



**Glen Eira Adult Learning Centre**  
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## Computer Classes-Term 3 2010

### **INTRODUCTION TO WINDOWS INTERNET & EMAIL**

WIE 610	WEDNESDAY	9:30A.M.- 12:30 P.M.	FULL FEE
	4 <sup>TH</sup> AUGUST – 15 <sup>TH</sup> SEPT(21HRS)	1 <sup>ST</sup> ACFE \$110 2 <sup>ND</sup> ACFE \$60	\$235

### **NEXT STEP IN WINDOWS INTERNET & EMAIL**

NSWIE 410	TUESDAY	1:00P.M.- 4:00P.M.	FULL FEE
	3 <sup>RD</sup> AUGUST – 14 <sup>TH</sup> SEPT(21HRS)	1 <sup>ST</sup> ACFE \$110 2 <sup>ND</sup> ACFE \$60	\$235

### **DIGITAL TECHNOLOGY 1**

DT(1) 210	TUESDAY	9:30A.M.-12:30P.M.	FULL FEE
	3 <sup>RD</sup> AUGUST – 14 <sup>TH</sup> SEPT(21HRS)	1 <sup>ST</sup> ACFE \$110 2 <sup>ND</sup> ACFE \$60	\$235

### **OFFICE COMPUTER SKILL 2**

OCS(2) 310	WEDNESDAY	12:30P.M.- 3:30P.M.	FULL FEE
	4 <sup>TH</sup> AUGUST – 15 <sup>TH</sup> SEPT(21HRS)	1 <sup>ST</sup> ACFE \$110 2 <sup>ND</sup> ACFE \$60	\$235

### **OFFICE COMPUTER SKILL 2 (EVENING)**

OCS(2) 210E	TUESDAY	5:30P.M.- 7:30P.M.	FULL FEE
	13 <sup>TH</sup> JULY – 14 <sup>TH</sup> SEPT(20HRS)	1 <sup>ST</sup> ACFE \$110 2 <sup>ND</sup> ACFE \$60	\$235

## CLASSES THAT WILL BE OFFERED IN 2010 AT Glen Eira Adult Learning Centre

### **INTRODUCTION TO WINDOWS, INTERNET & EMAIL**

Start from the basics. This course will help you to understand what a computer is, how it works and what you need to know if you are thinking of buying one. Learn to turn the computer on & off correctly, keyboard functions and how to use the mouse. Using the Internet allows you to access information on any topic from anywhere. Check out holiday destinations and other fun activities that can make your life easier. In this class you will set up your own Email address which will instantaneously keep you in touch with friends and family anywhere in Australia or around the world.

Prerequisites: None

### **NEXT STEP IN WINDOWS INTERNET & EMAIL**

Review basic Windows. Plan your filing system by organising your files & folders. Rename & find files and folders. Restore documents that have been previously sent to the Recycle Bin. Save to floppy, CD & DVD disks. Create shortcuts for often used programs and folders. Get an overall picture of the programs and documents, on your computer, by using Windows Explorer. Review basic internet & email. Download images, information, system updates, the latest virus updates and free software. Change your homepage; get the most from search engines by refining your search. Attach pictures and text documents to your emails. Organise your address book.

Prerequisites: Windows, Internet & Email-Introduction

### **OFFICE COMPUTER SKILLS 1**

This course is for those who would like to learn a wider range of skills using the computer, either at work or home. You will learn Windows, Internet and Email, Microsoft Word, Excel, PowerPoint and basics of Outlook and Access.

### **OFFICE COMPUTER SKILLS 2**

This course follows on from Office Computer Skills 1. For people wanting to further develop their skills.

### **DIGITAL TECHNOLOGY 1**

This course is designed to introduce you to Digital photographs. You will learn the basics of digital photographs, downloading them from your digital camera to your computer, editing and processing them. For example, changing to different sizes, cropping, removing red-eyes and even convert them into oil-painting. You will also learn how to attach the photographs in your email to share with your friends and family members, and how to save them onto CD, DVD or your USB Flash drive.

Prerequisites: None

### **DIGITAL TECHNOLOGY 2**

This course is a continuation form Digital Technology 1. You will learn more tricks and techniques in editing and processing your photographs. You can learn tricks such as making objects or people disappearing from the photographs, adding people from another photograph to existing group photograph. You will also learn how to scan photographs using a scanner and how to convert music from CD to MP3 format which can then be used in slideshows.

Prerequisites: Digital Technology 1

### **FEES:**

To be eligible for **government subsidized place** a person must be an Australian citizen; or a holder of a permanent visa; or a holder of Special Category Visa (sub-class 444); or an East Timorese asylum seeker; or a holder of a Temporary Protection Visa.

1 <sup>st</sup> Class 2010	\$110.00	3 <sup>rd</sup> Class 2010	\$74.80
2 <sup>nd</sup> Class 2010	\$60.00	4 <sup>th</sup> Class 2010	\$81.60

To be eligible for government subsidized place **with Concession** a person must hold one of the following cards: Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Gold Card.

1 <sup>st</sup> Class 2010	\$110.00	3 <sup>rd</sup> Class 2010	\$60.00
2 <sup>nd</sup> Class 2010	\$60.00	4 <sup>th</sup> Class 2010	\$60.00

If the above requirements can not be fulfilled or a person is referred through an agency, the **Full Fee** cost per Class is \$235.00