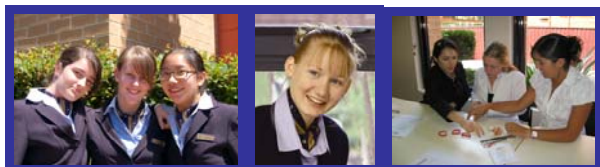


Short Courses '09

BASIC COMPUTER SKILLS



Objectives



Learn and understand the components of a computer



Learn Microsoft Word and Excel basics (Use for accounts and meal average)



Learn how to use the Internet, send and receive emails.



Learn how to search the Internet. Become familiar with Websites

Course Details

Timing: Tuesdays, 1.30- 3.30pm
Duration: 4 weeks (June 9 to June 30)
Location: Kenvale College
38 High Street, Randwick
Lecturer: Chai Nuestro
nuestroc@kenvale.edu.au
Cost: \$95 per student

To enroll

Fill up short courses application form.

A certificate of attendance will be issued upon completion.

BEGINNERS SEWING



Objectives



Learn general sewing notions for manual and machine sewing



Learn and practise types of sewing stitches



Learn how to make different types of hems and folds



Learn how to make button holes and other type of closing



Learn to do repairs on linen, towels, and personal clothing



Learn to make basic household items: laundry bags, table cloths, serviettes, tray covers, etc

Course Details

Timing: Saturdays, 1.30- 3.30pm
Duration: 8 weeks (Sept 19 to Nov 7)
Location: Kenvale College
38 High Street, Randwick
Lecturer: Mrs Nelson (Details TBC)
Cost: \$200 per student

To enroll- Fill up short courses application form.

A certificate of attendance will be issued upon completion.