

# ADULT COMMUNITY EDUCATION

## Courses Term 4, 2018



### BOOKINGS ESSENTIAL

For further information and bookings contact:

Yasmin on 8375 6755

[ace@marion.sa.gov.au](mailto: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 16th October,  
1:00pm – 4:00pm for 10 weeks  
Cove Civic Centre  
1 Ragamuffin Drive  
Hallett Cove, 5158**

**Tutor:** Sharon

*FSKDIG02 Use digital technology for simple workplace tasks*

**Non-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 16th October  
10:00am – 1:00pm for 10 weeks  
Cove Civic Centre  
1 Ragamuffin Drive  
Hallett Cove, 5158**

**Tutor:** Ted

*FSKDIG02 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 19th October,  
12:30pm – 3:30pm for 10 weeks  
Cove Civic Centre  
1 Ragamuffin Drive  
Hallett Cove, 5158**

**Tutor:** Kim

*FSK0CM03 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 16th October,  
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 15th October,  
10:00am – 12:00pm for 10 weeks  
Mitchell Park Neighbourhood Centre  
1 Cumbria Court  
Mitchell Park, 5043**

**Tutor:** Sam

*FSKOCM01 Participate in highly familiar spoken exchanges*

**Non-accredited**

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#### 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 18th October,  
1.00 – 3.00pm for 10 weeks  
Glandore Community Centre  
25 Naldera Street  
Glandore, 5037**

**Tutor:** Ingrid

*FSKOCM01 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 18th October,  
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 17th October,  
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 18th October,  
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 17th October,  
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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