



May - Dec
2010

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A Neighbourhood House delivering Adult Community Education
The **PLACE** for learning and development

Short Courses in Computing



beginners



next level

After you have paid **\$80** for a pre-accredited ACFE funded short course in computing, further ACFE courses will cost you **\$40** within the calendar year. includes an amenities fee of \$10 per course and resources fee of \$30 where applicable
(Fee-for-service price: \$200 per course if not a permanent Australian resident)

Computers Level 1 – XP



\$80 (ACFE funded)

This is a beginner's course for those with little/no prior knowledge or experience needing a gentle start on computers. Learn to use the keyboard, mouse, Windows XP & personalise your settings. Learn the fundamentals of Office 2003 - wordprocessing to create documents, print, save, basic formatting, an introduction to using the internet and email. For complete beginners.

Monday 9.30 am - 12 noon, 8 sessions starting 9th August (code IT37)

Computers Level 1 - Vista



\$80 (ACFE funded)

This is a beginner's course for those with little/no prior knowledge or experience needing a gentle start on computers. Learn to use the keyboard, mouse and Windows Vista to personalise your settings. Learn the fundamentals of Office 2007 - wordprocessing to create documents, print, save, basic formatting, an introduction to using the internet and email. For complete beginners.

Wednesday 3.30 pm - 5.30 pm, 10 sessions starting 14th July (code IT38)

Computers Level 2 - XP



\$80 (ACFE funded)

Level 2 computing using Windows XP and MS Office 2003. This class is for people who are ready to move on and learn at a gentle pace in our comfortable, friendly environment. Further computer operating in Intermediate Word – use bullets, tables, WordArt and pictures to enhance your documents. Introduction to Excel. (Publisher, Powerpoint or more on using the Internet will be included according to student needs.)

Thursday 3.30 pm - 5.30 pm, 10 sessions starting 15th July (code IT39)

Monday 3.30 pm - 5.30 pm, 10 sessions starting 19th July (code IT40)

Computers Level 2 – Vista \$80 (ACFE funded)

Level 2 computing using Windows Vista and MS Office 2007. This class is for people who are ready to move on and learn at a gentle pace in our comfortable, friendly environment. This course is a follow on from Windows Vista & MS Office 2007. Further computer operating in Intermediate Word 2007 – use bullets, tables, WordArt and pictures to enhance your documents. Introduction to Excel 2007, part of the Office 2007 Suite. (Publisher, Powerpoint or more on using the Internet will be included according to student needs.)

Wednesday 3.30 pm – 5.30 pm, 10 sessions starting 6th October (code IT41)

Computers Level 3 \$80 (ACFE funded)

This is a follow on course from Level 2. Includes more in MS Word, next level MS Excel, either next level in Publisher or MS Powerpoint (students to decide), internet security, social networking, freeware and fun online. Pre-requisite – computers Level 2 or equivalent.

Thursday 3.30 pm – 5.30 pm, 10 sessions starting 7th October (code IT42)

Wednesday 3.30 pm – 6.30 pm, 7 sessions starting 12th May (code IT29)

Digital Photos Pre-requisites apply

Digital Photos – Level 1 (includes Photostory) \$80 (ACFE funded)

Get the most from a digital camera. Learn how to transfer and organise digital photos, crop, enhance, clean up, remove scratches/marks and more.– using digital imaging software. Includes PhotoStory: Create a digital story using your digital photos, adding music and commentary with MS PhotoStory 3. Prepare the completed project for rendering and burning to DVD or CD. An easy way to make a very creative gift for that special occasion.

Pre-requisite – Good basic computing & file management skill required.

Tuesday 3.30 pm – 6.00 pm, 8 sessions starting 13th July (code IT20)

How to Enrol

To book your place phone **9776 1386** or call in during office hours.

Office hours for bookings: Monday to Wednesday 9.30 am - 3 pm,

Thursday & Friday 9.30 am - 12 noon

Annual Membership Fee of \$20 applies to all students More details at: www.longbeachplace.org.au

Please note: no classes on public or school holidays