

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 Three 2024 @ All Branches

Bookings for Session One open Monday 1st July. Classes start Tuesday 30th July.

Bookings for Session Two open Monday 29th July. Classes start Tuesday 27th August.

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

Subjects Available in Term Three

- [Computer Fundamentals @ Carnes Hill](#)
Wednesdays
10am to 11am
- [Internet Fundamentals @ Casula](#)
Thursdays
1pm to 2pm
- [Essential Skills @ Green Valley](#)
Tuesdays
10am to 11pm
- [Absolute Basics @ Liverpool](#)
Wednesdays
1pm to 2pm
- [Smart Device Fundamentals @ Miller](#)
Fridays
10am to 11am
- [All About Email @ Moorebank](#)
Thursdays
1pm to 2pm

Computer Fundamentals Subjects @ Carnes Hill

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 Laptops

In this class, you'll learn about a laptop, what it is and the basics of how to use one. The class will teach you how to turn a laptop on as well as how to use the keyboard and the trackpad.

Week 03: Introduction to Files

In this class, you'll learn about what files are and how to save or move them on Windows computers.

Week 04: Computer Storage

In this class, you'll learn about some of the storage options for your computer so you always have space for the things important to you. It covers built in storage, USB storage, and the cloud.

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.

Essential Skills Subjects @ Green Valley

Week 01: Mouse Skills

In this class, you will be given the opportunity for some hands-on practice at core skills using the mouse on the computer.

Week 02: Keyboard Skills

In this class, you will be given the opportunity for some hands-on practice at core skills using the keyboard on the computer.

Week 03: Touchscreen Skills

This class will familiarise you with the touchscreen on your smartphone or tablet.
Please bring your own touchscreen device to practice on.

Week 04: Online Forms

In this class, you will learn what an online form is, how to fill in forms on a website and how to correct mistakes on them.

Absolute Basics Subjects @ Liverpool

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 the Internet

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

Week 03: 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 04: Introduction to Smartphones

This class will teach you the essentials of what a smartphone is and how to use one.
Please bring your own touchscreen device to practice on.

Smart Device Fundamentals Subjects @ Miller

Week 01: Introduction to Smartphones

This class will teach you the essentials of what a smartphone is and how to use one. **Please bring your own touchscreen device to practice on.**

Week 02: Introduction to Tablets

In this course, 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. **Please bring your own touchscreen device to practice on.**

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. **Please bring your own touchscreen device to practice on.**

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. **Please bring your own touchscreen device to practice on.**

All About Email Subjects @ Moorebank

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: Using Gmail

In this class, you will learn about Gmail. You'll find out how to create a Gmail account, how it works in your web browser, and how to create, send, receive, reply to and organise your emails. **Please only attend if you use or plan to use Gmail as your email provider.**

Week 03: Using Outlook

In this class, you will learn about Outlook. You'll find out how to create a Outlook account, how it works in your web browser, and how to create, send, receive, reply to and organise your emails. **Please only attend if you use or plan to use Outlook as your email provider.**

Week 04: Email Scams

In this class, we look at the tools you can use to keep your email account secure, how to minimise and report spam emails, plus tips on how email scams work and how to avoid them.

Full dates and times

Bookings for Session One open Monday 1st July. Classes start Tuesday 30th July.

Bookings for Session Two open Monday 29th July. Classes start Tuesday 27th August.

Locations	Session One	Session Two
Carnes Hill Library Wednesdays 10am to 11am	Wednesday 31 July Wednesday 07 August Wednesday 14 August Wednesday 21 August Book Session One @ Carnes Hill	Wednesday 28 August Wednesday 04 September Wednesday 11 September Wednesday 18 September Book Session Two @ Carnes Hill
Casula Library Thursdays 1pm to 2pm	Thursday 01 August Thursday 08 August Thursday 15 August Thursday 22 August Book Session One @ Casula	Thursday 29 August Thursday 05 September Thursday 12 September Thursday 19 September Book Session Two @ Casula
Green Valley Library Tuesdays 10am to 11am	Tuesday 30 July Tuesday 06 August Tuesday 13 August Tuesday 20 August Book Session One @ Green Valley	Tuesday 27 August Tuesday 03 September Tuesday 10 September Tuesday 17 September Book Session Two @ Green Valley
Liverpool City Library Wednesdays 1pm to 2pm	Wednesday 31 July Wednesday 07 August Wednesday 14 August Wednesday 21 August Book Session One @ Liverpool	Wednesday 28 August Wednesday 04 September Wednesday 11 September Wednesday 18 September Book Session Two @ Liverpool
Miller Library Fridays 10am to 11am	Friday 30 August Friday 09 August Friday 16 August Friday 23 August Book Session One @ Miller	Friday 30 August Friday 06 September Friday 13 September Friday 20 September Book Session Two @ Miller
Moorebank Library Thursdays 1pm to 2pm	Thursday 01 August Thursday 08 August Thursday 15 August Thursday 22 August Book Session One @ Moorebank	Thursday 29 August Thursday 05 September Thursday 12 September Thursday 19 September Book Session Two @ Moorebank