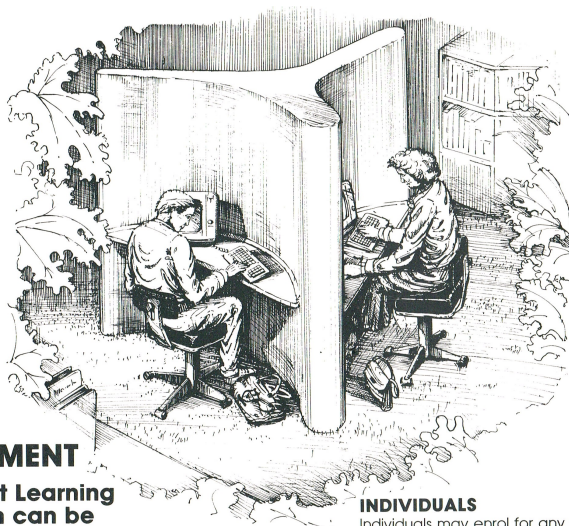


The COMPUTER LEARNING CENTRE meets the needs of:—

- **The MANAGERS of SMALL to MEDIUM** sized businesses, who, operating in today's tight economic conditions, need to improve their profit and cash flow forecasting. They will learn how to apply an inexpensive personal computer to budgeting, planning and accounting – techniques previously only available to the largest companies.
- **EXECUTIVES and ADMINISTRATORS** who need to reinforce their value to their employer by increasing their personal effectiveness. They will acquire skills in computerised record management, departmental budgeting, labour utilisation and report preparation through familiarity with Personal Computers and Terminals.
- **The SECRETARIES and SHORTHAND TYPISTS** who will expand their employment opportunities, job interest and potential for increased income by replacing the typewriter by a word processor, and files by computer databases.
- **The INDIVIDUAL, CURRENTLY UNEMPLOYED**, who needs to enhance their marketable skills to increase their chances of gaining employment. Through learning to operate a Personal Computer and/or a Computer Terminal connected to a large computer system, these people are better equipped to compete in today's job marketplace.



ENROLMENT

The first Learning Session can be reserved by telephone

Subsequent reservations can be made at the CENTRE at the conclusion of each Learning Session. It is also acceptable to reserve all Learning Sessions at the beginning of a course. Since the philosophy of the Centre is to provide learning facilities at convenient times for the participant, changing reserved times at short notice is possible but not encouraged. Computers and terminals may be rented as available for participants to work on their own applications prior to acquiring their own computer.

INDIVIDUALS

Individuals may enrol for any number of courses at the **COMPUTER LEARNING CENTRE** by completing the application form and forwarding it with payment to the CENTRE.

COMPANIES AND GROUPS

Special rates are available for company staff and agency sponsored training/retraining courses. They are also available for common interest groups over five.

FURTHER INFORMATION

Contact **GERRY FREED** on (02) 82 3620 or (02) 810 3620.

BENEFITS OF The COMPUTER LEARNING CENTRE

- requires no previous knowledge of computers.
- provides a gentle entry into computer proficiency. The courses clearly describe computer operations in simple terms. They draw comparisons with well known and understood concepts in explaining each step and function in controlling a computer.
- a friendly and informal atmosphere for learning.
- each participant's learning station is specially designed for comfort and reduced fatigue, incorporating its own computer and audio-visual facility.
- a wide range of learning courses, details of which are provided in the attachment.
- refresher courses to reinforce the new knowledge after application experience is gained.
- total flexibility in timing of learning sessions, subject to pre-booking of type of learning station required. Each participant determines the time and duration of each session to suit their personal convenience.
- application advice to provide a deeper understanding of those course elements appropriate to the customer's own business activities.
- an optional proficiency test and certificate for each learning course.

CENTRE MANAGEMENT



The COMPUTER LEARNING CENTRE

is headed up by Gerry Freed, B.Sc. (Hons), M.I.B.M.E.

Gerry Freed has wide international experience in computer applications in commercial and technical administration.

A company that he managed was a pioneer in the manufacture of word processing systems. He has implemented as a chief executive, planning and budgeting systems using personal computers, making dramatic improvements in management effectiveness.

With his special experience in putting computers into first time applications, Gerry is particularly understanding and sympathetic of the need of the people involved.

He has spent fifteen years in the data communication and computer networking industry and is now dedicating that experience to training others in using computers.

THE COMPUTER LEARNING CENTRE

The COMPUTER LEARNING CENTRE

is a new approach to helping people to learn how to use and apply computers.

The COMPUTER LEARNING CENTRE is UNIQUE! It provides –

- **TRAINING FOR PERSONAL ADVANCEMENT AND PROFIT**
- **TOTAL FLEXIBILITY IN LEARNING SESSION TIMES**
- **WIDE RANGE OF COURSES**
- **PERSONAL LEARNING STATIONS**
- **EFFICIENT AND CONFIDENCE BUILDING LEARNING AIDS**
- **PROFICIENCY CERTIFICATES**
- **REFRESHER COURSES AND APPLICATION ADVICE**

The **COMPUTER LEARNING CENTRE** courses will assist people without prior knowledge of computers to quickly become at ease.

The **COMPUTER LEARNING CENTRE** uses a sensitive and sympathetic approach with its participants. The CENTRE recognises and understands the large step of moving from total unawareness of computing, to computer 'literacy'.