

NORTH WEST

COMMUNITY COLLEGE INC

TERM 1 BEGINS FEBRUARY 9TH, 2008

FAX 9629 7488 TEL 8814 5711

ENROL AT – WWW.NWCOLLEGE.NET

UNLOCK THE
KNOWLEDGE
WITHIN

COLLEGE ADMIN OFFICE
IS NOW LOCATED AT
ROUSE HILL TOWN CENTRE

**OVER 200 COURSES
ENROL EARLY CLASSES FILL QUICKLY**



NORTHWEST
COMMUNITY COLLEGE INC

IMPORTANT INFORMATION

PLEASE READ BEFORE ENROLLING. UNLESS OTHERWISE STATED ALL COURSES RUN FOR 8 WEEKS. WE DO NOT SEND LETTERS OF CONFIRMATION. PLEASE ASSUME THAT YOUR ENROLLMENT IS ACCEPTED AND ATTEND YOUR CLASS AS SCHEDULED. UNLESS OTHERWISE STATED ALL CLASSES ARE AT BEGINNER LEVEL.

FEES

THE CLASS FEE FOR EACH SUBJECT PER TERM IS SPECIFIED ALONGSIDE EACH COURSE. FEES DO NOT INCLUDE COST OF MATERIALS OR INGREDIENTS. FEES FOR INGREDIENTS ARE PAYABLE TO TEACHER IF THE TEACHER PURCHASES INGREDIENTS. ALTERNATIVELY, STUDENTS MAY CHOOSE TO PURCHASE THEIR OWN INGREDIENTS. SOME CLASSES REQUIRE STUDENTS TO SUPPLY THEIR OWN UTENSILS.

RECEIPTS

IF YOU ENROL BY MAIL OR FAX, YOUR RECEIPT WILL NOT BE POSTED, UNLESS YOU SEND A STAMPED SELF-ADDRESSED ENVELOPE. RECEIPTS WILL BE HANDED OUT AT THE FIRST LESSON. IF YOU ENROL ONLINE YOUR RECEIPT WILL BE EMAILED TO YOU. YOU WILL ONLY BE CONTACTED IF YOUR ENROLMENT IS NOT ACCEPTED. IF WE DO NOT CONTACT YOU, PLEASE ASSUME THAT YOUR ENROLMENT HAS BEEN ACCEPTED AND TURN UP AT YOUR FIRST LESSON.

CANCELLED COURSES

COURSES WITH LOW ENROLMENTS MAY BE CANCELLED. YOU WILL BE OFFERED A FULL REFUND OR A TRANSFER. SOME COURSES MAY BE PERMITTED TO CONTINUE AT THE SAME FEE, BUT FOR A SHORTER PERIOD, IF THIS IS AGREED TO BY BOTH THE TUTOR AND THE STUDENTS.

REFUNDS & TRANSFERS

THE COLLEGE CANNOT ACCEPT RESPONSIBILITY FOR CHANGES IN YOUR PERSONAL CIRCUMSTANCES. PLEASE CHOOSE YOUR COURSE CAREFULLY AS

REFUNDS AND TRANSFERS WILL NOT BE GIVEN UNLESS A COURSE IS FULL OR HAS BEEN CANCELLED BY THE COLLEGE. REQUESTS FOR REFUNDS AND TRANSFERS WILL ONLY BE CONSIDERED PRIOR TO THE COMMENCEMENT OF THE TERM. SHOULD A TRANSFER OR REFUND BE APPROVED BY THE COLLEGE, DUE TO YOUR EXCEPTIONAL CIRCUMSTANCES, IT WILL INCUR A \$30.00 CHARGE. MEDICAL CERTIFICATES NEED TO BE INCLUDED IF A TRANSFER OR REFUND IS REQUESTED DUE TO HEALTH ISSUES.

ENROLMENTS

PAYMENTS SHOULD BE MADE BY CHEQUE, CREDIT CARD, OR CASH. ENROL BY MAIL, FAX, EMAIL, TELEPHONE OR ONLINE. ENROLMENTS WILL BE ACCEPTED AT THE FIRST CLASS ONLY IF A VACANCY EXISTS. PLACES WILL BE ALLOCATED STRICTLY IN ORDER OF RECEIPT OF PAYMENT FOR ENROLMENTS. THE COLLEGE RESERVES THE RIGHT TO REFUSE ENTRY TO CLASSES ON VARIOUS GROUNDS.

TEXT BOOKS

SOME COURSES REQUIRE A TEXTBOOK. THIS IS INDICATED IN THE COURSE DESCRIPTION. PLEASE DO NOT INCLUDE THE TEXT BOOK COST WITH YOUR ENROLMENT FEE. THE COLLEGE DOES NOT PURCHASE TEXT BOOKS ON BEHALF OF THE STUDENTS BUT YOUR TEACHER WILL GENERALLY HAVE DETAILS OF WHERE TO ACQUIRE BOOKS/MATERIALS.

CONCESSIONS

CONCESSIONS ARE AVAILABLE TO SOCIAL SECURITY / HEALTH CARE / SENIORS CARD HOLDERS SUBJECT TO CONFIRMATION OF NUMBER. A 20% DISCOUNT IS PROVIDED ON TUITION FEES ONLY. NO CONCESSIONS ARE AVAILABLE FOR WORKSHOPS OR COURSES OF LESS THAN 16 HOURS. CONCESSIONS CANNOT BE GIVEN AFTER THE ENROLMENT HAS BEEN PROCESSED.

COLLEGE MEMBERSHIP

BECOME A MEMBER AND ATTEND THE AGM. VOTE ON ISSUES OF THE GOVERNANCE AND THE CONSTITUTION. THE COLLEGE RESERVES THE RIGHT TO ACCEPT/REFUSE APPLICATIONS FOR MEMBERSHIP.

PARKING

PARKING IS AVAILABLE IN THE SCHOOL GROUNDS BUT AT THE OWNERS RISK. LOCK YOUR CAR AND TAKE YOUR VALUABLES WITH YOU. THE COLLEGE DOES NOT ACCEPT RESPONSIBILITY FOR LOSS, DAMAGE OR INJURY. FREE PARKING FOR ADMIN CLASSES AVAILABLE IN ROUSE HILL TOWN CENTRE CARPARK.

REFRESHMENTS

BRING OWN SNACKS FOR LONG DAY CLASSES & WORKSHOPS. THERE IS NO CANTEN FACILITY FOR WEEKEND COURSES HELD IN SCHOOLS. PLEASE ENSURE YOU BRING YOUR OWN REFRESHMENTS / LUNCH / DRINKS.

BREAKS

COURSES THAT ARE 3 HOURS OR LESS DO NOT HAVE ANY BREAKS. WEEKEND WORKSHOPS AND COURSES THAT ARE LONGER THAN 3 HOURS WILL HAVE A BREAK. THIS WILL BE ORGANISED BY THE TEACHER AT YOUR FIRST LESSON.

SMOKING

THE COLLEGE HAS A NO SMOKING POLICY AT ALL VENUES AND TRAINING CENTRES.

NET COURSES

ACCREDITED COURSES ARE LISTED ON PAGES 4-5. ON SUCCESSFUL COMPLETION OF ALL ASSESSMENTS, YOU WILL RECEIVE A STATEMENT OF ATTAINMENT, WHICH IS RECOGNISED AUSTRALIA WIDE TO HELP GAIN EMPLOYMENT OR TO APPLY FOR CREDIT TRANSFER OR ENTRY TO OTHER COURSES IN THE TAFE, GOVERNMENT DEPARTMENT OR INDUSTRY SECTORS. YOU MAY ALSO CHOOSE NOT TO BE ASSESSED FOR COMPETENCY AND RECEIVE A COLLEGE CERTIFICATE OF ATTENDANCE. LITERACY AND ADMINISTRATION SUPPORT IS AVAILABLE TO STUDENTS AT ALL TIMES.

STUDENT IDENTIFICATION

DUE TO GOVERNMENT REQUIREMENTS ALL STUDENTS ENROLLING IN ACCREDITED COURSES NEED TO PROVIDE INFORMATION TO VERIFY THEIR IDENTITY, SUCH AS: DRIVERS LICENCE / BIRTH CERTIFICATE / PASSPORT NUMBER.

DISCLAIMER

THE COLLEGE USES SCHOOL PREMISES AND HAS NO CONTROL OVER CHANGES AND ACTIVITIES RUN BY THE SCHOOL WHICH MAY CAUSE INCONVENIENCE IN ROOM USAGE AND PARKING.

RECOGNITION OF PRIOR LEARNING AND CURRENT COMPETENCY

THE COLLEGE WILL ENDEAVOUR TO HELP CLIENTS GAIN CREDENTIALS FOR THEIR PRIOR LEARNING BY WAY OF RECOGNITION OF PRIOR LEARNING SERVICE. A FULLY TRAINED AND COMPETENT RPL ASSESSOR WILL CONDUCT THE RPL ASSESSMENT. FOR MORE INFORMATION OR FOR A RPL KIT CONTACT THE COLLEGE ON 8814 5711.

MUTUAL RECOGNITION

NWCC WILL RECOGNISE THE AQF QUALIFICATIONS AND STATEMENTS OF ATTAINMENT ISSUED BY ANY OTHER REGISTERED TRAINING ORGANISATION. APPLICATIONS FOR CREDIT BASED ON RESULTS AWARDED BY ANOTHER RTO WILL BE ACCEPTED AND ASSESSED IN RELATION TO THE COURSE IN CONSIDERATION.

STUDENT PRIVACY

INFORMATION CONCERNING STUDENTS, INCLUDING INFORMATION SUBMITTED ON THE ENROLMENT FORM WILL BE USED BY THE COLLEGE OR OTHER AUTHORISED ORGANISATIONS FOR THE PURPOSES OF GENERAL STUDENT ADMINISTRATION, COMMUNICATION, STATE AND NATIONAL REPORTING, PROGRAM MONITORING AND EVALUATION. THE INFORMATION MAY BE DISCLOSED TO THE NATIONAL CENTRE FOR VOCATIONAL EDUCATION RESEARCH (NCVER) AND/OR AN AGENCY AUTHORISED TO UNDERTAKE SURVEYS.

MISSION STATEMENT

TO PROVIDE EFFECTIVE, QUALITY LIFELONG LEARNING.

VISION STATEMENT

TO BE A RECOGNISED PROVIDER OF QUALITY EDUCATION AND TRAINING WHICH IS ACCESSIBLE TO ONE AND ALL.

PURPOSE

TO ASSIST PEOPLE TO UPGRADE THEIR SKILLS AND TO IMPROVE THE QUALITY OF THEIR LIVES THROUGH EDUCATION.

TERM DATES 2009

TERM 1 –

9TH FEBRUARY TO 4TH APRIL
WORKSHOPS – SATURDAY 28TH MARCH & 4TH APRIL
ADMIN WORKSHOPS – SATURDAY 14TH & 21ST MARCH

TERM 2 –

11TH MAY TO 6TH JULY
WORKSHOPS – SATURDAY 27TH JUNE & 4TH JULY

NORTH WEST COMMUNITY COLLEGE IS:
REGISTERED BY THE NSW VOCATIONAL EDUCATION & TRAINING ACCREDITATION BOARD (VETAB)
SUPPORTED BY NSW DEPARTMENT OF EDUCATION AND TRAINING (DET)

HOW / WHEN / WHERE DO I ENROL?

TO ENROL IN ANY COURSE YOU CAN COMPLETE THE ENROLMENT FORM ON PAGE 16 THEN:

ENROL BY INTERNET ON OUR SECURE WEBSITE

ENROL VIA OUR WEBSITE – www.nwcollege.net
EMAIL – geteducated@nwcollege.net
PAY BY MASTERCARD OR VISACARD

ENROL BY POST

POST YOUR ENROLMENT FORM AND PAYMENT TO
PO BOX 7060, BAULKHAM HILLS BC, 2153
BEFORE MONDAY 2ND FEBRUARY 2009

WORKSHOP BOOKINGS MUST REACH US 7 DAYS PRIOR TO COMMENCEMENT DATE.
(PLEASE MAKE SURE THAT YOUR ENROLMENT REACHES US BY THE DUE DATE OR YOU MAY FIND THAT THE CLASS IS FULL OR HAS BEEN CANCELLED DUE TO LOW NUMBERS)
CHEQUES TO BE MADE PAYABLE TO NORTH WEST COMMUNITY COLLEGE INC

ENROL BY FAX

FAX YOUR ENROLMENT FORM COMPLETE WITH YOUR CREDIT CARD DETAILS
TO (02) 9629 7488

ENROL BY TELEPHONE

ENROL BY TELEPHONE BY CALLING (02) 8814 5711
PAY BY MASTERCARD OR VISACARD BETWEEN 9.30AM – 3.30PM

ENROL IN PERSON

OPTION 1

ENROL AT – THE COLLEGE
ADMINISTRATION OFFICE
COMMUNITY LEARNING SPACE 106
MAIN STREET, ROUSE HILL TOWN CENTRE
(ABOVE BLINK, ACROSS FROM
COFFEE CLUB AND ROGER DAVID)

BETWEEN 9.30AM – 3.30PM
MONDAY TO FRIDAY
INCLUDING SCHOOL HOLIDAYS

OPTION 2

ENROL AT –
BLACKTOWN TRAINING CENTRE ON:
THURSDAY 29TH JANUARY 2009
BETWEEN 11.00AM - 12.00 NOON

PLEASE NOTE!!!

PLEASE TURN UP AT THE FIRST LESSON AS SPECIFIED IN THIS BROCHURE.
IF YOU ENROL YOU ARE ACCEPTED INTO THE COURSE UNLESS OTHERWISE
INFORMED. WE DO NOT SEND OUT LETTERS OF CONFIRMATION.

STUDENTS ARE REQUIRED TO BRING A NOTEBOOK AND PEN. WORKBOOKS MAY
BE PROVIDED IN SOME CLASSES AND THE OPTION TO PURCHASE IS AVAILABLE.

THERE ARE NO BREAKS FOR COURSES LESS THAN 3 HOURS DURATION.
BRING YOUR OWN REFRESHMENTS / SNACKS FOR WORKSHOPS OR LONG
DAY COURSES.

COLLEGE MANAGEMENT COMMITTEE

ROBERT WHITE - (PRESIDENT)
BRIAN PEACE - (VICE PRESIDENT)
CLIFF NEWLING - (SECRETARY)
GERALD CLARK - (TREASURER)
EELA MORAR - (PRINCIPAL/PUBLIC OFFICER)

MEG PEEL - (REGIONAL DIRECTOR
OF EDUCATION REP.)
HARRY KELLY - (TEACHERS REP.)
KAY HOGAN
HENRY GRECH
TONY LE BRETON
PATRON - MR MICHAEL
RICHARDSON MP

VENUES

ROUSE HILL ADMIN/TRAINING CENTRE
LEVEL1 MAIN STREET, ROUSE HILL TOWN CENTRE
(ABOVE BLINK, ACROSS FROM
CITY BEACH AND QUEENS PARK)

AUSTRALIAN COLLEGE OF ENTERTAINMENT (ACE)
4 – 22 SHOWGROUND RD, CASTLE HILL

BAULKHAM HILLS HIGH SCHOOL
419A WINDSOR RD, BAULKHAM HILLS

BALCOMBE HEIGHTS ESTATE
THOMPSON HALL
CNR SEVEN HILLS ROAD AND JASPER ROAD
BAULKHAM HILLS

BLACKTOWN TRAINING CENTRE
ON BLACKTOWN WEST PUBLIC SCHOOL GROUNDS
CNR KILDARE RD & LANCASTER ST, BLACKTOWN
(ENTRY VIA KILDARE ROAD)

CASTLE HILL COMMUNITY CENTRE
CNR PENNANT & CASTLE STREET, CASTLE HILL
(OPPOSITE POLICE STATION / ABOVE LIBRARY)

CASTLE HILL HIGH SCHOOL
CASTLE ST, CASTLE HILL (OPPOSITE RSL CLUB)

HAIRTALKS (HAIRDRESSING SALON)
GR-130, 10 -14 MARKET LANE
ROUSE HILL TOWN CENTRE , ROUSE HILL

JASPER ROAD PRIMARY SCHOOL
JASPER ROAD, CRESTWOOD

MODEL FARM HIGH SCHOOL
CNR REDMOND AVENUE AND GOODEN DRIVE,
BAULKHAM HILLS

QUAKERS HILL HIGH SCHOOL
70 LALOR RD, QUAKERS HILL

VILLAGE GREEN BELLA VISTA COMMUNITY CENTRE
109 BELLAVISTA DRIVE, BELLA VISTA

FREE! FREE! FREE! ARE YOU LOOKING FOR A JOB? LET US HELP YOU... GOVERNMENT FUNDED SKILLED MIGRANTS MENTORING PROGRAM

THIS PROJECT IS DESIGNED TO HELP YOU FIND
WORK BY TEACHING YOU SKILLS SUCH AS
PREPARING A RESUME, APPLYING FOR JOBS,
INTERVIEW SKILLS, CONFIDENCE BUILDING,
PRESENTATION AND COMMUNICATION
SKILLS ETC.

TO QUALIFY TO JOIN THIS PROGRAM FREE
OF CHARGE YOU NEED TO -

- BE A SKILLED MIGRANT WHO HAS A
PROFESSIONAL OR TRADE QUALIFICATION
- HAVE ENGLISH AS YOUR SECOND
LANGUAGE
- BE A PERMANENT AUSTRALIAN RESIDENT
HAVING ARRIVED IN THE LAST FIVE YEARS
- BE WILLING TO COMPLETE 70 HOURS
OF UNPAID WORK EXPERIENCE

TERM 1, MONDAY 9TH FEBRUARY TO SATURDAY 4TH APRIL.
WORKSHOPS – SATURDAY 14TH, 21ST & 28TH MARCH & 4TH APRIL
OPEN FOR ENROLMENTS AT ADMINISTRATION OFFICE MONDAY TO FRIDAY
(INCLUDING SCHOOL HOLIDAYS) 9.30AM – 3.30PM.

ENROL VIA THE WEB www.nwcollege.net

ACCREDITED BUSINESS & FINANCIAL

ON SUCCESSFUL COMPLETION OF ALL ASSESSMENTS IN ACCREDITED COURSES OFFERING 1 OR MORE INDIVIDUAL UNITS, YOU WILL RECEIVE A STATEMENT OF ATTAINMENT FOR THAT SUBJECT.

YOU MAY ALSO CHOOSE NOT TO BE ASSESSED FOR COMPETENCY AND RECEIVE A COLLEGE CERTIFICATE OF ATTENDANCE.

A FULL CERTIFICATE IS GIVEN ON SUCCESSFUL COMPLETION OF ALL ASSESSMENTS IF UNDERTAKING A QUALIFICATION.

CERTIFICATE IV IN TRAINING AND ASSESSMENT – TAA40104 (FULL COURSE)



This nationally recognised qualification for trainers and assessors is newly endorsed and now replaces the BSZ40198 Cert. IV in Assessment & Workplace Training. The full certificate program covers 14 units, which includes 12 core units & 2 elective units of competency.

CORE UNITS:

TAAENV401B-
Work effectively in vocational education and training
TAAENV402B-
Foster and promote an inclusive learning culture
TAAENV403B-
Ensure a healthy and safe learning environment
TAAASS401C-
Plan and organise assessment
TAAASS402C-
Assess competence
TAAASS403B-
Develop assessment tools
TAAASS404B-
Participate in assessment validation
TAADES401B-
Use training packages to meet client needs
TAADES402B-
Design and develop learning programs
TAADEL401B-
Plan and organise group-based delivery
TAADEL403B-
Facilitate individual learning
TAADEL404B-
Facilitate work-based learning

ELECTIVE UNITS:

TAADEL301C-
Provide training through instruction and demonstration of work skills
BSBLED401A
Develop Teams & Individuals

ROUSE HILL ADMIN CENTRE,
MONDAY X 12 WEEKS
9.30AM – 4.30PM
FEE: \$1,995

ROUSE HILL ADMIN CENTRE,
SATURDAY X 12 WEEKS
9.30AM – 4.30AM
FEE: \$1,995

PLEASE CONTACT THE COLLEGE ADMINISTRATION OFFICE, ROUSE HILL ON (02) 8814 5711 FOR FURTHER INFORMATION

CERTIFICATE IV IN TRAINING AND ASSESSMENT – TAA40104 (UPGRADE COURSE)



TAAENV401B-
Work effectively in vocational education and training
TAAENV402B-
Foster and promote an inclusive learning culture
TAAENV403B-
Ensure a healthy and safe learning environment
TAADES401B-
Use training packages to meet client needs
TAADEL403B-
Facilitate individual learning
TAADEL404B-
Facilitate work-based learning
TAAASS403B-
Develop assessment tools
TAAASS404B-
Participate in assessment validation

ROUSE HILL ADMIN CENTRE,

FEE: \$995

PLEASE CONTACT THE COLLEGE ADMINISTRATION OFFICE, ROUSE HILL ON (02) 8814 5711 FOR FURTHER INFORMATION

O H & S FOR MANAGERS



BSBCMN311A- Maintain workplace safety, from Cert III in Business -BSB30107 (15hrs)

This unit is concerned with the OHS responsibilities of employees with supervisory/managerial responsibilities to implement and monitor an organisation's Occupational Health and Safety policies, procedures and programs in a small team, to meet legislative requirements.

ROUSE HILL ADMIN CENTRE
FRIDAY X 3 WEEKS
COMMENCES 13TH MARCH
9.30AM – 3.00PM
\$160

ROUSE HILL ADMIN CENTRE
WEDNESDAY X 5 WEEKS
COMMENCES 25TH FEBRUARY
6.30PM – 9.30PM
\$160

WORKPLACE SAFETY PROCESSES



BSBOHS201A- Participate in OHS processes, from Cert II in Business -BSB20107 (12hrs)

This unit covers general Occupational Health & Safety requirements in 11 types of organisations, how to follow procedures for hazard identification, risk control and reporting. It is an essential requirement for employees and a suitable insight for persons with supervisory responsibilities.

ROUSE HILL ADMIN CENTRE
FRIDAY X 3 WEEKS
COMMENCES 13TH FEBRUARY
1.00PM – 5.00PM
\$130

ACCREDITED COMPUTER COURSES

BUSINESS DOCUMENTS – MS OFFICE



BSBITU306A – Design & produce business documents, from Cert III in Business - BSB30107 (30hrs)

Pre-requisite: Must have mouse, keyboard & windows proficiency

This course uses MS Office and covers the use of Word, Excel, Access & Powerpoint applications. is designed to introduce you to the functions & tools used in Word Processing, Spreadsheets & Presentations. The elements will arm you with the essential skills & knowledge to effectively manage, design create, edit, format, save and print documents. Retrieve, modify, duplicate and link Word & Excel files. Prepare reports, budgets, import tables & graphics, run a mail merge, design posters & create a presentation. It will review file management & help features, and includes keyboard shortcuts common to all applications.

ROUSE HILL ADMIN CENTRE
TUESDAY X 9 WEEKS
COMMENCES 10TH FEBRUARY
6.30PM – 9.45PM
\$495

COMPUTERISED ACCOUNTING - MYOB PREMIER (ENTERPRISE VER.5)



ICAU1211A – Operate accounting applications from Cert. I in Information Technology - ICA10105 (20hrs)

Pre-requisite: Persons undertaking this course MUST have a practical understanding of bookkeeping functions & proficient computer skills.

MYOB is one of the best accounting systems suitable for networks or single user clients. This course is for beginners or current new users and includes the set-up and daily maintenance of financial records for a business / company. Subjects include: Maintaining a general ledger, reconciling accounts; setup and monitor a chart of accounts; create & add payroll details; record, track & generate various financial reports. Course manual & CD available for purchase (approx. \$42). MYOB Software equivalent to Accounting Vers17. Please bring a USB Flash Drive to back-up & store course work.

ROUSE HILL ADMIN CENTRE
TUESDAY X 5 WEEKS
9.30AM – 2.30PM
\$350

ROUSE HILL ADMIN CENTRE
THURSDAY X 8 WEEKS
6.45PM – 9.30PM
\$350

ROUSE HILL ADMIN CENTRE
SATURDAY X 4 WEEKS
COURSE COMMENCES 14TH FEBRUARY
9.30AM – 3.30PM
\$350

DATABASE DESIGN & USE

BSBITU301A – Create & use databases, from Cert III in Business-BSB30107 (15hrs)



Pre-requisite: Must have proficient computer & keyboard skills

This unit will give you the knowledge & skills to create, design and use a simple two table relational database complete with reports and queries, for easy storage and retrieval of information. Covers basic design principles and includes simple formula.

ROUSE HILL ADMIN CENTRE
THURSDAY X 5 WEEKS
COMMENCES 19TH FEBRUARY
6.30PM – 9.30PM
\$270

ESSENTIAL COMPUTER SKILLS

BSBITU101A - Operate a personal computer
BSBITU102A – Develop keyboard Skills, from Certificate I in Business -BSB10107 (24hrs)



This course is designed for the beginner to help you develop an understanding of common computer terms and basic hardware functions. Navigate and manipulate the desktop environment. Create, organise and manage electronic files and folders within Windows Explorer. Develop mouse, computer keyboard / typing skills. Get hands-on practice in the creation, saving and printing of simple documents in Windows applications.

ROUSE HILL ADMIN CENTRE
MONDAY X 8 WEEKS
9.30AM - 12.30PM
\$420

ROUSE HILL ADMIN CENTRE
SATURDAY X 8 WEEKS
COURSE COMMENCES 14TH FEBRUARY
9.30AM – 12.30PM
\$420

EXCEL SPREADSHEETS – BEG/INT

BSBITU304A – Produce Spreadsheets, from Cert III in Business – BSB30107 (18 hours).



Pre-requisite: Must have basic computer, mouse & keyboard proficiency.

Create, modify, save & print worksheets. Design formulas, produce graphical charts and develop an excel database. Manage the Commands, Menus, Toolbar features & learn useful keyboard shortcuts.

ROUSE HILL ADMIN CENTRE
THURSDAY X 6 WEEKS
6.30PM – 9.30PM
\$325

MANAGE ELECTRONIC EMAIL

BSBITU203A – Communicate electronically, from Cert II in Business BSB20107 (10hrs)



Pre-requisite: Must have basic computer, windows, mouse & keyboard skills.

This unit covers skills and knowledge required to send, receive and manage electronic mail (email) including various types of attachments, as well as to collaborate online using chat rooms, intranets and instant messaging services.

ROUSE HILL ADMIN CENTRE
WEDNESDAY - 11TH & 18TH FEBRUARY
9.30AM – 3.30PM
\$195

POWERPOINT PRESENTATIONS

BSBITU302A - Create electronic presentations, from Cert III in Business Administration - BSB30107.



Pre-requisite: Participants MUST have proficient computer & keyboard skills.

Learn to create a series of slides for use with transparencies, posters & invitations using existing templates from various formats, or your own creative ideas. Insert photos, graphics & charts, prepare handouts, reminder notes, save, copy & print presentations using MS PowerPoint. You are only limited by your Imagination.

ROUSE HILL ADMIN CENTRE
SATURDAY - 14TH & 21ST MARCH
9.30AM – 4.00PM
\$305

PRACTICAL WORD & EXCEL SKILLS

BSBITU201A - Produce simple wordprocessed documents
BSBITU202A – Create & use spreadsheets, from Cert II in Business – BSB20107 (28hours).



Pre-requisite: MUST have basic computer, windows, mouse & keyboard skills.

The elements covered in this course will provide you with beginner level skills to effectively design, create, edit, format, save and print simple documents. Modify, duplicate and link your Word & Excel files to prepare reports. Design a simple database, merge letters & envelopes. Import tables & graphics into documents, create basic formulas for easy calculations in worksheets. Learn to manage menus, toolbar buttons, Help features, & keyboard shortcuts common to both applications, (using MS Office) and review File Management procedures.

BLACKTOWN TRAINING CENTRE
MONDAY X 9 WEEKS
COURSE COMMENCES 9TH FEBRUARY
6.30PM – 9.30PM
\$495

WORDPROCESSING FUNDAMENTALS

BSBITU201A - Produce simple wordprocessed documents, from Cert II in Business-BSB20107 (12hrs)



Pre-requisite: Must have basic computer, windows, mouse & keyboard skills.

This course will provide you with the basic skills & knowledge required to effectively design, create, edit, format, save and print professional looking documents for business or home use. Manage borders, headers, page numbers, clip art, columns etc. Learn to use and manage the Commands, Menus, Toolbar buttons, Help features & Keyboard shortcuts common to the MS Word program.

ROUSE HILL ADMIN CENTRE
FRIDAY X 4 WEEKS
COMMENCES 13TH FEBRUARY
6.30PM – 9.30PM
\$240

BLACKTOWN TRAINING CENTRE
TUESDAY X 4 WEEKS
COMMENCES 10TH FEBRUARY
9.30AM – 12.30PM
\$240

BUSINESS & WORK COURSES

BASIC BOOKKEEPING

Learn the fundamentals of bookkeeping.

Topics include keeping a cashbook, incorporating cash payments, cash receipts, bank reconciliation, profit and loss statement, balance sheets, budgets, cash flows, debtors and creditors. Suitable for persons wishing to start their own business or those who have little or no knowledge of bookkeeping. Please bring a calculator, writing pad, pen & pencil to class. This course could provide you with the opportunity to gain employment.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH & 4TH APRIL
9.00AM – 5.00PM
\$170

BASICS OF SELLING ON EBAY

This course will teach you how to sell your products on eBay, either as an individual or a business. The course includes subjects from 'how to register and open an account' right through to the packaging & shipping process. The teacher is a qualified Education Specialist Trained by eBay. Manuals available are an optional purchase at approx cost of \$35.

ROUSE HILL ADMIN CENTRE
THURSDAY 5TH MARCH
10.00AM – 3.00PM
\$110 (\$10 GST INCLUDED)

BUSINESS ACCOUNTING

This course covers the manual preparation, processing and maintenance of accounts payable & receivable record systems, general ledger and trial balance. Subjects include: Legislation, codes and national standards relevant to the workplace. Maintaining financial journals, preparing bank reconciliation, process payments & prepare statements for payable & receivables and follow up outstanding accounts. Lesson requirements: calculator, eraser, ruler, pen, pencil & notepad.

BAULKHAM HILLS HIGH
MONDAY X 8 WEEKS
7.00PM – 9.00PM
\$170

QUAKERS HILL HIGH
WEDNESDAY X 8 WEEKS
7.00PM – 9.00PM
\$170

BUSINESS WRITING

Based on Certificate III in Spoken and Written English – 90992NSW

There are many occasions when we may have to write a formal letter in everyday life. This class for advanced learners of English focuses on the grammar, spelling, vocabulary and format of Formal Letters, Memos, Informal and Formal E-mails, and Reports.

WORKSHOP
ROUSE HILL ADMIN CENTRE
SATURDAY 14TH & 21ST MARCH
9.00AM – 5.00PM
\$170

CARING FOR CHILDREN

This course caters for people working or wanting to work in childcare, parents and carers involved with children (0-5 years). Includes child development, behavior management, games, craft activities and child health and safety. This course could provide you with the opportunity to gain employment.

QUAKERS HILL HIGH
MONDAY X 8 WEEKS
 7.00PM – 9.00PM
 \$170

DEALING WITH DIFFICULT PEOPLE

We will always come across difficult people. Learn techniques that will boost your confidence, reduce stress and anxiety, raise your self-esteem and increase your feeling of being in control. Say no without feeling guilty; resist manipulation or intimidation and set your own agenda. Tools learnt will improve relationships with clients and colleagues at work and with family and friends.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
 2.00PM – 5.00PM
 \$85

WORKSHOP
ROUSE HILL ADMIN CENTRE
SATURDAY 14TH MARCH
 2.00PM – 5.00PM
 \$85

EFFECTIVE STAFF MANAGEMENT

If you would like to pursue a career in management, or if you are a manager with a desire to sharpen your skills, this is a great course for you. Find out all the principles of management and have some fun along the way!

WORKSHOP
ROUSE HILL ADMIN CENTRE
SATURDAY 14TH MARCH
 9.30AM – 4.30PM
 \$195

ESTABLISH A NEW BUSINESS & LEGAL REQUIREMENTS

This course is designed to give practical assistance to those planning to start a new business or those who have already accepted the challenge. Attention will be given to such topics as business structures, legislation codes & regulatory requirements, OH & S, taxation laws & contracts, record keeping & marketing.

QUAKERS HILL HIGH
WEDNESDAY X 8 WEEKS
 7.00PM – 9.00PM
 \$170

GROWING YOUR SMALL BUSINESS

Topics include why small businesses fail, undertaking a feasibility study, Marketing, Communication, Customer Relationship Management, Price setting, Employing staff and Insurance. Learn simple bookkeeping and records management. If you are already have, or are thinking of going into a small business, then this course is a must. This course could provide you with the opportunity to gain employment or to start your own business.

BAULKHAM HILLS HIGH
WEDNESDAY X 8 WEEKS
 7.00PM – 9.00PM
 \$170

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH & 4TH APRIL
 9.00AM – 5.00PM
 \$170

WORKSHOP
ROUSE HILL ADMIN CENTRE
SATURDAY 14TH & 21ST MARCH
 9.00AM – 5.00PM
 \$170

IMPORT & EXPORT

Course will cover the overall international trade framework, the role of the WTO, EU, NAFTA and how they affect trade between nations, Managing risks, the international marketing plan, learn how to assess a product for import/export, How to find and evaluate distributors and suppliers, distribution or Agency agreements, INCO terms, pricing, Import and Export Documentation and Procedures, Sales/purchase contracts, Finance, Trademarks and Intellectual Property, Cultural Aspects and protocols in foreign countries as well as the implications for people doing business around the clock. Course fee includes a comprehensive manual valued at \$55.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
 9.00AM – 5.00PM
 \$195

ROUSE HILL ADMIN CENTRE
WEDNESDAY 11TH & 18TH FEBRUARY
 6.30PM – 9.30PM
 \$80

MANAGEMENT & LEADERSHIP

Learn the technique of developing an effective and efficient team. The course covers: communication, human resource management, interview skills including behavioural question techniques and motivation. Overview of E.E.O Principles, OH&S, Conflict Resolution, Industrial Relations and setting Objectives.

BAULKHAM HILLS HIGH
TUESDAY X 8 WEEKS
 7.00PM - 9.00PM
 \$170

WORKSHOP
ROUSE HILL ADMIN CENTRE
SATURDAY 14TH & 21ST MARCH
 9.00AM – 5.00PM
 \$170

REAL ESTATE- BUYING / SELLING

All you need to know if you are thinking of buying or selling a property or making Real Estate a career. Aspects covered include: what to look for or avoid and how to make the agent work for you when you are buying; how to present your property for sale and an explanation of market and methods of selling including auction; selection of investment properties, capital growth and acceptable returns on them; Real estate as a career and what makes a good agent.

CASTLE HILL HIGH
MONDAY X 8 WEEKS
 7.00PM - 9.00PM
 \$170

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH & 4TH APRIL
 9.00AM- 4.00PM
 \$150

RECEPTION SKILLS

The receptionist is the first impression a client has of a business. This course is designed to provide the skills to work in an office environment. Learn how to make people feel welcome, manage the telephone, organise busy schedules, handle difficult customers and plan your workload. The course will also cover Presentation and Communication skills.

WORKSHOP
ROUSE HILL ADMIN CENTRE
SATURDAY 14TH MARCH
 9.00AM – 3.00PM
 \$90

SALES & MARKETING

This course is designed to give students a practical understanding of marketing and sales in business. Course content includes: What is market research? What makes a good advertisement? How to present effectively, and negotiation skill fundamentals. Market planning, the role of sales in marketing and how to conduct a sales program. Topics discussed are accompanied by practical examples and exercises to ensure students have fun and learn from the course.

WORKSHOP
ROUSE HILL ADMIN CENTRE
SATURDAY 14TH & 21ST MARCH
 9.00AM – 5.00PM
 \$170

SPEAKING WITH CONFIDENCE / PRESENTATION SKILLS

These skills are a great social and business asset. Speaking with confidence and good presentation skills are key essentials of leadership, family life and business. If a leader cannot communicate their business strategy, then who can? Learn easy simple techniques to speak successfully in all situations, conquer nerves, prepare notes, be persuasive and learn the art of listening.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
 9.30AM – 4.30PM
 \$150

WORKSHOP
ROUSE HILL ADMIN CENTRE
SATURDAY 21ST MARCH
 9.00AM – 3.00PM
 \$150

SPELLING SUCCESS

Many adults feel uneasy about their spelling proficiency. Why do words not always look the way they sound? This workshop is a refresher course exploring the history of the English language, basic phonics, basic spelling rules and spelling patterns. Bring a Dictionary and lunch. Notes provided.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
 10.00AM – 4.00PM
 \$95

STRICTLY PUNCTUATION

Where does the comma go? When do I use a semicolon? This practical workshop gives an overview of the uses of commas, colons, semi-colons, apostrophes, dashes, etc. Notes provided. Bring lunch.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
10.00AM – 2.00PM
\$75

TIME MANAGEMENT VS PROCRASTINATION

Do you leave everything to the last minute? Need to be more organised? Get more from your working day. Curb interruptions. Set deadlines. Clear that cluttered desk. Learn concrete tools and techniques that will help you in your workplace and at home.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
9.30AM – 12.30PM
\$85

WORKSHOP
ROUSE HILL ADMIN CENTRE
SATURDAY 14TH MARCH
9.30AM – 12.30PM
\$85

COMPUTER COURSES

STUDENTS ARE REQUIRED TO BRING:
NOTEBOOK & PEN. NO BREAKS FOR
COURSES LESS THAN 3 HOURS.
WORKSHEETS PROVIDED IN CLASS.

ADOBE PHOTOSHOP (VER.7)

Photoshop allows you to edit graphics and / or scanned images on your computer. You will learn to manipulate the PhotoShop environment, scan an image, use the various selection tools and customise them to your needs. Mouse, keyboard and Windows skills essential. These skills can be applied to your workplace and at home.

ROUSE HILL ADMIN CENTRE
FRIDAY X 6 WEEKS
COMMENCES 13TH FEBRUARY
7.00PM – 9.30PM
\$360

ROUSE HILL ADMIN CENTRE
WEDNESDAY X 5 WEEKS
COURSE COMMENCES 25TH FEBRUARY
9.30AM -12.30PM
\$360

AUTOCAD

Pre-requisite: Basic Windows knowledge, keyboard & mouse operation are essential.

This is an introductory course for AutoCAD 2002 on a PC platform. The course provides a general overview of all basic techniques and tools to create 2D documentation for beginners and those wanting to refresh their skills, also suitable for people preparing documentation for the construction and manufacturing industries. An aptitude for drawing and drafting is desirable.

ROUSE HILL ADMIN CENTRE
MONDAY X 6 WEEKS
COURSE COMMENCES 9TH FEBRUARY
7.00PM – 9.30PM
\$360

BASIC PHOTO-EDITING

Do you need to use an image or photo in only want to use part of it? Do you want to fix your family photos but can't afford Photoshop? In this one-day course you will learn how to rotate and crop images, improve colour and sharpness and how to insert text onto photos; all by using a free graphics creation and editing program supplied on the day.

ROUSE HILL ADMIN CENTRE
FRIDAY 27TH MARCH - 1 DAY
10.00AM – 3.00PM
\$95

COMPUTER BASICS

A beginner's course designed to help you acquire an understanding of computer hardware, accessories & features in the Windows environment. Get practical hands-on experience in file management, creating, saving & printing simple documents while you gain confidence with mouse & keyboard commands.

BLACKTOWN TRAINING CENTRE
TUESDAY X 6 WEEKS
7.00PM – 9.30PM
\$280

ROUSE HILL ADMIN CENTRE
WEDNESDAY X 8 WEEKS
7.00PM – 9.00PM
\$280

ROUSE HILL ADMIN CENTRE
FRIDAY X 8 WEEKS
10.00AM – 12 NOON
\$280

COMPUTERS FOR SENIORS

A beginner's course designed especially for the senior to help you acquire an understanding of basic computer hardware & accessories, common terms, commands & features in the Windows environment. As you find your way around the computer you will get practical hands-on experience in file management procedures, creating, saving & printing simple documents while you gain confidence and become proficient with mouse & keyboard commands. An excellent first step towards the Internet experience. Seniors Card number required.

ROUSE HILL ADMIN CENTRE
MONDAY X 7 WEEKS
COMMENCES 9TH FEBRUARY
10.00AM – 12.15 PM
\$220 (NO FURTHER CONCESSION)

BLACKTOWN TRAINING CENTRE
WEDNESDAY X 8 WEEKS
COMMENCES 11TH FEBRUARY
10.00AM – 12.00 NOON
\$220 (NO FURTHER CONCESSION)

DIGITAL VIDEO EDITING - BASICS

Learn to transfer your home videos to a computer. Use captured video clips and edit them using the Muvee Producer Software, apply transitions, add some interesting visual effects and burn the final results to DVD. This is a 'hands-on' course and requires a good level of computer literacy.

BLACKTOWN TRAINING CENTRE
SATURDAY 4TH APRIL - 1 DAY
9.30AM – 4.30PM
\$140

ROUSE HILL ADMIN CENTRE
MONDAY 23RD & 30TH MARCH
6.30PM – 9.30PM
\$140

GETTING TO KNOW YOUR NOTEBOOK COMPUTER

You have a notebook/laptop computer and you are not sure how to use it, or don't know if it's upgradeable. Can you connect to the internet? Are you wired up or Wireless? You need to install new programs and don't know if you have enough memory. Want to connect new external devices like a printer, DVD burner or camera, need to set up virus and spyware protection. Learn all this and more, bring along your notebook/laptop computer and the bits & bobs that came with it.

ROUSE HILL ADMIN CENTRE
SATURDAY 28TH FEBRUARY - 1 DAY
10.00AM – 3.30PM
\$110

HOW DO I ...

Convert my vinyl records to CD's, make my own cards & calendars, store/print and backup photos onto the computer, research my family history and put it on disk, and make a slide show disc from my photos and have it run on a DVD player. Find out how to store all those precious memories for posterity or for your personal enjoyment.

BLACKTOWN TRAINING CENTRE
THURSDAY X 4 WEEKS
COMMENCES 12TH MARCH
9.30AM – 12.30PM
\$260

INTERNET & EMAIL FOR SENIORS

Understand the evolution of the internet, internet services, terminology, use internet online and offline, navigation, toolbar operations, search options, search icon, auto search, search engines. Use different search engines to access files, documents and information, finding people, and organisations and databases. Setup and use your email and internet systems. Seniors Card number required.

ROUSE HILL ADMIN CENTRE
MONDAY X 4 WEEKS
1.00PM – 3.30PM
COMMENCES 23RD FEBRUARY
\$150 (NO FURTHER CONCESSION)

MYOB – ADVANCED

Pre-requisite: Must have a good knowledge of MYOB, or completed a general MYOB computerised accounting course.

The following tasks will be covered in this advanced course: How to use the MYOB BASlink function, Process credits and returns of goods & More advanced inventory functions. How to generate Deposit Slips and create a "Cash Drawer" account. How to set up Time Sheets for use in the Time Billings module. How to generate and record more complex journals. Bring a USB flash drive to take home any work completed.

ROUSE HILL ADMIN CENTRE
SATURDAY 2ND MAY - 1 DAY
9.00AM – 5.00PM
\$160

MYOB – WORKSHOP

Pre-requisite: Persons attending this course **MUST** have an understanding of bookkeeping functions & proficient computer skills.

MYOB – Mind Your Own Business - is a very popular computerised accounting system suitable for both a single user small business, or large organisations. This one day workshop will give you a hands-on quick overview of the accounting program. Templates are used to reduce the amount of data entry and to allow you more time to discover the many features of MYOB, such as the: daily maintenance of financial records, general ledger, accounts payable, reconciliation of debts & credits, cash control & chart of accounts etc.. Bring a USB flash drive to take home any work completed.

ROUSE HILL ADMIN CENTRE
SATURDAY 18TH APRIL - 1 DAY
9.00AM – 5.00PM
\$160

POWERPOINT WORKSHOP

This fun workshop will introduce you to a variety of tools in the PowerPoint application. You will learn to create a series of slides that can be used for transparencies, posters & invitations using existing templates from various formats, or apply your own creative ideas such as adding photos & graphics to design a photo album. Participants **MUST** have basic computer skills & be competent in windows. Bring a USB flash drive to take home your creations at the end of the day.

BLACKTOWN TRAINING CENTRE
SATURDAY 18TH APRIL
9.30AM – 4.00PM
\$145

TELLING STORIES WITH PHOTOS

Learn to organise and create a digital family story with scanned and digital family photos and memorabilia using PhotoStory 3 (supplied on CD). We will focus on story telling & creating mood as well as using storyboarding techniques to make a story extra special. After course support is available on line. Please bring some old, scanned or digital photos to work on your first lesson, a USB flash drive or CD-RW disk & a set of headphones.

ROUSE HILL ADMIN CENTRE
FRIDAY 6TH MARCH – 1 DAY
10.00AM – 3.30PM
\$110 (\$10 GST INCLUDED)

USING THE INTERNET & EMAIL

Understand the evolution of the internet, internet services, terminology, toolbar operations & navigation. Use internet online and offline, various search options, icons, & search engines. Learn how to find documents, specific information, people, and organisations. Setup and use your email and internet systems.

ROUSE HILL ADMIN CENTRE
SATURDAY X 2 WEEKS
COMMENCES 28TH MARCH
9.30AM – 4.30PM
\$210

WEB DESIGN – HTML BASICS

Pre-requisite: Familiarity with Windows and the Internet are essential.

Create web pages for fun, for work reasons or as a form of advertising. This course will allow you to understand the basic concept of web designing. At the end of this class you will be able to create your own web page (homepage) using HTML. It will enable you to better understand the Internet and the information that can be gained from it.

ROUSE HILL ADMIN CENTRE
THURSDAY 12TH & 19TH FEBRUARY
9.30AM – 12.30PM
\$140

ROUSE HILL ADMIN CENTRE
SATURDAY 14TH & 21ST FEBRUARY
1.30PM – 4.30PM
\$140

WEB DESIGN INTERMEDIATE / ADVANCED

This course follows on from Basic Web Design. HTML knowledge is essential. The course will cover upload / download, registering domain name, setting up feedback form, writing small script and installing script in Linux web hosting environment.

ROUSE HILL ADMIN CENTRE
SATURDAY X 4 WEEKS
COMMENCES 7TH MARCH
1.30PM – 4.30PM
\$240

WORD & POWERPOINT FUNCTIONS

This course is designed to introduce you to simple functions & tools used in the Word & PowerPoint applications. It covers the creation, design, formatting, editing, saving and printing of documents and powerpoint slides. Importing tables, graphics and file management procedures. It includes Help features & keyboard shortcuts common to both applications.

ROUSE HILL ADMIN CENTRE
TUESDAY X 5 WEEKS
COMMENCES 10TH FEBRUARY
9.30AM – 12.30PM
\$290

DO IT YOURSELF (DIY)

BASIC DOG GROOMING, STAGE 1

Come along and learn basic dog grooming for short and long coated dogs. This course will cover brushing, washing, drying, clipping coats and nails, cleaning ears, flea and tick protection and much more. All demonstrations including clipping and student hands on time will be given on small dogs provided by the tutor.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
9.30AM – 1.00PM
\$88 (\$8 GST INCLUDED)

BASIC DOG GROOMING, STAGE 2 – CLIPPING DOGS

Prerequisite: Basic Dog Grooming, Stage 1

You will be grooming your own dogs under supervision, in a small group environment. Dogs must be washed and come to this class clean and dry. Students wanting to clip will need to have clippers. People attending this class will be held responsible for the behaviour

of their dog, and must be able to keep the dog under effective control at all times. Clippers available for hire on the day, \$25.

WORKSHOP 1
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
1.30PM – 3.00PM
\$88 (\$8 GST INCLUDED)

WORKSHOP 2
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
3.30PM – 5.00PM
\$88 (\$8 GST INCLUDED)

LANDSCAPE GARDENING

Learn the basics of landscape gardening including designing your own backyard. Course includes a visit to a student's backyard, also looking at soils, mulches, pruning, lawns and irrigation. Learn how to conserve water and identify common plants and their culture.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH & 4TH APRIL
9.30AM – 4.30PM
\$143 (\$13 GST INCLUDED)

PICTURE FRAMING

Do you have unframed pictures, photos, needlework or certificates which you would like to frame yourself? Learn the basic techniques of precision framing. A set of equipment is available on site for classroom use. There are additional costs for material used. Please bring a postcard sized print or photo, a pencil, metal ruler and a notebook on the first night.

CASTLE HILL HIGH
TUESDAY X 8 WEEKS
7.00PM – 9.00PM
\$176 (\$16 GST INCLUDED)

BAULKHAM HILLS HIGH
WEDNESDAY X 8 WEEKS
7.00PM – 9.00PM
\$176 (\$16 GST INCLUDED)

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH & 4TH APRIL
9.30AM - 4.30PM
\$176 (\$16 GST INCLUDED)

PREVENTATIVE CAR MAINTENANCE

Learn how to handle emergency situations such as flat tires, funny noises in the engine, steam whistling from under the bonnet, and the most frustrating one of all - not being able to start the car. You can find out how these situations can be prevented or how to fix them on the spot.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
9.30AM - 12.30PM
\$77 (\$7 GST INCLUDED)

WELDING

Learn the correct and safe use of basic welding equipment, and welding techniques for use on small projects. Students need to bring safety face masks and wear protective clothing or overalls and wear closed shoes. An additional fee of \$20 for the material, gas and equipment use is payable to the teacher at the first lesson.

MODEL FARMS HIGH
WEDNESDAY X 8 WEEKS
7.00PM – 9.00PM
\$176 (\$16 GST INCLUDED)

WOODTURNING - LEARN TO TURN

From duplicate furniture components to unique artistic and creative one off pieces, all aspects of woodturning are covered. Tools, techniques, grinding and finishing. Bring 1 lineal meter 50x50 Pacific Maple / Radiata Pine.

MODEL FARMS HIGH
WEDNESDAY X 8 WEEKS
7.00PM – 9.00PM
\$176 (\$16 GST INCLUDED)

WORKSHOP
MODEL FARMS HIGH
SATURDAY 4TH APRIL
9.00AM – 5.00PM
\$99 (\$9 GST INCLUDED)

WORKING WITH WOOD

Students will learn terms used when working with timber and become familiar with hand tools such as planes, chisels, saws and squares, also with electric tools such as routers, planes and power saws. Learn how to read a drawing and purchasing of timber, setting up formwork and cutting basic joints e.g. rebate. Also the fitting of components using nails, screws, glue and finishing of projects using stains, fillers and estapols. Students need to provide their own safety glasses, dust masks and protective footwear. Timber for the first small project will be provided.

MODEL FARMS HIGH
MONDAY X 8 WEEKS
7.00PM – 9.00PM
\$176 (\$16 GST INCLUDED)

WORKSHOP
MODEL FARMS HIGH
SATURDAY 28TH MARCH
9.00AM – 5.00PM
\$99 (\$9 GST INCLUDED)

DRAMA, DANCE & MUSIC

AFRICAN DRUMMING & DRUM CIRCLES

African drumming is very popular in all types of communities as it is very interactive. If you are looking to find your rhythm, unwind, meet new people, get away or just feel liberated, then join our drumming course and be part of the Community creating music making. Free drum hire provided.

BAULKHAM HILLS HIGH
TUESDAY X 8 WEEKS
7.00PM - 8.30PM
\$198 (\$18 GST INCLUDED)

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
10.30AM – 2.00PM
\$66 (\$6 GST INCLUDED)

BELLY DANCING

Get fit while you have fun learning the exotic and sensual art of belly dancing. Wear elastic waist skirt or similar and bring a scarf to fit around your hips.

CASTLE HILL HIGH
TUESDAY X 8 WEEKS
7.00PM – 8.00PM (BEG/CONT.)
\$143 (\$13 GST INCLUDED)

WORKSHOP
ROUSE HILL ADMIN CENTRE
SATURDAY 21ST MARCH
10.00AM – 12.00 NOON
\$44 (\$4 GST INCLUDED)

BOLLYWOOD & MODERN INDIAN DANCE

Step up to the beat if you can take the heat! Modern Indian and Bollywood dancing is a dance-funk fashion with addictive melodies and irresistible beats. The dances incorporate a fusion of both Eastern and Western styles. A tantalizing fusion of Indian Classical, Filmi, Punjabi, Arabic, Hip-hop, Street, Jazz and many other styles of dance, performed to the latest funky Bollywood tracks. A solo dance, No partner required. Excellent for fun and fitness.

QUAKERS HILL HIGH
WEDNESDAY X 8 WEEKS
6.45PM – 7.45PM
\$143 (\$13 GST INCLUDED)

GUITAR

BEGINNERS: Entertain yourself and your friends by learning to play the guitar or singing along. Learn simple melodies, progress at your own pace and learn to play your favourite songs. Bring an acoustic or nylon string guitar. Theory covered.

INTERMEDIATE: A continuation from the beginners course, improve your skills and musical repertoire.

BAULKHAM HILLS HIGH
TUESDAY X 8 WEEKS (BEG)
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

QUAKERS HILL HIGH
MONDAY X 8 WEEKS (BEGINNERS)
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

QUAKERS HILL HIGH
WEDNESDAY X 8 WEEKS (INTERMEDIATE)
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

BOLLY, HIP HOP, REGAETON & DISCO

An 8 week course where you'll be dancing to 4 of the latest dances, Bollywood, Hip-Hop, Reggaeton and Disco. Bollywood - Banghara and Classical style, Hip-Hop - breakdown of body movements and choreography, Reggaeton - a fusion of hip hop and Latin rhythms, Disco - dancing to all your favourites - nut bush, bus stop and more...Please bring plenty of water and wear comfortable shoes.

MODEL FARMS HIGH
MONDAY X 8 WEEKS
7.00 - 8.00PM
\$143 (\$13 GST INCLUDED)

LATIN AMERICAN & SOCIAL BALLROOM

You've seen the Stars do it! Now it's your turn!! It's time to transform from lounge chair spectator to Fred and Ginger! Learn all the basic moves in this friendly and relaxed beginners class which will have you dancing in no time using easy-to-follow techniques that will help you survive and enjoy most

upcoming functions and social commitments e.g. weddings, dinners dances, anniversaries etc. Please bring a bottle of water. This class is very popular and books out early.

JASPER ROAD PRIMARY SCHOOL
(ENTRY ON JASPER RD)
MONDAY X 8 WEEKS
7.00PM – 8.00PM (BEG)
\$143 (\$13 GST INCLUDED)

LINE DANCING FOR FUN & FITNESS

Throw your cares away for an hour and relieve the stresses of modern day life. Sounds Good? Then join us for an enjoyable night of solo dancing at this easy and relaxed non-partner beginners dance class. Learn simple routines to popular modern country music you are sure to love. Perfect for all fitness levels and suitable for both men and women. Please bring a bottle of water.

JASPER ROAD PRIMARY SCHOOL
(ENTRY ON JASPER RD)
WEDNESDAY X 8 WEEKS
6.30PM – 7.30PM (BEG)
\$132 (\$12 GST INCLUDED)

PULSE8 – BODY TEMPLE YOGA

This is an exotic workout for flexibility and muscle toning for a firmer, suppler body. Deep stretches, dance isolations and temple poses are danced to medleys of exotic Indian-Arabic music. Bring a yoga mat or large towel and bottle of water.

QUAKERS HILL HIGH
WEDNESDAY X 8 WEEKS
7.00PM – 8.00PM
\$143 (\$13 GST INCLUDED)

ROUSE HILL ADMIN CENTRE
FRIDAY X 8 WEEKS
1.00PM – 2.00PM
\$143 (\$13 GST INCLUDED)

SALSA & NIGHTCLUB LATIN

Learn the essential moves step by step to the pulsating rhythm of the Cuban beat – then put them into practice and show off your moves at the next party, social function or nightclub outing. A perfect introduction to dance and a fun way to gain confidence on the dance floor. Bring a partner or come by yourself. Suitable for all ages and guaranteed to put a smile on your dial!

JASPER ROAD PRIMARY SCHOOL
TUESDAY X 8 WEEKS
7.00PM – 8.00PM (BEGINNERS/CONTINUING)
\$143 (\$13 GST INCLUDED)

BELLY, SAMBA, SOLO SALSA & LATIN MIX

An 8 week course where you'll be dancing to 4 of the latest dances, Belly dancing, Samba, Solo Salsa & Latin Mix. Belly dancing - breakdown of body movements and choreography, Samba - breakdown of steps and choreography, Salsa - Solo dancing to salsa shines, Latin Mix - learning cha cha, Rumba & Mambo. Please bring plenty of water and wear comfortable shoes.

MODEL FARMS HIGH SCHOOL
MONDAY X 8 WEEKS
8.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

ENGLISH LANGUAGE

TO ENROL IN A CLASS: TELEPHONE THE COLLEGE ON 8814 5711 BETWEEN 9AM AND 4PM AND MAKE AN APPOINTMENT FOR AN INTERVIEW WITH THE LITERACY CO-ORDINATOR. THE INTERVIEW IS AN INFORMAL FRIENDLY CONVERSATION TO ASSESS NEEDS AND DISCUSS PLACEMENT.

ENROLMENT FEES:

\$25 PER TERM FOR PERMANENT RESIDENTS - \$10 (CONCESSION)

\$45 PER TERM FOR PEOPLE WITH A BRIDGING VISA

\$85 PER TERM FOR PEOPLE WITH A VISITORS VISA

CLASSES FOR PEOPLE WHO CAN SPEAK ENGLISH FLUENTLY

READING, WRITING AND SPELLING

Reading/Writing units from 21772VIC-Certificate I in General Education for Adults and - 21773VIC Certificate II in General Education for Adults



These classes focus on improving spelling, written skills and reading for understanding

BLACKTOWN TRAINING CENTRE
TUESDAY 10AM - 12.30PM

EVERYDAY NUMERACY

Numeracy unit from 21771VIC Certificate I in General Education for Adults (Introductory)



This class offers the opportunity to improve general everyday maths skills in a relaxed and friendly small group setting.

BLACKTOWN TRAINING CENTRE
TUESDAY 1.00PM - 3.00PM

CLASSES FOR LEARNERS OF ENGLISH

SPOKEN ENGLISH

Spoken English modules from Certificate I in Spoken and Written English -91421NSW.



This class is for those who have some spoken English and wish to improve speaking and listening skills.

BLACKTOWN LIBRARY
WEDNESDAY 5.30PM - 7.30PM

SPOKEN AND WRITTEN ENGLISH

Various modules from Certificate I in Spoken and Written English - 91421NSW.



Various modules from Certificate II in Spoken and Written English - 91422NSW.

Various modules from Certificate III in Spoken and Written English - 91423NSW.

These classes aim at improving speaking, listening, reading and writing skills.

LEVEL I:
BLACKTOWN TRAINING CENTRE
MONDAY 9.00AM - 1.15PM

LEVEL 2:
BLACKTOWN TRAINING CENTRE
WEDNESDAY 9.30AM - 1.45PM

LEVEL 3:
BLACKTOWN TRAINING CENTRE
THURSDAY 9.30AM - 1.00PM

PRONUNCIATION AND ORAL SKILLS

Spoken English Module from Certificate III in Spoken and Written English - 91423 NSW



These classes are for intermediate/advanced learners of English who wish to gain confidence in speaking and refinement of pronunciation skills

QUAKERS HILL HIGH
MONDAY 7.00PM - 9.00PM
LEARN 2 CENTRE - ROUSE HILL
WEDNESDAY 10.00AM - 12 NOON

FIRST AID

SENIOR FIRST AID

This is a WorkCover accredited (FA9543) and VETAB approved, one day course.

Content includes: Principals of First Aid, Basic Human Anatomy & Physiology, Examination of Casualties, CPR & Control of Bleeding. Topics will cover almost every emergency that is likely to be encountered in a first aid situation. You will be taught the practical applications of first aid and given the confidence to administer it. This course is also suitable for those who require a First Aid Certificate under the OH&S requirements. Certificates valid for 3 years, minimum age of attendance - 14 years. A Workbook/Manual will be mailed in the week prior to the course for you to complete with short answers.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
9.00AM - 5.00PM
\$170

INFANT & CHILD FIRST AID

Content includes: Identifying hazards that cause potential injury to children, Supervision techniques to maintain a safe environment, Assess emergency situations and Report & record incidents. This is a practical & commonsense course that follows DOC'S guidelines for first aid training and is suitable for persons working in the childcare industry or for anyone who is responsible for the care of children. It will equip you with the basic skills to administer emergency first aid and/or evacuation procedures with confidence. First Aid Manuals will be provided on the day. Certificates valid for 3 years

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
9.00AM - 5.00PM
\$130

FITNESS, HEALTH & BEAUTY

BASIC REFLEXOLOGY

This is a hands on course with an emphasis on the practical application of hand and foot Reflexology. This course will give you a working knowledge of the benefits of Reflexology. Bring 2 pillows, 2 large bath towels, small bottle of oil, can of talc, red & blue pen and coloured pencils.

CASTLE HILL HIGH
TUESDAY X 8 WEEKS
7.00PM - 9.00PM
\$132 (\$12 GST INCLUDED)

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH & 4TH APRIL
9.30AM - 4.30PM
\$132 (\$12 GST INCLUDED)

COMPLETE MAKEOVER - STYLE YOURSELF FROM HEAD TO TOE

This course will teach you how to style your hair and do your make up for different occasions. Learn what styles and colours suit your shape and size. Learn how to do manicures and pedicures just like the professionals. A great course to re-vamp your total look. This is a complete makeover to transform your looks and your style.

HAIRTALKS
MONDAY X 8 WEEKS
7.00PM - 9.00PM
\$176 (\$16 GST INCLUDED)

HAIRTALKS
WEDNESDAY X 8 WEEKS
7.00PM - 9.00PM
\$176 (\$16 GST INCLUDED)

EURHYTHMIC BODY MASSAGE

This is a basic skills course with an added dimension. You will learn a composition of Remedial & Swiss massage and Reflexology techniques used to stimulate the meridians on the hands and feet. It will include facial & scalp massage, the use of aromatic waters for cleansing & aromatherapy oils for massage. You will be taught the art of being consciously aware of the rhythm of music to create synchronized movements, which will benefit both the recipient and the masseuse. Please bring 2 large towels & 2 hand towels and a massage table if you have one, as well as \$20 for oils to the first lesson.

BAULKHAM HILLS HIGH
MONDAY X 8 WEEKS
7.00PM - 9.00PM
\$143 (\$13 GST INCLUDED)

HEATED STONE MASSAGE THERAPY

Learn the art of using heated stones in massage. This course is totally 'hands on', MUST have massage experience. Bring 3 large towels, 2 hand towels, massage oil (no baby oil), and lunch to share. Heated Stone kits available for purchase at \$130 each if required.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
10.00AM - 4.00PM
\$99 (\$9 GST INCLUDED)

MAKE-UP SKILLS

Learn beauty and make up techniques. Discover your natural beauty through colours. Find your colours, find yourself. Learn how to apply make up for special occasions and everyday appearances. Bring pen and paper and some basic make-up to the first lesson.

QUAKERS HILL HIGH
MONDAY X 8 WEEKS
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

MODEL FARMS HIGH
WEDNESDAY X 8 WEEKS
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
10.00AM – 4.00PM
\$99 (\$9 GST INCLUDED)

MEDITATION FOR TRANQUILITY

Learn the art of meditation to help you focus, relax and improve your concentration. This popular technique helps to promote good health, peace of mind and clear thinking. You will learn how to meditate while sitting or walking. Wear comfortable clothing and bring a pillow.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
10.00AM – 3.00PM
\$88 (\$8 GST INCLUDED)

PILATES

Pilates is a unique technique that will systematically exercise all the muscle groups in your body. Controlled movements are initiated by activating and strengthening the body's core muscles, combining focus on flexibility, mobility and lengthened muscles. The technique aims to create balance and natural poise, which embraces an integrated approach to fitness using strength, motor skills, co-ordination and relaxation. Please wear comfortable well fitting clothing and bring an exercise mat and several towels.

MODEL FARMS HIGH
WEDNESDAY X 7 WEEKS (BEG)
7.00PM – 8.00PM
\$121 (\$11 GST INCLUDED)

CASTLE HILL COMMUNITY CENTRE
WEDNESDAY X 7 WEEKS
10.00AM – 11.00AM
\$121 (\$11 GST INCLUDED)

SEATED MESSAGE FOR HOME /OFFICE

Learn an incredibly practical massage that can be done anywhere. All techniques are done over clothing in a standard chair. The only equipment you need is your hands. This massage is simple, but effective, the techniques are easy to learn and relaxing. After completing this workshop you'll be able to do anything from a three-minute neck rub to a 1 hour body massage. No oil used, must have shoulders covered, e.g. T-shirt. DVD available for purchase from teacher on workshop day only .

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
9.30AM – 4.30PM
\$99 (\$9 GST INCLUDED)

SWEDISH MASSAGE

Learn the basic Swedish massage movements along with some remedial techniques. Bring 2 Large towels, 2 Hand towels and Massage oil. Wear comfortable clothing; swimming costumes under clothing are an excellent option.

BAULKHAM HILLS HIGH
MONDAY X 8 WEEKS
7.00PM – 9.00PM
\$143(\$13 GST INCLUDED)

INTRODUCTORY MASSAGE WORKSHOP

De-stress those you care for! Give and receive a massage while you learn. This introduction to the principles and fundamental techniques of Swedish massage will teach you relaxing and de-stressing massage routines for the sports where most of us carry our stress – the back, shoulders and neck. Notes provided. Bring \$5.00 for oil. Companion DVD also available.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
9.30AM – 4.30PM
\$99 (\$9 GST INCLUDED)

TAI CHI

Tai Chi Chuan combines dynamic and gentle movements for relaxation and vitality. Integrates the body and the mind. Regulates blood circulation, breathing, posture and good health. Teacher has studied with the custodians of this style and teaches the traditional Cheng and Yang styles. Wear comfortable clothes & soft shoes.

CASTLE HILL HIGH
MONDAY X 8 WEEKS
7.00PM – 8.30PM (BEGINNERS)
\$143 (\$13 GST INCLUDED)

AUSTRALIAN COLLEGE OF ENTERTAINMENT
THURSDAY X 8 WEEKS
10.00AM – 11.30AM (BEGINNERS)
\$143 (\$13 GST INCLUDED)

TAI CHI & CHI KUNG FOR SENIORS

Combination of carefully selected Tai Chi & Chi Kung techniques. The main objective of this course is to slow down the aging process through techniques which reduce stress, increase vitality, body co-ordination and agility, promote proper breathing, stabilize emotions and increase mental alertness. Wear comfortable clothes & soft shoes.

AUSTRALIAN COLLEGE OF ENTERTAINMENT
WEDNESDAY X 8 WEEKS
10.00AM – 12NOON
\$110 (\$10 GST INCLUDED) CONCESSION WITH SENIORS CARD

\$143 (\$13 GST INCLUDED) WITHOUT CONCESSION

CREATIVE ARTS

BEADED JEWELLERY MAKING

This fun course will teach you to make beautiful beaded jewellery and accessories. You will learn the basic techniques to enable you to make a variety of interesting items such as: necklaces, bracelets; earrings; bookmarks; wine glass; mobile phone and handbag charms. The choices are endless. Bring \$30 to the first lesson for tools and three kits to complete your first projects.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
10.00AM – 4.00PM
\$99 (\$9 GST INCLUDED)

BONSAI FOR BEGINNERS

Learn the art of Bonsai with horticultural skills suitable for all gardening. Create your own small Bonsai during this interesting and fun workshop, with lots of hands on experience! Bring a plastic sheet, small secateurs or scissors and one chopstick. Additional cost of \$25 payable to tutor for cost of materials supplied.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
9.00AM – 3.00PM
\$99 (\$9 GST INCLUDED)

DRESSMAKING

BEGINNERS: You will learn to take measurements, choose patterns and suitable fabric, basic sewing techniques and to fit a garment. During the course you will work on one garment and you will learn to finish it off with professional results. Add value and quality to your own or children's wardrobe at little cost. Access to own sewing machine required. Bring pen, paper and measuring tape to the first class.

QUAKERS HILL HIGH
WEDNESDAY X 8 WEEKS (BEGINNERS)
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

TERM 1 BEGINS 9 FEBRUARY

ENROL ON OUR SECURE WEBSITE - WWW.NWCOLLEGE.NET

FLORAL ART

All aspects of Floral Art are covered from the simplest to the most advanced designs. Learn the latest trends in posies, bouquets, baskets, topiaries, garlands, swags and formal and informal table decorations. You can also learn how to arrange beautiful formal designs for Church work. These skills may assist you in seeking employment or in starting your own business.

ROUSE HILL ADMIN CENTRE
MONDAY X 8 WEEKS
 10.00AM – 12.00 NOON
 \$143 (\$13 GST INCLUDED)

CASTLE HILL HIGH SCHOOL
TUESDAY X 8 WEEKS
 7.00PM – 9.00PM
 \$143 (\$13 GST INCLUDED)

CASTLE HILL COMMUNITY CENTRE
TUESDAY X 8 WEEKS
 10.00AM – 12.00 NOON
 \$143 (\$13 GST INCLUDED)

FLORAL ART – BOWLS & BASKETS

Learn in just one session how to create an elegant bowl and a pretty basket using fresh flowers in season. Lesson requirements will be mailed / faxed to students before commencement of course.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
 1.00PM – 4.00PM
 \$66 (\$6 GST INCLUDED)

SIMPLE WEDDING FLOWERS

Learn the techniques to create flowers for beautiful wedding Corsages & Buttonholes, Posies; Flower-girl & Bridesmaid baskets; table decorations; small Topiaries for church or table decorations and large formal arrangements for church or reception areas. For the first lesson the Teacher will provide wires, parafilm and foliage. Please bring your own Secateurs and one stem of 'Singapore Orchards' to make a Corsage & Buttonhole. These skills may assist you in employment or in starting your own business.

CASTLE HILL HIGH SCHOOL
MONDAY X 6 WEEKS
 7.00PM – 9.00PM
 \$110 (\$10 GST INCLUDED)

STAINED GLASS & LEADLIGHTING – BEGINNERS / ADVANCED

Learn the techniques used to produce stained glass items and brighten your home and surroundings. Students will need to purchase tools for projects. Approximate cost \$40 – \$150. (A number of tutors' tools will be available for use in the class sessions). Materials needed depend on project chosen. Minimum project cost \$20.

QUAKERS HILL HIGH
WEDNESDAY X 8 WEEKS
 7.00PM – 9.00PM
 \$143 (\$13 GST INCLUDED)

INTERNATIONAL CUISINE

FEE DOES NOT INCLUDE COST OF INGREDIENTS. COST OF INGREDIENTS PAYABLE TO TEACHER IF TEACHER SUPPLIES. ALTERNATELY STUDENT CAN SUPPLY OWN INGREDIENTS. SOME CLASSES REQUIRE STUDENT TO SUPPLY OWN UTENSILS. BRING CONTAINER TO TAKE FOOD HOME AFTER LESSON

CAKE DECORATING

Learn to decorate special occasion cakes: Engagement, Wedding, Anniversary, Christening and Birthdays etc. Course includes: Covering cakes, hand moulding flowers, ornaments, plaques, piping, net work, board preparation etc. Cost of Materials \$60. This course could provide you with the opportunity to gain employment or to start your own business.

ROUSE HILL ADMIN CENTRE
TUESDAY X 8 WEEKS
 10.00AM – 12.00PM
 \$155

BAULKHAM HILLS HIGH
TUESDAY X 8 WEEKS
 7.00PM – 9.00PM
 \$155

BAULKHAM HILLS HIGH
WEDNESDAY X 8 WEEKS
 7.00PM – 9.00PM
 \$155

CASTLE HILL HIGH
MONDAY X 8 WEEKS
 7.00PM – 9.00PM
 \$155

QUAKERS HILL HIGH
WEDNESDAY X 8 WEEKS
 7.00PM – 9.00PM
 \$155

CAKE DECORATING WORKSHOP

This 2 day workshop will teach you how to make decorations of your choice and completely cover and decorate one fruit cake with your choice of design e.g., engagement, anniversary, christening, or a simple male / female birthday cake etc. Bring any cake decorating equipment you have & containers to carry home finished items. A list of requirements will be mailed prior workshop date. Piping bag sets are available from the tutor, maximum cost \$20. This course could provide you with the opportunity to gain employment or to start your own business.

ROUSE HILL ADMIN CENTRE
SATURDAY 14TH & 21ST MARCH
 9.30AM – 4.30PM
 \$155

CHOCOLATE MAKING

Love eating chocolate? Well here's your chance to find out how to make your own chocolates. Great for eating but also save money as you make gifts for friends and family for Easter, Christmas and Mothers/ Fathers Day. Learn what type of chocolates to use, how to melt it, mould it, add colour, flavour and fillings as well as ideas on how to package it. Please bring apron, tea towel, Chux, fry pan, containers and \$15 to cover cost of supplied ingredients.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
 10.00AM – 4.00PM
 \$110 (\$10 GST INCLUDED)

COOKING FOR THAT SPECIAL OCCASION

Learn how easy it is to organise, prepare and cook delicious quality meals, to impress family and friends for that special occasion. You will be covering Soups, Entree, Main Meals, Desserts and Salads. Marinades for those tempting BBQ's and ideas for the festive season. Please bring apron, tea towel, containers and \$20 for the first lesson.

CASTLE HILL HIGH
MONDAY X 8 WEEKS
 7.00PM – 9.00PM
 \$154 (\$14 GST INCLUDED)

CUPCAKE WORKSHOP

Cupcakes are fast becoming the cakes of choice at weddings, children's parties and other special events. Come and see what all the fuss is about in a fun and relaxed workshop. In this beginner course, you will learn how to prepare easy and tasty cupcakes, decorate them in a range of ways using a variety of icings and decorating styles, including easy piping, cut-outs and other simple techniques. Please bring an apron, tea towel, sharp knife and \$20 to cover the cost of supplied ingredients and a container to take home cup cakes. An electric hand mixer may also be brought to class but is not compulsory.

WORKSHOP 1
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
 9.30AM – 4.00PM
 \$99 (\$9 GST INCLUDED)

WORKSHOP 2
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
 9.30AM – 4.00PM
 \$99.00 (\$9 GST INCLUDED)

GOURMET CHEF AT HOME

Ever wondered how to produce restaurant style dishes from home and make simple dishes look appetising? Food not only needs to taste great but look appealing as well, and the aim of this course is to take the mystery out of cooking and presenting dishes you may have thought were too complicated. Learn about quality ingredients and how to cook and present them the way a restaurant chef would. Please bring an apron, tea towel, sharp knife, fry pan and \$20 to cover the cost of supplied ingredients for the first lesson.

BAULKHAM HILLS HIGH
MONDAY X 8 WEEKS
 7.00PM - 9.00PM
 \$154 (\$14 GST INCLUDED)

INDIAN CUISINE

Explore the wonderful tastes and traditions of Indian cooking. Learn to make dishes such as Tandoori Chicken, Lamb Curry, Nan Bread, Samosas and Butter Chicken. Learn how to create your favourite and healthy Indian dishes whilst exciting your palate with exotic spices. Please bring a container and \$20 for the first lesson. Spices are an optional purchase from Tutor.

MODEL FARMS HIGH
MONDAY X 8 WEEKS
 7.00PM - 9.00PM
 \$154 (\$14 GST INCLUDED)

JAPANESE / ASIAN CUISINE

For those who enjoy the simplicity and art of the Japanese and Asian Cuisine. Come along and learn the modern and traditional techniques used while learning to cook some famous recipes. Comprises 60% Japanese & 40% Asian. Bring \$20 for ingredients for the first night.

QUAKERS HILL
WEDNESDAY X 8 WEEKS
7.00PM – 9.00PM
\$154 (\$14 GST INCLUDED)

KITCHEN SURVIVAL SKILLS

Ideal for beginners, newlyweds or people moving out of home. Learn to cook entree, light and main meals, biscuits, salads and desserts utilising conventional and microwave oven methods. If you don't know how to fold, toast, cream or puree then this is the course for you! Learn how to provide substantial meals on a limited budget. Please bring apron, tea towel, containers and \$20 to first lesson.

MODEL FARMS HIGH
MONDAY X 8 WEEKS
7.00PM – 9.00PM
\$154 (\$14 GST INCLUDED)

LEBANESE COOKING

Enjoy the fabulous middle-eastern aromas while you prepare simple and interesting dishes such as hummous, tabouli, kafta, baba ghanouj, stuffed vine leaves, falafel and more. Please bring apron, tea towel, containers and \$20 to first lesson.

BAULKHAM HILLS HIGH
TUESDAY X 8 WEEKS
7.00PM – 9.00PM
\$154 (\$14 GST INCLUDED)

MEDITERRANEAN DELIGHTS

Enjoy the contrast of flavours and the great variety of dishes from different Mediterranean countries. You will learn the skills of using herbs and spices, making sauces and marinades. At the end of the class enjoy the meals you have prepared. First lesson bring \$20, apron, tea towel, and containers.

CASTLE HILL HIGH
TUESDAY X 8 WEEKS
7.00PM – 9.00PM
\$154 (\$14 GST INCLUDED)

SEAFOOD COOKING

Learn how to prepare, cook and present a variety of seafood. Learn various cooking techniques, the use of herbs and spices to bring out the best seafood flavours. Bring a container to take dishes home. Bring \$20 for first lesson ingredients.

QUAKERS HILL HIGH
MONDAY X 8 WEEKS
7.00PM – 9.00PM
\$154 (\$14 GST INCLUDED)

SOUTH EAST ASIAN / WOK COOKING

Ever imagine preparing those sweet and sour, hot and spicy foods from South East Asian countries like Thailand, Singapore, Malaysia and Indonesia? Your imagination can come true and in no time you will be preparing dishes like satays, green chicken curry, Singapore noodles and many more. First

lesson will cover an introduction to sauces, seasoning, cutting techniques and a demonstration of a simple and tasty dish.

MODEL FARMS HIGH SCHOOL
WEDNESDAY X 8 WEEKS
7.00PM – 9.00PM
\$154 (\$14 GST INCLUDED)

TASTES OF ITALY

Let's take a fascinating journey through Italy enjoying some of the many flavours and delicious dishes from this country. With step-by-step recipes you will cook, taste and learn the secrets of Italian style home cooking. Bring tea towels, large & small knives, containers, apron and \$20 for ingredients for the first night.

CASTLE HILL HIGH
TUESDAY X 8 WEEKS
7.00PM – 9.00PM
\$154 (\$14 GST INCLUDED)

THAI COOKING

Treat your taste buds to the tantalising delights of Thailand. Entertain your friends with the aromatic, exotic flavours using minimum effort from authentic Thai recipes. First lesson covers intro to different sauces, herbs, seasonings, cutting techniques & demonstration of a simple & tasty dish.

BAULKHAM HILLS HIGH
WEDNESDAY X 8 WEEKS
7.00PM – 9.00PM
\$154 (\$14 GST INCLUDED)

QUAKERS HILL HIGH
MONDAY X 8 WEEKS
7.00PM – 9.00PM
\$154 (\$14 GST INCLUDED)

VEGETARIAN COOKING

Eating your vegetables is a necessary part of healthy living. Learn how to prepare, cook and present a variety of vegetable dishes. Learn various cooking techniques, the use of herbs and spices to bring out the flavours and nutrients. Vegetables have never tasted so good. Bring a container to take dishes home. Bring \$20 for first lesson ingredients.

MODEL FARMS HIGH
WEDNESDAY X 8 WEEKS
7.00PM – 9.00PM
\$154 (\$14 GST INCLUDED)

WINE APPRECIATION

Discover & develop your sensory evaluation of wine. You will be exposed to a varied selection of red and white wines. Learn what influences the colour, aroma and taste as well as the relationship of quality and price. Cost of wines extra. (approx. \$15) Minimum age for participants - 18 years.

BAULKHAM HILLS HIGH
MONDAY X 6 WEEKS
7.00PM – 9.00PM
\$121 (\$11 GST INCLUDED)

WORKSHOP
ROUSE HILL ADMIN CENTRE
SATURDAY 21ST MARCH
10.00AM - 3.30PM
\$88 (\$8 GST INCLUDED)

LANGUAGES

THESE COURSES ARE BASED PRIMARILY ON THE ACQUISITION OF CONVERSATIONAL SKILLS. THEY ARE GEARED TO THE POTENTIAL TOURIST, BUSINESS PERSON AND THOSE WISHING TO IMPROVE COMMUNICATION WITH FRIENDS OR FAMILY WHO HAVE A NON-ENGLISH SPEAKING BACKGROUND. THE CULTURE OF EACH NATION IS ALSO EXPLORED. MANY COURSES REQUIRE THE PURCHASE OF A TEXTBOOK. YOU WILL BE ADVISED AT THE FIRST LESSON.

ALL LANGUAGE CLASSES RUN FOR 1 TERM EACH (8 WEEKS) AND REQUIRE 2 TERMS OF LESSONS BEFORE MOVING UP A LEVEL.

FEES PER CLASS, \$154 (\$14 GST INCLUDED)

BEGINNER – ENTRY LEVEL, NO PRIOR KNOWLEDGE REQUIRED

LEVEL 1 – SIX MONTHS PRIOR LEARNING OF THE LANGUAGE NECESSARY

LEVEL 2 – APPROXIMATELY ONE-YEAR PRIOR LEARNING OF THE LANGUAGE NECESSARY

LEVEL 3 – APPROXIMATELY 18 MONTHS PRIOR LEARNING OF THE LANGUAGE NECESSARY

LEVEL 4 – APPROXIMATELY TWO YEARS PRIOR LEARNING OF THE LANGUAGE NECESSARY

CANTONESE – BEGINNERS

CASTLE HILL HIGH
TUESDAY 7.00PM - 9.00PM

FRENCH – BEGINNERS

BAULKHAM HILLS HIGH
WEDNESDAY 7.00PM - 9.00PM

CASTLE HILL HIGH
TUESDAY 7.00PM - 9.00PM

ROUSE HILL ADMIN CENTRE
MONDAY 10.00AM – 12.00 NOON

FRENCH – BEGINNERS CONTINUED

ROUSE HILL ADMIN CENTRE
THURSDAY 10.00AM – 12.00 NOON

QUAKERS HILL HIGH
MONDAY 7.00PM - 9.00PM

FRENCH – LEVEL 1

CASTLE HILL HIGH
MONDAY 7.00PM – 9.00PM

FRENCH – LEVEL 2

BAULKHAM HILLS HIGH
WEDNESDAY 7.00PM - 9.00PM

CASTLE HILL HIGH
TUESDAY 7.00PM - 9.00PM

FRENCH – LEVEL 3

CASTLE HILL HIGH
TUESDAY 7.00PM - 9.00PM

GERMAN – BEGINNERS

CASTLE HILL HIGH
TUESDAY 7.00PM - 9.00PM

BAULKHAM HILLS HIGH
WEDNESDAY 7.00PM - 9.00PM

GERMAN – LEVEL 2

CASTLE HILL HIGH
TUESDAY 7.00PM - 9.00PM

ITALIAN – BEGINNERS

BAULKHAM HILLS HIGH
TUESDAY 7.00PM – 9.00PM

MODEL FARMS HIGH
WEDNESDAY 7.00PM – 9.00PM

BAULKHAM HILLS HIGH
WEDNESDAY 7.00PM – 9.00PM

CASTLE HILL HIGH
MONDAY 7.00PM – 9.00PM

ROUSE HILL ADMIN CENTRE
THURSDAY 7.00PM- 9.00PM

ITALIAN – BEGINNERS CONTINUED

CASTLE HILL HIGH
MONDAY 7.00PM – 9.00PM
7.00PM – 9.00PM

ITALIAN – LEVEL 2

CASTLE HILL HIGH
TUESDAY 7.00PM – 9.00PM

JAPANESE – BEGINNERS

MODEL FARMS HIGH
WEDNESDAY 7.00PM – 9.00PM

MANDARIN – BEGINNERS

CASTLE HILL HIGH
MONDAY 7.00PM – 9.00PM

MANDARIN – LEVEL 2

MODEL FARMS HIGH
WEDNESDAY 7.00PM – 9.00PM

SPANISH – BEGINNERS

MODEL FARMS HIGH
MONDAY 7.00PM – 9.00PM

CASTLE HILL HIGH
TUESDAY 7.00PM – 9.00PM

ROUSE HILL ADMIN CENTRE
WEDNESDAY 10.00AM – 12.00 NOON

ROUSE HILL ADMIN CENTRE
MONDAY 7.00PM- 9.00PM

SPANISH – BEGINNERS CONTINUED

QUAKERS HILL HIGH
MONDAY 7.00PM – 9.00PM

SPANISH – LEVEL 1

CASTLE HILL HIGH
TUESDAY 7.00PM – 9.00PM

THAI – BEGINNERS

CASTLE HILL HIGH
TUESDAY 7.00PM – 9.00PM

LIFESTYLE ALTERNATIVES**INTRODUCTION TO BUDDHISM**

An Introduction to the life and teachings of the Buddha. It covers the nature of the human mind and how to maintain a balanced mind in order to live happily and peacefully.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
9.30AM – 3.30PM
\$99 (\$9 GST INCLUDED)

**WORKING WITH YOUR ANGELS
INTUITIVE DEVELOPMENT**

Understand how to connect with your own intuition and how to communicate with the Angelic realm for assistance in any area of life; e.g. Relationship, work etc. Experience methods of Chakra clearing to enhance communication and to feel more balanced and well. Introduces the concept of higher self/ lower self for greater understanding of becoming whole; learning to accept the self. Introduces how to use Angel Cards for a life purpose reading. Please bring notebook and pen, 3 magazines, scissors, glue stick and optional Doreen Virtue Cards.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
10.00AM – 4.00PM
\$99 (\$9 GST INCLUDED)

MONEY MANAGEMENT**HOW TO RETIRE SUCCESSFULLY**

Learn from an experienced financial planner, proven ways to accumulate wealth for retirement and the legislative opportunities available for people prior to transitioning into retirement. The session will also cover strategies on how you build a tax free income stream in retirement, explore your options and if applicable, improve your eligibility for Age Pension benefits.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
1.30PM – 5.00PM
\$66 (\$6 GST INCLUDED)

MANAGE YOUR DEBTS & MORTGAGE

Learn from a mortgage broker and experienced financial adviser how to Control your Debts and Plan a Future. Topics which would be covered include:- Control the credit cards; Build a deposit to buy a home and strategies on paying off the mortgage; What are your options in today's interest rate market. Learn how to negotiate a lower interest rate, should it be Fixed or Floating?? And other alternative ways to get on top of your debts?

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH
9.30AM – 12.30PM
\$66 (\$6 GST INCLUDED)

SUPERANNUATION

Learn from an experienced financial planner all there is to know about Superannuation so that you can save \$\$ and build wealth. Topics covered will be: What it is as a tax structure, the strategies available to build it and save tax, components of superannuation and the options available in the retirement phase. We will also look at the impact of the recent budget changes, and the reform that is taking place within this tax structure.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
9.30AM – 4.30PM
\$99 (\$9 GST INCLUDED)

**PERSONAL DEVELOPMENT &
COMMUNICATIONS SKILLS****CRIMINAL PSYCHOLOGY**

A must for anyone considering a career in the field of Psychology, or for Psychologists who would like an introduction to the forensic field. Topics covered: What is Psychology, Assessment of a criminal offender, Psychology in court, Treating criminal offenders, working in prisons & hospitals, working with victims & families and how to become a registered Psychologist. The course content will at times involve details about violent crime that may be traumatic. If in doubt about your ability to emotionally deal with such course content, PLEASE DO NOT ENROL.

WORKSHOP
ROUSE HILL ADMIN CENTRE
SATURDAY 21ST MARCH
10.00AM – 5.00PM
\$132 (\$12 GST INCLUDED)

ESSAY WRITING FOR STUDENTS

Learn how to plan and structure an essay, present clear and logical arguments and provide a convincing conclusion. Learn how to study smart and have the advantage. Suitable for Years 9 –12 & University students.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH & 4TH APRIL
12.30PM – 4.30PM
\$110 (\$10 GST INCLUDED)

SIGN LANGUAGE 1

Pre-requisite: Nil

This course offers you the unique and fun experience of communicating visually using 'Auslan', the natural language of the Australian Deaf Community. Taught by both Deaf and hearing teachers, Sign Language 1 students will, by the end of the course, be able to use basic communication skills in Auslan, use visual-gestural communication strategies, identify the Deaf Community and explain effective ways of communicating with Deaf people.

BAULKHAM HILLS HIGH
WEDNESDAY X 7 WEEKS
COMMENCES 11TH FEBRUARY
7.00PM – 9.00PM
\$140

SIGN LANGUAGE 2

Pre-requisite: SIGN LANGUAGE 1

This course continues the unique experience of communicating visually using Auslan, the natural visual-gestural language used by the Australian Deaf Community. It is taught by Deaf teachers only. You will improve your communication skills in Auslan, further develop visual-gestural communication strategies and extend your ability to adapt signs for use in different contexts. Topics covered include occupations, suburbs, directions, families, time, appointments, countries and more.

BAULKHAM HILLS HIGH
WEDNESDAY X 7 WEEKS
COMMENCES 11TH FEBRUARY
7.00PM – 9.00PM
\$140

BACK TO BEING SINGLE

This workshop is for people who have left a relationship, who want to achieve personal growth as a single or who are ready for a new partnership. Areas covered are: discover and change your attraction patterns; it's ok to be single and enjoy life; where and how to meet other single people; rebuilding your confidence and self esteem; creating your support network.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 15TH MARCH
2.00PM – 5.00PM
\$66 (\$6 GST INCLUDED)

COUNSELLING & COMMUNICATION

Discover the skills and techniques of effective communication. Learn how to utilise professional counselling micro skills to help others in crisis. This is a great course for developing important skills that can be used in the workplace, for enhancing your relationship with people, resolving conflict, managing stress and addressing many adverse life circumstances.

BAULKHAM HILLS HIGH
MONDAY X 8 WEEKS
7.00PM – 9.00PM
\$150

DEALING WITH ANGER

Everybody gets angry so why do I react so badly compared to others? I'm depressed. Can I be angry? Come and explore Anger Theory then learn some practical strategies to release anger in a safe and appropriate way. Stress management and relaxation techniques will also be covered. These skills can be applied in the workplace and at home.

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 4TH APRIL
9.00AM – 1.00PM
\$80

WRITING NOVELS / SHORT STORIES

This course will cover some of the fundamentals of language to enable you to analyse and evaluate different types of texts. You will gain the ability to compose, edit and narrate a written text, conduct research and create believable characters. This will form a solid base to begin writing your own short story or novel as well as be introduced to the world of publishing.

QUAKERS HILLS HIGH
MONDAY X 8 WEEKS
7.00PM 9.00PM
\$143 (\$13 GST INCLUDED)

VISUAL ARTS

CALLIGRAPHY FOR BEGINNERS/INTERMEDIATE

Come along and learn Foundational hand, the modern lower case Roman script and it's contemporary applications. Learn layout, design and colour application. Kits cost \$30, supplied by teacher for purchase.

CASTLE HILL HIGH
TUESDAY X 8 WEEKS

7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

DRAWING & SKETCHING

Develop basic drawing techniques in black and white and colour. Learn skills in the use of planning a picture, tone, texture, direction, proportion and perspective. Individual interests in subject matter and paper-based mediums can be included in course. Bring sketchbook larger than A4 size or similar, ruler, sharpener, good quality eraser, lead pencils – HB or 2,3, or 4B and coloured pencils, pastels or crayons and charcoal. Cost of materials to complete course approx. \$25.

CASTLE HILL HIGH
TUESDAY X 8 WEEKS
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

BAULKHAM HILLS HIGH
WEDNESDAY X 8 WEEKS
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

MIXED ART – BEGINNERS TO ADVANCED

This course is suitable for all levels of skill. Learn with your preferred choice of mediums, e.g. watercolours, oils, pastels, acrylics etc... Bring a photo or print to copy at the first lesson, a plastic sheet and whatever materials you have or wish to use, or bring a current piece of "work in progress". Tutor will discuss any requirements needed.

ROUSE HILL ADMIN CENTRE
WEDNESDAY X 8 WEEKS
12.30PM – 2.30PM
\$143 (\$13 GST INCLUDED)

OIL PAINTING

The craft of oil painting and art of oil painting are two different studies, yet the two are closely interrelated and overlapping. Learn by using oil painting techniques and by observation. Learn about materials, composition and backgrounds, mixing colours, forming your subject, details and highlights. Materials needed for first lesson: Oil paints (Reeves-set of 12), Conte pencil-grey, canvas or boards, palette, small variety of brushes, Liquin, odourless turpentine and rags, plastic sheet and a small photo/print for copying, a small table easel. Approximate cost \$60 plus, depending on quality of materials, which are available at art supply shops.

CASTLE HILL COMMUNITY CENTRE
MONDAY X 8 WEEKS
10.00AM – 12.00 NOON
\$143 (\$13 GST INCLUDED)

ROUSE HILL ADMIN CENTRE
MONDAY X 8 WEEKS
1.00PM – 3.00PM
\$143 (\$13 GST INCLUDED)

BAULKHAM HILLS HIGH
MONDAY X 8 WEEKS
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

WORKSHOP
BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH & 4TH APRIL
9.30AM – 4.30PM
\$143 (\$13 GST INCLUDED)

PHOTOGRAPHY DIGITAL – STAGE 1

A hands on introduction to the use of your

camera controls. Learn to use the various features and discover the terminology and techniques for different situations. Course includes a night field trip (Weeknight courses only) and an optional Saturday trip. Please bring your camera, full manual (some may need to print from the manufacturers supplied CD) & writing materials to all classes. This course could provide you with the opportunity to gain employment or to start your own business.

QUAKERS HILL HIGH
MONDAY X 8 WEEKS
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

BAULKHAM HILLS HIGH
WEDNESDAY X 8 WEEKS
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

MODEL FARMS HIGH
WEDNESDAY X 8 WEEKS
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

WORKSHOP BAULKHAM HILLS HIGH
SATURDAY 28TH MARCH & 4TH APRIL
9.00AM – 5.00PM
\$143 (\$13 GST INCLUDED)

WORKSHOP ROUSE HILL ADMIN CENTRE
SATURDAY 14TH & 21ST MARCH
9.00AM - 5.00PM
\$143 (\$13 GST INCLUDED)

PHOTOGRAPHY CREATIVE - STAGE 2

A detailed look at sports, travel, sunrise/sunset and people photography. Suitable for both film and digital. Also suitable for those who have completed Stage 1 or an equivalent beginners course. An in depth examination of focusing, exposure, flash and composition. Course includes one night field trip and an optional Saturday field trip.

CASTLE HILL HIGH
TUESDAY X 8 WEEKS
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

VIDEOGRAPHY FOR BEGINNERS

Course is designed to give you an understanding of the different types of Video cameras and recording formats used & introduce you to extra equipment and accessories. Learn basic editing techniques and the various software options available. Learn techniques for shooting in different situations; Audio recording & mixing; lighting techniques; Animation and Titling. Each week you will be given a subject to shoot for approx 1 minute, to review during the following lesson.

CASTLE HILL HIGH
TUESDAY X 8 WEEKS
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

WATERCOLOUR TECHNIQUES

Basic colour theory and application of paint for beginners and new approaches for those with experience. Bring firm watercolour paper (min 20 x 28cm), two soft brushes (e.g. Taklon 7 & 10), three colours – Cadmium Yellow, Cadmium Red and Cobalt Blue (watercolour paint – not gouache, acrylic or oils), two containers for water, white plastic / china paint palette.

BAULKHAM HILLS HIGH
TUESDAY X 8 WEEKS
7.00PM – 9.00PM
\$143 (\$13 GST INCLUDED)

