

# DIGITAL LITERACY SUPPORT COURSE LIST

Courses are presented in one-hour sessions.

## Devices

- Getting the most out of your laptop
- Getting the most out of your smartphone
- Getting the most out of your tablet
- Getting the most out of your iPad

## Internet

- Introduction to the Internet
- Staying Safe Online
- Staying Safe with Emails

## Government Apps and Services

- Navigating MyGov
- My Health Record
- VicEmergency App

## Job and work skills

- Upskill with LinkedIn Learning
- Microsoft Excel for beginners
- Microsoft Word for beginners
- Microsoft Outlook for beginners

## Library

- Getting Started with eBooks
- Getting Started with eAudiobooks
- How to Borrow Digital Magazines
- Streaming free Movies and TV with Kanopy and other services.
- Arts and Crafts with Creativebug

## Fun

- Social Media Overview
- Facebook Privacy
- eBay Basics
- Using Gumtree: FREE Marketplace to buy and sell in your local area
- Shopping Online 101
- Get started with Photobooks
- Introduction to Canva- FREE online design tool
- Photo editing for beginners

Multiple week programs can be designed from existing topics or to suit customer requests. Please reach out with your session ideas we can suggest a program outline with complimentary courses.

In addition to the above courses we can also deliver Tech Help Drop-Ins, with staff members in residence for a fixed time to respond to on demand questions.

Casey Cardinia Libraries can provide access to Wi-Fi, laptops, tablets and iPads during the programs. Participants with their own equipment are encouraged to use their devices where they can for improved learning outcomes.

For enquiries or to book a course contact Digital Literacy for Seniors Coordinator, Kimberly on:

Email: [Kimberly.visser@cclc.vic.gov.au](mailto:Kimberly.visser@cclc.vic.gov.au)

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Jobs,  
Precincts  
and Regions

