

Course title	Date and time	Duration	Course information	Prior Knowledge
Introduction to Computers	9:00 AM, Tuesday 25 June 2019	2 hours	Computers are a useful tool for communicating, shopping, retrieving information and for entertainment. This workshop will walk participants through the basics of what a computer is, what its components are and how it is operated. Participants will then learn how to navigate a computer and use the keyboard and mouse. These skills will then be put to good use to create your first document on the computer, and perhaps do a little web surfing along the way.	No prior knowledge required. This workshop is for participants who have not used a computer before.
Introduction to Cyber Safety: How to stay safe online	9:00 AM, Thursday 27 June 2019	2 hours	The internet is now a part of life and there is so much you can do online. But should you trust the internet? With the right tools and a few common-sense precautions, you can protect yourself online. This workshop covers the basics of internet security: the things that can potentially go wrong and the simple steps you can take to avoid them.	No prior knowledge required
Introduction to the Internet Part 1	9:00am, Tuesday 2 July 2019	2 hours	This session will walk participants through the very basics of the internet: how it works, how to get online and how to surf the web.	Basic computer skills
Introduction to the Internet Part 2	9:00am, Thursday 4 July 2019	2 hours	This session expands on what was covered in the Introduction to the Internet workshop part 1. Participants will learn some common browser features that can make navigating the web much easier and will look at important browser add-ons that will let them see all the web has to offer, including videos and music. Participants will also be provided with tips on how to keep safe online.	Introduction to the internet Part 1
Email essentials: Create an email account (Gmail)	9:00am, Tuesday 9 July 2019	2 hours	This workshop covers the basic steps you need to help keep in touch with your family and friends using email. It will explain how to set up a Gmail account, how to send an email, and how to read and reply to emails that have been sent to you.	Basic computer and internet searching skills

Course title	Date and time	Duration	Course information	Prior Knowledge
Introduction to Social Media	9:00am, Thursday 11 July 2019	2 hours	Are you new to Social Media? If so, this is the workshop for you. This session will walk participants through the internet's most popular social media applications. By the end, you will have a good understanding of what social media is and which services you can use and when. It is not an in-depth guide to using the services (those come in later sessions), but an overview of what they are and what they can do.	Basic computer and internet searching skills
Email essentials 2: Manage your contacts and tips and tricks	9:00am, Tuesday 16 July 2019	2 hours	This session expands on what was covered in the Email essentials workshop. Participants will learn how to add email addresses to their address book and how to send group emails, as well as some handy hints and tips to help them manage their email address book. Participants also get their first guide to the weird and wonderful world of email etiquette.	Email essentials <u>or</u> a current Gmail email address.
Social Media: Create a Facebook, Google and Twitter account	9:00 AM, Thursday 18 July 2019	2 hours	In this session participants will be walked through the process for setting up a Facebook, Google and Twitter account. You will learn how to use and navigate these social media platforms and how to protect your privacy when using these services.	Introduction to Social Media
Email essentials: Send documents and organise your email account	9:00 AM, Tuesday 23 July 2019	2 hours	This session explains how to use and send attachments (e.g. documents or photos), how to use online folders to organise your email library, and how to keep a copy of emails you have sent as well as received. Participants will also learn some tips to help them avoid junk mail and protect their privacy online.	Email essentials 2: Manage your contacts and tips and tricks
Social Media: Sharing photos and videos on Facebook and YouTube	9:00 AM Thursday 25 July	2 hours	In this session participants will find out how to upload both individual photos and entire photo albums to Facebook. They will also look at adding photos and web addresses to tweets using Twitter, as well as creating your own YouTube channel and uploading videos to share with the world.	Introduction to Social Media Part 2

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Introduction to Computers	9:00 AM Tuesday 30 July 2019	2 hours	Computers are a useful tool for communicating, shopping, retrieving information and for entertainment. This workshop will walk participants through the basics of what a computer is, what its components are and how it is operated. Participants will then learn how to navigate a computer and use the keyboard and mouse. These skills will then be put to good use to create your first document on the computer, and perhaps do a little web surfing along the way.	No prior knowledge required. This workshop is for participants who have not used a computer before.
Introduction to the Internet Part 1 and Two	1:00 PM, Tuesday 30 July 2019	3 hours	This workshop will cover Introduction to the internet part 1 and two. Initially participants will be introduced to the very basics of the internet: how it works, how to get online and how to surf the web for information and resources. Participants will then learn some common browser features, how to navigate the web and look at important browser add-ons to see some of what the web has to offer, including videos and music. Participants will also be provided with tips on how to keep safe online.	Basic computer skills
Introduction to iPads	9:00 AM, Thursday 1 August 2019	2 hours	This workshop will introduce participants to the apple iPad and will cover topics including hardware and basic interface of an iPad, navigating a touchscreens and gestures, installing apps such as games, using the internet and communication tools.	No prior knowledge necessary
Email essentials: Create an email account (Gmail)	1:00 PM, Thursday 1 August 2019	2 hours	This workshop covers the basic steps you need to help keep in touch with your family and friends using email. It will explain how to set up a Gmail account, how to send an email, and how to read and reply to emails that have been sent to you.	Basic computer and internet searching skills
Introduction to online shopping Part 1	9:00 AM, Tuesday 6 August 2019	2 hours	In this workshop participants will learn the basics of online shopping, whether you want to book a holiday or buy groceries. The trainer will walk you through the process of buying something online, and you will also learn how to stay safe online when shopping and banking.	Introduction to email and internet.

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Introduction to Samsung Tablets	1:00pm, Tuesday 6 August 2019	2 hours	This workshop will introduce participants to Samsung tablets and will cover topics including hardware and basic interface of tablets, navigating touchscreens and gestures, installing apps such as games, using the internet and communication tools.	No prior knowledge
Introduction to online shopping 2	9:00 AM, Thursday 8 August 2019	2 hours	In this workshop you'll learn how easy and convenient it is to shop and bank online. We'll discuss why online banking is safe and secure, and how you can save time when you pay your bills online. You'll also learn how to browse, buy and sell on the internet using websites such as eBay.	Introduction to online shopping part 1
Introduction to iPads	1:00 PM, Thursday 8 August 2019	2 hours	This workshop will introduce participants to the apple iPad and will cover topics including hardware and basic interface of an iPad, navigating a touchscreens and gestures, installing apps such as games, using the internet and communication tools.	No prior knowledge necessary
Library: How to navigate the Online Library Catalogue Aurora Montage	9:00am, Tuesday 13 August 2019	2 hours	In this workshop participants will learn how to navigate the new online Library catalogue Aurora Montage. Participants will learn how to search for titles, review recommended reading lists, suggests items for purchase and reserve items from the comfort of their couch.	Introduction to the internet
Introduction to Samsung Tablets	9:00 AM, Thursday 15 August 2019	2 hours	This workshop will introduce participants to Samsung tablets and will cover topics including hardware and basic interface of tablets, navigating touchscreens and gestures, installing apps such as games, using the internet and communication tools.	No prior knowledge
Library: Learn about eResources	9:00 AM, Tuesday 20 August 2019	2 hours	Have you ever wondered how you can view books online or listen to eAudiobooks from your laptop or tablet? In this workshop participants will learn about the range of eResources available from eBooks, audiobooks, movie and music streaming. Not a Library member? Join your local NBRC library for Free to access free online resources.	Email essentials: Create and email account and How to navigate the online Library Catalogue Aurora Montage

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Sharing photos and other attachments online	9:00 AM, Thursday 22 August 2019	2 hours	<p>In this workshop participants will learn how to share photos and files using email and Facebook. Firstly, we will look at how to attach files to your emails. Secondly, we will look at how you can use your Facebook account (if you have one) to upload individual photos and entire photo albums to the web, for viewing by anybody on your friends list – or in the world, if you choose.</p> <p>Important note: This course is suitable for participants who already have an active email and Facebook account.</p>	Participants need to have an active email and Facebook account.
Introduction to online shopping part 1	9:00 AM, Tuesday 27 August 2019	2 hours	In this workshop you will learn the basics of online shopping, whether you want to book a holiday or buy groceries. We'll walk you through the process of buying something online, and you will also learn how to stay safe online for banking and shopping.	Introduction to the internet and email essentials
Introduction to online shopping part 2	9:00 AM, Thursday 29 August 2019	2 hours	In this workshop you'll learn how easy and convenient it is to shop and bank online. We'll discuss why online banking is safe and secure, and how you can save time when you pay your bills online. You'll also learn how to browse, buy and sell on the internet using websites such as eBay.	Introduction to online shopping part 1
Library: How to navigate the Online Library Catalogue Aurora Montage	9:00 AM Tuesday 3 September 2019	2 hours	In this workshop participants will learn how to navigate the new online Library catalogue Aurora Montage. Participants will learn how to search for titles, review recommended reading lists, suggest items for purchase and reserve items from the comfort of their couch.	Introduction to the internet
Library: Learn about eResource	9:00 AM Thursday 5 September 2019	2 hours	Have you ever wondered how you can view books online or listen to eAudiobooks from your laptop or tablet? In this workshop participants will learn about the range of eResources available from eBooks, audiobooks, movie and music streaming. Not a Library member? Join your local NBRC library for Free to access free online resources.	Email essentials: Create and email account and How to navigate the online Library Catalogue Aurora Montage