



WORK SKILLS & COMPUTER

Medical Reception

Covers medical terminology, reception and administration. Ideal training for f/t or p/t work in medical office. *Certificate of Attendance will be issued on completion.*

Starting Wednesday February 10, 2010

13 Wednesdays 9:30am-12:30pm (no class 31/3 & 7/4)

\$286 (includes Medical Dictionary)

Basic Bookkeeping

Ideal introduction to bookkeeping procedures for home or work.

Starting Tuesday, February 16, 2010

6 Tuesdays 7pm – 9pm

\$114

Bookkeeping Level 2

Balance sheet, Petty cash, bank reconciliation, payroll, journal, Trial Balance, Profit & Loss, BAS Statements. Assumes completion of Basic Bkk'g or equivalent.

Starting Tuesday, April 27, 2010

6 Tuesdays 7pm-9pm

\$114

Computers (Introduction)

Thorough but relaxed introduction for complete beginners.

Starting Friday February 5, 2010

5 Fridays 10am – 12noon

\$147

Starting Friday April 23, 2010

5 Fridays 10am – 12noon

\$147

Keep your computer running smoothly

Tuning up your software, removing rubbish (to speed up programs), re-installing operating systems.

Saturday March 6, 2010

9:30am-12:30pm

\$64

Basic Word Processing

Produce professional looking pages, cut & paste, insert graphics, etc. Assumes basic computer literacy.

Starting Friday May 28, 2010

5 Fridays 10am – 12noon

\$147

Desktop Publishing (Introduction to Publisher)

Learn to master this program to design invitations, newsletters, cards, brochures, notices, etc.

Starting Friday June 4, 2010

4 Fridays 12:30pm – 2:30pm

\$137



eBAY Trading

Learn about trading, buying & selling on eBAY including privacy & security issues.

Starting Thursday February 18, 2010

3 Thursdays 7:30pm – 9:30pm

\$105

Starting Thursday April 15, 2010

3 Thursdays 7:30pm – 9:30pm

\$105

Excel (Introduction)

Basic spreadsheet concepts. Assumes good mouse skills & familiarity with Windows.

Starting Friday March 5, 2010

4 Fridays 12:30pm – 2:30pm

\$137

File Management

An introduction to the PC based file management system. Directory structures, folders, subfolders.

Uses Windows Explorer to manage and view drives, folders, subfolders and files.

Starting Thursdays March 11, 2010

3 Thursdays 7:30pm – 9:30pm

\$105

Internet & Email (Introduction)

Sessions include web search, setting up a personal web address & emailing. Pre-Req. Intro to computers or equiv.

Starting Friday March 12, 2010

3 Fridays 10am – 12noon

\$105

iPod Training

Buying an iPod or want to learn more about one you've already got? This workshop will help you understand the functions. Includes help with iTunes.

Saturday May 1, 2010

9:30am – 12:30pm

\$64

Digital Photos & your computer

Learn to download, view & manipulate photos from digital cameras onto your computer using a card reader.

Saturday April 17, 2010

9:30am-12:30pm

\$64

MYOB (Introduction)

Manage personal & business finances. Assumes basic bookkeeping knowledge, computer skills.

Starting Thursday May 6, 2010

7 Thursdays 7:30pm – 9:30pm

\$234



Website Design

Learn how to build a website and go live! Assumes good mouse skills & familiarity with Windows.

Starting Friday April 23, 2010

6 Fridays 12:30pm – 2:30pm

\$220

PERSONAL / LIFE SKILLS

EpiPen Training

Learn to recognize the triggers & practise scenarios, understand legal requirements, how to prepare procedures for emergency situations & develop anaphylaxis policies for your own organization.

Tuesday March 16, 2010

6pm-9pm

\$58

Wiser Driver

Off road refresher for drivers over 55yrs. Learn about changes in road conditions, road rules, how to handle difficult conditions and more. *The course is an initiative of the Hawthorn Community Education Centre.*

Starting Tuesday April 13, 2010

4 Tuesdays 10am-12noon

FREE but bookings essential

1st Aid Level 1

Includes key elements for emergency situations. Covers paediatric as well as general information.

Saturday May 29, 2010

9:30am – 4pm

\$80

French

Basic conversational skills & survival tips for your travels and lovers of language.

Starting Monday February 8 (no class March 8)

6 Mondays 12noon-1pm (Beginners)

\$74

6 Mondays 1:30pm-3pm (intermediate)

\$98

Starting Monday April 12, 2010 (no class April 26)

8 Mondays 12noon– 1pm (beginners) \$98

8 Mondays 1:30pm-3pm (intermediate) \$130

Taking the frustration out of Parenting

Helps parents build strong, positive relationships with their children & overcome the stresses in parenting. Easy to learn parenting solutions for toddlers through adolescents.

Starting Thursday June 3, 2010

2 Thursdays 7:30pm – 9:30pm

\$ subject to grant



Personal Finances – Managing your own

Learn to prioritise spending, make your money work harder, and discover ways to improve your future. Addresses a range of ways to evaluate the financial decisions you make.

Starting Wednesday February 24, 2010

5 Wednesdays 7:30pm – 9:30pm

\$113

Starting Wednesday May 26, 2010

5 Wednesdays 9:45am-11:45am (childcare avail)

\$113

Sewing – Dressmaking and Alteration workshop

Tips and techniques for alterations & dressmaking. Machine & hand sewing.

Starting Saturday March 13, 2010

2 Saturdays 9:30am – 12noon

\$88

COOKING / CRAFT

What's for dinner Mum? (or Dad)

Tired of hearing complaints? Great ideas for easy, nutritious dishes to appeal to the whole family; includes turning leftovers into yummy school lunches.

Starting Monday February 8, 2010

3 Mondays 7:30pm – 9:30pm

\$88

Meatless Indian Dishes

Learn about the many regional specialties & flavours you can prepare including desserts.

Starting Thursday March 4

4 Thursdays 7:30pm - 9:30pm

\$111

Cooking with herbs & spices from around the world

Explore herbs & spices through a culinary journey across many cultures. Learn how to buy, store & cook with herbs.

Starting Monday May 3, 2010

3 Mondays 7:30pm - 9:30pm

\$88

Water Colour Painting

Learn the basics of watercolour, including laying washes, how to mix colours, brush strokes, paper treatment, and the use of water colour pencils.

Starting Tuesday February 2, 2010

8 Tuesdays 10am – 12noon

\$149

Starting Tuesday April 13, 2010

8 Tuesdays 10am-12noon

\$149



FOR KIDS & YOUNG CHILDREN

'Baby Watch' – Babysitting Education Pilot Program for teens 13 +

Learn the skills to look after young children & babies as confident & qualified babysitters. Topics include: Child development, management & behaviour, child health, safety & play. A Certificate will be issued on successful completion of the course. Offered twice:

Starting Monday, February 8, 2010

6 Mon from Feb. 6:30pm-8:30pm. \$85

Starting Tuesday, April 6, 2010

4 days (sch. hols) 1:30pm-4:30pm. \$85

Sewing for Teens (grade 6+)

Learn to understand and use your machine & complete a simple project.

Starting Monday, March 29, 2010

4 days (sch hols) 1:30pm-3pm. \$128

Starting Monday May 3, 2010

6 Mondays 4:30pm-6:30pm. \$156

Music Enrichment Program

Babies to pre-schoolers. Thursdays.

Contact: Melinda 0412 921 053

HEALTH AND FITNESS

Fitness & Wellbeing for all ages

Thurs 8am – 9am (1hr) (ongoing)

Contact: Bill 0402 420 904

Relaxation/Meditation

Saturday afternoons

Contact: Julie 9509 6858

Yoga

Wednesday evenings

Contact: Jane 9569 8540