

## Eligibility

To be eligible for a funded place in these classes participants must be Australian residents and produce a green Medicare card as evidence of their eligibility.

For more information, contact Clota Cottage Office

Phone: 98990062

Email: [admin@clotacottage.org.au](mailto:admin@clotacottage.org.au)

## Fees and Charges

All Courses are \$30 per term to eligible students.

A concession rate is available for holders of a current HCC or Pension Card.

**Clota Cottage wished to acknowledge the support of**



## Contact Details

### Office Hours

Monday to Friday 9.30am to 2.00pm

Closed on Public Holidays & during School holidays

### Enquires

Phone: 9899 0062

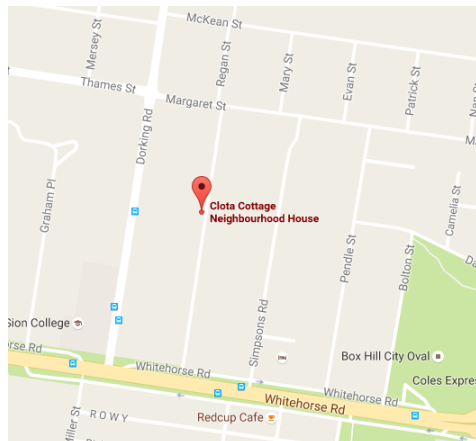
Website: [www.clotacottage.org.au](http://www.clotacottage.org.au)

Email: [hacc@clotacottage.org.au](mailto:hacc@clotacottage.org.au)

### Location

31 Clota Avenue, Box hill

Bus routes 270 & 271 from Box Hill Train Station will drop you off near us or we are only 10 to 15 minutes' walk from Box Hill Central.



**Clota Cottage  
Neighbourhood House**

*Community, Connect, Create*

## Adult Learning Program Term 3

*Government Subsidised Courses*



**31 Clota Ave ,Box Hill**

**Phone: 9899 0062**

**Website: [www.clotacottage.org.au](http://www.clotacottage.org.au)**

**Email: [hacc@clotacottage.org.au](mailto:hacc@clotacottage.org.au)**



## About Learn Local Courses

These courses are subsidized by the Department of Education and Training Participation Branch and are designed to build skills and confidence in students, as well as offer pathways into further study, employment or volunteering in the community.

Courses are generally for 8 to 10 weeks and are offered during school terms.

## Fees

All courses are \$30 per term for eligible students. Workshops \$20 per workshop

For up to date information or to see what new courses are coming up please refer to our website:

[www.clotacottage.org.au](http://www.clotacottage.org.au)



## Refresh your Computer Skills

This course is a basic introduction to Computers and digital devices. Microsoft Office programs as well as using the Internet, Email and useful applications of IT for home, work and study. There will also be opportunities to learn more about how to use smart phones and tablet. This course can pathway into our Office Skills Course , our free Digital Devises workshops or an 8 week Digital Devices Course with Clota Cottage or one of our Whitehorse Learning Network partners.

**Tuesdays** July 16 to September 17

**Wednesdays** July 17 to September 18

**Fridays** July 19 to September 20

**12.30pm—3.00pm**

## Make the Right Impression Workshop

This one day workshop will help you present your best self when attending interviews, meetings or making presentations. It will give you practical tips and tricks to improve your personal presentation, understand and use appropriate body language and showcase yourself.

**Wednesday July 17 9.30 am—2.30pm**

## Office Skills

This course introduces participants to the skills needed to work in a modern office, such as word processing, basic Excel, business communication, basic marketing etc. As well as producing work documents and building your resume.

**Wednesdays July 17 to September 4  
9.30am– 12.30pm**

## Expressions of Interest for Term 3 Upgrade your English

This course will cover skills such as spoken and written workplace communication, grammatical accuracy, meeting and presentation skills in a small friendly group.

**Tuesday Evenings 6.30pm-9.00pm**



## Introduction to Practical Horticulture

This course is designed to teach basic skills in planning, growing and taking care of garden beds and plants. Participants will learn how to use or cook with the garden produce and how to set up their own herb and vegetable gardens.