**Activities included in each week:**

**1st week: 6th week:**

* Introduction to computers Social Media
* Typing in word doc Facebook
* Turn on Turn off Instagram
* Home keys Twitter
* Google search Sign in Sign off YouTube
* Evaluation form

**2nd week:** **7th week**:

* MS office word excel Power point Digital Media

 Upload pictures online

**3rd week:**

* Email
* Online Banking
* Attachments
* Routes to Destinations **8th week**:
* Online Shopping
* Uber eats How to access social media

 Cover all the aspects of the program

**4th week:**

* Print
* Fax
* Scan
* Email

**5th week:**

* Online Security for Finance
* Safety