



## COMPUTER & WORK SKILLS

### Introduction to Computers & the Internet – for over 50's

Thorough but relaxed intro to computers for complete beginners; includes sessions on web search, setting up a web address & emailing.

1 February – 14 March

7 Fri. 10am-12noon (first 3 wks) 10am-12:30 (last 4 wks). \$40 (subject to Grant approval)

11 April – 30 May (no class 25/4)

7 Fri 10am-12noon (first 3 wks) 10am-12:30 (last 4 wks). \$40 (subject to Grant approval)

### Basic Word Processing

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

5 Thurs from 21 February. 7:30-9:30pm. \$121

### 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.

*Assumes good mouse skills.*

3 Fri from 8 February. 1pm-3pm \$97

3 Thurs from 12 June. 7pm-9pm. \$97

### eBAY Trading

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

3 Fri from 29 February

1-3pm. \$83

### Keep Your Computer Running Smoothly

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

Saturday 1 March. 9:30am-12:30pm. \$58

### Intermediate Word Processing

For those wanting to refine & extend their skills. *Assumes completion of basic word processing or equivalent.*

5 Fri from 2 May. 1pm-3pm. \$140

### Introduction to MYOB

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

7 Thurs from 10 April. 7:30-9:30pm. \$170

### Digital photos & your computer

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

Saturday 3 May. 9:30am-12:30pm. \$58

### Introduction to EXCEL

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

4 Fri from 6 June. 10am-12noon. \$97

### Introduction to Powerpoint Presentations

Learn this powerful presentation package to produce professional looking slide shows on your computer. *Assumes good familiarity with Windows & mouse skills.*

4 Fri from 6 June. 12:30-2:30pm. \$129



### **Basic Bookkeeping**

Ideal introduction to bookkeeping procedures for home or work.

6 Tues from 12 February 7-9pm. \$93

### **Bookkeeping Level 2**

Balance Sheet, Petty Cash, Bank Reconciliation Payroll, Journals, Trial Balance, Profit & Loss, BAS statements. *Assumes completion of Basic Bkpg or equiv.*

6 Tues from 15 April. 7-9pm. \$93

## **PERSONAL SKILLS**

### **Survival French**

Conversational French with emphasis on basic expressions useful for travellers.

6 Mon from 4 February. (no class 10/3). 1pm-2:30pm. \$79

8 Mon from 14 April. 1pm-2:30pm. \$106

### **Interior Decorating (introduction)**

Acquire tricks of the trade from a professional & make your home look like a magazine. Learn about style, planning, scale, colour, texture, furniture placement, lighting, picture hanging, object display etc.

8 Wed, 6 February-30 April (no class 13/2, 12/3, 26/3, 2/4, 9/4). 1-3pm. \$155

### **Interior Decorating Level 2 *new***

6 Wed, 7 May-25 June (no class 14/5, 11/6). 1-3pm. \$118

### **Parenting To Boost Your Child's Cooperation *new***

Designed to help parents build strong, positive relationships with their children and overcome the stress that can take the fun out of parenting. Easy to learn parenting solutions for toddlers through adolescents.

2 Thurs from 17 April. 7:30-9:30pm. \$25

### **Health Workshops *new***

New topic each month, eg Healthy Eating – a tour of your local supermarket, Toddler Toes (everything you need to know about footwear for your little ones), East meets West (sleep settling). 3<sup>rd</sup> Wednesday morning of the month beginning 16 April.

10am-12 noon. Ring for details on topic for the month. Childcare available.

### **Negotiating the Maze of Aged Care *new***

3 FREE Workshops

- Planning for the next stage
- What's Out there
- How to access the system

3 Tues from 27 May. 6:30-7:30pm. Free, but *bookings essential*.

## **ART, CRAFT, COOKING**

### **Drawing and Mixed Media**

Explore art through drawing, painting & coloured washes. Materials include coloured pencils, inks, charcoal, watercolours & acrylics.

6 Mon from 4 February (no class 10/3). 7:00-8:30pm. \$94

8 Mon from 14 April. 7:00-8:30pm. \$134



### **Meatless Indian Dishes**

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

4 Tues from 26 February. 7:30-9:30pm. \$88

### **What's for Dinner Mum? (or Dad)**

Tired of cranking out the same old meals & hearing complaints? Great ideas for easy, nutritious dishes that will appeal to the whole family, including making leftovers into yummy school lunches.

3 Mon from 14 April. 7:30-9:30pm. \$65

### **Cooking with Herbs & Spices from around the world**

Explore the wonders of herbs & spices through a culinary journey across many cultures. Learn how to buy, store & cook with them to make meals special. Includes Mediterranean, Middle Eastern, Asian & more.

4 Mon from 26 May. (no class 9/6). 7:30-9:30pm. \$88

## **SCHOOL HOLIDAYS FOR KIDS**

### **Sewing for Teens**

Sewing projects such as turning your old jeans into a trendy bag or skirt. Embellish with materials of your choice. Beginners welcome. BYO machine (limited machines to borrow).

30 June, 1, 2, 3 July. 1-3:30pm. \$88

## **FOR CHILDREN**

### **Music Enrichment Program**

For babies & pre-schoolers. Thursday mornings

Contact: Rebecca 0410 519 484

### **Playgroups throughout the week - for local families**

*New in 2008: Saturday 10am-12noon Dads' playgroup*

### **Occasional Childcare**

Term and Casual bookings available

### **Enrolment Information**

Concessions available for Pension/Health Cardholders, Seniors F/T students (for adult classes). An Annual Enrolment fee of \$12 is payable for 1<sup>st</sup> time enrolments (excl. BSCC p/groups). Refund Policy: Full refund given if Centre cancels course due to low enrolments. Class fees due 3 weeks before course begins. Withdrawals 9 days or less prior to the start of a course are subject to \$15 cancellation fee. No refunds given once a class begins.

## **HEALTH AND FITNESS**

### **Pilates**

Wednesday evenings (2 classes) from 9 April

6:30-7:30 & 7:40-8:40. Contact Office on 9889 0791 to book

### **Yoga**

Wednesday evenings

Contact: Jane 9813 0518

### **Relaxation/Meditation**

Saturday afternoons

Contact: Julie 9509 6858



## **SUPPORT GROUPS**

**Australian Breastfeeding Association**

**LEAP Group** – for young mothers with breast cancer

**Venue Hire**

Playroom / kitchen / playground for pre-school birthday parties –  
Saturdays & Sundays

**Community Groups** – rooms available