

Be Connected: Computer Skills

Technology has become a part of so many people's lives, but not everyone has the skills or confidence to keep up with the constant changes.

Be Connected is an introduction to core computer skills to help those who wish to start from the beginning, with four subjects over four weeks. This course will start with the essential skills such as typing, using the keyboard, searching the internet, sending an email, and basic features of your smartphone, and go on to build on these abilities to help you gain confidence using technology.

Bookings are essential as classes are small.

We recommend newcomers attend the first session in each term, with the second session open to both newcomers and returning students.

Term Two, 2024 @ All Branches

Bookings for Session One open Tuesday 2nd April. Classes start Tuesday 7th May.

Bookings for Session Two open Tuesday 14th May. Classes start Tuesday 4th June.

[Full dates and times available on last page.](#)

Subjects Available in Term Two

- [Smart Device Fundamentals @ Carnes Hill](#)
Wednesdays
10am to 11am
- [Internet Fundamentals @ Casula](#)
Thursdays
1pm to 2pm
- [Computer Hobbies @ Green Valley](#)
Tuesdays
10am to 11pm
- [Communicating Online @ Liverpool](#)
Wednesdays
1pm to 2pm
- [Absolute Basics @ Miller](#)
Fridays
10am to 11am
- [Social Media @ Moorebank](#)
Thursdays
1pm to 2pm

Smart Device Fundamentals Subjects @ Carnes Hill

Week 01: Introduction to Smartphones

This class will teach you the essentials of what a smartphone is and how to use one.

Week 02: Introduction to Tablets

In this class, you will learn about what a tablet is and how to use one. You will learn about the parts of a tablet, and how to open apps and type using the tablet's touchscreen.

Week 03: Introduction to Apps

In this class, you'll learn about what an app is on a smartphone or tablet, and how you can download them.

Week 04: Using Apps

In this class, you'll learn what to do with apps that are not working or that you do not use. You'll also learn about updating apps and organising apps.

Internet Fundamentals Subjects @ Casula

Week 01: Introduction to the Internet

In this class, you will learn all about browsing the internet. The class covers how to search the internet, find websites, creating bookmarks and what copyright means online.

Week 02: Getting the Internet

In this class, you will learn how to get the Internet, whether at home or in public.

Week 03: Online Safety

In this class, you will learn some tips on how to use the internet safely. The class covers email safety, your personal data, passwords, and antivirus software.

Week 04: Scam Awareness

This class outlines some of the most common online scams and how you can identify them. Learn what you can do to protect yourself from being scammed and what to do in the unfortunate case that you're the victim of a scam.

Computer Hobbies Subjects @ Green Valley

Week 01: Photo Editors

In this class, you will learn all about editing your photos on the computer. You'll learn how to move your photos from your camera or device to your computer for editing, and how to store them.

Week 02: Family History

In this class, you'll learn how the internet can be used to help you research your family history. You will also get the chance to look at some of the Library's free family history databases.

Week 03: Introduction to Social Media

This class will familiarise you with the world of social media, starting from what it is and how it works to a brief look at the biggest platforms.

Week 04: Blogs

In this class, you'll discover what a blog is and how easy it is to get online and share your thoughts with the world.

Communicating Online Subjects @ Liverpool

Week 01: Introduction to Email

In this class, you'll learn how emails use the internet to send notes, letters, photos and more, no postage required, all over the world instantly.

Week 02: Video-Calling

In this class, you'll learn a little about what video calling is and what equipment you need to get set up, whether using your computer, tablet or smartphone to make video calls.

Week 03: Introduction to Social Media

This class will familiarise you with the world of social media, starting from what it is and how it works to a brief look at the biggest platforms.

Week 04: Scam Awareness

This class outlines some of the most common online scams and how you can identify them. Learn what you can do to protect yourself from being scammed and what to do in the unfortunate case that you're the victim of a scam.

Absolute Basic Subjects @ Miller

Week 01: Introduction to Computers

Here you will learn the absolute essentials of what a computer is. You will learn about the components of a computer, including the screen, the keyboard, and the mouse.

Week 02: Introduction to Email

In this class, you'll learn how emails use the internet to send notes, letters, photos and more, no postage required, all over the world instantly.

Week 03: Introduction to the Internet

In this class, you will learn all about browsing the internet. The class covers how to search the internet, find websites, creating bookmarks and what copyright means online.

Week 04: Introduction to Smartphones

This class will teach you the essentials of what a smartphone is and how to use one.

Social Media Subjects @ Moorebank

Week 01: Introduction to Social Media

This class will familiarise you with the world of social media, starting from what it is and how it works to a brief look at the biggest platforms.

Week 02: Instagram and X (Twitter)

This class will introduce you to the Instagram and X social media platforms. You'll learn what they are used for and how you can safely create and enjoy using accounts of your own.

Week 03: Facebook

In this class, you'll learn all about Facebook, including what it is, how to create an account and how to set up important privacy and security settings.

Week 04: Scam Awareness

This class outlines some of the most common online scams and how you can identify them. Learn what you can do to protect yourself from being scammed and what to do in the unfortunate case that you're the victim of a scam.

Full dates and times

Bookings for Session One open Tuesday 2nd April.

Bookings for Session Two open Tuesday 14th May.

Locations	Session One	Session Two
Carnes Hill Library Wednesdays 10am to 11am	Wednesday 08 May Wednesday 15 May Wednesday 22 May Wednesday, 29 May Book Session One @ Carnes Hill	Wednesday 05 June Wednesday 12 June Wednesday 19 June Wednesday 26 June Book Session Two @ Carnes Hill
Casula Library Thursdays 1pm to 2pm	Thursday 09 May Thursday 16 May Thursday 23 May Thursday 30 May Book Session One @ Casula	Thursday 06 June Thursday 13 June Thursday 20 June Thursday 27 June Book Session Two @ Casula
Green Valley Library Tuesdays 10am to 11am	Tuesday 07 May Tuesday 14 May Tuesday 21 May Tuesday 28 May Book Session One @ Green Valley	Tuesday 04 June Tuesday 11 June Tuesday 18 June Tuesday 25 June Book Session Two @ Green Valley
Liverpool City Library Wednesdays 1pm to 2pm	Wednesday 08 May Wednesday 15 May Wednesday 22 May Wednesday 29 May Book Session One @ Liverpool	Wednesday 05 June Wednesday 12 June Wednesday 19 June Wednesday 26 June Book Session Two @ Liverpool
Miller Library Fridays 10am to 11am	Friday 10 May Friday 17 May Friday 24 May Friday 31 May Book Session One @ Miller	Friday 07 June Friday 14 June Friday 21 June Friday 28 June Book Session Two @ Miller
Moorebank Library Thursdays 1pm to 2pm	Thursday 09 May Thursday 16 May Thursday 23 May Thursday 30 May Book Session One @ Moorebank	Thursday 06 June Thursday 13 June Thursday 20 June Thursday 27 June Book Session Two @ Moorebank