



Computer Club

2 Ernest Place
Crows Nest, NSW 2065
Phone: (02) 9460 8866

<http://home.people.net.au/~cnccc/>

Enrolments for Computer Courses – Term 1, 2012 6 February – 2 March 2012

We are now inviting enrolments for **Term 1** courses, starting on Monday, 6 February and running for four weeks. The proposed schedule of courses is set out below.

The Fee for **each** course is \$25.

Closing date **30 January**

Term 1 6 February – 2 March 2012

Times	Monday	Tuesday	Wednesday	Thursday	Friday
10-11.30 am	Q & A <i>Tutor: David Bruce-Steer</i>			Internet <i>Tutor: Chris Hood</i>	
12-1.30 pm	Microsoft Word 2010 <i>Tutor: John Cunningham</i>	Absolute Beginners <i>Tutor: Elsa Katari</i>	Digital Photography DP1 <i>Tutor: Mike Atkins</i>	Q & A <i>Tutor: David Bruce-Steer</i>	Email <i>Tutor: Ron Hicks</i>
2-3.30 pm	Email <i>Tutor: John Cunningham</i>	Windows 7 <i>Tutor: Elsa Katari</i>	Digital Photography DP2 <i>Tutor: Mike Atkins</i>	File & Disc management <i>Tutor: David Bruce-Steer</i>	Internet <i>Tutor: Ron Hicks</i>

Please indicate your preference(s) by **circling** your selected course(s) in Table of the page attached (as well as this copy for your records). Return the attached page together with your payment of \$25.00 for each course by Monday, 30 January. We will try to phone you no later than Friday, 3 February to confirm your place or discuss alternatives.

If you are not available on the particular day of the week for your preferred course, we may be able to make minor changes to the schedule if:

- There is sufficient demand for such changes, and
- There are any free sessions in the schedule due to insufficient demand for the class(es) proposed.

Note that we normally require at least two enrolments for a course to proceed. This ensures that our volunteer tutors' time is properly utilised and that costs associated with running the course are kept as low as possible.

Note that if you wish to enrol in a course, you **must return the attached** page. If you just turn up on the day, you may well find that the course was not scheduled.

Please keep this first page for reference

.....

Please complete and return this page by the Closing Date - Monday, 30 January 2012

Please insert your name below

phone number

Circle your preferences for the courses in which you wish to enrol

Proposed Schedule of Courses – Term 1, 6 February – 2 March 2012

I wish to enrol in the following course(s)

Times	Monday	Tuesday	Wednesday	Thursday	Friday
10-11.30 am	Q & A <i>Tutor: David Bruce-Steer</i>			Internet <i>Tutor: Chris Hood</i>	
12-1.30 pm	Microsoft Word 2010 <i>Tutor: John Cunningham</i>	Absolute Beginners <i>Tutor: Elsa Katari</i>	Digital Photography DP1 <i>Tutor: Mike Atkins</i>	Q & A <i>Tutor: David Bruce-Steer</i>	Email <i>Tutor: Ron Hicks</i>
2-3.30 pm	Email <i>Tutor: John Cunningham</i>	Windows 7 <i>Tutor: Elsa Katari</i>	Digital Photography DP2 <i>Tutor: Mike Atkins</i>	File & Disc management <i>Tutor: David Bruce-Steer</i>	Internet <i>Tutor: Ron Hicks</i>

I enclose cheque/cash of: \$ For Courses, or

I will pay at the first session:

Note: Cheques MUST be made out to **North Sydney Community Service Ltd**

Receipt No.	<input type="text"/>
--------------------	----------------------

Your help needed

To help us with our programming, please indicate what courses you would like to take in the next term (Term 2) or following terms by simply ticking the box and indicating your preferred day.

Available Courses	My preferred day	My preferred time
Windows File & Disc - XP		
Introduction to Windows 7		
Internet		
Email		
Microsoft Word		
Microsoft Excel		
Digital Photography 1		
Digital Photography 2		
Internet Security		
Q & A		
Learn to Type		
Computer Security		
Purchasing Maintaining my Computer		