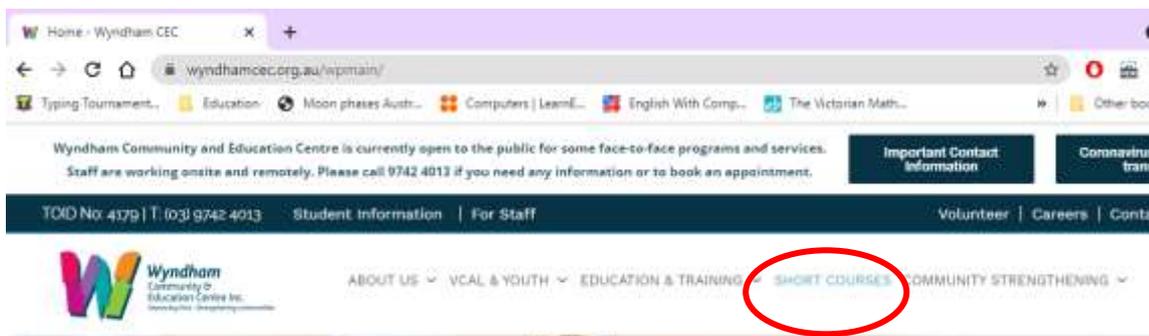


Follow the steps below to Enrol online using our WYNDHAMCEC Website:

1. Open Google Chrome or any other browser
2. Type wyndhamcec.org.au on the top address bar, like the below image



3. Press **Enter key** on your keyboard
4. This will open our WYNDHAMCEC website
5. Click on the **SHORT COURSES** link, like the below image (red circle)



6. You will find all our short courses are listed on this page, scroll down to see all the short courses listed on this page.
7. Click on **Find out more** button to know the details about the course and enrol into that course, see the image below.

Computer Skills - Advanced

This course is designed for students who students who wish to build on and extend



You will find the details about the course here and the enrolment options, ie. Date, time and location etc. at the end.

8. Click on the **Enquire** button to fill out an online course enquiry form. Click on the **Enrol** button to enrol online for that course.

Course Details Pre Accredited

Computer Skills - Advanced

This course is designed for students who have completed the Introduction (First Steps) and Intermediate (Next Steps) levels of Computer Skills. It is for students who wish to build on and extend their knowledge and skills.

Course Information:

Computer Skills Advanced will cover:

- using Word (Business letters, spellcheck, margins, mail merging, track changing, adding passwords to documents and creating your own ribbon/tab).
- using Outlook (multiple email set-up, folders & subfolders, address book & contact, calendar, appointments & recurrence, reminders, tasks and meetings)
- backing up outlook (importing and exporting).
- working and saving online using Google Drive, Google Docs, Google Sheets, Google Slides, Google Forms and Google Draw

The class is 3 hours a week for 10 weeks.

There are 4 intakes every year. Classes are normally scheduled according to school terms and thus there are generally four intakes per year, if you don't see any classes listed below please click on the enquire button and we will contact you to discuss your enrolment options.

All classes are delivered at venues throughout Wyndham. Note: if a class is listed as online you will need to ensure you have access to a reliable desktop computer/laptop and wifi/internet. The fees listed below constitute a services and amenities fee which is non-refundable. When enrolling through the online system payment must be made with a credit/debit card.

Enquire

Upcoming Short Courses

Name	Date	Time	Location	Available Spaces	Cost	
Computer Skills - Advanced	12 July - 13 September 2021	09:00 am - 12:00 pm	Arndell P	12	\$30.00	Enrol
Computer Skills - Advanced	13 July - 14 September 2021	08:00 pm - 09:00 pm	Arndell P	12	\$30.00	Enrol

9. After you click on the Enrol button to enrol online, online form page will appear on the screen, you need to fill out the details for each section by following the prompts on the page for each section on the left side. See the images below.

Start the form by filling out the Login Section, like below image.

Login

Personal Details

Contact Details

Address

Emergency &

Given Name: * Rubina

Family Name: * Parvez

Email: * rubina.wyndham@gmail.com

Click here to create your account. Complete with your correct information

Create +

1. Now complete the **Personal details** section, see below image.

The screenshot shows the 'Personal Details' form. On the left is a sidebar menu with items: Personal Details, Contact Details, Address, Emergency & Third Party Contacts, Nationality, Schooling, Additional Details, Study Reasons, Portfolio, and Declaration & Privacy Notice. The main form area contains the following fields: Title (Ms), Given Name (Rubina), Preferred Name, Middle Name (Parvez), a date field (19...), and Gender (Female). A teal 'Save' button is at the bottom right. A callout box with a black border and white background contains the text: 'Click on the Save button after filling out the boxes with your correct info.' A red arrow points from the callout box to the 'Save' button.

2. Now complete the **Contact details** section, see below image.

The screenshot shows the 'Contact Details' form. On the left is a sidebar menu with items: Contact Details, Address, Emergency & Third Party Contacts, Nationality, Schooling, Additional Details, and Study Reasons. The main form area contains the following fields: Email (rubina.wyr...@mail.com), Alternative email address (rubina.wyr...@mail.com), Mobile (043...), and a field with the number 6197424013. A teal 'Save' button is at the bottom right. A callout box with a black border and white background contains the text: 'Click on the Save button after filling out the boxes with your correct info to continue.' A red arrow points from the callout box to the 'Save' button.

3. Now complete the **Address section**, see the below image.

Address !

Emergency & Third Party Contacts !

Nationality !

Schooling !

Additional Details !

Study Reasons !

Portfolio !

Declaration & Privacy Notice !

Review Details

Billing

Building/Property Name:

Flat/Unit Details:

Postal delivery information (PO box):

Street or Lot Number:

Street Name:

Suburb, Locality or Town: *

Postcode: *

State/Territory: * x v

Country: * x v

Postal Address:

Click on the Copy Street Address to Postal

Copy Street Address to Postal

4. Click on the **Save** button to continue

5. Now complete the **Emergency Contact Details section**, see the below image.

Emergency Contact Details

Contact Name: * [Redacted] Parvez

Relationship: * Husband

Contact Number: * 043 [Redacted]

Third Party Details (if applicable)

By providing these details you are authorising Wyndham CEC to give details of your course enrolment and progress to this organisation.

Third Party Contact Name: [Redacted]

Third Party Organisation name: [Redacted]

Third Party Contact Phone and/or email: [Redacted]

Save

Click on the Save button to continue

6. Now complete the **Nationality section**, see the below image.

Citizenship

Country Of Birth: * Australia

Citizenship Status: * Australian Citizen

Country of Citizenship: Australia

Speak a language other than English at home? * No

Save

Click on the Save button after filling out the boxes with your correct info to continue.

7. Now complete the **Schooling section**, see the below image.

Click on the **Save** button after filling out the boxes with your correct info to continue.

8. Now complete the **Additional Details section**, see the below image.

Click on the **Save** button after filling out the boxes with your correct info to continue.

9. Now complete the **Study Reasons section**, see the below image.

Click on the **Save** button after filling out the boxes with your correct info to continue.

10. In this section you are required to upload your Medicare card, by clicking on the **Upload button**, see the below image.

The screenshot shows a sidebar with menu items: Personal Details, Contact Details, Address, Emergency & Third Party Contacts, Nationality, Schooling, Additional Details, Study Reasons, Portfolio (highlighted), Declaration & Privacy Notice, and Review Details. The main content area has a notification box with a 'Continue' button. A red arrow points to this button. A text box overlay reads: "Click on the **Continue** button after uploading the Medicare card image file." Below the notification, there is a 'Current Files' section with two files: 'Wyndham Medicare_MFE_21092021' and 'sample-Medicare_card_Australi...'. An 'Attach File' section has a 'Choose file' button and 'No file chosen' text. At the bottom is an 'Upload or Update' button.

11. Complete this **Declaration section**, by selecting the option, and then draw your signature on the Student Signature box, see the below image.

The screenshot shows the 'Declaration & Privacy Notice' section. A notification box at the top contains text about fees. Below it, the 'Student Declaration' dropdown is set to 'I declare that the information I have provi...'. The 'Student Signature' box contains a handwritten signature. Below this is a notification box stating 'Parental/Guardian consent is required for all students under the age of 18.' There are input fields for 'Parent/Guardian Name' and 'Parent/Guardian Signature'.

12. Click on Continue and review your details, then click on **Continue Enrolment Button**

13. This is the final step to receive the invoice, Click on the **Enrol and send Invoice** button. see the below image.

i If a third party is paying for your studies please select the "Enrol with invoice" option. You will still be sent an invoice with your booking confirmation. However, we will contact your third-party provider regarding your enrolment. If we cannot contact them or they do not provide payment, we will advise you. You will then need to pay the invoice within 14 days.

Quantity	Code	Description	Item Price
1	CSADV30	Short Course Booking for Rubina Parvez Computer Skills - Advanced (12 July - 13 September 2021)	\$30.00
Total:			\$30.00

Click on the **Enrol and Send Invoice** button to receive the Invoice by email.

Rubina Parvez

\$30.00

Enrol and Send Invoice

Complete the Enrolment process by paying the invoice amount within 14 days.

NOTE: As of 1/9/21 you can pay via debit/credit card. Invoices should be reserved for students who have a third party paying their fees.