Final quiz + certificate](#)

Bigger text, higher contrast, screen readers and voice typing.

Module 1: Making Things Easier to See

- Making Text Larger
- Contrast and Color Filters

Module 2: Typing and Pointing

- Typing With Your Voice
- Finding Your Mouse

Module 3: Hearing and Assistance

- Captions and Visual Alerts
- Introduction to Screen Readers

Basic Computer Troubleshooting

Beginner · 55 min · [Final quiz + certificate](#)

What to try first when something freezes, disappears or will not open.

Module 1: Starting with the Basics

- The Power of Restarting
- Checking Your Connections

Module 2: Software and Internet

- Unfreezing a Program
- Fixing Slow Internet

Module 3: Error Messages and Help

- Reading Error Messages
- When to Ask for Help

Internet & Web

Browsers, search, websites, Wi-Fi and online accounts.

TOPIC · GETTING ONLINE

Internet Basics

[Beginner](#) · 120 min · [Final quiz + certificate](#)

What the internet actually is, and how to move around it safely.

Module 1: Getting Connected

- What Is the Internet?
- Your Window to the Web

Module 2: Navigating Websites

- Web Addresses (URLs)
- Moving Around

Module 3: Staying Safe

- Clicking with Caution
- Is This Site Secure?

Understanding Wi-Fi

[Beginner](#) · 40 min · [Final quiz + certificate](#)

What Wi-Fi is, how to connect, and what the symbols mean.

Module 1: Wi-Fi Basics

- What is Wi-Fi?
- Reading Wi-Fi Symbols

Module 2: Connecting to a Network

- Connecting to Home Wi-Fi
- Public Wi-Fi and Safety

Module 3: Troubleshooting

- When Wi-Fi Won't Work
- Airplane Mode

Web Browsers

[Beginner](#) · 60 min · [Final quiz + certificate](#)

Chrome, Edge, Safari and Firefox — tabs, address bar and settings.

Module 1: Getting Around

- What is a Web Browser?
- The Address Bar

Module 2: Managing Multiple Pages

- Mastering Tabs
- Navigation Buttons

Module 3: Safety and Settings

- Safe Browsing
- Privacy and History

Bookmarks & Browser Tabs

[Beginner](#) · 30 min · [Final quiz + certificate](#)

Keep the pages you use often one click away.

Module 1: Mastering Browser Tabs

- What Are Browser Tabs?
- Switching and Closing Tabs

Module 2: Saving Favorites with Bookmarks

- Creating Your First Bookmark
- Finding Your Saved Pages

Module 3: Staying Organized

- Cleaning Up Old Bookmarks
- Using Bookmark Folders

TOPIC · FINDING INFORMATION

Basic Search

[Beginner](#) · 45 min · [Final quiz + certificate](#)

Ask a search engine a good question and understand the results.

Module 1: Getting Started with Searching

- What is a Search Engine?
- Typing Your First Search

Module 2: Understanding Your Results

- Reading the Results Page
- Spotting Advertisements

Module 3: Refining and Safety

- Improving Your Results
- Staying Safe While Searching

Advanced Search

[Intermediate](#) · 50 min · [Final quiz + certificate](#)

Narrow results by site, date, file type and exact phrase.

Module 1: Precision Searching

- Using Quotes for Exact Matches
- Excluding Unwanted Results

Module 2: Using Search Filters

- Filtering by Date and Time
- Searching Within a Website

Module 3: Advanced File & Image Search

- Finding Specific File Types
- Advanced Image Searching

YouTube Basics

[Beginner](#) · 40 min · [Final quiz + certificate](#)

Search, watch, subscribe, and use captions and playback speed.

Module 1: Finding and Watching Videos

- Searching for a Video
- Video Playback Controls

Module 2: Managing Your Account and Subscriptions

- Signing In and Subscribing to Channels
- Saving Videos and Building Playlists

Module 3: Staying Safe and Comfortable on YouTube

- Understanding Ads and Recommendations
- Privacy and Parental Controls

TOPIC · DOING THINGS ONLINE

Online Forms

[Beginner](#) · 35 min · [Final quiz + certificate](#)

Fill in and submit forms without losing your work.

Module 1: Form Basics

- What Is an Online Form?
- Common Input Types

Module 2: Filling and Validating

- Required Fields and Errors
- Using the Tab Key

Module 3: Safety and Submission

- Submitting Safely
- Final Review and Confirmation

Online Shopping Basics

Beginner · 55 min · Final quiz + certificate

Carts, checkout, delivery and knowing a real store from a fake one.

Module 1: Finding Items and Using the Cart

- How Online Stores Work
- Managing Your Cart

Module 2: Safe Checkout and Payment

- Identifying Secure Sites
- The Checkout Process

Module 3: Tracking and Returns

- Tracking Your Delivery
- Returns and Refunds

QR Codes

Beginner · 20 min · Final quiz + certificate

What those square codes do and when not to scan one.

Module 1: Understanding QR Codes

- What Is a QR Code?
- How to Scan a Code

Module 2: QR Safety and Scams

- Spotting Fake Codes
- Verifying the Link

Module 3: Practical Uses

- Viewing Digital Menus
- Connecting to Wi-Fi

Email & Communication

Email, video calls and messaging apps.

TOPIC · EMAIL ESSENTIALS

Introduction to Email

[Beginner](#) · 45 min · [Final quiz + certificate](#)

What email is, what an address means, and how a message travels.

Module 1: Email Basics

- What Is Email?
- Anatomy of an Email Address

Module 2: The Inbox and Navigation

- Understanding the Inbox
- Reading an Email

Module 3: Taking Action

- Replying to Messages
- Composing a New Email

Sending Email

[Beginner](#) · 50 min · [Final quiz + certificate](#)

Write, address, check and send a message you can be proud of.

Module 1: Email Basics

- Starting a New Message
- Writing Subject Lines

Module 2: Addressing Your Email

- The 'To' Field
- Understanding CC and BCC

Module 3: Final Review and Sending

- Checking Your Work
- Sending the Email

Email Attachments

[Beginner](#) · 35 min · [Final quiz + certificate](#)

Attach a file, and open one someone sent you.

Module 1: Understanding Attachments

- What Is an Attachment?
- Attaching a File to an Email

Module 2: Opening and Saving Attachments

- Opening an Attachment Someone Sent You
- Saving Attachments to Your Device

Module 3: Staying Safe With Attachments

- Spotting Risky Attachments

Email Organization

[Beginner](#) · 40 min · [Final quiz + certificate](#)

Folders, labels, archiving and getting an inbox under control.

Module 1: Sorting Your Inbox

- Using Folders and Labels
- Archiving Emails

Module 2: Finding and Managing Email

- Searching Your Inbox
- Dealing With Unwanted Email

Module 3: Long-Term Habits

- Setting Up Filters

TOPIC · EMAIL SAFETY

Spotting Suspicious Emails

Beginner · 45 min · Final quiz + certificate

The warning signs in a message that is trying to trick you.

Module 1: Recognizing the Sender

- Checking the Sender Address
- Urgent and Threatening Language

Module 2: Analyzing Content and Links

- The Hover Test for Links
- Grammar and Generic Greetings

Module 3: Taking Safe Action

- The Danger of Attachments
- Reporting and Blocking

TOPIC · MESSAGING & VIDEO

Messaging Applications

Beginner · 35 min · Final quiz + certificate

Text, WhatsApp and group chats explained.

Module 1: Messaging Basics

- Texting vs. Messaging Apps
- Setting Up a Messaging App

Module 2: Sending Messages and Media

- Sending Messages, Photos, and Voice Notes
- Group Chats

Module 3: Staying Safe and Organized

- Managing Contacts and Notifications
- Messaging Scams and Safety

Video Conferencing

Beginner · 55 min · Final quiz + certificate

Joining, muting, camera settings and screen sharing.

Module 1: Getting Started

- What is Video Conferencing?
- Joining a Meeting

Module 2: Controls and Etiquette

- Muting and Camera Settings
- Meeting Manners

Module 3: Advanced Features

- Using the Chat Box
- Sharing Your Screen

Zoom Basics

Beginner · 40 min · Final quiz + certificate

Everything you need for your first Zoom meeting.

Module 1: Getting Ready for Your First Meeting

- What Is Zoom?
- Installing the Zoom App

Module 2: Joining and Participating in a Meeting

- Joining a Meeting
- Using Meeting Controls

Module 3: Staying Safe and Confident on Zoom

- Zoom Privacy and Safety
- Troubleshooting Common Issues

Online Safety

Scams, phishing, privacy and protecting your identity.

TOPIC · SAFETY FOUNDATIONS

Online Safety Basics

Beginner · 60 min · Final quiz + certificate

The handful of habits that prevent most online trouble.

Module 1: Strong Foundations

- The Power of Passwords
- Spotting Scams and Phishing

Module 2: Safe Browsing Habits

- Secure Websites and Padlocks
- Public Wi-Fi Dangers

Module 3: Device & Privacy Protection

- Updates Are Your Shield
- The Second Lock (2FA)

Internet Privacy

Beginner · 50 min · Final quiz + certificate

Cookies, tracking, and how much you are really sharing.

Module 1: Digital Footprints and Cookies

- What Is Online Privacy?
- Understanding Browser Cookies

Module 2: Device and App Privacy

- Managing Location Sharing
- App Permissions and Cameras

Module 3: Private Browsing and Search

- Using Incognito or Private Mode
- Search Engines That Don't Track

Public Wi-Fi Safety

Beginner · 30 min · Final quiz + certificate

What is safe to do on the library or coffee shop network.

Module 1: Understanding Public Wi-Fi

- What is Public Wi-Fi?
- The Risks of Public Networks

Module 2: Safe Browsing Habits

- Spotting Secure Websites
- What to Avoid Doing

Module 3: Device Protection

- Adjusting Connection Settings
- Introduction to VPNs

TOPIC · ACCOUNTS & PASSWORDS

Creating Strong Passwords

Beginner · 75 min · [Final quiz + certificate](#)

Build passwords you can remember but nobody can guess.

Module 1: Making Strong Passwords

- Why Passwords Matter
- The Passphrase Method

Module 2: Extra Protection

- Two-Step Verification (MFA)
- Using Password Managers

Module 3: Staying Safe Long-Term

- Dealing with Data Breaches
- Password Security Hygiene

Multi-Factor Authentication

Beginner · 35 min · [Final quiz + certificate](#)

The second step that stops most account break-ins.

Module 1: Understanding MFA

- What is MFA?
- How MFA Works in Daily Life

Module 2: Setting Up MFA

- Turning on MFA for Google
- Using Authenticator Apps

Module 3: Managing MFA and Safety

- Backup Codes: Your Lifeline
- MFA Scam Awareness

Online Banking Safety

Beginner · 45 min · [Final quiz + certificate](#)

Bank online with confidence and catch problems early.

Module 1: Getting Started Safely

- Setting Up Secure Access
- Passwords and Extra Protection

Module 2: Monitoring and Alerts

- Setting Up Account Alerts
- Reviewing Digital Statements

Module 3: Avoiding Scams

- Spotting Phishing Scams
- What to Do If There is a Problem

TOPIC · SCAMS & FRAUD

Online Scams

Beginner · 65 min · [Final quiz + certificate](#)

Current scams, the pressure tactics behind them, and what to do.

Module 1: Spotting the Red Flags

- Common Types of Scams
- Urgency and Pressure Tactics

Module 2: Protective Measures

- Blocking and Filtering
- Safe Browsing Habits

Module 3: Taking Action

- Reporting Fraud
- Recovering Your Identity

Phishing

Beginner · 50 min · [Final quiz + certificate](#)

How fake messages work and how to refuse them.

Module 1: What Phishing Is

- What Is Phishing?
- Spotting the Warning Signs

Module 2: Phishing Across Channels

- Email Phishing
- Text and Phone Phishing

Module 3: Responding and Reporting

- Reporting Phishing
- If You Clicked a Phishing Link

AI Scam Awareness

Beginner · 40 min · [Final quiz + certificate](#)

Voice cloning, fake videos and AI-written scam messages.

Module 1: Voice and Video Scams

- Understanding Voice Cloning
- Spotting Deepfake Videos

Module 2: AI Text and Messaging

- Polished Scam Messages
- Impersonal Personalization

Module 3: Safe Verification Habits

- Creating a Family Safeword
- The Hang Up and Call Back Rule

Identity Theft

Intermediate · 55 min · [Final quiz + certificate](#)

How personal information gets stolen and how to lock it down.

Module 1: Understanding the Risk

- What Is Identity Theft?
- How Thieves Get Your Data

Module 2: Protecting Your Identity

- Freezing Your Credit
- Strong Account Security

Module 3: Responding to Theft

- Immediate Recovery Steps
- Responding to a Data Breach

TOPIC · FAMILY SAFETY

Protecting Children Online

Beginner · 55 min · [Final quiz + certificate](#)

Practical settings and conversations for families.

Module 1: Device Safeguards

- What Are Parental Controls?
- Setup for iPhone and Android

Module 2: Safe Browsing and Apps

- Managing App Store Purchases
- Safe Searching and Video

Module 3: The Human Side of Safety

- Starting the Conversation
- Spotting Online 'Stranger Danger'

Microsoft Office

Word, Excel, PowerPoint, Outlook and Microsoft 365.

TOPIC · DOCUMENTS & PRESENTATIONS

Microsoft Word Basics

Beginner · 90 min · Final quiz + certificate

Create, format, save and print a document.

Module 1: Getting Started

- Opening Word and Typing
- Understanding the Ribbon

Module 2: Editing and Formatting

- Selecting and Styling Text
- Aligning Text and Lists

Module 3: Saving and Printing

- Saving Your Work
- Printing Your Document

Microsoft PowerPoint Basics

Beginner · 75 min · Final quiz + certificate

Slides, text, images and presenting.

Module 1: Getting Started with Slides

- What is PowerPoint?
- Adding Text and New Slides

Module 2: Adding Images and Design

- Using Images
- Design Themes

Module 3: Presenting Your Work

- Giving the Presentation
- Saving and Printing

TOPIC · SPREADSHEETS

Microsoft Excel Basics

Beginner · 95 min · Final quiz + certificate

Cells, rows, columns and your first spreadsheet.

Module 1: Excel Fundamentals

- What Is Excel?
- Navigating the Excel Window

Module 2: Entering and Formatting Data

- Entering and Editing Data
- Formatting Cells

Module 3: Formulas and Saving

- Simple Formulas
- Saving and Sharing Your Workbook

Creating a Household Budget in Excel

Beginner · 70 min · Final quiz + certificate

Build a working monthly budget step by step.

Module 1: Getting Started with Excel

- Opening Excel and Understanding Cells
- Listing Your Income and Expenses

Module 2: Doing the Math

- Using the SUM Formula
- Finding Your Bottom Line

Module 3: Formatting and Saving

- Making It Look Like Money
- Saving Your Budget Safely

TOPIC · EMAIL & CLOUD

Microsoft Outlook Basics

Beginner · 60 min · Final quiz + certificate

Email, calendar and contacts in one place.

Module 1: Getting Started with Outlook

- Finding Your Way Around
- Sending an Email

Module 2: Managing Your Inbox

- Replying and Forwarding
- Organizing with Folders

Module 3: Calendar and Appointments

- Scheduling Appointments
- Managing Your Contacts

OneDrive Basics

Beginner · 45 min · Final quiz + certificate

Store files in the cloud and reach them anywhere.

Module 1: Getting Started with OneDrive

- What is OneDrive?
- Signing In

Module 2: Managing Your Files

- Uploading and Creating Files
- Organizing with Folders

Module 3: Sharing and Safety

- Sharing Files and Folders
- Managing Your Storage

Google Workspace

Gmail, Drive, Docs, Sheets, Slides and Calendar.

TOPIC · YOUR GOOGLE ACCOUNT

Google Account Basics

Beginner · 40 min · Final quiz + certificate

One account for Gmail, Drive, Docs and more.

Module 1: Getting Started

- What Is a Google Account?
- Creating Your Account

Module 2: Security and Privacy

- Choosing a Strong Password
- Two-Step Verification

Module 3: Managing Your Account

- The 'Waffle' Menu
- Signing Out Safely

Gmail

Beginner · 55 min · Final quiz + certificate

Send, organise and search your Gmail.

Module 1: Getting Started with Gmail

- Touring the Inbox
- Sending Your First Email

Module 2: Organizing Your Inbox

- Using Labels
- Searching and Filtering

Module 3: Security and Maintenance

- Handling Spam and Scams
- Managing Storage

TOPIC · PRODUCTIVITY TOOLS

Google Docs

Beginner · 60 min · Final quiz + certificate

Write and share documents in your browser.

Module 1: Getting Started with Google Docs

- Creating and Opening Documents
- Typing and Formatting Text

Module 2: Editing and Organizing Documents

- Editing Tools
- Formatting Documents with Styles

Module 3: Sharing and Collaborating

- Sharing Documents
- Comments and Suggestions
- Working Offline

Google Drive

Beginner · 55 min · Final quiz + certificate

Upload, organise and share files online.

Module 1: Getting Started

- What is Google Drive?
- Adding Files to Drive

Module 2: Organizing and Searching

- Creating Folders
- Finding Your Files

Module 3: Sharing and Safety

- Sharing with Others
- Deleting and Recovering

Google Calendar

Beginner · 45 min · Final quiz + certificate

Appointments, reminders and shared calendars.

Module 1: Getting Started

- Opening Your Calendar
- Navigating the View

Module 2: Managing Events

- Creating an Event
- Reminders and Notifications

Module 3: Sharing and Safety

- Sharing Your Calendar
- Calendar Safety

Job & Career Skills

Resumes, job searching, interviews and workplace technology.

TOPIC · FINDING WORK

Online Job Searching

Beginner · 70 min · Final quiz + certificate

Find real openings and keep track of applications.

Module 1: Starting Your Search

- What Are Job Boards?
- How to Search for Jobs

Module 2: Automation and Alerts

- Creating Job Alerts
- Managing Your Inbox

Module 3: Tracking Your Progress

- Keeping a Job Log
- Following Up Safely

Avoiding Job Scams

Beginner · 35 min · Final quiz + certificate

Fake recruiters, fee requests and cheque scams.

Module 1: Spotting Red Flags

- Signs of a Fake Job
- The Upfront Payment Scam

Module 2: Verifying Employers

- Checking the Company Website
- Using Online Research

Module 3: Protecting Your Information

- What Not to Share
- The Fake Cheque Scam

TOPIC · APPLYING

Creating a Resume

Beginner · 110 min · Final quiz + certificate

Build a resume that gets read, from a blank page.

Module 1: Getting Started

- What Is a Resume?
- Choosing Your Writing Tool

Module 2: Writing the Content

- Contact Info and Summary
- Work Experience and Bullets

Module 3: Formatting and Finalizing

- Making It Look Professional
- Saving and Sending

Applying for Jobs Online

Beginner · 60 min · Final quiz + certificate

Online applications, uploads and follow-up.

Module 1: Getting Ready to Apply

- Gathering Your Information
- Organizing Your Resume File

Module 2: Filling Out the Application

- Navigating Online Forms
- Uploading Your Files

Module 3: Submitting and Following Up

- The Final Review
- After You Apply

TOPIC · PROFESSIONAL PRESENCE

LinkedIn Basics

Beginner · 50 min · Final quiz + certificate

Build a profile and connect with purpose.

Module 1: Getting Started on LinkedIn

- What Is LinkedIn?
- Creating Your Account

Module 2: Building a Strong Profile

- Your Headline and About Section
- Experience, Education, and Skills

Module 3: Connecting and Job Searching

- Making Connections
- Job Searching on LinkedIn

Professional Email Etiquette

Beginner · 45 min · Final quiz + certificate

Write work email that sounds capable and clear.

Module 1: Email Structure and Parts

- Anatomy of a Professional Email
- Choosing Recipients Correctly

Module 2: Tone and Professionalism

- Finding the Right Tone
- Checking for Clarity

Module 3: Timing and Follow-Ups

- When to Send and Respond
- Writing a Polite Follow-Up

Virtual Interviews

Beginner · 55 min · Final quiz + certificate

Camera, lighting, sound and answering well on video.

Module 1: Setting Up Your Space

- Camera and Lighting Basics
- Audio and Backgrounds

Module 2: Technology and Tools

- Joining the Meeting
- Using On-Screen Controls

Module 3: Interview Presence

- Video Body Language
- Professionalism and Scams

Mobile Devices

Smartphones, apps, mobile security and everyday phone skills.

TOPIC · PHONE BASICS

Smartphone Basics

Beginner · 80 min · Final quiz + certificate

Home screen, settings and everyday phone tasks.

Module 1: Getting to Know Your Phone

- The Home Screen and Buttons
- Quick Settings and Notifications

Module 2: Apps and Connectivity

- Connecting to Wi-Fi
- Finding and Installing Apps

Module 3: Maintenance and Safety

- Managing Battery and Storage
- Security and Privacy

Mobile Accessibility Features

Beginner · 40 min · Final quiz + certificate

Bigger text, magnifier, voice control and hearing support.

Module 1: Visual Adjustments

- Making Text Easier to Read
- Using the Digital Magnifier

Module 2: Hearing and Sound Support

- Flash for Alerts
- Subtitles and Captions

Module 3: Interaction and Voice

- Using Voice Control
- Touch and Gestures

Installing Apps

Beginner · 40 min · Final quiz + certificate

Find, install, update and remove apps safely.

Module 1: Finding and Installing Apps

- Understanding App Stores
- How to Download an App

Module 2: Permissions and Safety

- Understanding Permissions
- Avoiding App Scams

Module 3: Maintaining Your Apps

- Updating Your Apps
- Deleting Unwanted Apps

TOPIC · PHOTOS & CALLS

Taking and Sharing Photos

Beginner · 40 min · Final quiz + certificate

Camera basics and sending photos to family.

Module 1: Mastering the Camera

- Opening the Camera
- Taking Clear Photos

Module 2: Viewing and Managing Photos

- Finding Your Photos
- Deleting Unwanted Photos

Module 3: Sharing Photos with Others

- Sharing via Text Message
- Sharing via Email

Video Calling

Beginner · 35 min · Final quiz + certificate

FaceTime, WhatsApp and Google Meet on a phone.

Module 1: Getting Ready to Call

- What Is Video Calling?
- Camera and Microphone Basics

Module 2: Using Popular Apps

- FaceTime for iPhone Users
- WhatsApp Video Calls
- Google Meet and Android

Module 3: Call Etiquette and Troubleshooting

- Being a Good Video Caller
- Fixing Common Problems

TOPIC · PROTECTING YOUR PHONE

Mobile Security

Beginner · 45 min · Final quiz + certificate

Lock screens, updates and app permissions.

Module 1: Locking the Front Door

- Screen Lock Basics
- Using Your Face and Fingerprint

Module 2: Managing Apps and Permissions

- Controlling App Permissions
- Keeping Software Updated

Module 3: Smart Connections

- Safe Public Wi-Fi
- Preparing for a Lost Phone

Backing Up Your Phone

Beginner · 35 min · Final quiz + certificate

Never lose your photos and contacts again.

Module 1: Understanding Backups

- What is a Backup?
- Backing Up an iPhone

Module 2: Android and Google Backup

- Backing Up an Android Phone
- Managing Your Storage

Module 3: Restoring Your Data

- Getting Your Data Back
- Keeping Your Backup Secure

Everyday Digital Life

Banking, bills, appointments and online services.

TOPIC · ACCOUNTS & STORAGE

Creating Online Accounts

Beginner · 40 min · Final quiz + certificate

Sign-ups, verification emails and keeping track.

Module 1: Getting Started

- What is an Online Account?
- Preparing to Sign Up

Module 2: The Registration Process

- Filling Out Registration Forms
- Verifying Your Email

Module 3: Staying Secure

- Choosing Safe Passwords
- Logging Out and Safety

Cloud Storage

Beginner · 40 min · Final quiz + certificate

What the cloud is and how to use it safely.

Module 1: Cloud Basics

- What is the Cloud?
- Choosing a Cloud Provider

Module 2: Using the Cloud

- Uploading Your Files
- Understanding Syncing

Module 3: Safety and Security

- Sharing Files Safely
- Securing Your Cloud

Scanning Documents With Your Phone

Beginner · 30 min · Final quiz + certificate

Turn paper into a clean PDF you can email.

Module 1: Scanning Basics

- Why Scan With a Phone?
- Preparing Your Document

Module 2: Scanning on iPhone and Android

- Scanning on iPhone (Notes App)
- Scanning on Android (Google Drive)

Module 3: Editing and Sending

- Cropping and Adjusting
- Sharing Your Scan

TOPIC · MONEY & BILLS

Online Banking Basics

Beginner · 55 min · Final quiz + certificate

Sign in, check balances and move money.

Module 1: Getting Started Safely

- What is Online Banking?
- Security and Signing In

Module 2: Managing Your Money

- Checking Your Balance
- Moving Money

Module 3: Statements and Apps

- Statements and Paperless Billing
- Banking on Your Phone

Paying Bills Online

Beginner · 45 min · Final quiz + certificate

One-off payments and automatic payments explained.

Module 1: Understanding Online Bill Pay

- What Is Online Bill Pay?
- Setting Up a Payee

Module 2: Making Payments Safely

- Making a One-Time Payment
- Setting Up Autopay
- Avoiding Billing Scams

Module 3: Managing and Troubleshooting

- Tracking Payments and Receipts
- Fixing a Missed or Failed Payment

TOPIC · GETTING AROUND & APPOINTMENTS

Google Maps

Beginner · 45 min · Final quiz + certificate

Directions, transit, saved places and street view.

Module 1: Getting Started with Maps

- Navigating the Interface
- Searching for Places

Module 2: Directions and Travel

- Getting Driving Directions
- Using Public Transit

Module 3: Advanced Features

- Using Street View
- Saving Your Favorite Places

Online Appointment Scheduling

Beginner · 30 min · Final quiz + certificate

Book and manage appointments on the web.

Module 1: Finding and Booking

- Starting the Booking Process
- Choosing Time and Service

Module 2: Personal Details and Security

- Entering Your Information
- Confirming the Appointment

Module 3: Managing Your Schedule

- Rescheduling and Canceling
- Appointment Reminders

Social Media

Social platforms, privacy settings and responsible posting.

TOPIC · USING SOCIAL MEDIA

Social Media Basics

Beginner · 50 min · Final quiz + certificate

What each platform is for and how to start carefully.

Module 1: Understanding Social Media

- What Is Social Media?
- Choosing a Platform

Module 2: Setting Up Safely

- Creating Your Account
- Privacy Settings 101

Module 3: Safe Interaction

- Spotting Scams and Spam
- Posting Etiquette

Facebook Basics

Beginner · 55 min · Final quiz + certificate

Friends, posts, groups and staying in touch.

Module 1: Getting Started

- Finding Your Way Around
- Finding and Adding Friends

Module 2: Sharing and Interacting

- Making Your First Post
- Likes and Comments

Module 3: Safety and Groups

- Joining Facebook Groups
- Staying Safe Online

TOPIC · STAYING SAFE & INFORMED

Social Media Privacy

Beginner · 45 min · Final quiz + certificate

Who can see your posts, photos and details.

Module 1: Understanding Your Audience

- Public vs. Private Profiles
- Facebook Privacy Checkup

Module 2: Managing Friends and Connections

- Evaluating Friend Requests
- Blocking and Reporting

Module 3: Location and Data Safety

- Location Services
- Third-Party Apps and Quizzes

Recognizing Misinformation

Beginner · 45 min · Final quiz + certificate

Check before you share.

Module 1: Understanding Information Online

- What Is Misinformation?
- Identifying Emotional Triggers

Module 2: Verification Skills

- Checking the Source
- Using Fact-Checking Tools

Module 3: Visual Deception

- Misleading Photos
- Social Media Safety

AI & Emerging Technology

AI basics, prompting, safety and responsible use.

TOPIC · UNDERSTANDING AI

What Is Artificial Intelligence?

Beginner · 45 min · Final quiz + certificate

A calm, jargon-free explanation of what AI is and is not.

Module 1: The Basics of AI

- What is Artificial Intelligence?
- How Does AI Learn?

Module 2: Generative AI and Chatbots

- Creating with AI
- When AI Makes Mistakes

Module 3: Safety and the Future

- Staying Safe from AI Scams
- Your Privacy and AI

AI for Beginners

Beginner · 105 min · Final quiz + certificate

Use an AI assistant safely and get useful answers.

Module 1: Introduction to AI

- What Is Artificial Intelligence?
- Choosing Your AI Tool

Module 2: Talking to AI

- Writing Your First Prompt
- Refining and Chatting

Module 3: Safety and Fact-Checking

- Hallucinations and Facts
- Protecting Your Privacy

TOPIC · USING AI WELL

Writing Better AI Prompts

Beginner · 50 min · Final quiz + certificate

Small changes that make AI answers far more useful.

Module 1: Getting Started with AI Chat Tools

- What Is an AI Chat Tool?
- Why Wording Matters

Module 2: Building Strong Prompts

- The Four-Part Prompt Structure
- Iterating and Asking Follow-Up Questions

Module 3: Using AI Responsibly

- Prompts for Everyday Tasks
- Spotting AI Mistakes and Staying Safe

AI for Job Searching

Beginner · 55 min · Final quiz + certificate

Use AI to prepare, not to pretend.

Module 1: Getting Started with AI

- AI: Your Career Assistant
- Choosing and Using an AI Tool

Module 2: Resumes and Cover Letters

- Improving Your Resume
- Drafting a Cover Letter

Module 3: Interview Prep and Growth

- Practicing for the Interview
- Learning Skills with AI

TOPIC · AI RISKS

AI Safety

Beginner · 45 min · Final quiz + certificate

Privacy, accuracy and knowing when not to rely on AI.

Module 1: Understanding AI Limits

- What is AI Really?
- Spotting AI Hallucinations

Module 2: Protecting Your Privacy

- What Not to Share with AI
- Adjusting Privacy Settings

Module 3: AI Scams and Safety

- Fake Voices and Images
- Staying Safe Online

Fact-Checking AI

Beginner · 35 min · Final quiz + certificate

Always verify. Here is how.

Module 1: Understanding AI Mistakes

- Why AI Makes Things Up
- Spotting Red Flags

Module 2: Verification Strategies

- The Three-Source Rule
- Health and Money Tips

Module 3: Advanced Verification

- Making AI Check Itself
- Spotting AI-Generated Images

Deepfakes

Beginner · 35 min · Final quiz + certificate

Fake video and voice — and how to verify.

Module 1: Understanding Deepfakes

- What is a Deepfake?
- How They Are Made

Module 2: Spotting the Signs

- Visual Red Flags
- Listening for Clues

Module 3: Verification and Safety

- How to Fact-Check
- Staying Safe from Scams

Digital Money Skills

Budgeting, digital payments and financial safety online.

TOPIC · MANAGING MONEY

Creating a Basic Digital Budget

Beginner · 55 min · Final quiz + certificate

Track what comes in and what goes out.

Module 1: Getting Started with Budgeting

- What Is a Budget?
- Income vs. Expenses

Module 2: Creating Your Digital Tool

- Choosing Your Budget Tool
- Setting Up Your Budget Sheet

Module 3: Safety and Maintenance

- Protecting Your Financial Data
- Reviewing Your Budget

Online Subscription Management

Beginner · 35 min · Final quiz + certificate

Find, review and cancel what you are paying for.

Module 1: Finding Your Subscriptions

- What is a Subscription?
- Auditing Your Bank Statements

Module 2: Managing Phone Subscriptions

- Cancelling on iPhone (iOS)
- Cancelling on Android

Module 3: Web-Based Subscriptions

- Cancelling on a Website
- Organizing Your Digital Life

TOPIC · PAYING SAFELY

Digital Payments

Beginner · 45 min · Final quiz + certificate

Tap to pay, mobile wallets and payment apps.

Module 1: Understanding Digital Payments

- What Are Digital Payments?
- How Tap-to-Pay Works

Module 2: Payment Apps

- Setting Up a Payment App
- Sending and Requesting Money

Module 3: Staying Safe

- Avoiding Payment Scams
- Checking Your Payment History

Payment App Safety

Beginner · 40 min · Final quiz + certificate

Cash App, Venmo, Zelle — and the scams around them.

Module 1: Meeting the Payment Apps

- How Payment Apps Work
- Setting Up Your Account Safely

Module 2: Sending Money With Confidence

- Verifying Before You Send
- Common Payment App Scams
- What to Do If You're Scammed

Healthcare Technology

Telehealth, patient portals and health information online.

TOPIC · YOUR CARE ONLINE

Patient Portals

Beginner · 45 min · Final quiz + certificate

Results, messages and appointments in one place.

Module 1: Getting Started with Portals

- What Is a Patient Portal?
- Signing Up and Logging In

Module 2: Managing Your Health Data

- Finding Test Results
- Requesting Refills

Module 3: Communication and Schedules

- Messaging Your Doctor
- Scheduling Appointments

Telehealth Basics

Beginner · 45 min · Final quiz + certificate

Prepare for and join a video appointment with a clinician.

Module 1: Getting Ready for Your Visit

- What is Telehealth?
- Your Technology Checklist

Module 2: The Appointment Process

- Finding Your Link and Joining
- Microphones, Cameras, and Muting

Module 3: Success During the Visit

- Setting Up Your Space
- Staying Safe and Secure

TOPIC · HEALTH INFORMATION

Finding Reliable Health Information Online

Beginner · 40 min · Final quiz + certificate

Tell trustworthy health sources from the rest.

Module 1: Identifying Trustworthy Sources

- Understanding Web Addresses
- Checking the 'About Us' Page

Module 2: Spotting Red Flags

- Spotting 'Miracle Cures'
- Checking the Date

Module 3: Trusted Health Tools

- Using MedlinePlus
- Mayo Clinic and the CDC