

Port Macquarie
**Community
College**

Your Community, Your College, Your Future



Courses for December 2011 & January 2012



*Looking for a surprise
this Christmas?*



Dressmaking



Abstract Painting



Photography 4 Teens

www.portace.com.au

Ph: 6583 7288



BUSINESS & WORKPLACE TRAINING



Perform CPR

Robyn Doyle

This accredited course will teach you how to safely administer cardio-pulmonary resuscitation. Statement of Attainment for HLTCPR201A Perform CPR.

1201FA03 Mon Jan 23 6pm to 8pm \$55



St John

Senior First Aid Flexible Learning

Tony Grant

This course is the flagship of St John Ambulance first aid course designed to give you the knowledge and skills to help someone ill or injured until medical aid arrives. The flexible learning option allows the participant to complete components of the program via self paced study prior to the face to face workshop. This course is conducted in partnership with St John Ambulance Australia (NSW) who will issue a Statement of Attainment HLTF301B Apply First Aid.

1112FA01 Thu Dec 1 8:30am to 4:30pm \$150
1201FA05 Thu Jan 18 8:30am to 4:30pm \$150



First Aid Certificate

This course describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance. It provides simple effective skills to deal with common medical emergency situations including CPR techniques. It is a requirement that participants read the manual and complete the workbook prior to attending the course. Statement of Attainment HLTF301B Apply first aid incorporating HLTCPR201A Perform CPR.

1112FA02 Wed Dec 7 9am to 5pm \$130
1112FA03 Fri Dec 9 9am to 5pm \$130
1112FA04 Sat Dec 17 9am to 5pm \$130
1201FA02 Sat Jan 14 9am to 5pm \$130
1201FA01 Wed Jan 18 9am to 5pm \$130
1201FA04 Mon Jan 23 & Wed 25 2 sessions 6pm to 9pm \$130



Food Hygiene & Safety

Alison Spice

This course meets Food Safety Program requirements and covers safe food handling and safe storage, effective use of detergents and sanitisers, waste and pest control. It also includes an overview of how the food safety legislation affects you. Statement of Attainment SITXOHS002A Follow workplace hygiene procedures.

1201H01 Fri Jan 20 9am to 3pm \$112

NEW Declutter your space

Glenda Hamilton

Is your home full of things you never use? Is your workspace crowded with too much stuff? Does it take you more than 30 seconds to find things? Is getting organised a challenge? Learn strategies to declutter and organise your home or workspace.

1201W02 Tue Jan 17 & 24 2 sessions 6:30pm to 8:30pm \$58

NEW Stress Free Speaking

Melanie Wass

Being able to speak in public with a degree of confidence is one of the best career and life skills you can develop. Whether it's a presentation at work, being MC at the Christmas party, getting up at a function like a wedding or 21st or giving a report in front of your peers, there are ways you can put panic and fear aside to stand up and speak out. Come along and learn a series of easy techniques to put together your talk and feel comfortable enough to deliver it.

1112W02 Sat Dec 3 9am to 4pm \$95

Producing a Professional Resumé

René Miles

Need to use a PC to create or modify your Resumé but don't know how to get started in preparing a winning Resumé? This course will show you how to put all that theory into practice and use Microsoft Word to create a professional Resumé document that will be sure to impress those potential employers.

1201W01 Wed Jan 18 & Fri 20 2 sessions 10am to 1pm \$120



RSA

Terry Simpson

Participants will receive a Statement of Attainment SITHFAB009A Provide responsible service of alcohol and a Certificate from the Office of Liquor, Gaming and Racing which is required for employment in the industry (includes the photocard ID). CLGCA Approved.

1201H01 Wed Jan 18 9am to 4pm \$160



RCG

Terry Simpson

Legislation requires all people working or intending to work in gaming areas of hotels and registered clubs to complete an approved course. Participants will receive a Statement of Attainment SITHGAM006A Provide responsible gambling services (includes the photocard ID). CLGCA Approved.

1201H02 Thu Jan 19 9am to 4pm \$120



Housekeeping Skills

Sharon Groombridge

Gain the skills and knowledge required to carry out general cleaning duties as a part of job roles in the tourism or hospitality industries. You will learn the skills to prepare rooms including bedrooms and bathrooms for guests and also how to provide a range of general housekeeping services to guests. Course includes on the job work experience as well as a theory component. Statements of Attainment SITXOHS002A Follow workplace hygiene procedures, SITHACS004B Provide housekeeping services to guests, SITHACS005B Prepare rooms for guests and SITHACS006B Clean premises and equipment from Certificate III in Hospitality.

1111H01 Tue Nov 29 to Thu Dec 15 10 sessions 9am to 3pm \$515

COMPUTERS



Introduction to MYOB

Lynda Hamilton

Learn how to manage and set up your business or club accounts.

Topics include: Record sales and receivables, purchases and payables, invoices and payments, cheques and deposits. Statement of Attainment for BSBFIA303A Process accounts payable and receivable from Certificate III in Business Administration.

1201A01 Sat Jan 14 to Jan 28 3 sessions 9am to 4pm \$275

Intro to Computers for Seniors

René Miles

Learn about computers and the terminology, cover computer basics including startup, shutdown, mouse skills, Windows components, minimise, maximise, restore and close. Learn to open software, use calculator, solitaire and notepad.

1112CS01 Mon Dec 5, 12 & Wed 7 3 sessions 2:30pm to 4:30pm \$87

Powerpoint to Simple Presentations

René Miles

This is the chance to gain confidence with a fun program and is perfect for those who want to make an impact on family and friends. Learn the essentials before moving on to create presentations for the workplace.

1201EC03 Thu Jan 19 9am to 3pm \$90

Computers for the Absolute Beginner

René Miles

This course is for you if you have never used a computer before and need to start at the very beginning. We provide one computer per participant and our patient, friendly tutor will guide you through the basics of the keyboard, mouse, parts of a window, startup, shutdown and basic word processing. This is a course with no pressure. You can do it!

1201EC02 Mon Jan 16, 23 & Wed 18, 25 4 sessions 1:30pm to 4:30pm \$146

Build a Website from Scratch

Zoe Pogonowski

The internet is a phenomenal low-cost marketing tool. This course will teach you how to gain an understanding of the fundamentals of building, uploading and managing a simple website without the use of fancy or difficult software as all the programs we use are freely available.

1201EC05 Thu Jan 12 to Feb 9 4 sessions 6pm to 9pm \$199

Introduction to Spreadsheets using Excel

René Miles

Excel is one of the most popular computer applications. Come and learn the basics of creating and editing spreadsheets to store information. Topics covered include entering and editing data, printing, formatting, using formulas and functions.

1112EC01 Thu Dec 1 & 8 2 sessions 6pm to 9pm \$114
1201EC04 Mon Jan 30 9am to 3pm \$114

E-Bay

René Miles

Start shopping for great deals and turn unwanted goods into cash in this hands on course. Learn to navigate an e-bay site, understand bidding, PayPal, purchasing & selling.

1112EC02 Mon Dec 5 & 12 2 sessions 6pm to 8pm \$59
1201EC01 Mon Jan 16 9am to 1pm \$59

Give the gift of learning

Gift vouchers available for that special person.



DIGITAL MEDIA AND PHOTOGRAPHY

Digital SLR Photography

Mike Kane

Improve your understanding of your camera and gain photographic skills. The aim is to get you off the Automatic / Program modes on your SLR and let you take control and be more creative with your photography. We will help you get more familiar with your camera controls and learn about Exposure and how you can, with the combination of Aperture, Shutter Speeds and ISO (sensitivity) get the correct exposure for your images.

1112DM02 Sat Dec 3 & Sun Dec 4 2 sessions 9am to 3:30pm \$145
1201DM03 Sat Jan 14 & Jan 21 2 sessions 9am to 3:30pm \$145

Working with Photographs

Mike Kane

Using the brilliance of Photoshop Elements learn how with simple editing, your photos will look as though they have been taken by a professional. This program offers adjustments of photos of light and contrast, removal of objects from photos, changing colours, adding interest by sharpening or blurring outlines or skin can be smoothed and blemishes removed.

1111DM05 Mon Nov 21 to Dec 5 3 sessions 6pm to 8:30pm \$90
1201DM02 Mon Jan 16 to Jan 30 3 sessions 6pm to 8:30pm \$90

Compact Digital Cameras

Mike Kane

Understand more about your digital camera and about the programs it has to assist you to take better photos. Why and when to use these programs and the difference between using them and just setting the camera to automatic.

1201DM05 Wed Jan 18 to Feb 15 5 sessions 6pm to 8pm \$125

Digital SLR Photography Workshop for Teens

Mike Kane

Discover the joy of taking better pictures with your digital camera. Learn about your camera's functions and how to become more creative when achieving that memorable shot. This 3 in 1 introductory course for Teens includes a field trip to Town Beach, a great walk & talk morning putting into practice what you have learnt the day prior in the classroom. On the final day you will be shown some basic manipulation techniques that will enhance your images along with image presentation skills that will bring the best out of your photographs.

1112DM01 Tue Dec 6, Wed 7 & Thu 8 3 sessions 9:30am to 3:30pm \$175
1201DM06 Tue Jan 17, Wed 18 & Thu 19 3 sessions 9:30am to 3:30pm \$175

SLR Location Photography

Mike Kane

On this field trip which is designed to give you hands on experience you will learn to enhance and sharpen your skills.. Topics covered will include time exposures with varying white balances, capturing atmosphere and movement.

1201DM04 Tue Jan 17 & Thu 19 2 sessions 5:30pm to 7:30pm \$60

Organise your Digital Photos using Picasa

René Miles

Do you have hundreds of photos on your computer and have to search for hours to find the one photo you are looking for? Learn how to organise your growing photo collection using Picasa which is a great photo management program available freely from the internet. This program has an extensive range of options for photos including face recognition.

1201DM01 Tue Jan 17 10am to 5pm \$90

CREATIVE PURSUITS



NEW Gingerbread House

Donna Clarke

Come and have fun decorating a gingerbread house and share in the festive season! A kit and lollies to decorate your individual house are provided.

1112CP03 Fri Dec 16 6pm to 9pm \$95

NEW Christmas Cupcake Decorating Skills

Donna Clarke

Learn to decorate cupcakes with a Christmas theme. You will be shown how to ganache and cover cupcakes with fondant icing and be shown simple ways to bring the festive season to your cupcakes.

1112CP04 Fri Dec 2 6pm to 9pm \$89
1112CP02 Sun Dec 11 9am to 12pm \$89

NEW Intro to Writing for Fun

Melanie Wass

Develop your writing skills in an unpressured environment. Writing does not need to be hard work. It is about expression, pleasure and enjoying the process. Join us as we reveal novel ways to discover ourselves and explore what we want to say in a fun and engaging way. Through a series of techniques and exercises you may even find the spark for a poem, a life story or a good book.

1112CP05 Tue Dec 6, 13 & Thu 8, 15 4 sessions 6pm to 8pm \$115

NEW Surfboard Designs/Seascapes on Canvas

Yvonne Kiely

Be inspired by the power of the ocean to create and paint your own masterpiece. In this class you will design a surfboard print, paint the ultimate wave or a beautiful seascape using Acrylic paint on canvas. Suitable for beginners and intermediate students aged 15 years and over.

1201CP02 Sat Jan 28 & Sun 29 2 sessions 10am to 2pm \$98

Abstract Canvas Painting

Yvonne Kiely

With inspirational ideas, projects and techniques you can create your own Abstract Expressionism or Lyrically abstract painting on canvas. Set yourself free to paint, use your feelings, fantasy and spontaneity to create your own masterpiece. Suitable for students over 15 years of age with no previous experience or experienced painters.

1201CP01 Thu Jan 19 10am to 2pm \$59

The Way of Creation

Yvonne Kiely

You will learn the Principles of Visual Harmony and use your own gift of creativity to create a contemporary painting on stretched canvas.

1111CP03 Mon Nov 28 to Mon Dec 12 3 sessions 5:30pm to 9pm \$138

NEW Learn to Sew

Roberta Adames

This course will teach you measurements, pattern size selection, fabric cutting and garment construction. Great course for beginners, who have used a sewing machine at least once and for dressmakers wanting to develop their skills.

1201CP03 Mon Jan 23 & Tue 24 2 sessions 10am to 2:30pm \$95

HEALTH AND WELLBEING

Yoga for all Ages

Martine Ford

A dynamic and flowing practice that builds upper body and core strength. A moderate one hour yoga class for teens to adults, with some fun partner work and a relaxation to finish.

1102HW02 Thu Jan 12, 19 & Tue 17, 24 4 sessions 10am to 11am \$52

NEW Ener-Chi (Introductory)

Rachel Palmer

This workshop will show you the art of reflecting and relaxing with ener-chi. Benefits include confidence, relaxation/rejuvenation, holistic health for healing and much more. Ener-chi is a merging of the practice of chi kung, the art of self reflection and yogic meditation.

1112HW01 Thu Dec 8, 15 & Fri 9 3 sessions 6pm to 7:30pm \$38

Pilates Floor Exercises (ongoing)

Daniel Craft

Pilates is a series of flowing controlled movements which help achieve toned and strengthened back, abdominals and buttock muscles. Suitable for those who have attended Pilates before.

1201HW03 Thu Jan 12 to Feb 23 6 sessions 5:30pm to 6:30pm \$81

Buddhist Living & Meditation

Tin Nu

The concepts of ancient Theravada Buddhism will be delivered in this course to help participants cope with the stresses of contemporary living. You will cover the theory of Buddhist living, the law of karma and different types of meditation.

1201HW01 Sat Jan 21 9:30am to 1:30pm \$47

LEISURE AND RECREATION

NEW Masterclass for Teens

Lyn Withers
Come and have some fun making your own sausage rolls, crisp crumbed fish and chicken nuggets and chips. We will use fresh healthy ingredients and show you delicious and different ways to crumb your fish and nuggets so that they will be even better than the ones you buy! This is a hands on class and we will prepare three dishes.

1201LR07 Tue Jan 10 10:30am to 12:30pm \$65

Gourmet BBQ

Lyn Withers
Make the BBQ more than sausages and steak! We are using red meat, fish and prawns with fresh seasonal salads. Also a fresh seasonal fruit dessert with a twist.

1201LR06 Sat Jan 21 10am to 2pm \$98

Canapes & Champers

Lyn Withers
Finger food to enjoy with a glass of bubbles after work or for entertaining. Enjoy some Mexican Bites, Arancini, grilled asparagus surprises, cucumber cups with a beef salad, and a delicious surprise!

1201LR05 Fri Jan 6 6pm to 8pm \$69

Curry & Beer

Lyn Withers
Enjoy this fun course preparing Thai Green Curry and Lamb Curry both complimented with Boutique Beer from the Little Brewing Company.

1112LR02 Thu Dec 1 6pm to 8pm \$79
1201LR02 Tue Jan 17 6pm to 8pm \$79

Tapas & Sangria

Lyn Withers
Traditional small dishes predominantly eaten in bars in Spain. Some of the ingredients include chorizo sausage, scallops, squid, potato and smoked Spanish paprika. Sangria is made from fruit and wine and served in jugs on the tables in bars and restaurants.

1201LR01 Thu Jan 19 6pm to 8pm \$69

Thai Cooking

Tin Nu
Enjoy this fun workshop where Tin will instruct students in how to prepare mouth watering meals including Thai Fish cakes, Pomelo Salad, Massaman lamb curry, curried chicken steamed in banana leaves, pumpkin, basil and chilli stir fry, grilled eggplant with bean sauce, floating market noodles, fried pork with chilli and nuts and Mango and sticky rice, sago and sweet corn pudding.

1201LR08 Mon Jan 16 10am to 1:30pm \$62

Vietnamese Cooking

Tin Nu
Vietnamese food includes a lot of fresh uncooked vegetables, herbs and fruits and is one of the healthiest cuisines. For those who have already attended the first course and those who like to eat fresh herbs and vegetables Asian style, this is a highly recommended course to attend. Learn how to cook beef with sesame sauce, hanoi style fish with dill, parent and child stew, fried shrimp cakes, asparagus and crab soup and chicken and chilli salad.

1201LR03 Tue Jan 24 10am to 1:30pm \$62

Knife Sharpening

Alan Fairhurst
It's time to get those knives sharpened for carving the Christmas roast, so come along and learn how to sharpen your knives and scissors the way professionals do. You will save dollars and time, ensuring a much safer kitchen.

1112LR01 Tue Dec 6 10am to 1pm \$45

Golf

Chris Tickner
In this workshop learn the basics from a professional or brush up your skills. Limited class size. Clubs are supplied if required.

1201LR04 Tue Jan 17 9:30am to 12noon \$40



MASTER BUILDERS ASSOCIATION



TRAINING

Master Builders Training is structured to help you;

- Gain your qualifications
- Run a building / construction business more efficiently
- Extend industry skills and build a career path
- Maintain & update skills to ensure CPD
- Show competence as an industry professional

Training Courses offered;

- National OHS Induction (White Card)
- Bonded Asbestos Removal / Supervisor
- Test & Tag of Electrical Equipment
- Becoming a Building Consultant
- Green Living

Master Builders Association NSW
77 Hastings River Drive, Port Macquarie

6583 9443

LEARNING ON-LINE



- Languages
- Health & Wellness
- Sales & Marketing
- Personal Finance
- Database Management
- Grant Writing
- and more.....

We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Ready to explore our catalog? Go to our website www.portace.com.au and click on the link to our On-Line Learning Centre.



Nationally Recognised Training

The Nationally Recognised Training logo next to a course means that this course leads to an Australian Qualifications Training (AQF) qualification or Statement of Attainment. The Port Macquarie Community College is a Registered Training Organisation (RTO No. 90315) authorised to

issue Nationally Recognised qualifications and meets the requirements of the Australian Quality Training Framework (AQTF).

Student Support

The College is able to provide a range of support services to students and referrals to other community support services including Language, Literacy and Numeracy. Students with specific learning needs are encouraged to contact the office for assistance.

Refund Policy

Refunds will only be given for classes cancelled by PMCC. There are no refunds once a course has started. A credit voucher may be obtained if withdrawal notification is given at least four working days before the start of the course. An administration fee of \$15 will apply.

PLEASE CHOOSE CAREFULLY - the College is not responsible for changes in personal circumstances.

The Community College is located at

77 Hastings River Drive

opposite the Clifton shops.