

ENROLLMENT FORM

First name _____ Last name _____

Address _____

Postcode _____

Day phone _____ Mobile _____

Date of birth _____ Country of birth _____

Phone disk gender male female

Do you have a disability? yes no

If you what type of physical hearing etc _____

Are you Aboriginal origin? yes no

Are you a Torres Strait Islander? yes no

Language spoken at home _____

Phone disk employment status?

Full time Unemployed unpaid worker in a family business

Part time Self-employed/ unpaid full time work

Unemployed/ seeking full time work

Employee Unemployed/ not seeking work

Do you have a concession card? Yes No

If you Concession Type _____

Eg: Nearest Family Address, Licence/Carer Permit etc

*MP For Government funded courses may require additional another document from you may need to be filled out and you may be contacted from funding bodies regarding the course

I would like to enrol in the following course:

1 Course _____ Conf _____ Disk _____

2 Course _____ Conf _____ Disk _____

The total amount payable is \$ _____

I will be paying by CASH ICHQ EFT CREDIT CARD

Signed _____ Date _____

Please charge my Bankcard Mastercard Visa

Card Number _____

Expiry Date _____ Signature _____

OFFICE USE ONLY Date _____ Initials _____

Receipt # _____

Payment & Enrolment Information

By Fee: At Yamville Community Centre, 59 Francis St Yamville Monday to Thursday 9:00am or Friday 9:00am - 3:00pm

By Phone: 087 1 993 or 015 1087 credit cards only

By Fax: 087 1 993 first phone to book. Also will need your photo for ID working days. For your credit card details on a completed enrolment form.

By Post: Fill in and then post completed enrolment form & payment to Yamville Community Centre, PO Box 259 Yamville 5373

Chq/Inst or Credit Card payment only

General Information

1 This is a RTO Administration charge for all enrolments on course fees

2 Bookings can only be confirmed when payment has been made

3 Refunds & Transfers will only be considered when in written request received 15 days prior to class commencement. An admin fee of \$10 will apply. No refunds will be given once class has commenced.

4 Classes cancelled by the Centre will be given a full refund

5 Payment by mail, your receipt will be available at the first session of the course. If a stamped self-addressed envelope is enclosed a receipt will be forwarded

6 This organisation respects your right to information privacy

Acknowledgments

City of Manning, Adult, Community and Further Education, Department of Children Education and Training, Department of Veterans' Services, the South Australian Museum, Lakeside Public Program, Department of Human Services and the State Government of Victoria



COMPUTER CLASSES

Miss the most of our Free Internet Access! Yamville Community Centre has recently funded through the State Government's Public Internet Access Program to provide free internet access. Bookings are not required. There is a nominal fee for printing.

BEGINNING COMPUTERS

If you don't know where the 'on' switch is for your computer, then these classes are a great introduction to the basics.

Computer for Beginners

Monday- July 30 9:00am-9:00pm 8 sessions Cost: \$145 cost \$128

Thursday- August 2 10:00am-12:00pm 8 sessions Cost: \$67

A course designed for complete beginners. After eight weeks you will be confident and enjoying producing your own documents and using the internet. No prior experience needed.

Introduction to Computers for the Over 65's

Tuesday- July 31 12:30pm-2:30pm 8 sessions

A fun and enjoyable take to the world of Information Technology - don't be shy, every one starts somewhere and this is it.

Cost: \$67

COMPUTER COURSES

If you can't find the list or save a file, then you're ready to learn the basics of these common computer programs.

Word, Windows and the Internet

Wednesday- August 1 12:30pm-2:30pm 8 sessions Cost: \$67

Thursday- August 15 10:00am-12:00pm 8 sessions Cost: \$145 cost \$128

A course designed for students who have completed a beginners course, or who need a refresher in the latest version, or to build on existing skills.

Introduction to Excel

Monday- August 13 10:00am-12:30pm 8 sessions Cost: \$67

Tuesday- July 17 9:30am-11:00am 8 sessions Cost: \$67

Gain one and a half days of Excel 2014. Create and use simple spreadsheets, from Certificates 11 in Business (BSBCE2010) from the Business Services Training Package (BSB201).

Cost: \$67

Introduction to Word Processing and Formatting

Thursday- August 2 12:30pm-2:30pm 8 sessions

Gain one and a half days of Word 2014. Produce simple Word-Processed Documents, from Certificate 11 in Business (BSBCE2010) from the Business Services Training Package (BSB201).

Cost: \$67

Manual Bookkeeping introduction

Wednesday- August 1 6:00pm-9:00pm 8 sessions

This 8 week course covers an introduction to the elements of accounting and the accounting equation, common financial records, such as cash journals, credit journals, posting entries into the general ledger in double entry bookkeeping and trial balance. You will gain an understanding of ISA from Certificate 11 in Business Administration. It is also a very useful introduction to anyone wanting to learn MYOB for computers. Bring your own calculator. *Requires workbook, available for \$40 from 'TCC'. Cost: \$67

MYOB version 16

Wednesday- August 5 9:00am-12:00pm 8 sessions Cost: \$67

Wednesday- August 1 6:00pm-9:00pm 8 sessions Cost: \$219 cost \$192

Learn to effectively utilize the latest version of MYOB to perform day to day business and bookkeeping. This program will teach you to set up and manage a small business payroll and perform day to day Business Functions. Bookkeeping experience and familiarity with computers is essential.

INTERMEDIATE COURSES

Intermediate courses are for users who are confident using a computer and who have basic computer and software package skills, and who wish to enhance these skills.

Photoshop

Monday- July 30 6:00pm-8:00pm 8 sessions

Gain a good practical knowledge of the basics of the computer program most widely used by graphic designers to manipulate, edit and create "photo-like" images. Become familiar with the powerful tools and features of Photoshop, learn to manipulate photographs and more. Participants must be confident with file management on a PC.

Cost: \$67

Intermediate Word and Windows

Tuesday- July 31 10:00am-12:00pm 8 sessions

If you have already completed the introductory course and have a good knowledge of Word based on the use of Word Art, Clip Art, Watermarks, the Drawing Toolbar, Multiple Columns, Styles and Templates, Simple Headers and Footers, Footnotes, Auto Text, Mail Merge, and the Windows environment.

Cost: \$145 cost \$128

ADVANCED COURSES

Advanced courses are for users who are very confident at using software with previous experience of a range of computer software.

Web Page Design with Dreamweaver MX 2004

Thursday- August 2 6:00pm-9:00pm 8 sessions

Dreamweaver is the software of choice amongst professionals for web page design. Learn how to create a website in Dreamweaver that links to other sites, tables, graphics, buttons and more. It's surprisingly easy to achieve a professional design. Must be a competent Word user and know the basics of file management.

Cost: \$67

Advanced Excel

Wednesday- August 16 10:00am-12:00pm 8 sessions

Excel has great capabilities for financial projects and planning, make your books easier with this information.

Cost: \$90 cost \$80

SHORT COURSES

For people confident in using a computer and packages like word processing these short courses give you a chance to explore some useful programs to enhance your PC skills.

One Day workshop in Power Point

Saturday- September 6 10:00am-3:00pm 1 session

Learn to use this elegant presentation package, which is part of your Microsoft Office suite. Power Point will allow you to produce stunning effects for on-screen presentations, print, overheads and slides for meetings and briefings. All you need to pass 1 and share information with others.

Cost: \$45 cost \$40

Using eBay

Saturday- September 15 10:00am-12:00pm 1 session

A one day course in using eBay to list and purchase items for sale by auction over the internet. This course also includes time for you to arrange of other online shopping sites and services.

Cost: \$20 cost \$18

PCS Internet Skills

Tuesday- July 24 6:00pm-8:00pm 2 sessions

This 2 day course is intended for people who wish to learn the skills involved in using a computer, email and the Internet. Suitable for those who are new to computers or seeking to refresh their skills for an updated and or improved version.

Cost: \$45 cost \$40

Computer Club

You may be eligible for free computer and internet training. For further details or to apply ring the computer course coordinator on 96871950

Rooms and Hall for Hire

Are you looking for a room or hall to hire? We have various sized rooms and a large hall to suit meetings, seminars, workshops and children's parties. Available for casual or permanent bookings. Our rates are very reasonable and even lower if you are a non-profit community organisation. If you are interested in teaching at the Centre or would like us to offer other courses, phone 9687 1950 or email us at office@ycc.net.au