

# COMPUTER COURSES!!

SEAFORD/MOANA NEIGHBOURHOOD CENTRE has a variety of high quality computer courses available for tuition. It doesn't matter if you are a complete novice or a more advanced student, there is something here for everyone! If you are wanting to gain skills for employment, business, school, your hobbies or your home, then let our university trained tutors teach you in easy-to-understand terms. Each course represents incredible value for money. To complete the same content at any other educational facility would cost you three to four times as much!

**We have arguably the best computer learning facility in the Southern area - one computer terminal per person (no need to share!), powerful computers, HUGE 22 inch screens, and no overcrowded classrooms (maximum of only 6 students per class - that's nearly one-on-one tutoring!!) Come and see our newly renovated computer room and check out some of the courses below:**

- |                           |                      |                         |
|---------------------------|----------------------|-------------------------|
| • Computers for Beginners | • Keyboard Skills    | • Video Editing Stage 1 |
| • Vista for Beginners     | • Touch Typing       | • Video Editing Stage 2 |
| • Beginners Stage 2       | • Publisher Stage 1  | • Introduction to Excel |
| • Vista Stage 2           | • Publisher Stage 2  | • Introduction to MYOB  |
| • Word Processing Stage 1 | • PowerPoint         | • Family Tree           |
| • Word Processing Stage 2 | • PowerPoint Stage 2 | • PhotoArt              |
| • Word Processing Stage 3 | • Computer Club      | • PhotoStory            |
| • Internet Stage 1        | • Digital Cameras    | • Web Page Creation     |
| • Internet Stage 2        | • Photo Editing      | • MySpace               |

**For full course descriptions and other info visit our website at [www.smnc.com.au](http://www.smnc.com.au) or contact the centre on 83863319 or even just drop in!! Everyone is very welcome.**

## Session 1

Course Name	Day	Start Date	Start Time
Computers for Beginners	Monday	20/07/09	9:00am
Publisher	Monday	20/07/09	11:00am
Internet 1	Monday	20/07/09	1:00pm
Computer Club	Tuesday	20/07/09	9:00am
Word 2007 Stage 1	Tuesday	21/07/09	11:00am
Word Processing 1	Tuesday	21/07/09	1:00pm
Internet 1	Tuesday	21/07/09	7:00pm
Excel	Wednesday	22/07/09	9:00am
Vista for Beginners	Wednesday	22/07/09	11:00am
Keyboard Skills	Wednesday	22/07/09	1:00pm
Digital Cameras	Thursday^	23/07/09	9:00am
Word Processing 2	Thursday^	23/07/09	11:00am
Photo Story	Thursday	23/07/09	1:00pm
Intro to MYOB	Thursday	23/07/09	7:00pm
Video Editing 1	Friday^	24/07/09	9:00am
PhotoArt	Friday^	24/07/09	11:00am
Photo Editing	Friday	24/07/09	1:00pm
Computers for Beginners	Saturday	25/07/09	9:00am
Word Processing 1	Saturday	08/08/09	9:00am

## Session 2

Course Name	Day	Start Date	Start Time
Word Processing 1	Monday	17/08/09	9:00am
Publisher 2	Monday	17/08/09	11:00am
Internet 2	Monday	17/08/09	1:00pm
Vista 2	Tuesday	18/08/09	9:00am
Word 2007 Stage 2	Tuesday	18/08/09	11:00am
Word Processing 2	Tuesday	18/08/09	1:00pm
Internet 2	Tuesday	18/08/09	7:00pm
Family Tree	Wednesday	19/08/09	9:00am
Web Page	Wednesday	19/08/09	11:00am
Intro to MYOB	Wednesday	19/08/09	1:00pm
Photo Editing	Thursday^	20/08/09	9:00am
Word Processing 3	Thursday^	20/08/09	11:00am
Vista for Beginners	Thursday	20/08/09	1:00pm
Computers for Beginners	Thursday	20/08/09	7:00pm
Video Editing 2	Friday^	21/08/09	9:00am
MySpace	Friday^	21/08/09	11:00am
Photo Story	Friday	21/08/09	1:00pm
Word Processing 2	Saturday	22/08/09	9:00am
Computers for Beginners	Saturday	05/09/09	9:00am

**All courses are approx. 8 hours in duration. Weekday classes are run over four weeks (2hrs/class). Night classes are run over three weeks (2hrs the first week, 3hrs the next two). Saturday classes are run over two weeks (4hrs both Saturdays).**

**^ Free Crèche available for Thursday and Friday morning classes.**