



# REPORT OF **COMMUNITY COMPUTER LITERACY PROGRAM**

BY CANADIAN ZALMI SOCIETY

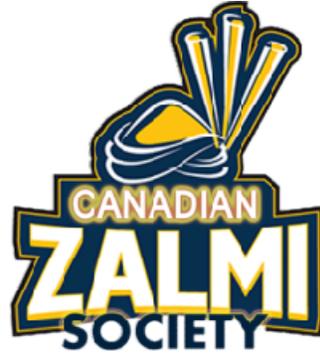
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PHASE 2

PROJECT INITIATED BY:



SUPPORTED BY:



Kinetic Sports

### **Need for Program:**

The North East is an area which has a large demographic of immigrants and participants that are new to Canada. This causes a need for affordable language classes to be created and accessible. Being able to have access to these types of programs would not only allow for an increase in literacy but assist newcomers in integrating into Calgary. With their newfound skills they would be much more comfortable in their new home and have an increase in confidence. Also, in Canada and all western countries we are dominated by technology and the need to be able to understand how to use it. By offering a class that would provide a place to learn the basics and be set on a path of further learning opportunities is vital for those who lack this ability. It is important to not only be literate in English but also the internet and computers to be successful.

### **Objectives of the program:**

Our main goal for the computer literacy program is to allow more individuals access to a place where the basics can be taught. As we continue to become more and more technologically advanced it is extremely important for individuals to be able to use computers and various applications. Aside from knowing the basis being able to utilize all the information offered on the internet would be very beneficial to every single member.

As important computer literacy it is fundamental to be able to both speak and read English. It is a basic requirement to be able to do any sort of job and be able to build relations with a variety of different people. However, there aren't that many free options that are located in a location easily accessible to individuals that most need the program.

For our Life Skills program our main goal is to teach the basics that would allow participants the ease to be independent and comfortable filling out documents as well as creating resumes. These are vital life skills that everyone needs to know to be successful in their life. By teaching these skills we enable participants to be able to fill out applications without the fear of doing it wrong and the ability to actually do it on their own. Also, by teaching resume creation they now have the ability to apply for jobs and contribute to society.

### **Public awareness and learner recruitment:**

Social media is our main advertising method through the use of Facebook and Instagram. Our website is also very effective in getting potential member. Through these various outlets we are able to reach out to a variety of different participants. This has worked very well for us so far as we continue to have a surplus of applicants apply each time we have started a new version of our Computer Literacy Course.

### **Advertising:**

The project was advertised through various outlets predominantly on social media such as Facebook, and Instagram. We also used our website and local newspapers.

**Training and studying outline:**

Course	Duration
Notepad and Internet Basics	5 Hours
Microsoft Word and Excel	5 hours
Microsoft Excel Pt. 2 and Microsoft Windows 10	5 hours
Google apps and Gmail	5 hours
Total Hour of Training	20 hours

**Program Schedule:**

Feb 23rd, March 2nd & March 09th 2019.

**Program Location:**

Genesis Centre- 7555 Falconridge Blvd NE #10, Calgary AB T3J 0C9

**Challenges:**

To tackle the previous language barrier issue in the previous program we address the preferred language of lesson at the start of the program. By doing this we were able to see which language would allow for everyone to keep up.

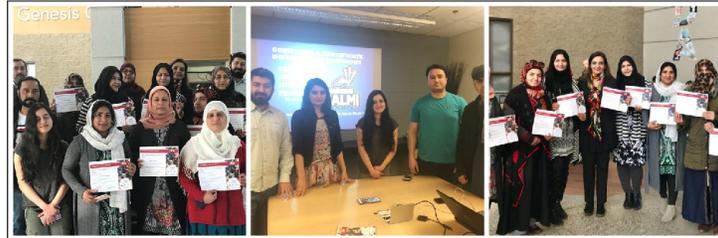


**Program Overview:**

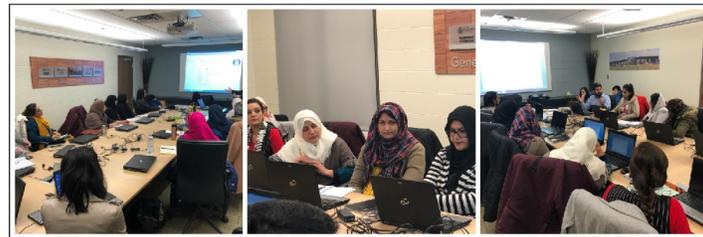
In this phase the program was three weeks long instead of four with longer hours. The longer hours made up for the last week and still allowed us to cover all the topics we wanted to review and reach. Also, we created this program for women exclusively for a variety of different reasons. The main reason being it would more individuals access to this program and be able to

be comfortable in the environment. We are very pleased of the outcome and the level of outreach.

For this version of the program we decided to incorporate Google apps as an alternative to Microsoft Word. This would allow more accessibility as some people do not have Microsoft applications due to the need of it having to be paid for. We got a very positive response from this we have decided to permanently integrate it into our programs.



We also decided on giving out desktops instead of laptops this program. Allowing for an outlet to practice their skills as well as pass on their knowledge to those in the household. Overall, this program allowed for many individuals to not only gain more knowledge but network and meet a variety of new individuals.



### **Accomplishments:**

We had not only allowed for every individual in our program leave with a greater knowledge on computers but also a desire to participate in community activities. At the end of the program we had an hour long discussion with the participants about what they wanted to see changed about the program or how we could further our services. By doing this we got to see different perspectives and allow others to help out.