

## How to Apply

Contact us on (03) 8562 5177 or download an application form and student handbook from [bestchance.org.au](http://bestchance.org.au).

Please be advised that your enrolment will only be confirmed upon payment.

## Facilities

Specifically designed industry training rooms  
Computer room with Internet access  
Coffee and tea making facilities with indoor and outdoor dining  
On-site child care (subject to availability)  
Free on site parking  
Disability access

## Student Support Services

Recognition of Prior Learning (RPL)  
Recognition of Current Competencies (RCC)  
Job seeking support  
Crisis support  
Counselling referral



## About bestchance Training

As a private training provider we are able to offer an individualised approach to learning. Group sizes are small, delivery is appropriate to the students' needs and staff are friendly and supportive. Where possible a "hands on" approach is taken and work placement is a key component of all vocational courses.

Training programs include:

Aged Care, Education Support, Community Information, Computers, Children's Services and a variety of life skills classes. Mature age students with appropriate knowledge and background may also be eligible for RPL/RCC.

**bestchance** activities now encompass special education for children with social/emotional difficulties, training programs, emergency relief for children and families in need, family support services, provision of housing for homeless youth, child care and early intervention programs for young children with learning disabilities.

bestchance  
Training

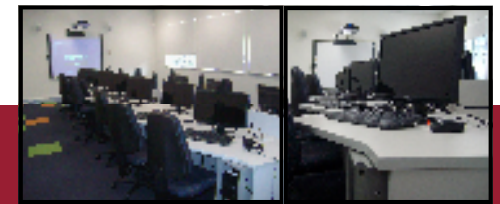
PO Box 4190 Mulgrave Victoria 3170  
583 Ferntree Gully Rd Glen Waverley Victoria 3150  
p (03) 8562 5177 f (03) 8562 5111

Child and Family Care Network Inc Assoc. Inc. Act Reg. No. A0023502D  
ABN 53 094 161 974 RTO Reg No. 3695

bestchance  
Training

**COMPUTER  
CLASSES  
FOR WORK AND LIFE**

For enrolment or information call  
p (03)8562 5177  
[trainingenquiries@bestchance.org.au](mailto:trainingenquiries@bestchance.org.au)  
[bestchance.org.au](http://bestchance.org.au)



“empowering people to change their own lives ...”

## Computer Classes

- Find out what to do when you get stuck and how to reduce frustration.
- Most courses are funded by Adult, Community and Further Education (ACFE) to give all adults access to basic computer skills.
- Class groups are limited to 18 participants, each using a computer.
- The learning environment is friendly with individual help when required.
- **bestchance** Training classes use PCs running Windows 7 and Microsoft Office 2007 and/or Microsoft XP and Office 2003.

## Course Details

### Email and Internet - for beginners

This course takes you through the basics of Microsoft Word, allows you to set up your own email address and introduces you to the internet. All the start up information you need.

### Introduction to Windows, Internet and Email

This course takes you through the basics of Microsoft Word, allows you to set up your own email address and introduces you to the internet. All the start up information you need.

### Excel Level 1 \*

This course using Microsoft Excel is designed to introduce you to the basic operation and functions. The lessons include practice exercises as well as examples for creating your own spreadsheets. Windows and Word would be a desirable prerequisite.

## Course Details

### Office Computer Skills Level 1 \*

A course for those who want to develop a broad range of skills to enable them to use computers confidently at work or at home. The emphasis will be on completing specific tasks using appropriate software. Topics include Windows Explorer, Word, Excel & PowerPoint.

### Office Computer Skills Level 2 \*

This course is an advanced course extending the skills learnt in Office Computer skills Level 1. The emphasis will be on completing specific tasks using appropriate software. Topics include Windows Explorer, Word, Excel & PowerPoint.

### Publisher \*

Basic computer skills are a pre-requisite however this course assumes no prior experience in MS Publisher.

### Digital Technology

This course using Microsoft Office is designed to introduce you to the basic operation and functions of Internet, Scanners and Digital Cameras. The lessons include practice exercises as well as examples for creating, modifying and sending your photos and information to friends and relatives. Some basic computer knowledge is essential.

### Digital Technology Level 2

This course is an advanced course extending the skills learnt in Digital Technology Level 1.

### Filling the Gaps

Are you self taught and know there must be an easier way but don't have the time to do a lengthy course? Frustrated by a new version of windows / Microsoft? Flexible and targeted training to meet your needs and reduce your time and frustration. Topics include Windows Explorer, Word, Excel & PowerPoint.

## Course Dates 2011

### Digital Technology

Fridays	9:30am - 12:30pm
14th Oct - 2nd Dec	Fee \$82.00

### Filling the Gaps

Fridays	1:00pm - 4:00pm
14th Oct - 2nd Dec	Fee \$82.00

\*Enquiries welcome for Excel, Office Computer Skills and Publisher courses - please phone 8562 5177.

