

EDUCATIONAL PATHWAYS



TERM 1 - 2022 COURSES

Easy Steps to Computers for Beginners

Date/Time Wednesdays 2nd February 9.30am - 12.30pm or 1.15pm - 4.15pm x 7 weeks

Cost \$50

Description This beginners course will get you up-and-running with the basics! It will give you lots of confidence. It shows you how to find your way around a computer screen, understand hardware and software, use the mouse and identify icons. It also covers file & folder management, internet and email browsers & search engines and includes the basic functions of Microsoft Word and Microsoft Excel.



KNOWLEDGE



Scan here for more information:



Intermediate Computers for Work & Home

Date/Time Mondays 7th February 9.30am - 12.30pm x 7 weeks

Cost \$50

Description This intermediate course is for those wanting to gain a deeper understanding of computer use for work, study and home! A pre-requisite is our Easy Steps to Computers for Beginners course or some working familiarity with the basics. You will explore an in-depth study of Microsoft Word and Excel applications along with some aspects of cloud computing.



SKILLS



Scan here for more information:



Let's Learn English!

Date/Time Fridays 4th February 12.45pm - 2.45pm x 8 weeks

Cost \$50

Description Learn and practise using English in everyday life! Suitable for people speaking a language other than English. Classes are tailored to learner needs and abilities.



KNOWLEDGE



Scan here for more information:



Upskill for a Career in Customer Service and Retail

Date/Time Wednesdays 9th February in Drouin Football Club & Fridays 11th February in WCH Computer Room running for 11 sessions (ending on Wed 16th March) 9.30am - 3.00pm x 6 weeks

Cost \$50

Description Want to develop some extra skills for working in a customer service and retail environment? Learn great customer service strategies and how to maximise sales opportunities while developing team skills and increasing confidence. Ideal for those new to the workforce or those returning after time away.



KNOWLEDGE



Scan here for more information:



Women In the Workforce

Date/Time Thursdays 3rd & Fri 4th February 9.30am - 3.00pm x 4 weeks in Longwarry

Cost \$50

Description This practical course is tailored to those who are entering workforce for the first time or returning after a break. Our tutor Chris, will help you build the job seeking and people skills needed to confidently engage in the workforce. You'll leave with an updated resume and connections to job skills organisations.



DEVELOPMENT



Scan here for more information:



Digital Matters - Living in the Digital World

Date/Time Mondays 7th February 1.30pm - 3.30pm x 4 weeks

Cost \$50

Description This class is for people who would like to learn about using technology. You will learn how to set up your device, connect with Wi-Fi and undertake web searches and more. Become more confident in searching online for leisure, employment or study. You can investigate social media platforms such as Facebook, and learn how to connect and catch-up with others using Zoom.



SKILLS



Scan here for more information:



Feed Your Brain

Date/Time Wednesdays 2nd February 9.30 to 1.30 x 6 weeks

Cost \$50

Description Join Sharon as she teaches you how to make a delicious, cost effective and easy lunch - which you will get to eat too! You'll learn about food budgets, finding nutritious ingredients, how to vary recipes and presentation of food. Food + Money + Team work = hospitality skills!



LEARN



Scan here for more information:



Mens' Kitchen

Date/Time Mondays 7th February 5.00pm to 8.00pm x 6 weeks

Cost \$20

Description Brush up your cooking skills and share a meal with others. Our Men's Kitchen is looking for blokes who like to cook a healthy dinner and take home the leftovers. No experience necessary, but a sense of humour is very welcome! We'll do a bit of safe food handling and budget. Relaxed and easy going class with Col.



DEVELOPMENT



Scan here for more information:



Warragul Community House

03562 36032

info@wchouse.org.au

<https://www.warragulcommunityhouse.org.au>

If you are doing a course to up-skill for work, get a job, or to get into another course of study, you may be eligible for ACFE funding, which makes most courses just \$50.

RESKILL

RETHINK RESULTS

TERM 1 - 2022 COURSES

Eligibility for ACFE funding:

Students must be undertaking the course to upskill for work, get a job, or to get into another course of study. Students must hold permanent residency/citizenship.
Non-subsidised rate: 30 hours of study: \$300 / 20 hours of study: \$200

