Intel® Learn Easy Steps Course

What is it?
A basic technology literacy education program

Who’s it for?
Adult learners with little or no experience with computers

What does it teach?
Participants learn the ‘basics’ of the computer, enabling them to use the computer in ways that are relevant to their daily lives.

What skills will participants learn?
Through active, hands-on experience, participants learn to explore and use basic computer applications that are used in everyday life, such as internet searches, email, word processing, spreadsheets and multimedia.

Programs:
Program 1 – Learning New Skills (topics that may be covered include)
- Introducing Computers and Operating Systems (Basic PC operations, create files, keyboarding, Notepad)
- Introducing Internet and Email (Internet search, browsing, create and use email)
- Introducing Word Processing (Explore WP; create flyer, resume, Greeting Card)
- Introducing Spreadsheets (Explore Spreadsheet; create budget, address book)
- Introducing Multimedia (Explore PPT; create presentation, add graphics, media)

Program 2 – Applying Skills to Business and Entrepreneurship (topics that may be covered include)
- Introduction to Entrepreneurship (Create Mind Map (business ideas) via PPT and Graphics)
- Money Management and Finance (Start-up Costs and Cash Flow, sharing through Skype)
- Developing a Marketing Plan (Create Marketing Plan presentation, communicate via email)
- Branding (Create logo, letterhead, business cards, email signature)
- Marketing Material (Create brochure, catalogue; communicate via Skype)
- Online Marketing (Create website, use social media (FB) to communicate)
- Collecting Feedback Online (Create survey (Google Docs), share via Skype Share)

Delivery:
Rosebud: Monday 9.30am – 3.30pm for 5 weeks (30 hours)
Hastings: Program 1: Monday 9.00am – 12.00pm for 10 weeks (30 hours)
Program 2: Monday 1.00pm – 4.00pm for 10 weeks (30 hours)

Course fees:
There are no hidden course costs. No extra resource or amenities fees apply to our courses.

Tuition Fee: $30.00 per program
Concession: $12.00 per program

Where:
1/16 Henry Wilson Drive Rosebud West

When:
Program 1: 2nd May – 30th May 18th July – 15th August
Program 2: 7th March – 18th April 6th June – 11th July 22nd August – 19th September

Where:
Hastings Community Hub - 1973 Frankston Flinders Road Hastings

When:
Program 1: 18th April – 4th July 11th July – 12th September
Program 2: 18th April – 4th July 11th July – 12th September

For further details and enrolments:
Phone: 5986 4623
Email: admin@advance.vic.edu.au
Web: www.advance.vic.edu.au

The student tuition fees are subject to change given individual circumstances at enrolment. Individuals with a disability are encouraged to apply.

This course is funded by the Victorian Government through Adult, Community and Further Education (ACFE)

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Advance has been providing training and employment pathways for over 30 years and is a respected training provider on the Mornington Peninsula.
A member of the Learn Local Mornington Peninsula Network (LLMPN)
TOID: 4016
For more information
Telephone Advance on 5986 4623 or call in to 1/16 Henry Wilson Drive Rosebud.

Why Choose Us
All of our trainers have ‘real world’ experience and are focused on catering to diverse learner needs and styles. Our programs have been specifically designed to develop practical skills that can easily be put into action in a workplace setting. We know you will be confident as well as competent when you complete one of our courses. Our small class sizes mean that you will get the individual attention and assistance you require as soon as you need it. Our learning is flexible and can quickly be adapted to suit every requirement.

Refunds
Refunds based on deferment or cancellation of a course by Advance - Advance reserves the right to defer or cancel a course, change course start dates, or change course curriculum/programs at any time. In the case where Advance cancels a course prior to its commencement date all monies paid to Advance will be refunded within 10 working days. Where Advance cancels a course before its expected end date, the balance of fees paid for that portion of the course not yet delivered will be refunded within 10 working days. In the case of a course start date being deferred, and the new date is unacceptable to the student, all monies paid to Advance will be refunded within 10 working days of notice of the rescheduling.

Refunds based on student requests - If a student withdraws, by written notice at any time up until 4 weeks after the scheduled commencement date of the course, Advance will refund all fees and charges paid by or on behalf of the student. If a student withdraws from only part of an enrolment Advance will refund only the portion of the fees applicable to that part of the training. If a student has paid a fee for tuition that is no longer required because of RPL, Advance will refund an amount equal to the difference between the tuition fee paid and the tuition fee payable for the adjusted hours of tuition that are to be undertaken.

Advance reserves the right to change or cancel courses and/or change dates, fees and times when necessary.