

February 2012 Program for Moorleigh Campus

TIMES/DATES	COURSE CODE, TITLES & DETAILS
MONDAY	
M12101 ROMANCE OF OPERA	
Weekly, ongoing 9:30 – 11:45 comm. 6Feb12	Enjoy the glorious music of Grand Opera – as Drama, Desire and Death dominate the often Dubious Plots. Both CD's and DVD's are used in the presentations.
M12104 INTERMEDIATE GERMAN	
Weekly, ongoing 9:45– 11:45 comm. 6Feb12	We try to combine work and pleasure. To consolidate what we have learnt, we shall undertake a revision of the very basics of Schaum's German Grammar. We also continue conversation, reading, etc. Progress requires some homework.
M12105 MINDSCAPE	
Weekly, ongoing 10:00 – 11:45 comm. 6Feb12	Mindscape is a course that explores humanity's ideas and interpretations of them. This year, we may deal with some specific topics and individual philosophers, and especially the historical development of ideas.
M12103 EXPLORING DRAWING	
Weekly, ongoing 9:30 – 11:45 comm. 6Feb12	Exploring many aspects of drawing. Some life drawing. Please bring A3 sketchbook, 4B and 6B pencils and a soft kneadable rubber.
M12110 MOVEMENT TO MUSIC	
Weekly, ongoing 9:45 – 11:45 comm. 6Feb12	Moving in time to different rhythms and styles of music.
M12115 GERMAN FOR TRAVELLERS	
Weekly, ongoing. 12:00 – 1:45 comm. 6Feb12	Learn as much German as necessary to get along while holidaying in summer in German speaking Europe. The course covers vocabulary, but also important aspects of daily life, customs etc. Imperative for members to attend regularly.
M12106 FRENCH – ADVANCED BEGINNERS	
Weekly, ongoing 12:00 – 1:45 comm. 6Feb12	An enjoyable class which aims to improve your appreciation of the French language while developing reading, writing and speaking skills. Book required: Mastering French.
M12116 RUSSIAN	
Weekly, ongoing 12:00 – 1:45 comm. 13Feb12	The course is suitable for those with some knowledge of written and spoken Russian. Text book - Complete Russian by Daphne West. Reading, conversation, grammar. Come and learn Russian in a friendly, small group and have fun with us.
M12107 FRENCH CONVERSATION	
Weekly, ongoing 1:30 – 3:30 comm.6Feb12	Venez parler français avec nous! On chante des chansons françaises, fait des discours, et des débats, étudie de la poésie, lit des articles de presse, et on améliore ses connaissances de la grammaire française. N.B. Une bonne connaissance du français est nécessaire pour ce cours.
M12111 ITALIANO PARLATO	
Weekly, ongoing 2:00 – 3:45 comm. 6Feb12	The course will stress the study of the following situations, with material provided by the tutor and the office of U3A: All'aeroporto; Al ristorante; Il telefono (telefonino); Al bar; Fare la spesa; Al mercato; In cucina; Come cucinare una pizza; Prepariamo un pranzo per gli ospiti; Alla stazione; All'hotel; I negozi; e altre situazioni nelle quali ci si puo`trovare un o una turista. Grammar: it will be incidental. Text: Basic Italian by C. McCormick. Lecture Italiane: reading of very modern Italian short stories, in a bilingual text. New Penguin: Parallel text, "Short Stories in Italian" edited by Nick Roberts. (Che Iddio ce la mandi buona! Buona fortuna ai partecipanti).
M12123 3RD MONDAY BOOK DISCUSSION GROUP	
Monthly, ongoing 2:00 – 3:30 comm. 20Feb12	This group selects both fiction and non-fiction and arranges loans through local libraries. Members are encouraged to participate in discussion and present a book with background material about the author and topics for discussion.

Ongoing except 3 rd Monday. 2:00 – 3:45 comm. 6Feb12	M12114 SIT & KNIT & NATTER Class members should bring along their own knitting projects. There is opportunity to join class members in knitting for local and international charities. “Class mates” are a great source of help with any knitting problem which you may have.
TUESDAY	
Weekly, ongoing 9:45 – 11:45 comm.7Feb12	M12202 CURRENT AFFAIRS We discuss and “solve” both the world’s and our local problems. Members have the opportunity to chair and set the agenda of meetings on a rostered basis. Occasionally we have a guest speaker to help us in this.
Weekly 8 sessions 9:45 – 11:45 comm. 14Feb12	M12206 INTENSIVE HEARING Discuss techniques and strategies for managing your hearing loss without too much limitation on your social activities.
Weekly, ongoing 10:00 – 12:00 comm.7Feb12	M12201 GENEALOGY Trace your ancestors with the help of online program. Participants must have access to internet.
Weekly, ongoing 10:00 – 12:00 comm. 7Feb12	M12226 TUESDAY TABLE TENNIS We play social table tennis in doubles. All members need is suitable footwear. Beginners and those who have not played for some time will be assisted.
Weekly, ongoing 9.45 – 11.45 comm. 7Feb12	M12207 INTERMEDIATE ITALIAN Learning Italian is interesting and stimulating, so come and join us in a relaxed and friendly atmosphere. We concentrate on reading light novels, grammar and conversation in small groups – while having a little fun on the way.
Weekly, ongoing 9.45 – 11.45 comm. 7Feb12	M12203 BRIDGE Knowledge of Bridge preferred.
Weekly, ongoing 12:00 – 1:45 comm.7Feb12	M12211 PASTEL PAINTING Class is suitable for beginners or those with experience in using soft pastels or other painting mediums. Members are required to provide their own paper and pastels.
Weekly, ongoing 12:00 – 1:45 comm. 7Feb12	M12220 OUR UNIVERSE So much for relevant history and the solar system. We now move on to discuss stars, galaxies, other cosmic exotica and even the origin and fate of the universe itself. Available to us are theories currently being tested in particle accelerators and space probes.
Weekly, ongoing 12:00 – 1:45 comm. 7Feb12	M12227 FRENCH FOR TRAVELLERS A class for members intending to visit France as tourists. How to order your favourite coffee, ask for directions, enjoy the cuisine!
Weekly, ongoing 1:00 – 3:30 comm.7Feb12	M12208 OIL PAINTING Self-help group; materials needed include paint-board, oil paints and brushes (advice given). Easel provided.
Weekly, ongoing 2:00 – 3:45 comm.7Feb12	M12204 MAHJONG Mahjong for all players, whether beginners or experienced. Tuition will be given.
Monthly, ongoing 2:00 – 3:45 comm.21Feb12	M12223 3RD TUESDAY BOOK GROUP Books discussed as suggested by members from a wide range of subjects both fiction and non-fiction. Each month one member will present a book, with background material about the author and posing questions for discussion.
Weekly, ongoing 2:00 – 3:45 comm. 14Feb12	M12219 MOORLEIGH VALTONES CHOIR The Valtones Choir consists of people who enjoy singing, meeting new people and giving pleasure to others by performing. Available to sing at outside venues and nursing homes.

WEDNESDAY	
	M12308 WEDNESDAY RECORDERS
Weekly, ongoing 9:45 – 11:30 comm.8Feb12	Music is played in two, three and four parts. Four instruments of the recorder family are played – soprano, alto, tenor and bass. Vacancies exist for alto, tenor, bass and experienced soprano players. Potential players should speak to the tutor prior to enrolment.
	M12309 CITIES OF ISLAM – PART I
Weekly, 8 sessions 9:45 – 11:45 comm.8Feb12	This course explores why the cities of Islam, their history and geography, are so different to the cities of the West. The bulk of the course consists of visits to Islamic cities, from Marrakesh to Isfahan. The course ends by examining the reasons why the modern Islamic city is in peril.
	M12305 SPRECHEN SIE DEUTSCH?
Weekly, ongoing 9:45 – 11:45 comm. 8Feb12	Conversation, reading of articles of general interest, novels, grammar revision.
	M12321 REAL VILLAINS AND HEROES
Weekly, 2 sessions 9:45 – 11:45 comm. 4 Apr12	How do we define a hero? Historical perspectives.
	M12310 ABSOLUTE BEGINNERS FRENCH
Weekly, ongoing 9:45 – 11:45 comm.8Feb12	This is a class for those with no knowledge, or very little prior knowledge, of French. Past members of the class are very welcome to re-enrol.
	M12342 EASY FRENCH WITH GRAMMAR
Weekly, ongoing 12:00 – 1:45 comm.8Feb12	The level of the course is Intermediate. Some knowledge of the French language will be beneficial although I work with the students at different levels. No textbooks are required. I provide reading material and exercise sheets which I photocopy from my own French books. My aim is to give the students the confidence to speak French and, of course, to read and write correctly. Grammar, vocabulary and spelling are part of the course.
	M12303 OF COURSE YOU CAN WRITE
Weekly, ongoing 11:45 – 1:45 comm. 8Feb12	Do you want to begin writing, but feel you need support? Need motivation to keep writing? Want to explore principles of good writing? Find pleasure in writing? Join a friendly and encouraging group of writers. Beginning writers are most welcome.
	M12301 AUSTRALIAN HISTORY – CHANGES IN MEDICATING ILLNESSES SINCE EUROPEAN SETTLEMENT
Weekly, 5 sessions 12:00 – 1:45 comm. 21Mar12	Changes in medicating illness since European settlement – from folk remedies to modern pharmacies. A story weaving changes in hygiene, medical knowledge, chemistry, industry and regulation. Look backwards from our modern pill taking.
	M12317 TRANSIT OF VENUS
Weekly, 2 sessions 12:00 – 1:45 comm. 7Mar12	On June 6, 2012, the planet Venus passes across the sun, which will not be repeated until next century. The first transit was in 1639 in Civil War England and this historic event will be covered in the first class. The second class will cover the events since, including Captain Cook in Tahiti, and preparation for June 6. A solar viewing will be arranged (weather permitting).
	M12304 PHILOSOPHY
Weekly, ongoing 2:00 – 3:45 comm.8Feb12	“I keep six honest serving men/(They taught me all I knew)/Their names are what and why and when/ And how and where and who.” (Rudyard Kipling). We have been carrying on our conversation for 15 years and we have still not run out of questions. We ask ourselves; we ask each other; we ask the philosophers and still the answers elude us. But how dull it would be without questions! Come and join our conversation.
	M12307 SPANISH INTERMEDIATE
Weekly, ongoing 2:00 – 3:45 comm.8Feb12	This class requires some basic knowledge of Spanish. We include grammar, reading, conversation and audio visual material. Text book used “Advanced Spanish” by Hugo. More class members welcome – please consult with tutor.
	M12311 COMPUTERS IN OUR LIFETIME
Weekly, ongoing 2:00 – 3:45 comm.8Feb12	Continuing from the 2011 science course, we shift from Biology to computers, not just the PCs we know and love, but “real” computers that work behind the scenes. What do they do? What is software? Will computers take over the world? <u>No previous computer experience required.</u>

	M12322 RODGERS AND HAMMERSTEIN REMEMBERED
Weekly, 4 sessions 2:00 – 3:45 comm.22Feb12	Each session will consist of a brief history of one of four Rogers and Hammerstein musical - South Pacific, The King and I; Carousel and Sound of Music. Musical selections will be included.
THURSDAY	
	M12408 OIL PAINTING
Weekly, ongoing 9:45 – 11:45 comm.9Feb12	Self-help group. No formal tuition but advice given with painting and equipment. Friendly group.
	M12411 THURSDAY BOOK CLUB.
Monthly, ongoing 2 nd Thursday 9:45 – 11:45 comm.9Feb12	Each month Book Club members read a book of proven literary merit, from the list provided, and discuss this. Next year we shall start with “Yes Prime Minister”. Some attempt is made to select books that are available in cheap paperbacks, to relieve pressure on local libraries.
	M12412 ALTO RECORDER - BEGINNERS
Weekly, ongoing 9:45 – 11:45 comm.9Feb12	Beginners’ class for Alto Recorders. It is a mellow instrument, comfortable for beginner alto players to handle. Students will need to provide their own instruments.
	M12401 PHANTOM SHARES INVESTMENT CLUB
Monthly, ongoing 4 th Thursday 9:30 – 11:30 comm.23Feb12	General understanding of how to invest in the share market, learn the fundamentals of investing in stocks on the ASX, with constructive experience in group activities on building a portfolio of quality shares. Assistance also provided by guest speakers from Stock Broking firms throughout the year.
	M12417 THURSDAY TABLE TENNIS
Weekly, ongoing 10:00 – 12:00 comm.9Feb12	We play social table tennis in doubles. All members need is suitable footwear. Beginners and those who have not played for some time will be assisted.
	M12410 TEXTILES
Weekly, ongoing 9:45 – 11:45 comm.9Feb12	Friendly self-help group. BYO projects, i.e. knitting, crochet, embroidery, cross-stitch, etc. Assistance given if required.
	M12404 NEEDLE & THREAD
Weekly, ongoing 12:00 – 1:45 comm.9Feb12	We knit, embroider, sew and do patchwork. No tuition but plenty of advice and chat.
	M12415 PROMOTING GERMAN CONVERSATION
Weekly, ongoing 12:00 – 1:45 comm.9Feb12	A fun session, extending one’s written and oral language skills, in a nurturing group.
	M12416 USE YOUR BRAIN!
Weekly, ongoing 12:00 – 1:30 comm.23Feb12	Lots of fun with the English language in a non-competitive atmosphere – word matches, memory and spelling games, anagrams, comprehension, word definitions. Test your brain, memory and imagination. Learn how you prefer to learn. A pen or pencil and notepaper are needed.
	M12407 WATERCOLOUR PAINTING
Weekly, ongoing 2:00 – 3:45 comm.9Feb12	Enjoy trying your hand at watercolour painting. Assistance given and many art books available on various styles. Come along and who knows what you may achieve! Advice given on paints and brushes necessary to produce that masterpiece.
	M12418 GENTLE YOGA FOR BEGINNERS
Weekly, ongoing 2.00 – 3.00 comm.23Feb12	If unaccustomed to exercise, please check with your GP. Suitable for men or women. Wear loose, comfortable clothing (no belts). A mat and light blanket are required (15 minutes relaxation, 45 minutes yoga postures).
	M12422 ITALIAN LANGUAGE FOR BEGINNERS
Weekly, ongoing 2.00 – 3.45 comm.9Feb12	Italian for beginners is a lively and entertaining guide for anyone wanting to learn Italian. Materials required: pen and A4 notebook.
	M12402 WINE APPRECIATION
3 rd Thursday monthly ongoing 4:00 – 6:00 pm comm.16Feb12	Enjoy a “Happy Hour” or two in agreeable company while tasting and learning about wines to be presented by class members. Fees range up to \$10 per person, per session.

M12409 500 CARD CLUB

1st Thursday
monthly, ongoing
7:30 – 10:00pm
comm.2Feb12

An enjoyable evening of card playing. Tuition will be given to new players provided they have some understanding of cards.

FRIDAY**M12503 SOUND OFF**

Weekly, ongoing
9:45 – 11:45
comm. 10Feb12

We are a happy, friendly group who discuss the world's problems, but solve them never. Never mind, we are good at laughing.

M12506 CANASTA

Weekly, ongoing
9.45 – 11.45
comm.10Feb12

We are keen and enthusiastic card players but have fun and enjoy the game. Tuition is offered in the class, but a basic understanding of cards is necessary.

M12505 THEOLOGICAL THREADS

1st Friday
Monthly ongoing
10:00 -12noon
comm.3Feb12

Ongoing discussion about the world's great faiths and how they intersect.

M12507 FRIDAY FITNESS

Weekly, ongoing
10:00 – 11:30
comm.10Feb12

First hour comprises - warm up, two aerobics sessions, weights and cool down. Then half-hour, strength and stretches on the floor. Bring own mat. Wear comfortable clothes and firm non-slip shoes. If new to aerobics it is wise to check with your doctor as to whether you should participate.

M12502 CHESS

Weekly, ongoing
1:00 – 3:00
comm.10Feb12

We play chess in an informal and relaxed atmosphere. New members of any standard welcome. Knowledge of the basic moves would be helpful.

M12508 SCRABBLE

1st & 3rd Friday,
ongoing
12:45 – 3:00
comm.17Feb12

Enjoying the game of "Scrabble" is our aim. Come along – we're very easygoing. Please bring a scrabble board (if you have one) and some paper.

M12509 RUMMY TILES

Weekly, ongoing
12:00 – 3:00
comm.10Feb12

Beginners taken. Tuition given. A game to be enjoyed. You will learn quickly.

M12511 MONTHLY FRIDAY FILMS

Monthly, ongoing
12:00 – 2:00
comm.13Apr12

The show will start with a short feature and then the main film. You are welcome to bring your lunch to this session. Dates for this year will be 30th March, 13th April, 11th May and 29th June.

M12510 PC USERS GROUP

Monthly, 4th Friday
2:00 – 4:30
comm. 24eb12

An informal monthly meeting of Computer Users to discuss applications & help resolve problems via "Questions & Answers". The meeting will include a presentation on a topic of interest.

NOTE FOR PEOPLE JOINING BOOK CLUBS

Please note that some expenses may be incurred in buying new or second-hand books if copies are not available at Libraries.

February 2012 Program for Bayside Campus and other Venues for Moorleigh U3A

BRIGHTON SNR. CITIZENS' CENTRE (B.S.C.C.) Cnr Durrant/Pearson Sts.

BEAUMARIS SNR. CITIZENS' CENTRE, (B'maris S.C.C.) 84 Reserve Road, Beaumaris.

TIMES/DATES	COURSE CODE, TITLES & DETAILS	VENUE
MONDAY	V12104 SHAKESPEARE	B'maris S.C.C.
Weekly ongoing 2.00-4.00 comm.16Apr12	For those of you who enjoy Shakespeare, come and read the 'Bard' with like-minded people.	
TUESDAY	V12201 EVENING DINE-OUT	
Monthly ongoing 2 nd Tues 7 p.m. comm.13Mar12	Monthly evening dine-out. Various restaurants and food types. Second Tuesday each month, March – December 2011. I will contact with details for March.	
WEDNESDAY	B12301 HORTICULTURE	B.S.C.C.
Weekly ongoing 10:00–12 noon comm.8Feb12	Join the class and enjoy the physical and mental benefits of gardening, even if you only have a tiny plot. We share cuttings, plants and ideas for an easy care garden. DVDs/Videos, Guest speakers, and coach trips are also included in the program.	
	V12301 INTRO TO ASIAN PHILOSOPHIES/RELIGIONS	B.S.C.C.
Weekly ongoing 10:00–12 noon comm.11Apr12	Overview of world religions/philosophies and introduction to Asian religions (i.e. Hinduism, Buddhism, Confucius, Taoism, Shinto). No previous knowledge is required. Class will be at 664 Glenhuntly Road, South Caulfield.	
	V12303 MAH JONG	B'Maris S.C.C.
Weekly ongoing 9:45 – Noon comm.8Feb12	There is no tuition in this group. Attendees should be conversant with the Western game and scoring. Attendees must have "The Mahjong Player's Companion". Bring your Mahjong set.	
	B12304 PLAY READING	B.S.C.C.
Weekly ongoing 10:00 – Noon comm.8Feb12	Members read plays aloud, taking turns with various roles. Discussion of plays and roles desirable but not essential. New members most welcome.	
	B12302 ENGLISH LITERATURE	B.S.C.C.
Weekly ongoing 12:15 – 2:15 comm.8Feb12	A study of novels, plays and poems written in English. Classes are informal, consisting of short lecture presentations, readings and discussion.	
THURSDAY	V12403 MEANDER MELBOURNE AND SURROUNDS	
To be advised Comm. 9Feb12	Join me in exploring Melbourne's arcades, streets and historical buildings. Stroll around the surrounding suburbs and even use our free seniors ticket to explore one of our regional towns for the day. In order to discuss the format of the walks it will be necessary for those enrolled to attend a meeting at Moorleigh Campus on Thursday 9 th February. The time of the meeting will be conveyed to you prior to that date.	
	B12400 INTERMEDIATE FRENCH	B.S.C.C.
Weekly, ongoing 1:00 – 3:00 Comm. 9Feb12	This course develops comprehension, and ability to communicate in French. We explore French culture and way of life through reading and discussion. Some knowledge of French is essential. Text book used is "Better Reading French" (Annie Hemingway) available from Dymocks and Foreign Language Bookshop.	
	V12402 WINE APPRECIATION	B'maris S.C.C.
Monthly, ongoing 2 nd Thurs 7:30 – 9:30 comm. 9Feb12	This is a fun course for people who enjoy tasting various wines. Everyone participates in the selection and presentation of the wines. A small charge is made to cover costs.	
FRIDAY	V12502 LET'S DO LUNCH	.
Monthly, ongoing 12:30 pm 3 rd Friday Comm. 17Feb12	This course has 3 rules: 1). Must have adventurous appetite. 2). Enjoy social intercourse. 3). Advise me at least two weeks in advance if you wish to participate and three days notice in advance for cancellations.	

SUNDAY**V12700 SUNDAY WALKS**

Monthly, ongoing
1st Sunday
11:00 am
comm.4Mar11

First Sunday of the month March – November. Shorter morning walk followed by lunch and longer afternoon walk up to 6 km. Walkers are assumed to have a reasonable level of fitness. Walks are generally within one hours drive of Moorleigh U3A. Sometimes public transport is taken, using free Sunday pass. Participants will be notified and expected to attend a meeting at Moorleigh U3A late January or early February.

DO I HAVE TO STAND IN A QUEUE ON ENROLMENT DAY?

The following popular classes are likely to be filled early on enrolment day so to join any of these classes you do have to stand in the queue! If your preferred class is not likely to fill quickly, it is not necessary to come in early. You may enrol for the class at the office from 1st December until 10th December or you may post your enrolment forms. The office opens again on 24th January 2011.

M12103	Exploring Drawing	M12106	French Advanced Beginners
M12107	French Conversation	M11201	Genealogy
M12211	Pastel Painting	M12223	3 rd Tuesday Book Group
M12301	Australian History	M12309	Cities of Islam
M12401	Phantom Shares Investment Club		

COMPUTER COURSE DESCRIPTIONS

Important Notices

You must possess the appropriate pre-requisite skills to enable you to understand the course material. If you are unsure about the required skills level, contact the course tutor, or co-ordinator.

All courses use PCs that run Microsoft Windows – they are not designed for users with Apple computers or Linux.

Please take note that if the class you are interested in is booked out, or is not on the program, then ask the office to add your name to the “**Computer Wish List**”. A class may then be added if the demand is there.

Introduction to Windows XP, Vista & Windows 7

4 weeks, but it may be extended by one or two weeks if needed.

This class would be suitable for those who have WindowsXP and considering changing to Windows7, or those already using Windows7 or Vista.

Class members can either bring their own laptop to the class or observe and take notes. The class computers only run WindowsXP. The Tutor's computer will be able to run both WindowsXP and Windows7, but not Vista. Variation in commands and features will be made clear for the system each pupil uses, including Vista.

Introduction to Computers

Prerequisite: None

Teaches you the necessary skills to operate a PC using **Windows XP**, including basic file management and some word processing skills as well as a brief introduction to applications such as spreadsheets and databases. There are no pre-requisites, but **regular** access to a computer to practice on is essential.

Word Processing 1

Prerequisite: **Introduction to Computers** or equivalent elementary knowledge of PCs.

This course will teach you to prepare simple text documents like letters on your computer, using Open Office's **WRITER**. You will learn how to correct errors, edit the text and lay it out on the page as you wish. You will also learn how to store such documents in your computer safely and in a way that they are easy to find. The course does not include typing instruction.

Word Processing 2

Prerequisite: **Word Processing 1** or possess equivalent skills.

This course builds on **Word Processing 1**, teaching you more about the facilities of Open Office's **WRITER** to produce and use text documents. Some examples are: to include Pictures & Clip Art in your documents, to produce and use tables, to produce circulars or form letters to be sent to a list of recipients.

Spreadsheet

Prerequisite: **Introduction to Computers**, or possess equivalent skills.

This utility is very much under-rated by people who have not used it.

Spreadsheets were originally invented to do accounting type calculations on a PC. You don't have to be an accountant to use them for keeping track of your investments or preparing your household budget. They are also useful for planning a holiday itinerary, keeping records of a club membership or even just setting out information in a neat tabular form.

In this course, using Open Office's **CALC**, you will learn how to simply apply spreadsheets to a variety of useful applications.

Introduction to Digital Photography

Prerequisite: **Introduction to Computers**, or possess equivalent skills.

This course is based on the tutor's experience and explanations are in layman's terms.

The effective use of a Digital Camera - Getting Started

For those purchasing a digital camera, items to be considered will be discussed.

An explanation of the workings of your digital camera, for those having difficulties with all its functions.

The actions required to access the images in your camera

Do you want to be able to improve your images using your computer? - We will show you some of the basic corrections. (This also applies to images obtained elsewhere, such as a scanner, internet or e-mail).

Make Your Own Website

4 weeks, but may be extended by 1 or 2 weeks if needed.

Prerequisites: Introduction to Computers, and being comfortable using the internet and a word processor would be desirable.

This course shows students how to create their own website in a fairly simple way, and have it hosted for free in the "cloud". It will be best if students can bring their own idea for what their website is to be about (e.g. perhaps family with photos and short descriptions of grandchildren, or interests such as favourite recipes, music, places, collections, planets, a hobby, or any other idea). Prepared text and/or relevant photos would be ideal. Examples of websites created using this approach can be found at www.adelaidebands.webs.com (demonstrating a small collection); www.enigmabunnies.webs.com (a site for a small business).

Introduction to Google Docs

4 weeks, but may be extended by 1 or 2 weeks if needed.

Prerequisites: Introduction to Computers, and being comfortable using the internet and a word processor and/or spreadsheet would be desirable.

Google Docs provides office software that is available to everybody in the "cloud" - it is free, always there, always up-to-date and never has to be installed on your computer. In this course we shall briefly look at word processing, spreadsheet, presentations, drawings and forms, all of which are provided by the package.

Introduction to the Internet

Prerequisite: None, but basic computer skills will be helpful.

This 2-week course introduces participants to the Internet (or 'World Wide Web'). The course is designed to assist those interested in learning the very basics of "surfing the web", using "search engines" like Google to find information on almost any subject imaginable (as there is a multitude of web sites or places where information is stored).

Participants are also given the opportunity to use E-mail, which enables you to send a 'letter' to anywhere in the world in minutes. Each session has been programmed for two hours and is organised so that you have individual tuition with a tutor for each participant.

Code	Day	Time	Date: from - to	Tutor
Introduction To Computers for Windows XP				8 weeks x 2 hours per session
C12301	Wednesday	10:00 - 12:00	08-Feb-12 - 28-Mar-12	
C12202	Tuesday	1:00 - 3:00	17-Apr-12 - 05-Jun-12	
Introduction To Computers for Windows XP, Vista, Windows 7				8 weeks x 2 hours per session
C12404	Thursday	1:00 - 3:00	09-Feb-12 - 29-Mar-12	
Word Processing 1				6 weeks x 2 hours per session
C12405	Thursday	1:00 - 3:00	19-Apr-12 - 24-May-12	
Word Processing 2				6 weeks x 2 hours per session
C12406	Thursday	1:00 - 3:00	07-Jun-12 - 26-Jul-12	
Spread Sheet				6 weeks x 2 hours per session
C12201	Tuesday	1:00 - 3:00	07-Feb-12 - 13-Mar-12	
Slides Show Creator				6 weeks x 2 hours per session
C12302	Wednesday	1:00 - 3:00	23-May-12 - 27-Jun-12	
Introduction to Digital Photography				4 weeks x 2 hours per session
C12401	Thursday	10:00 - 12:00	09-Feb-12 - 01-Mar-12	
C12402	Thursday	10:00 - 12:00	15-Mar-12 - 05-Apr-12	
C12403	Thursday	10:00 - 12:00	19-Apr-12 - 10-May-12	
Make Your Own Web Site				4 weeks x 2 hours per session
C12501	Friday	10:00 - 12:00	10-Feb-12 - 02-Mar-12	
Google Docs				4 weeks x 2 hours per session
C12502	Friday	10:00 - 12:00	20-Apr-12 - 11-May-12	
Introduction to the Internet				2 weeks x 2 hours per session
<i>One Pupil per Class</i>				
C12121	Monday	1:00 - 3:00	06-Feb-12 -13-Feb-12	
C12122		1:00 - 3:00	20-Feb-12 -27-Feb-12	
C12123		1:00 - 3:00	19-Mar-12 -26-Mar-12	
C12124		1:00 - 3:00	16-Apr-12 -23-Apr-12	
C12125		1:00 - 3:00	30-Apr-12 -07-May-12	
C12126		1:00 - 3:00	21-May-12 -28-May-12	
C12127		1:00 - 3:00	18-Jun-12 -25-Jun-12	
C12321	Wednesday	12:30 – 2:30	08-Feb-12 -15-Feb-12	
C12322		12:30 – 2:30	22-Feb-12 -29-Feb-12	
C12323		12:30 – 2:30	14-Mar-12 -21-Mar-12	
C12324		12:30 – 2:30	28-Mar-12 -18-Apr-12	
C12325		12:30 – 2:30	06-May-12 -13-May-12	
C12326		12:30 – 2:30	20-Jun-12 -27-Jun-12	
C12327	Wednesday	10:00 - 12:00	11-Apr-12 -18-Apr-12	
C12328		10:00 - 12:00	02-May-12 -09-May-12	
C12521	Friday	1:00 - 3:00	10-Feb-12 -17-Feb-12	
C12522		1:00 - 3:00	24-Feb-12 -02-Mar-12	
C12523		1:00 - 3:00	16-Mar-12 -23-Mar-12	
C12524		1:00 - 3:00	30-Mar-12 -13-Apr-12	
C12525		1:00 - 3:00	27-Apr-12 -04-May-12	
C12526		1:00 - 3:00	11-May-11 -18-May-11	
C12527		1:00 - 3:00	01-Jun-12 -08-Jun-12	
C12528		1:00 - 3:00	15-Jun-12 -22-Jun-12	