



## 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 July 21, 2010

13 Wednesdays 9:30am-12:30pm (no class 22/9 & 29/9)

\$286 (includes Medical Dictionary)

### **Basic Bookkeeping**

Ideal introduction to bookkeeping procedures for home or work.

Starting Tuesday, July 13, 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, October 12, 2010 (no class Nov 2)

6 Tuesdays 7pm-9pm

\$114

### **Computers (Introduction)**

Thorough but relaxed introduction for complete beginners.

Starting Friday July 23, 2010

5 Fridays 10am – 12noon

\$147

Starting Friday October 15, 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 October 16, 2010

9:30am-12:30pm

\$64

### **Basic Word Processing**

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

Starting Friday November 19, 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 November 26, 2010

4 Fridays 12:30pm – 2:30pm



\$137

### **eBAY Trading**

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

Starting Thursday July 29, 2010

3 Thursdays 7:30pm – 9:30pm

\$105

Starting Thursday October 14, 2010

3 Thursdays 7:30pm – 9:30pm

\$105

### **Excel (Introduction)**

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

Starting Friday August 20, 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 August 19, 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 August 27, 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 October 23, 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 August 7, 2010

9:30am-12:30pm

\$64

### **MYOB (Introduction)**

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

Starting Thursday November 4, 2010

7 Thursdays 7:30pm – 9:30pm

Assoc. Inc. A 13959 V ABN: 88 219 582 364

102 Bowen Street, Camberwell, VIC 3124 **Phone:** 9889 0791 **Fax:** 9889 0057

**Email:** enquiries@bowenstreet.org.au **Web:** www.bowenstreet.org.au



\$234

### **Website Design**

Learn how to build a website and go live! Assumes good mouse skills & familiarity with Windows.  
Starting Friday October 15, 2010

6 Fridays 12:30pm – 2:30pm

\$220

## **PERSONAL / LIFE SKILLS**

### **CPR**

Learn the current CPR procedures & gain confidence to act in emergencies. Paediatric & general information.

Monday, Aug 16, 2010

6pm-9pm

\$61

### **French**

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

Starting Monday July 19, 2010

8 Mondays 12noon-1pm (Beginners) \$98

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

Starting Monday October 11, 2010

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

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

### **New Italian for Beginners**

Learn basic conversation for your holiday and travels in Italy.

Starting Tuesday July 13, 2010

8 Tuesdays 12.30-2.30pm

\$149

Starting Tuesday October 5, 2010 (no class 2/11)

8 Tuesdays 12.30-2.30pm

\$149

### **Sewing – Dressmaking and Alteration workshop**

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

Starting Saturday August 14, 2010

2 Saturdays 9:30am – 12noon

\$88

### **Navigating Emergency Procedures**

Vital information in the event that your child needs urgent medical attention.

Tuesday July 27, 2010

7.30-9.30pm

\$10

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## COOKING / CRAFT

### **Meatless Indian Dishes**

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

Starting Thursday August 5, 2010

4 Thursdays 7:30pm - 9:30pm

\$111

Starting Thursday October 21, 2010

4 Thursdays 7:30pm - 9:30pm

\$111

### **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 July 13, 2010

8 Tuesdays 10am – 12noon

\$149

Starting Tuesday October 5, 2010 (no class 2/11)

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, October 4, 2010 (no class 1/11)

6 Mondays 6:30pm-8:30pm. Cost: \$85

Starting Monday, July 5, 6, 7, 2010

3 days (sch. hols) 1:30pm-5:30pm. Cost: \$85

### **Sewing for Teens (grade 6+)**

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

Starting Monday June 28, 29, 30, July 1, 2010

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

Starting Monday, July 19, 2010

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

### **Music Enrichment Program**

Babies to pre-schoolers. Thursdays.

Contact: Melinda 0412 921 053

## HEALTH AND FITNESS

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**Relaxation/Meditation**

Saturday afternoons

Contact: Julie 9509 6858

**Yoga**

Wednesday evenings

Contact: Jane 9569 8540