

Adult Community Education Accredited Courses Term 2, 2018



BOOKINGS ESSENTIAL - For further information and bookings;

please email: ace@marion.sa.gov.au

or phone 8375 6755

ALL COURSES ARE FEE FREE

COVE CIVIC CENTRE

1 Ragamuffin Drive, Hallett Cove

Get your Learner's Permit

Friday 4th May, 10:00am – 1:00pm for 10 weeks

Learn about driver responsibilities, road rules, signs and markings and get the opportunity to try out practice tests on the centre's computers to help you prepare for your written driving test.

(Written test at your own expense).

FSKRDG02 Read and respond to basic workplace signs and symbols

Tutor: Sharon

Introduction to Small Business

Monday 30th April, 10:00am-1:00pm for 10 weeks

This course will introduce the basics of small business. The course will have a particular focus on personal goal setting and preparing for an introductory meeting with the Southern Adelaide Business Advisory Service.

FSKLRG01 Prepare to participate in a learning environment

Tutor: Yasmin

Health and Wellness

Tuesday 1st May, 10.00am – 1:00pm for 9 weeks

Improve your overall health and wellbeing by exploring aspects of wellness and becoming aware of your health choices. Learn about healthy eating, physical activity, emotional and cognitive wellness and strategies for coping with stress. Learn simple mindfulness practices such as meditation in a safe and informative environment.

FSKNUM07 Locate specific information in highly familiar graphs and charts for work

Tutor: Kim

My Wellbeing

Friday 4th May, 12:30pm-3:30pm for 8 weeks

(waiting lists apply)

This 8 week course will help you develop and practice a series of wellbeing and resilience tools to help you manage stress, think more optimistically, locate your own strengths to handle the challenges that life throws at you.

FSK0CM03 Participate in simple spoken exchanges at work

Tutor: Kim

'These Adult Community Education courses offer units of competency from the Foundation Skills Training Package (FSK) and are funded by the Government of South Australia. Each student, on completion, will receive an academic transcript from TAFESA who are also responsible for the quality assurance of this training.'



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MARION CULTURAL CENTRE

287 Diagonal Road, Oaklands Park

Preparing for Work

Wednesday 2nd May, 12:00pm-3:00pm for 10 weeks

In this course you will learn how to highlight your employability skills by creating a personal profile, discover the importance of networking as well as ways to look for jobs. You will prepare your own resume and tailor it to suit different jobs. You will also work on ways to build your confidence, learn interview tips and much more.

FSKLRG07 Use strategies to identify job opportunities

Tutor: Ingrid

COOINDA NEIGHBOURHOOD CENTRE

245 Sturt Road, Sturt

Introduction to Café Work

(waiting lists may apply)

Tuesday 1st May, 3:30pm-6:30pm for 10 weeks

Have you ever wanted to work in a Café? This course will help you to: serve customers, prepare food, make a professional cappuccino, learn safety and hygiene procedures and build your confidence to work in a café environment.

FSKNUM09 Identify, measure and estimate familiar quantities for work

Tutor: Helton

GLANDORE COMMUNITY CENTRE

25 Naldera Street, Glandore

Introduction to Computers

Wednesday 2nd May, 9:30am-12:30pm for 10 weeks

(waiting lists apply)

Build your skills, confidence and ability to use a computer in this introduction course designed for anyone who would like to learn the basics and fundamentals of computing.

FSKDIG01 Use digital technology for basic workplace tasks

Tutor: Ted

Computers for Work

(waiting lists apply)

Thursday 3rd May, 9:30am-12:30pm for 10 weeks

Learn how to use Microsoft Office to undertake a variety of tasks and functions. Topics include: making tables, writing letters, spread sheet and much more. Basic word processing skills are required for this course.

FSKWTG05 Complete simple workplace formatted texts

Tutor: Ted

English as a Second Language (ESL)

Every Thursday, starting Thursday 3rd May, 10.00am – 12.00pm for 10 weeks

These classes will help you improve your English language skills to be able to communicate and understand important information needed to live and work in Australia. Learning will be fun and include a variety of games and activities to help you practice your English so you feel more able to handle everyday situations.

FSKOCM01 Participate in highly familiar spoken exchanges

Tutor: Ingrid

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