

2015 COURSE TIMETABLES

TERM 3 COMPUTER, SKILL & PERSONAL DEVELOPMENT PROGRAMS

	MORNING		AFTERNOON		EVENING	
	COMPUTER ROOM	COMPUTER ROOM	COMPUTER ROOM	GEALC Classroom	CHURCH HALL	
MONDAY From 20 Jul to 7 Sep		CAREER CHOICES! Returning to Work 1.00 – 3.30 Class Code: CC215		FRENCH & SPANISH 7.00 – 9.00 Class Code: FR115 & SP115		
TUESDAY From 21 Jul to 8 Sep	DIGITAL TECHNOLOGY 1 9.30 – 12.00 Class Code: DT(1)115	LET'S GET STARTED Intro to Windows & Internet/Email 12.30 – 3.00 Class Code: LGS215	DEVELOPING YOUR SKILLS 2 Microsoft Office Programs 3.15 – 5.45 Class Code: DYS(2)215			
WEDNESDAY From 22 Jul to 9 Sep	MOVING ON Intro to Windows & Internet/Email 9.30 – 12.00 Class Code: MO215	iPAD1 & iPAD2 12.30 – 3.00 Class Code: IPAD215 INTRO TO EVENT MANAGEMENT 12.30 – 3.30 Class Code: IEM115	DEVELOPING YOUR SKILLS 1 Microsoft Office Programs 3.15 – 5.45 Class Code: DYS(1)215	MYOB Mind Your Own Business 6.30 – 9.00 Class Code: MYOB215	TAI CHI 6.30 – 7.30 Class Code: TCHI315	
THURSDAY From 23 Jul to 10 Sep	NEW! REALISE YOUR ONLINE POTENTIAL 9.30 – 12.00 Class Code: RYOB115					
FRIDAY From 24 Jul to 11 Sep	**TAI CHI 11.00 – 12.00 Class Code: TCHI215					

NOTE: * Intro to Event Management is a 7-week course starting 29 July **Tai Chi will run in the Ormond Uniting Church Hall

TERM 3 ENGLISH AS A SECOND LANGUAGE & LITERACY PROGRAMS

	MORNING		AFTERNOON / EVENING	
	GEALC Classroom	OUC Classroom	GEALC Classroom	OUC Classroom
MONDAY From 13 Jul to 14 Sep	ESL 2 9.00 – 12.00 Class Code: ESL215	IMPROVE YOUR WRITING 9.15 – 12.15 Class Code: IYW15		
TUESDAY From 14 Jul to 15 Sep	ESL1 9.00 – 12.00 Class Code: ESL115	BEGINNERS 1 ENGLISH 9.00 – 12.00 Class Code: BE115	ESL 3 12.30 – 3.30 Class Code: ESL315	
WEDNESDAY From 15 Jul to 16 Sep	BEGINNERS 2 ENGLISH 9.30 – 12.30 Class Code: BE215	ESL 1 9.00 – 12.00 Class Code: ESL115	*INTRO TO EVENT MANAGEMENT 12.30 – 3.30 Class Code: IEM115	**SETTLING IN AUSTRALIA! 12.30 – 2.30 Class Code: SIA215
THURSDAY From 16 Jul to 17 Sep	ESL 2/3 9.00 – 12.00 Class Code: ESL2/315	ESL 1 9.00 – 12.00 Class Code: ESL115	ESL 4 12.30 – 3.30 Class Code: ESL415	
FRIDAY From 17 Jul to 18 Sep	ESL 2 9.00 – 12.00 Class Code: ESL215	ESL 3 9.30 – 12.30 Class Code: ESL315		

NOTE: The above courses run for 10 weeks and commence the week beginning 13 July until 18 September 2015

* Intro to Event Management is a 7-week course starting 29 July

** Settling in Australia (4 week course starting) is FREE to all enrolled ESL students

COURSE FEES FOR 2015

Course	Concession *	Non-Conc **	Non-Resident
	Per Term	Per Term	Per Term
ESL (3 hour program)	\$60	\$80	\$280
ESL (6 hour program)	\$70	\$150	\$560
Cert II in CGEA (accredited)***	\$16	\$80	\$280
Personal Development - 4 weeks (2 hrs x 4 wks)	\$75	\$90	\$90
Personal Development - 6 weeks (2 hrs x 6 wks)	\$110	\$135	\$135
Personal Development - 8 weeks (2 hrs x 8 wks)	\$150	\$180	\$180
Skills Development - 8 wks (Bus Admin/Career Choices)	\$60	\$80	\$250
Computer Courses	\$110	\$125	\$250
8 wks (2.5hrs x 8 weeks)	\$85 (2nd, 3rd)	\$100 (2nd, 3rd)	\$250

*Concession = must hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Gold Card (Senior's Card not eligible)

** Non-concession = must be an Australian citizen; or have a permanent visa; or Special Category Visa (sub-class 444); or an East Timorese asylum seeker; or a holder of a Temporary Protection Visa

*** Government Fee Subsidy = see reception or visit our website www.gealc.org.au for more information

NOTE: All course fees are inclusive of an Amenities Fee (ask staff for more information)

ENGLISH PROGRAMS



We offer a range of daytime/evening English as a Second Language Classes (ESL) from beginners to advanced. For more information about course fees, days and times, see pages 3 & 4 (*for our current timetable*)! Call now to arrange a Placement Interview with our Education Coordinator on **9578 8996**. **ENROL ANYTIME!**

BEGINNERS ENGLISH

No English? Beginning with A, B, C's and building vocabulary slowly, this program is an introduction to the English language (BE15). *Choice of two 3-hour classes on Tue & Wed*

ESL 1 - POST BEGINNERS ENGLISH

This program aims to improve the students' ability to be understood by others and how to interact with people during everyday activities (ESL115). *Two 3-hour classes on Tue & Thur*

ESL 2 - PRE-INTERMEDIATE ENGLISH

A program where students become more familiar with life in Australia and develop skills to assist with everyday activities (ESL215). *Two 3-hour classes on Mon & Fri*

ESL 3 - INTERMEDIATE ENGLISH

A program suitable for students who would like to practice more complex language structures using a range of English exercises to enhance their language skills (ESL315). *Two 3-hour classes on Tue & Fri*

ESL 4 - ADVANCED ENGLISH

This course provides students with the skills to write reports and narratives, to locate news and current affairs articles in media publications and to deliver presentations & negotiate complex spoken exchanges (ESL415). *3-hour class on Thursdays*

EVENING ADVANCED ENGLISH

This course exposes advanced students to a variety of challenging activities and encourages them to give opinions and participate in class discussions (AE15). *Register your interest*

SETTLING IN AUSTRALIA!

This FREE 4-week course will help students to settle in Melbourne and understand the Australian way of life. Topics include: Australian history & culture, Australian Government and schools, building networks, looking for work, behaviours and communication, Australian vocabulary & lots more! (SIA15). *2.5-hour class on Thursdays*

ACCREDITED PROGRAMS



IMPROVE YOUR WRITING SKILLS

Certificate II in General Education for Adults 21773VIC

Suitable for students who want to improve their WRITING and READING skills to go on to further study or find employment. This course is for students from English and non-English speaking backgrounds (IYW15). *3-hour class on Mondays*

NOTE: Students with a Pension Card may be eligible to claim the Pension Education Supplement.

ALL Accredited training is delivered with Victorian and Commonwealth Government funding.

SKILL DEVELOPMENT



We offer a range of daytime/evening skill development programs that will assist you in improving your skills for the workforce. For more information about **costs**, see **pages 3 & 4**.

MYOB 1 & 2

Wednesdays 6.30 to 9pm

In this course you will learn to set up a file and manage the financial transactions of a small business. Topics will include:

MYOB 1: a) Customer and Supplier cards b) Invoices c) Make & receive payments d) Record purchases e) Bank reconciliation

MYOB 2: a) File management & security functions b) Forms & templates c) End of month functions d) GST & BAS (MYOB15).

INTRO TO BUSINESS ADMINISTRATION

This course is designed for those who are seeking a career as an administrative assistant or other office work & wish to go on to study the *Certificate III in Business Admin*. The program includes an **introduction** to workplace safety procedures, communicating in business and producing workplace documentation (IBA15). *Thursdays 9.30am to 12.00pm*

CAREER CHOICES!

This hands-on and supportive course will give students the confidence to make choices concerning future directions. The course covers personal development, communication skills, computer skills, career planning and preparation for employment or further studies (CC15). *2.5 hour class on Mondays*

INTRO TO EVENT MANAGEMENT

Considering a career in Event Management? Then this pre-accredited program will provide a pathway into further study (Certificate III in Event Management) and/or work, such as an Event Planner (IEM15). This 7-week program includes:

- ▶ Events Policy and Strategy
- ▶ Project Management
- ▶ Event Management
- ▶ Creative thinking and innovation
- ▶ Following workplace safety procedures
- ▶ Communication & Marketing Skills.

7 x 3 hour class on Wednesdays

PERSONAL DEVELOPMENT



We offer a range of exciting personal development programs. **See pages 3 & 4 for course fees!**

FRENCH/SPANISH FOR -BEGINNERS

An 8-week course designed to help -beginners improve their French/Spanish language in a fun environment:

*Greetings/everyday phrases *Numbers & time *Family
*Food & restaurants *Travel & culture *Hobbies & lots more!

Mondays 7 to 9pm

TAI CHI STRETCH & BALANCE

This uplifting 8-week course is for people from all walks of life who want to feel rejuvenated and re-energised. This gentle exercise will help you to achieve a healthy body/mind through fluid movements, stretching & breathing techniques.

Fridays 11am to 12pm and/or Wednesday 6.30 to 7.30pm

Costs : \$80 conc / \$100 non-conc / \$12 per casual class

PLEASE REGISTER your INTEREST NOW! Programs will only go ahead if we have enough participants!

Keep up to date of all courses being offered by GEALC on our website **www.gealc.org.au**

COMPUTER PROGRAMS



GEALC offers a range of daytime/evening computer classes from beginners to advanced. For more information about **costs see pages 3 & 4!**

LET'S GET STARTED **Intro 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 & how to use the mouse. Using the Internet allows you to access information on any topic to make your life easier. Set up your own Email address which will keep you in touch with friends & family anywhere in Australia or around the world (LGS15). *Prerequisites: None*

MOVING ON **Next Step in Windows, Internet & Email**

Review basic Windows. Organise & rename your files & folders using Windows Explorer. Restore documents that have been previously sent to the Recycle Bin. Save to USB, CD & DVD. Create shortcuts for programs & folders. Review basic Internet & email. Download images, the latest virus updates & free software. Change your homepage, get the most from search engines, attach pictures & text documents to your emails (MO15). *Prerequisites: Basic knowledge of computers*

DEVELOPING SKILLS **Microsoft Office Programs**

OFFICE COMPUTER SKILLS 1

Designed for those who would like to learn a wider range of computer skills, either at work or home including Windows, Internet, Email, Microsoft Word, Excel, PowerPoint & basics of Outlook & Access (DYS(1)15). *Prerequisites: Basic knowledge*

OFFICE COMPUTER SKILLS 2 and 3

These courses follow on from Office Computer Skills 1 or 2 in more detail (DYS(2)15). *Prerequisites: Office Computer Skills 1 or 2*

LET'S GET DIGITAL **Digital Technology**

DIGITAL PHOTOS 1

This course introduces 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 sizes, cropping and removing red-eyes. You will also learn how to attach the photographs in your email and how to save them onto CD, DVD or your USB Flash drive (DT(1)15). *Prerequisites: Basic knowledge of computers*

DIGITAL PHOTOS 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 disappear from the photographs, adding people from one photograph to a different 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 (DT(2)15). *Prerequisites: Digital Photos 1*

USING YOUR IPAD **(Levels 1 & 2 combined)**

Get the most out of using an iPad. This 8-week course includes:

- Searching & downloading useful applications
 - Using iTunes / eBooks
 - Taking/editing photos
 - WiFi/Syncing
- Prerequisites: Basic knowledge of computers*

PARENTS & CHILDREN



PARENT SUPPORT /CHILDREN PLAY GROUPS

Ormond Uniting Church (next to GEALC) offers a range of Parent Support & Children's Play Groups from Tuesday to Thursday. Parents/grandparents come together to chat over coffee whilst the children socialise and play. CALL **9578 1553** for more information!

NEW PROGRAMS!



REALISE YOUR ONLINE POTENTIAL

We're living in a digital age but many Australians are being left behind and don't have the skills to make the most of being connected. This 8-week course is designed to help you feel more confident in using modern technology and navigating the Internet. Learn how to:

- Access Government services (Centrelink, Medicare, etc)
- Shop effectively online (groceries, holidays. Amazon, eBay, Trading Post & Gum Tree)
- Use PayPal and Internet banking services
- Use your smart phone
- Interact using Social Media (Facebook, LinkedIn, Twitter and Instagram)
- Protect your privacy.

Prerequisites: Basic knowledge of computers

SPECIAL EVENTS



FREE WINTER WARMER LUNCH

Warm your winter chills with a FREE **Winter Warmer Community Lunch** hosted by GEALC and the Ormond Uniting Church. This is a wonderful opportunity to bring people together for a social lunch! Everyone is welcome!

WHEN: Tuesday 28 July 2015 from 12.00 to 2.00pm

WHERE: Ormond Uniting Church Hall (next to GEALC)

ADULT LEARNERS' WEEK **1 to 8 September**

Bring a friend along to classes during Adult Learners' Week and GEALC will give you a \$10 voucher off any GEALC course offered during Term 4 2013 (for both you and your friend!)

2015 VICTORIAN SENIORS FESTIVAL

Join GEALC for a delicious FREE Morning Tea on **Wed 8 October 10.00am to 12.00pm** to celebrate the Seniors' Festival and choose from a FREE trial iPad session or a 'Move & Stretch with Chi' exercise class. So DON'T MISS OUT bookings essential!

GEALC CELEBRATING **30 YEARS!!**

GEALC first opened its doors in 1986 so next year we will be celebrating 30 years of being a part of the community. We are looking for past tutors, volunteers and students who would like to take part in a 30-year celebration. Please call 9578 8996 or email info@gealc.org.au for more information about how you can get involved.

VOLUNTEERS NEEDED



GARDEN HELPERS NEEDED!

Help is needed with our new indigenous community garden. We are looking for volunteers to help maintain our small garden. Jobs would include: *watering *weeding & *maintenance. Note: Call **9578 8996** for more Information.

EVENT ORGANISERS NEEDED

GEALC is looking for people to help organise a range of events during 2015 (including a Health & Wellbeing event in November). No experience required as you will be offered FREE training in Event Management held on Thursdays (see page 2 for more information).

Call **9578 8996** for more Information. This is a great opportunity to gain new skills, experience and a reference for your resume! Book today!

GLEN EIRA LEARNING CENTRE Inc.

ABN: 56 245 390 101 Reg No. A0013210Z

419 North Road (PO BOX 219)
ORMOND, VIC 3204

Website: www.gealc.org.au

Telephone: 9578 8996

Fax: 9578 8951

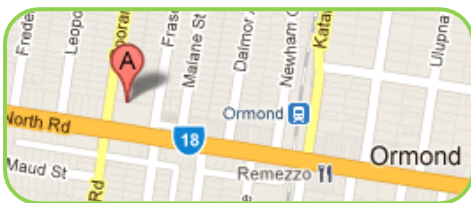
Email: info@gealc.org.au

Opening Hours: 9.00am to 3.30pm

How to get here:

Bus 630 along North Rd OR

Train to ORMOND station and walk west
along North Rd MELWAYS REF: 68(D8)



ABOUT US

Glen Eira Adult Learning Centre provides a warm, friendly atmosphere for adults to learn in a professional, supportive environment.

We are a not-for-profit Registered Training Organisation offering affordable accredited and pre-accredited courses in English language, literacy, numeracy, computers, skill and personal development.

BOOKING AND PAYMENT

Please call us on 9578 8996 OR go to www.gealc.org.au and click **Enrol** to make a booking online!

Payment is required when you enrol to **guarantee** your place – **CASH, CHEQUE** or **Bank Transfer** - OR you can book **online** and use your credit card with **PayPal**.

You may be eligible for Funding Assistance to undertake programs. Please contact our Centre on 9578 8996 to discuss your eligibility.

CANCELLATION

If you cancel one week prior to start of a course, an administration fee of 10% of the cost of course will be deducted. No refund will be given once a course has commenced. NOTE: GEALC reserves the right to alter, cancel or modify the details provided in this brochure.

FUNDING & SUPPORT

GEALC gratefully acknowledges support from:

- Adult Community & Further Education (ACFE)



- Skills Victoria  Department of Education and Early Childhood Development

- The Adult Migrant English Program is funded by the Australian Government Department of Industry

- Glen Eira City Council and Ormond Uniting Church.

COMPUTER GIFT VOUCHERS available!



Give the gift of *lifelong learning* help your loved ones get connected to the world of technology! Ask reception for more details!



Computer classes

English programs

Skill development

Personal development

Term 3 2015 Program



Training and support
just around the corner!