

GENERAL COURSES

Introduction to Office Administration

This course will prepare you to work in an office environment and further study in a Business certificate course. It covers business correspondence, use of office equipment and working with others.

Pre-requisite: Desire to learn!

Date: 10/10/12—7/11/12, 9 sessions

Time: 9.30am—1pm Wednesdays & Fridays

Cost: \$42 + Amenities Fee of \$10

Introduction to Community Services

This course is for people that are interested in working in community services such as children's services, aged care, mental health and disability work. You will gain information on the various roles in the community sector, OH&S, duty of care and person centered practices. You will have an opportunity to hear from people working in various services about their experiences.

Pre-requisite: Desire to learn!

Date: 1/5/12—26/6/12, 17 sessions

Time: 10am—1pm Tuesdays & Wednesdays

Cost: \$50 + Amenities Fee of \$10

Introduction to Volunteering

This course is for people that are interested in volunteer work. You will learn about what it means to work as a volunteer and working effectively in a team.

Pre-requisite: An interest in volunteering

Date: 8/10/12—30/10/12, 8 sessions

Time: 10am—1pm Mondays & Tuesdays

Cost: \$27 + Amenities Fee of \$10

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Lantern Training 2012 Course Guide

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further information please
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9093 5977

or

Email training@lantern.org.au

WE BELIEVE IN YOU... SO YOU CAN BELIEVE IN YOURSELF

COMPUTER COURSES

Computers Level I

This course is designed for the complete beginner at a pace that suits you.

Learn the basics of operate a computer and using Windows.

Date: 1/2/12—17/2/12, 6 sessions

Time: 10am—1pm Wednesdays & Fridays

Cost: \$27 + Amenities Fee of \$10

Computers Level II

An introduction to MS Office (a must-know in the workforce)

In this course, learners will gain a working knowledge of Microsoft Word, Excel, and email using Microsoft Outlook.

Pre-requisite: Computers Level I or basic understanding of operating a computer.

Date: 22/2/12—4/4/12, 13 sessions

Time: 10am—1pm Wednesdays & Fridays

Cost: \$50 + Amenities Fee of \$10

Computers Level III

This course focuses on the Internet and email. Learn how to use the Internet and search engines like Google. Connect with others using email, social networking, instant messaging and Skype™.

Pre-requisite: Computers Level 1 or basic understanding of operating a computer. Computers Level II would be an advantage.

Date: 18/4/12—30/5/12, 13 sessions

Time: 10am—1pm Wednesdays & Fridays

Cost: \$50 + Amenities Fee of \$10

COMPUTER COURSES cont...

Computer Graphics and Publishing

This introduction to desktop publishing will have you creating pamphlets and newsletters. This course covers layout and design, artwork production and editing for both print and electronic publication. Microsoft Paint, Publisher and PowerPoint also covered.

Pre-requisite: Computers Level II or basic understanding of Microsoft Office.

Date: 18/7/12—24/8/12, 12 sessions

Time: 10am—1pm Wednesdays & Fridays

Cost: \$48 + Amenities Fee of \$10

Beginners Guide to Social Media

Get connected with others!

This course will show you how to create, use and manage accounts.

You will learn about on line safety.

YouTube, Facebook & Twitter.

Pre-requisite: Computers Level II or basic understanding of Microsoft Office. Computers Level III would be an advantage.

Date: 7/6/12—22/6/12

Time: 10am—1pm Thursdays & Fridays

Cost: \$24 + Amenities Fee of \$10

PERSONAL DEVELOPMENT COURSES

Building Personal Effectiveness

This course is for people who are unemployed and/or who face barriers in their life. This course aims to give you the skills to be effective in your personal life and provides you with the skills and confidence to return to work or further study.

Date: 13/2/12—8/3/12, 8 sessions

Time: 10—12.30pm Mondays,
1.30—3.30 Thursdays

Cost: \$24 + Amenities Fee of \$10

Managing Personal Change and Challenges in Your Life

This course aims to provide you with the skills and knowledge to cope with changes and demands in your everyday life.

Date: 16/4/12—10/5/12, 8 sessions

Time: 10—12.30pm Mondays,
1.30—3.30 Thursdays

Cost: \$21 + Amenities Fee of \$10

Skills For Work

This course is for people who are looking for work and don't know where to start. It supports you to gain knowledge, skills and confidence regarding workplace expectations.

Date: 16/7/12—10/9/12, 17 sessions

Time: 10—1pm Mondays,
12.30—3.30 Thursdays

Cost: \$50 + Amenities Fee of \$10