

Cyber Safety

Wednesday
1.00pm - 3.00pm
8 weeks



Learn how to stay safe, savvy and in control online!

What will I learn?

- Recognising and understanding risks, threats and scams
- Creating secure passwords to protect your personal information
- Keeping your devices protected through software updates and safe downloading habits
- Staying safe when shopping and banking online

What should I bring?

- Your Smart Phone (*less than 5 years old*) / Tablet / Laptop - or you can use one of our Computers
- A notebook and pen for notes

\$16 - For ACFE Eligible Participants

\$48 - For Non-ACFE Eligible Participants



**Glenroy
Neighbourhood
House**

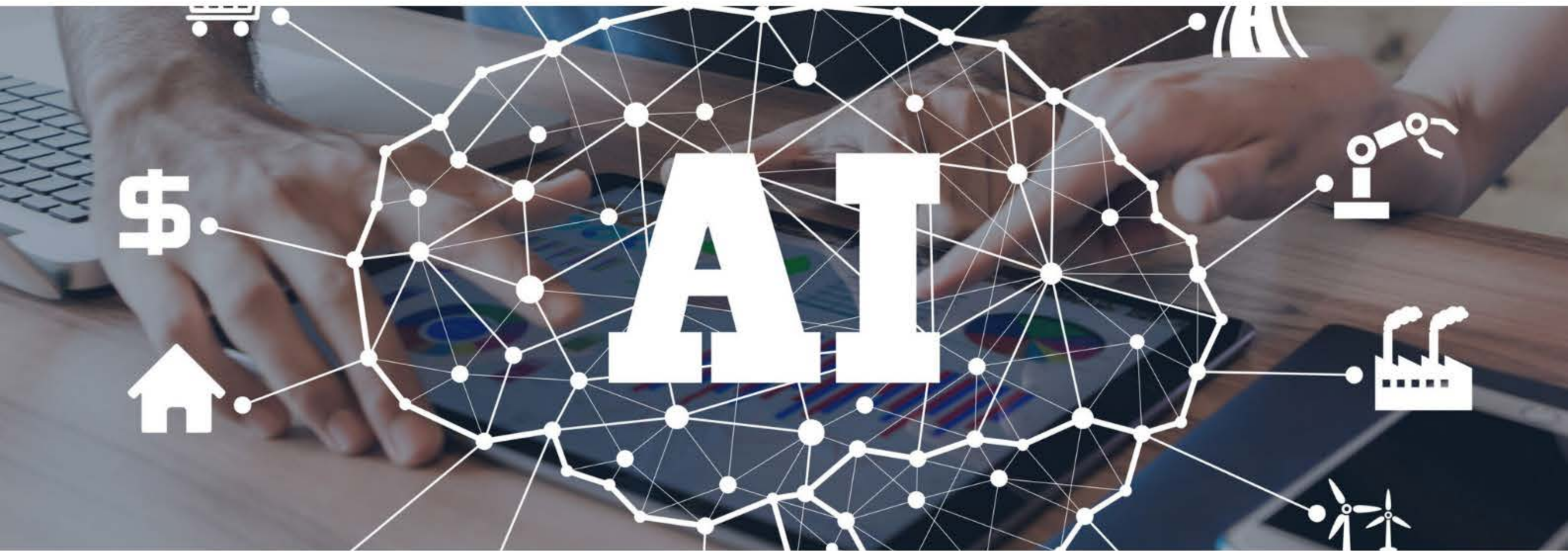
5B Cromwell St, Glenroy
www.gnh.org.au
9304 3910



Skills for study
work and life

AI for Beginners

Thursday
9.30am - 11.30am
8 weeks



Curious about AI but not sure where to start?

What will I learn?

- What AI actually is (and isn't) - in plain, everyday language
- How AI is already part of daily life from Netflix recommendations to Google Maps
- To use popular AI tools like ChatGPT, voice assistants and image generators
- To ask AI the right questions to get the response you require
- To spot AI-generated content, misinformation and deepfakes

What should I bring?

- Your Smart Phone (*less than 5 years old*) / Tablet / Laptop - or you can use one of our Computers
- A notebook and pen for notes

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Skills for study
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Develop Canva Skills

Friday

9.30am - 11.30am

8 weeks



How to Use Canva

Create eye-catching designs in minutes!

What will I learn?

- Setting up, managing and navigating your Canva account
- Using Canva's various templates and designs to create everyday projects
- Adding and editing text, images, colours and layouts to enhance your designs
- Saving, downloading and sharing your finished designs
- Building key workplace skills including digital literacy, communication, planning and creativity

What should I bring?

- Your Tablet / Laptop - or you can use one of our Computers
- A notebook and pen for notes
- A free Canva account - create an account at canva.com before the session if you can

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Skills for study
work and life

Digital Essentials – Computers

Wednesday
9.30am - 12.30pm
10 weeks



Become confident and capable using a computer!

What will I learn?

- Connecting devices and using peripherals like keyboards and printers
- Email skills - writing, responding and organising your inbox
- Creating and formatting basic documents in Microsoft Word
- Saving and organising digital files and folders
- Using websites, online forms and searching for information for everyday tasks
- Communicating and connecting with others online
- Staying safe online - privacy and security basics

What should I bring?

- Your Tablet / Laptop - or you can use one of our Computers
- A notebook and pen for notes

\$20 - For ACFE Eligible Participants

\$60 - For Non-ACFE Eligible Participants



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Skills for study
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Digital Essentials – Phones

Thursday
12.30pm to 3.30pm
10 weeks



Your phone. Your power. Let's unlock it!

What will I learn?

- Navigating your phone and its settings with ease
- Exploring your phones features and connecting with others
- Finding, downloading and using everyday apps
- Being online and staying safe
- Why keeping your phone updated matters

What should I bring?

- Your Smart Phone (*less than 5 years old*)
- A notebook and pen for notes

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