

# Classes and Course at the Bairnsdale Hub

## Computer Skills Intel

Tuesday, 24th May,

5.30 - 7.30pm.

10 weeks

Learn computer basics in a friendly and supportive environment. This course will guide students through the office programs; Word, Excel, Publisher and the internet.

## Windows 10

Wednesday 11th May

1 - 3 pm (still taking bookings)

10 weeks

Learn all the essential features of Windows 10. This comprehensive course covers everything you need to know to install Windows, customize it to your liking, and start working with files and applications. So if you're a brand new Windows user, or if you're upgrading from a previous version, I think you'll find what you need to get familiar and to get running with Windows 10.

## Teacher Skills Training

Friday, 20<sup>th</sup> May

9.30am - 12 noon.

10 weeks

Are you tech savvy? Looking for casual work? Sessional Tutors wanted in Adult Education Pre accredited Training in DIGITAL LITERACY. We are looking for people who feel they have the computer skills but need some help in gaining the skills and support in being a tutor.

## Expressions of interest for Bookkeeping for Business

Designed for small businesses, committees of management or personal budgeting and will look at digital programs available and Excel to help *make* financial management of a business or organisation quick and easy.

Brought to you by the Buchan Neighbourhood House

*Supporting your Learning...*

### Course Costs

ACFE funded/concession \$80. Full Fee \$110. 10 week program

To be eligible for the concession rate you must be aged between 16 – 70 years of age. Completing this course to get into employment, further employment or planning to possibly enter education or further education. Hold a concession card or pension card.

### How to Apply

Bookings can be made by calling Buchan Neighbourhood House. Ph. 51 599 216 or Mob 0427586038 or Mob (Gella) 0473217808

Email [buchanbnh@bigpond.com](mailto:buchanbnh@bigpond.com) or [gellaalliance@gmail.com](mailto:gellaalliance@gmail.com)

Drop into the Bairnsdale Hub, Dalmahoy Street and pick up an enrolment form or go to the website [buchan.vic.au](http://buchan.vic.au)

