

# ADULT COMMUNITY EDUCATION

## Courses Term 1, 2019



### BOOKINGS ESSENTIAL

Contact: 7420 6400

Email:

ace@marion.sa.gov.au

### ALL COURSES ARE FREE

#### Get your Learner's Permit

Learn about driver responsibilities, road rules, signs and markings. Try out practice tests on the centre's computers to help you prepare for your learners written driving test. (learner's written test at your own expense).

**Tuesday 29th January**  
**1:00pm – 4:00pm for 10 weeks**  
**Cove Civic Centre**  
**1 Ragamuffin Drive**  
**Hallett Cove, 5158**

**Tutor:** Sharon

*NFSKDIG02 Use digital technology for simple workplace tasks*

#### Health and Wellness

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.

**Tuesday 29th January,**  
**10:00am – 1:00pm for 10 weeks**  
**Cove Civic Centre**  
**1 Ragamuffin Drive**  
**Hallett Cove, 5158**

**Tutor:** Kim

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

**Accredited**

#### Basic Computers for work

Learn the basics of how to use computers to complete simple workplace tasks. Topics include; making tables, writing letters, staying safe on-line and using software such as Excel, Publisher and Power Point. Basic word processing skill required for this course.

**Tuesday 29th January,**  
**10:00am – 1:00pm for 10 weeks**  
**Cove Civic Centre**  
**1 Ragamuffin Drive**  
**Hallett Cove, 5158**

**Tutor:** Ted

*NFSKDIG02 Use digital technology for simple workplace tasks*

**Non-accredited**

#### My Wellbeing

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

**Friday 1st February,**  
**12:30pm – 3:30pm for 10 weeks**  
**Cove Civic Centre**  
**1 Ragamuffin Drive**  
**Hallett Cove, 5158**

**Tutor:** Kim

*NFSK0CM03 Participate in simple spoken interactions at work*

**Non-accredited**

#### Introduction to Café Work

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 for a café environment.

**Tuesday 29th January,**  
**3:30pm – 6:30pm for 10 weeks**  
**Cooinda Neighbourhood Centre**  
**245 Sturt Road**  
**Sturt, 5147**

**Tutor:** Helton

*FSKNUM09 Identify, measure and estimate familiar quantities for work*

**Accredited**

#### English as a Second Language Stage 1

The Stage1 ESL course will help you to start improving your English language skills and begin to communicate and understand important information needed to live in Australia. Learning will be fun and will include games and activities.

**Monday 4th February,**  
**10:00am – 12:00pm for 10 weeks**  
**Mitchell Park Neighbourhood Centre**  
**1 Cumbria Court**  
**Mitchell Park, 5043**

**Tutor:** Sam

*NFSKOCM01 Participate in highly familiar spoken exchanges*

**Non-accredited**

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 of an accredited course, will receive an academic transcript from TAFESA who are also responsible for the quality assurance of this training.



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### ALL COURSES ARE FREE

#### Introduction to Small Business

This course will introduce the basics of small business. The course will have a particular focus on personal goal setting and planning your own field trip to a local business.

**Tuesday 29th January,**  
**9:30am-12:30pm for 10 weeks**  
**Glandore Community Centre**  
**25 Naldera Street**  
**Glandore, 5037**

**Tutor:** Sarah

*FSKLRG01 Prepare to participate in a learning environment*

**Accredited**

#### English as a Second Language Stage 1

The Stage1 ESL course will help you to start improving your English language skills and begin to communicate and understand important information needed to live in Australia. Learning will be fun and will include games and activities.

**Thursday 31st January**  
**1:00pm – 3:00pm for 10 weeks**  
**Glandore Community Centre**  
**25 Naldera Street**  
**Glandore, 5037**

**Tutor:** Ingrid

*NFSKOCM01 Participate in highly familiar spoken exchanges*

**Non-accredited**

#### English as a Second Language Stage 2

Have you completed STAGE 1 ESL? Then this course will help you further 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 will include a variety of games and activities to help you practice your English so you feel more confident to handle everyday situations.

**Thursday 31st January,**  
**10:00am – 12:00pm for 10 weeks**  
**Glandore Community Centre**  
**25 Naldera Street**  
**Glandore, 5037**

**Tutor:** Ingrid

*FSKOCM01 Participate in highly familiar spoken exchanges*

**Accredited**

#### Introduction to Computers

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.

**Wednesday 30th January,**  
**9:30am – 12:30pm for 10 weeks**  
**Glandore Community Centre**  
**25 Naldera Street**  
**Glandore, 5037**

**Tutor:** Ted

*FSKDIG01 Use digital technology for basic workplace tasks*

**Accredited**

#### Computers for Work

Learn how to use computers to complete a variety of workplace tasks. Topics include; making tables, writing letters, staying safe on-line and using software such as Excel, Publisher and Power Point. Basic word processing skill required for this course.

**Thursday 31st January,**  
**9.30am – 12:30pm for 10 weeks**  
**Glandore Community Centre**  
**25 Naldera Street**  
**Glandore, 5037**

**Tutor:** Ted

*FSKWTG05 Complete simple workplace formatted texts*

**Accredited**

#### Preparing for Work

In this course you will learn how to highlight your employability skills by creating a personal profile and discovering the importance of networking. You will prepare your own resume and tailor it to suit different jobs. You will work on ways to build your confidence and learn interview tips. Basic word processing skill required for this course.

**Wednesday 30th January,**  
**12.00pm – 3:00pm for 10 weeks**  
**Glandore Community Centre**  
**25 Naldera Street**  
**Glandore, 5037**

**Tutor:** Ingrid

*FSKLRG07 Use strategies to identify job opportunities*

**Accredited**

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