

Topic	Course	Activities
The Absolute Basics		
	What is a computer?	1. What is a computer?
		2. What is a screen?
		3. What is a keyboard?
		4. What is a mouse?
	What is a laptop?	1. What is a laptop?
		2. Using the touchpad
		3. How to charge a laptop
	What is a tablet?	1. What is a tablet?
		2. How to charge a tablet?
		3. Using a touchscreen
		4. Tablets vs laptops
	What is a smartphone?	1. What is a smartphone?
		2. How to charge a smartphone
		3. Comparing devices
	What is the internet?	1. What is the internet?
		2. What is a web browser?
		3. Web addresses and links
		4. Search engines

Topic	Course	Activities
Staying safe online	Safe passwords	1. Why we need safe passwords
		2. Common password mistakes
		3. Creating a good password
		4. Remembering passwords
	Paying safely online	1. Payment options
		2. Which payment option should I use?
		3. What happens if goods don't arrive?
	Avoiding scams and tricks	1. The phishing scam
		2. The unexpected money scam
		3. Money for nothing scams
	Downloading and saving documents	1. Downloading from trusted sources
		2. Protecting yourself from a virus
		3. What is antivirus software?
		4. Types of documents
	Help and support	1. I suspect I'm being scammed
		2. I think my computer has a virus
3. I think somebody knows my passwords		

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Getting to know your device	Using a keyboard	1. Keyboard basics	
		2. More about the keyboard	
	Using a mouse	1. Mouse basics	
		2. The 'click' factor	
		3. Scrolling	
	Using a touchscreen	1. Touchscreen basic controls	
		2. More advances controls	
		3. Security and apps	
	Using a computer	1. Computer and laptop parts	
		2. Turn computers on and off	
		3. Changing computer settings	
		4. Programs and files	
		5. Computer safety	

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Getting started online	Using the internet	1. About the internet
		2. Getting around online
		3. Playing by the rules
	Using online forms	1. What is an online form?
		2. Filling in your details
		3. Multiple choices
	Using email	1. What is email?
		2. Creating an email account
		3. Sending an email
		4. Your inbox
		5. Email safety and security
	Using search engines	1. Benefits of search engines
		2. Website addresses
		3. Searching websites
		4. Saving images and files
	Introduction to internet safety	1. Computer security
		2. Use of personal data
		3. Secure online payment
		4. Child safety online

Topic	Course	Activities
More online skills		
	Online shopping overview	1. Introduction
		2. Getting started
		3. Payment methods
		4. Consumer rights
	Socialising online	1. Connecting and sharing
		2. Choosing the right network
		3. What does a social network look like?
	Using Facebook overview	1. Colin's Facebook story
		2. Facebook profiles
		3. Adding friends on Facebook
		4. Posting messages
		5. Making more connections
	Using a digital camera	1. What can a digital camera do?
		2. How do digital cameras work?
		3. How to get the most out of a digital camera
	Watching and listening online	1. Watching and listening online
		2. What's on the box - catch up TV
		3. Hitting the right notes - YouTube
		4. Get tuned in - online music
		5. A world of choice

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Connecting to others	Getting set up for video calling	1. Mary's video calling experience
		2. What you need
		3. Using the camera
		4. Using the microphone and speakers
	How to use Skype	1. Getting ready to Skype
		2. Making a contacts list
		3. Making a call with Skype
	How to use WhatsApp	1. Getting ready to use WhatsApp
		2. Adding contacts in WhatsApp
		3. Making a call in WhatsApp
	How to use FaceTime	1. Getting to know FaceTime
		2. Contacts in FaceTime
		3. Making calls in Facetime.

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All about data	What is data?	1. So what is data?
		2. How do I buy data?
		3. How is data measured?
	Choosing a data plan	1. What is a data plan?
		2. Getting a data plan
		3. Payment options for a data plan
		4. Choosing the right data plan
	Managing your data	1. What does it mean to "manage" my data?
		2. Seeing how much data I use
		3. What happens if I use too much data?
		4. Save money by managing data
	Going overseas	1. How data works when travelling overseas
		2. Will my device work overseas?
		3. Does data cost more overseas?
		4. Getting ready to travel
		5. Staying in touch with friends and family
		6. A typical data journey
		7. Travelling without data
	Home data vs Mobile data	1. How is my home internet data different from mobile data?
		2. Which of my devices uses which kind of data?
3. Switching my mobile phone from mobile data to Wi-Fi		
4. A day in the life of your data		

Topic	Course	Activities
Wi-Fi and mobile networks	What is wifi?	1. So, what is Wi-Fi?
		2. What kinds of devices use Wi-Fi?
		3. Connecting to Wi-Fi at home
		4. Understanding Wi-Fi range
		5. How is Wi-Fi different from 4G and 5G?
	Home Networks	1. What is a home network?
		2. What do I need for a home network?
		3. Connecting to my home network over Wi-Fi
		4. Connecting to my home network with a cable
		5. Internet speeds on your home network
		6. What is the NBN
		7. What if my home network can't connect to the internet?
	Wi-Fi on the go	1. Where can I use Wi-Fi?
		2. Why would I want Wi-Fi on the go?
		3. Connecting to public Wi-Fi
		4. Staying safer using public Wi-Fi
		5. An example of using public Wi-Fi
	Mobile Networks	1. What is a mobile network?
		2. How is a mobile network different from Wi-Fi?
		3. Connecting to a mobile network
4. What sorts of devices can use mobile networks?		
5. Getting help with mobile networks		

Topic	Course	Activities
Online Hobbies	Researching family history	1. How can the internet help with family history?
		2. Family history tools
		3. Family history services
		4. Paying for family history
		5. Getting started with family history
		6. Making the most of the internet for family history
	Exploring Google Earth	1. What is Google Earth?
		2. Getting started with Google Earth
		3. Find yourself on Google Earth!
		4. Exploring the world with Google Earth
		5. Find places special to you
		6. Become a Google Earth champion!
	Google Earth - more than just a map	1. What can Google Earth do?
		2. Using the control menu
		3. Add Map Styles and Photos
		4. Take a virtual trip!
		5. Introducing Voyager
	Beyond Google Earth	1. Do more with Google Earth
		2. More Google Voyager adventures
		3. Embrace Google Arts & Culture
		4. Connect Google Voyager and Google Arts & Culture
Blogs - online journals	1. What is a blog?	
	2. Why would I want to blog?	
	3. What can I blog about?	
	4. Get blogging!	
	5. Staying safe while blogging	

Topic	Course	Activities
All about apps	What is an app?	1. So what is an app?
		2. What can I do with an app?
		3. Where do I get apps?
		4. Being safer with apps
	Getting apps	1. How much does an app cost?
		2. Choosing apps
		3. Getting apps for iPhones and iPads
		4. Getting apps for Android phones and tablets
	Managing and deleting apps	1. How do I close an app?
		2. How do I delete an app?
		3. Do I need to update my apps?
		4. Will an app use my mobile data?
	App tips and tricks	1. Organising your apps
		2. What are app notifications?
		3. Managing your app costs
		4. What do I do if an app stops working?