

Alamein Neighbourhood & Learning Centre Inc.



COURSE/ACTIVITIES GUIDE TERM 1, FEB - MAR 2012

Our courses cater for everyone in the community. Greatly subsidised fees are available for the financially disadvantaged. Visit our Centre to have a chat, phone us on 9885 9401 or visit our website www.alameinnlc.com.au to find out more about our programs.

HEALTH & WELLBEING

Please contact the Centre if you are experiencing difficulty paying.

Relaxation Therapy Program

Give yourself permission to have timeout. Learn how to apply relaxation therapy to your life.
Wed 2-3pm (15 Feb-28 Mar)
(7 wks) \$75

Gentle Yoga

Suitable for beginners.
Mon 5.45-6.45pm (13 Feb-26 Mar)
No class 12 Mar (6 wks) \$70

Continuing Yoga

Suitable for continuing students.
Mon 7 - 8pm (13 Feb-26 Mar)
No class 12 Mar (6 wks) \$70

Pilates

Reshape your body by lengthening and strengthening core muscles.
Thu 7.30 - 8.30pm
(16 Feb-29 Mar) (7 wks) \$80

Belly Dancing

Get fit and have fun. All ages and body types welcome. Small group.
Wed 6.30-7.30pm (15 Feb-28 Mar)
(7 wks) \$75

Zumba, Zumba, Zumba

Learn how to move & groove your body in a fun way.
Wed 7.40-8.40pm (15 Feb-28 Mar)
(7 wks) \$75

PERSONAL ENRICHMENT

Community Bake

 Come along cook & share with new friends & neighbours.
Mon 1-3pm (13 Feb-26 Mar) (6 wks)
Cost: FREE just bring some ingredients to share.
Contact the Centre for details & bookings

De-Clutter for the Mind


Get advice on how to de-clutter your thinking. Clear your mind & life.
Thu 1 - 3pm (22 Mar) (1 wk) \$30

Puzzle over Puzzles

Learn how to do Sudoku & other puzzles in a relaxed friendly group.
Wed 12.30-1.30pm (22 Feb-28 Mar)
(6 wks) \$3 per session



Understanding the Aged Care Maze

 Comprehensive information on Aged Care facilities. Learn how to avoid pitfalls, the differences between the good facilities, & the not so good. Clear and easy financial information including Centrelink, fees, bonds and asset exemptions.
Tue 6.30-9pm (28 Feb) (1 wk) \$35

Getting your VEGIE PATCH ready for WINTER



Learn how to get the best out of your vegie patch over the winter months.

THIS PROGRAM IS FREE and Presented by the City of Boroondara

Don't Get Scammed



FREE Workshop on your rights when shopping both online & at the shops.

PRESENTED BY CONSUMER AFFAIRS
Thu 1-2pm (15 Mar) (1wk)

Craft Group - All Welcome

Come & do some quilting or knitting or other crafty things in a friendly & supportive environment.
Tue 10am-12pm (13 Feb-26 Mar)
(7 wks)

CONTENTS

Health & Wellbeing.....	P1
Personal Enrichment.	P1
Art & Craft.....	P2
Activities for older or disabled people.....	P2
Language & Literacy.....	P2
Horticulture Course.....	P2
Career Development.....	P2
Computer Courses.....	P3

FREE
FREE
FREE



Men's DIY Workshop

Come and learn to build, fix and repair things in a friendly & relaxed setting.

Thu 10.30 – 2.30pm (16 Feb-29 Mar) \$2 donation per session

LANGUAGE, LITERACY AND CONVERSATION

New Students require an interview with the Co-ordinator. Bookings can be made on 9885 9401.

Fees for classes: See Co-ordinator
\$169.20 per year Non-concession
\$122 per year Concession
The classes below are ACFE Funded.

*Basic Literacy and Numeracy

A class for English speakers who want to improve their confidence, numeracy and literacy skills through a range of practical learning experiences.

Mon 9.30-12pm (13 Feb-10 Dec)

*Adult Literacy through Computers

Have you had interrupted schooling? This is an opportunity to improve your reading and writing while developing computer and internet skills.

Fri 9.30-12pm (17 Feb-30 Nov)

*English Communication Skills

(Pre-intermediate English)

A class for English learners helping them to improve their conversation skills in English through reading, speaking and listening

Tue 9.30-12pm (14 Feb-4 Dec)

*Practical English

English for work & study

(Intermediate and above)

An intermediate English class that covers all skills (speaking, listening, reading and writing) to help prepare ESL students for work or study.

Wed 9.30-12pm (15 Feb-5 Dec)

*Living English *(Beginner's English)*

This is a class for ESL learners that focuses on developing oral and written skills for us in everyday life.

Thu 9.30-12pm (16 Feb-29 Nov)

*Computers for ESL students

A great ESL class to improve your computer skills, grammar, writing & reading

Tue 12.30-3pm (21 Feb-19 Jun)

\$83.20

HORTICULTURE

Composting & Other Garden Recycling

Learn how to create compost so good your garden will thank you for it. Also, learn about what you can recycle & use in the garden'.

BYO boots, gloves & hat.

Fri 1-3.30pm (16 & 23 Mar)
\$60 plus \$8 materials



ART & CRAFT

Mosaics

Use your artistic skills to create beautiful art work from tiles

Fri 1-3 pm (17 Feb-30 Mar)
(7 wks) \$105/\$95 Concession



Craft Group - All Welcome

Come & do some quilting or knitting or other crafty things in a friendly & supportive environment.

Tue 10am-12pm (13 Feb-26 Mar)
(7 wks)

Activities for older people (55 yrs +) & people with disabilities.

For these activities please contact the centre to book 9885 9401

Dial a Shopping Bus each week Monday & Friday Cost: \$3

Bus Trips

1st & 3rd Wed of the month
Call Centre for trip details

Tuesday Dinner Dates

6-8pm 4th Tuesday of the month.
Cost: Price of meal + \$5 bus pickup

Community Lunches

2nd Wed of the month
12.30 – 2 pm Cost: \$5.00

CAREER DEVELOPMENT

*Confidence and Life Skills

Designed for adults who would like to improve their basic life skills, enter the workforce or return to study.

Tue 12.30-3pm (21 Feb-19 Jun & 17 Jul-20 Nov)

\$158.40 per year Non-Concession

\$122 per year Concession. See Centre for semester fees.

Finding a Job/Changing Careers

How to write resumes, where to job search, addressing selection criteria & interviewing

Sat 10am-12pm (3, 10, 17 & 24 Mar) \$88

Introduction to Bookkeeping

Learn bookkeeping terminology, how to keep journals, ledgers and how to deal with financial transactions.

Fri 9.30-11.30am (10 Feb- 16 Mar)

\$185 incl.materials

*Introduction to MYOB

Basic bookkeeping knowledge and computer skills essential for this course.

Manage personal and business finances using MYOB.

Fri 12.15-3pm (10 Feb-23 Mar)

\$112.60 + \$50 manual

*Running Your Own Business

Understand business financials, promotion, legal responsibilities, sales & customer base and manage costs, customers & suppliers.

Thu 6.30-8.30pm (9 Feb-12 Apr) \$86.60

SOCIAL NETWORKING & DIGITAL TECHNOLOGY

Set up an IPOD

Discover how to set up your IPOD the way you want including loading songs.

Thu 10am-12pm (23 Feb) \$24

What can I do on an iPhone

For people thinking about purchasing an iPhone

Thur 12.30-3.00pm (23 Feb) \$30 or

Mon 12.30-3.00pm (5 Mar) \$30

Skype- Staying in touch with friends

Talk free to family & friends overseas or interstate using the computer.

Wed 12.30-3pm (29 Feb) \$30

Photobooks & other Gifts

Create beautiful, individual & personalised gifts for family & friends.

Thu 9.30-12pm (1 Mar) \$30

What is Facebook

Learn what Facebook does. Then create for yourself a profile and learn how to use the settings, including privacy settings.

Mon 9.30am-12pm (5 Mar) \$30

Buy & Sell on Ebay

Find bargains or sell those things you no longer need. This course will cover the basics of buying and selling.

Computer confidence is essential.

Tue 9.30am-12pm (6 & 13 Mar) \$60

The following is dependant on funding:

Telstra Connected Seniors

Free Workshops for over 60's. **Must have mouse and keyboard skills**

Introduction to the Internet

Introduction to Emailing

Ebay

Shopping on line

Facebook

Sharing photos on line

Contact Centre for details.

Booking tickets on-line

Do you want to know how to find inexpensive airline tickets and hotels on-line and book them. This course will show you how. An email address is needed.

Tue 3.30-6.00pm (20 Mar) \$30

What is Twitter?

Find out how to set up a Twitter account and start tweeting.

Tue 3.30-5.30 pm (27 Mar) \$24

Using YOUTUBE

Want to know more about Youtube, including uploading to it? This course will show you how.

Tue 6.00pm-8.30pm (27 Mar) \$30

Digital Memories (Digital Stories)

Do you want to create a wonderful story on the computer using your photos? This course will help you create a memory CD (digital story), which you can then give as gifts to family and friends.

Wed 12.30-2.30pm (7-28 Mar) \$88



In Term 2

#Certificate 1 in Information

Technology a nationally recognised Certificate. Priority given to people with less than Year 12 qualifications.

Contact Centre for details



EVERYDAY INFORMATION TECHNOLOGY

Declutter your computer

Learn how to file manage your computer and remove files not needed.

Mon 9.30am-12pm (19 Mar) \$30

Protect your Computer

Learn how to protect your computer from viruses and learn how to back up your data

Tue 9.30am-12pm (20 Mar) \$30

*Introduction to Computers

Designed for people who have not used a computer before. Learn to organise your desktop, files, folders, printing and Word. Mouse/keyboard skills desirable.

Wed 9.30am-12pm (22 Feb-23 May) \$77.00 + \$45 manual

Upgrade to Excel 2010

Find out about the differences with the new Excel software.

Tue 6.30-9pm (20 Mar) \$30

#The unit below is part of Certificate 1 in Information Technology (ICA1015)

Priority to people with less than year 12 qualifications for these classes.

Interview with Co-ordinator required

#Introduction to Power Point

(ICAU1132B)

Learn how to create and manipulate slides in PowerPoint for great presentations and speeches.

Thur 9.30am-3pm (8-22 Mar)

\$150 + \$50 manual

Funded \$105 + \$50 manual

ENROLMENT

Pick up an enrolment form from the Centre during office hours, download one from our website www.alameinnlc.com.au or phone us on 9885 9401.

Payment can be made by cash, cheque, money order or EFT Westpac

Banking details are: BSB No: 033-106 Account No. 11-0866

Ref: Your surname & course name



REFUND & CANCELLATION POLICY

See enrolment form for information.

CONCESSION

You are eligible for a concession for some courses (as indicated) if you receive a pension or benefit or have a Health Care Card.

ANLC acknowledges funding from:

*City of Boroondara
Department of Health
Department of Human Services
Adult Community & Further Education (ACFE)
Skills Victoria*

A SPECIAL "THANK YOU" TO
ASHBURTON SUSHI
 Shop 2/180 High St Ashburton

BAKERS DELIGHT
 178 High Street Ashburton

NQR
 213-215 High St Ashburton

For supporting our 2011 International Morning Tea

Where to find us

Alamein Neighbourhood and Learning Centre
(ABN 14 634 097 750)
49 Ashburn Grove
Ashburton 3147

Office Hours

9.15am-3.30pm Monday to Friday
(Closed on Public Holidays)
Phone: 9885 9401
email: admin@alameinnlc.com.au
www.alameinnlc.com.au

UPCOMING EVENTS FOR TERM 1

**See us at the Ashburton Festival
26 February**

**Community Fun Day - Soccer Club
Event
Sunday 1 April 2012
Markham Ave Ashburton 1-5pm**

**Join us for the ANLC Annual
General Meeting in
March**

Melways Reference: map 60 11D
Train: Alamein Line from the City or Camberwell Station.
We are directly opposite Alamein train station.
Bus: no. 734 Glen Waverley to Glen Iris route.

Parking available on the premises and on Ashburn Grove and Alamein Avenue.

