

# TERM 3 2021 TECHNOLOGY, JOB READY and WELLBEING PROGRAMS

Online Classes start from 16 August to 1<sup>st</sup> September 2021

<b>GET TO KNOW WINDOWS 10</b> Basic Computer Skills 213DLGTKW	<b>TUESDAY</b> 12.30pm-2.30pm on Zoom	<b>WEDNESDAY</b> 10.00am-12.00pm on Zoom	
<b>DEVELOPING YOUR SKILLS 1</b> MS Office Basic Skills 212DLDYS1	<b>WEDNESDAY</b> 12.30pm-2.30pm on Zoom		
<b>DEVELOPING YOUR SKILLS 2</b> MS Office Intermediate Skills 212DLDYS2	<b>TUESDAY</b> 10.00am-12.00pm on Zoom		
<b>DIGITAL LITERACY SHORT COURSES</b> (2 X 2.5 hours = 5 hours)	<b>INTRODUCTION TO IPAD</b> <b>TUESDAY</b> 9.30am - 12.00pm 7 Sept & 14 Sept (2wks) ACL211INIPAD	<b>INTRODUCTION TO WORD</b> <b>WEDNESDAY</b> 9.30am - 12.00pm 8 Sept & 15 Sept (2wks) ACL211INWD	<b>INTRODUCTION TO EXCEL</b> <b>WEDNESDAY</b> 12.30pm-3.00pm 8 Sept & 15 Sept (2wks) ACL211INEX
<b>EARLY CHILDHOOD EDUCATION</b> (Skills for Work) 211SFWSCHILD	<b>TUESDAY</b> 9.30-11.00am on Zoom		
<b>MEDICAL RECEPTION 1</b> 211SFWSMR1	<b>MONDAY</b> 9.00am-12.00pm 19 July – 30 Aug	<b>POSTPONED to Mon 6 September</b>	
<b>HEALTH SERVICES</b> (Skills for Work) 211SFWSHEALTH	<b>FRIDAY</b> 9.15am - 1.15pm 23 July- 10 Dec	<b>POSTPONED to Fri 3 September</b>	
<b>DRAWING &amp; PAINTING</b> 212PDD&P (Nicole)	<b>THURSDAY</b> 9.00am-11.00am on Zoom		
<b>GENTLE YOGA</b> FREE For everyone 211PDY (Rita)	3 <sup>rd</sup> <b>WEDNESDAY</b> of month 7.15pm-8.15pm 18 Aug & 15 Sept		

## FEES (current fees)

### Computer Courses (Developing Your Skills, Windows 10)

**20-hour program** = \$40 Conc / \$50 Non-conc / \$200 Non-res

### Skills for Work (Early Childhood Education/Health Services)

**2-term program** = \$55 Conc / \$100 Non-conc / \$350 Non-res

NOTE: This course is only \$20 for current GEALC students (excludes non-residents)

### Medical Reception 1

**30-hour program** = \$35 Conc / \$60 Non-conc / \$220 Non-res

### Short Skill/Computer Courses (Intro to iPad, Word & Excel)

**5-hour program** = \$15 Conc / \$20 Non-conc / \$50 Non-res

NOTE: Job Ready is FREE to enrolled students

### Wellbeing Courses (Drawing & Painting)

**8-week program** = \$40 Conc / \$55 Non-conc

NOTE: Monthly Yoga session is FREE to everyone

**CLASSES WILL BE HELD  
ONLINE USING ZOOM! YOUR  
TEACHER WILL SEND YOU A  
LINK BEFORE CLASS**