

Your.....  
**Community  
College**



**Port Macquarie & Wauchope**

**February and March 2012**

*Where are you heading this year?*



*Your community, Your college, Your future*



**Cupcakes**



**Medical Admin**



**Skin & Nail Care**

**Port Macquarie 6583 7288**

**Wauchope 6585 2663**

# Welcome to 2012

Our new look brochure for 2012 offers a selection of courses from two locations:  
**Port Macquarie and Wauchope.**  
 Please note the location of the course when making your selection.



77 Hastings River Drive, Port Macquarie



5 Bain St, Wauchope



## Meet the Staff

My name is Sue and I am the College's newest recruit! I joined the team at the end of June last year, where did those six months go? You will find me at the front desk most of the time and if you call the College, it is usually my voice that you hear at the other end of the phone.

Customer Service is my specialty coming from a background in various industries mainly in the retail sector. Previously, I ran my own business and I have a passion for boats! In my spare time I own and run San Michelle Charters and this is where I spend every spare moment I get. What I really love about my job is you, the customer! I enjoy being a small part of your learning experience.



## Customised Training

If you need specific training for your business to update skills, meet new compliance issues or cope with increasing demands of technology we will endeavor to design the training you need. . . .and we deliver locally.

Training can be scheduled to suit office hours and staff rosters or you may like to use our one to one training. This flexible method is perfect for the busy business person for maximising the use of valuable time for intensive targeted training. We can work on the specific training needs of your organisation and design short courses to achieve your training goals. Contact Cheryl Eslick on 6583 7288 or email [cheryl.eslick@portace.com.au](mailto:cheryl.eslick@portace.com.au)

## BUSINESS AND WORKPLACE

**NEW Designing business documents** René Miles  
 This course offers the skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications. Statement of Attainment for BSBITU306A Design and produce business documents.  
 P203BW01 Thu Mar 15 to Apr 19 6 sessions 6pm to 9pm \$285  
 Port Macquarie

**NEW Essential Office Skills** René Miles  
 Looking for a career in a range of administrative careers including Office Assistant, Receptionist, Personal Assistant and Marketing Assistant? Take the first step into the business world with the Certificate II in Business with this course designed for those who are seeking an entry-level career or gaining the edge with job applications. The skills you will gain will enable you to work in different business situations, increasing your value as an employee. Statements of Attainment for BSBITU201A Produce simple word processed documents, BSBITU202A Create and use spreadsheets, BSBOHS201A Participate in OHS processes, BSBCMM201A Communicate in the workplace, BSBITU203A Communicate electronically and BSBITU309A Produce desktop published documents. Work experience is a part of this course.  
 P203AC01 Tue Mar 13 to Thu May 10 17 sessions 9am to 3:30pm \$958  
 Port Macquarie

**NEW Essential Skills for Small Business Management** David Flint  
 Whether you already own a small business or plan to do so, this nationally accredited course will equip you with the skills and knowledge required to successfully manage your business. Learn how to set up your business, market it to your customers and manage your team. The tutor has extensive experience in running small businesses and is passionate about helping others develop their business for sustainable long term success. S of Attainment for BSBSMB402A Plan small business finances, BSBSMB403A Market the small business, BSBSMB404A Undertake small business planning and BSBSMB407A Manage a small team.  
 P202BW01 Tue Feb 21 to Mar 20 5 sessions 9am to 4pm \$545  
 Port Macquarie


**NEW Customers are your Business** David Flint  
 Every business and service relies on customers. Excellent customer service is paramount to running a successful business. This course will give your staff the customer service skills required to give your business the edge. Statements of Attainment for BSBCUS301A Deliver and monitor a service to customers, BSBPRO301A Recommend products and services and BSBCMM301A Process customer complaints.  
 W202W01 Wed Feb 8 to Mar 14 6 sessions 9am to 1pm \$280  
 Wauchope


**Medical Administration** Louise Wells  
 Gain the skills to work in a Medical Administration role. Learn to identify customer needs and monitor services provided to the customer, how to maintain patient records within an existing medical records management system under supervision. Acquire skills to understand & respond to instructions to carry out routine tasks and to communicate with a range of internal/external clients within a medical environment and to use appropriate medical terminology. Work experience is a part of this course. Statements of Attainment BSBMED301B Interpret and apply medical terminology appropriately, BSBMED303B Maintain patient records, BSBMED304B Assist in controlling stocks and supplies, BSBMED305B Apply the principles of confidentiality, privacy and security within the medical environment and BSBCUS301A Deliver and monitor a service to customers.  
 P203BW02 Thu Mar 1 to Fri Mar 23 8 sessions 9:30am to 3:30pm \$610  
 Port Macquarie


**OHS Hazard ID & Risk Assessment** David Flint  
 Is your workplace safe? Learn what is required to contribute to occupational health and safety (OHS) hazard identification and risk assessment to promote the maintenance of OHS in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards. BSBOHS303B Contribute to OHS hazard identification and risk assessment.  
 P202BW02 Mon Feb 27 9am to 5pm \$150  
 Port Macquarie


Please note the location of the course when making your selection


## BUSINESS AND WORKPLACE


 **NEW Aspiring Supervisor Skill Set** David Flint  
 Just the course you have been waiting for, suitable if you are considering promotion or a career move into supervisory or a team leader position. Gain a basic understanding of the roles, responsibilities and expectations required to be successful in this role. Statistics show that only 60% of new supervisors are successful, so what happens to the other 40%? They're either fired for lack of performance or step down from the position voluntarily. Too few new or aspiring supervisors know what is expected, or what it takes to lead others. Learn what it truly means to be a supervisor. S of Attainment for BSBFLM303C Contribute to effective workplace relationships, BSBFLM305C Support operational plan, BSBFLM306C Provide workplace information and resourcing plans and BSBFLM312C Contribute to team effectiveness.  
 P202BW03 Mon Mar 5 to May 7 9 sessions 9am to 4pm \$795  
 Port Macquarie


 **NEW Key Management Skills** Frances Jaeger  
 Frontline managers have a strong influence on the work culture, values and ethics of the teams they supervise, as such it is important that frontline managers model good practice, professionalism and confidently represent their organisation. This skill set provides the skills and knowledge to be an effective frontline manager. It covers the three key areas of leadership, planning and the guidance of others. Statements of Attainment for BSBMGT401A Show leadership in the workplace, BSBMGT402A Implement operational plan and BSBWOR402A Promote team effectiveness.  
 W203BW01 Tue Feb 28 & Thu Mar 1 to May 29 & 31 22 sessions 6pm to 9pm \$769  
 Wauchope


 **Food Hygiene & Safety** Alison Spice/Terry Simpson  
 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. Successful participants will gain Statement of Attainment SITXOHS002A Follow workplace hygiene procedures.  
 P201H01 Fri Jan 20 9am to 3pm \$112  
 P202H02 Fri Feb 24 9am to 3pm \$112  
 P203H02 Fri Mar 31 9am to 3pm \$112  
 Port Macquarie


 **NEW Hospitality Skills** Terry Simpson  
 Ideal course for anyone wanting to gain valuable skills for the hospitality industry. You will be guided through hygiene procedures, safe food handling techniques, temperature control, table presentation, serving food & beverages and customer service skills. Learn to serve alcohol in a responsible manner in compliance with legislation and strategies to refuse service & prevent problems. Discover the secrets to making and presenting the perfect coffee. Covers frothing, correct technique for espresso, macchiato, long black, cappuccino and café latte. Includes principles of basic food safety in the workplace, suitable for all food handlers in the hospitality industry. S of Attainment for SITHFAB009A Provide responsible service of alcohol, SITXOHS002A Follow workplace hygiene procedures, BSBCUS201A Deliver a service to customers, SITHFAB012B Prepare & serve espresso coffee & SITHFAB003A Serve food & beverage to customers. Work Experience is a part of this course.  
 P202H01 Thu Feb 16 & Fri 17 to Mar 8 9 sessions 9am to 3pm \$510  
 Port Macquarie


 **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. CLGCA Approved. (includes Photocard)  
 P201H02 Thu Jan 19 9am to 4pm \$120  
 Port Macquarie

 **RSA** Terry Simpson  
 It is a requirement that anyone who sells, serves or supplies alcohol in NSW holds a current RSA Certificate. Statement of Attainment SITHFAB009A Provide responsible service of alcohol. (includes Photocard)  
 P201H01 Wed Jan 18 9am to 4pm \$160  
 P203H01 Wed Mar 28 & Thu Mar 29 2 sessions 5:30pm to 9pm \$160  
 Port Macquarie


 **Food Safety Supervisors**  
 Learn how to handle food safely for storage, preparation, display, service and disposal within a range of service industry operations. 2009 legislation requires certain food businesses in the hospitality and retail food sector to have at least one trained Food Safety Supervisor. This applies to businesses serving food that is ready to eat, potentially hazardous and not sold and served in its package. Includes restaurants, takeaway shops, caterers, bakeries, pubs, clubs, hotels and supermarket hot food sales. SITXFSA001A Implement food safety procedures and SITXOHS002A Follow workplace hygiene.  
 Expressions of interest being taken for this course.

 **NEW Implement and monitor environmentally sustainable work practices** Robyn Martin  
 If you want to improve your workplace's environmental footprint and credibly promote your business as environmentally friendly then get ahead of the crowd and participate in this accredited unit. This course addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices such as identifying areas for improvement, developing plans to make improvements and implementing and monitoring environmental performance. Statement of Attainment for BSBSUS301A.  
 W202BW01 Wed Feb 8 to Mar 21 7 sessions 6pm to 9pm \$265  
 Wauchope

 **Certificate IV in Training and Assessment (TAE40110)** Melanie Wass/Kim Rayner  
 This course covers the National Training System, the Australian Qualifications Framework (AQF), reading and interpreting Training Packages and the skills required to unpack a unit of competency. This qualification is a must for anyone currently working or planning to work in training and assessment. There are a number of hours of home study required to complete the course and a high level of language and literacy to read and interpret documents and contribute to high level documentation. Intermediate computer skills are required for the research component.  
 W202TA01 Mon Feb 13 to May 7 23 sessions 6pm to 9pm \$2100  
 Wauchope  
 P202TA01 Mon Feb 6 to Tue Apr 3 10 sessions 9am to 4pm \$2100  
 P203TA01 Wed Mar 21 to Thu Jun 21 23 sessions 6pm to 9pm \$2100  
 Port Macquarie

 **Workplace Trainer** Kim Rayner  
 The Workplace trainer skill set is for individuals who train others within a workplace. Learn how to prepare training which may be accredited or non-accredited and the role may involve some coaching at individual or group levels. Prepare, deliver and review a presentation and learn to individualise training the learner. Statements of Attainment for TAEDL301A Provide training through instruction and BSBCMM401A Make a presentation from Certificate IV in Training and Assessment (TAE40110).  
 P203TA02 Fri Mar 9 to Mar 23 3 sessions 9am to 5pm \$360  
 Port Macquarie



 **Expressions of Interest being taken for:**  
**Certificate III in Aged Care (CHC30208)**  
 Aged Care Workers carry out activities related to an individual's personal care and/or other activities of living. Workers in this group work primarily in residential facilities. Personal Care workers assist in caring for patients in hospitals, nursing homes, clinics and institutions for the aged or disabled.

**Certificate IV in Aged Care (CHC40108) (upgrade from Certificate III in Aged Care)**  
 Are you currently working in Aged Care? Do you need to update your qualifications? Do you need a higher qualification to expand your promotional pathway? Students enrolling in the Certificate IV in Aged Care Upgrade must have successfully completed units from the CHC30208 Certificate III in Aged Care or equivalent. Please contact the College for course information.

**Certificate III in Disability (CHC30408)**  
 This course provides training for people who work or want to work in services that support people with a disability in the community and/or in residential facilities. Work titles such as a personal care assistant, home assistant, disability support worker or client assistant. You will also develop skills and knowledge in meeting personal care needs, behaviour support, individual health and wellbeing, OHS, the empowerment of people with disabilities and community participation and inclusion.

**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.  
 P201W01 Wed Jan 18 & Fri Jan 20 2 sessions 10am to 1pm \$120  
 Port Macquarie

# Port Macquarie 6583 7288

## BUSINESS AND WORKPLACE



**Senior First Aid** Robyn Doyle  
Learn 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. Learn simple effective techniques 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 and HLTCPR201A Perform CPR.

P201FA01	Wed Jan 18		9am to 5pm	\$130
P201FA04	Mon Jan 23 & Wed Jan 25	2 sessions	6pm to 9pm	\$130
P202FA01	Fri Feb 17		9am to 5pm	\$130
P202FA02	Tue Feb 21 & Thu Feb 23	2 sessions	6pm to 9pm	\$130
P203FA01	Fri Mar 9		9am to 5pm	\$130
P203FA02	Sat Mar 24		9am to 5pm	\$130
P203FA03	Tue Mar 27 & Thu Mar 29	2 sessions	6pm to 9pm	\$130

Port Macquarie

**NEW First Aid Management of Anaphylaxis & Asthma** Robyn Doyle  
This nationally recognised short course is designed to develop skills and knowledge to assist a casualty suffering a severe allergic reaction, by the administration of the casualty's own adrenalin supply through a controlled dose injecting device, until the arrival of medical assistance. The course also covers how to develop risk minimisation and management strategies for allergic reactions and anaphylaxis. Statement of Attainment from course 21659VIC. Asthma will also be covered.

P202FA05	Thu Feb 23		1:30pm to 5:30pm	\$75
P203FA06	Wed Mar 14		5pm to 9pm	\$75

Port Macquarie



**Perform CPR** Robyn Doyle  
This accredited certificate will teach you how to safely administer cardio-pulmonary resuscitation. Successful participants will receive a Statement of Attainment for HLTCPR201A Perform CPR.

P201FA03	Mon Jan 23		6pm to 8pm	\$55
P202FA03	Tue Feb 21		6pm to 8pm	\$55
P203FA04	Tue Mar 27		6pm to 8pm	\$55

Port Macquarie



**Senior First Aid Flexible Learning**  
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.

P201FA05	Sat Jan 21		8:30am to 4:30pm	\$150	Tony Grant
P202FA04	Tue Feb 28		8:30am to 4:30pm	\$150	Tony Grant
P202FA05	Wed Mar 21		8:30am to 4:30pm	\$150	Tony Grant

Port Macquarie

W201FA01	Sat Jan 28	8:30am to 5pm	\$150	Ewan Barlin
W202FA01	Fri Feb 24	8:30am to 5pm	\$150	Ewan Barlin
W203FA01	Sat Mar 24	8:30am to 5pm	\$150	Ewan Barlin

Wauchope



**NEW Provide basic foot, skin and nail care** Bronwen Ashcroft

Acquire the skills required to provide basic foot skin and foot nail care to clients. Participants may be in the beauty, nursing or care industries. This course will provide CNE points for professional development. Statement of Attainment for CHCICS306B Provide basic foot skin care and nail care.

W202BW02	Fri Feb 3 to Mar 9	6 sessions	9:30am to 12noon	\$220
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Wauchope

**NEW Support people living with dementia** Bronwen Ashcroft  
This course is for people who are likely to provide care for people with dementia, who are working in aged care, health care or community services. You will gain an understanding of: person-centred care and effective communication; the nature of dementia and its impacts; triggers for behaviours and effective responses; activities to promote well-being; and workplace issues, community support and services available.

P203W01	Tue Mar 13 & 20	2 sessions	6pm to 9pm	\$150
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Port Macquarie

## ACCOUNTING

**NEW Accounting Principles** Natalie Jordan  
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. Successful students will receive a Statement of Attainment for FNSBKG403A Establish & maintain an accrual accounting system, FNSBKG402A Establish & maintain a cash accounting system and FNSACC406A Set up and operate a computerised accounting system from Certificate IV in Bookkeeping FNS40210.

P202A02	Tue Feb 21 to Apr 3	7 sessions	9am to 4pm	\$589
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Port Macquarie

**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. Basic computer skills and understanding of manual bookkeeping principles are essential.

P202A04	Tue Feb 7 to Mar 20	7 sessions	6pm to 9pm	\$275
P203A02	Sat Mar 3 to Mar 17	3 sessions	9am to 4:30pm	\$275

Port Macquarie

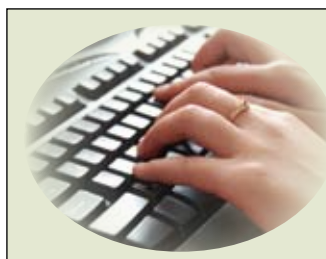
W201A01	Mon Jan 30 to Mar 12	7 sessions	6pm to 9pm	\$275
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Wauchope

**GST & BAS** Lynda Hamilton  
This Non-Accredited course will look at how GST is calculated, different GST invoicing formats and completing the BAS. Learn how to complete your BAS manually and through MYOB V19, send the BAS electronically and setup BASlink.

P202A03	Sat Feb 25		9am to 5pm	\$115
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Port Macquarie



**Do you need a typing test?**

Typing tests for speed and accuracy to Australian Standard AS 2708-2001, \$35 including Certificate. Phone 6583 7288 to make a booking.

**MYOB Advanced Workshop** Lynda Hamilton  
Enhance your existing skills in MYOB with GST Reports, BASlink, jobs, time billing, customising MYOB, forms and reports. Learn report batches, end of month/year, to do list, data mining and security. Time is also allowed to cover topics raised by students.

W203A01	Sat Feb 11 & Feb 18	2 sessions	9:30am to 3:30pm	\$160
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Wauchope

P203A03	Tue Mar 27 to Apr 17	4 sessions	6pm to 9pm	\$160
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Port Macquarie



**BAS Agent Taxation Principles** Flo Williams

This course meets the educational requirements of the Tax Practitioners Board for people who wish to be registered or who are registered as a BAS agent and have completed a Degree or Diploma qualification. The Board recognises this course as a BAS Agent Registration Skill Set and it is a mandatory requirement for registration. The skill set contains FNSBKG404A Carry out business activity and instalment activity statement tasks and FNSBKG405A Establish and maintain a payroll system.

P202A01	Mon Feb 27 to May 7	10 sessions	6pm to 9pm	\$406
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Port Macquarie

Please note the location of the course when making your selection

# Wauchope 6585 2663


## COMPUTERS

**All classes other than Computer Skills - The Basics and Intro to Computers require basic mouse and keyboarding skills. Computers operate with Windows 7 & MS Office 2007 software.**

 **Essential Computer Skills for the Workplace** Robyn Martin


Computer skills are essential for the majority of work places. This course gives a thorough grounding in basic computer operations as well as extensive knowledge and skills in the production of work place documents using MS Word 2007. Learn to cut, copy & paste, page layout & design, headers, footers, tables & columns, merging documents & creating mailouts. Statement of Attainment for BSBITU101A Operate a personal computer & BSBITU201A Produce simple word processed documents.

W202AC02 Fri Feb 3 to Mar 30 9 sessions 9am to 12:30pm \$439  
 W203AC01 Wed Mar 7 to May 9 9 sessions 1pm to 4:30pm \$439  
 Wauchope

 **Intro to Computers & Email** René Miles/Robyn Martin


If you are seeking employment or returning to the workforce, this nationally accredited course will provide an excellent foundation of essential skills for an office administration position. Learn the skills required to operate a personal computer and how to work effectively with emails. Statement of Attainment for BSBITU101A Operate a personal computer and BSBITU203A Communicate electronically.

P202AC01 Mon Feb 13 to Apr 2 8 sessions 9am to 12noon \$360  
 Port Macquarie  
 W202AC04 Wed Feb 22 to Apr 11 8 sessions 9am to 12noon \$360  
 Wauchope

 **Advanced wordprocessing** Robyn Martin

This comprehensive course is designed to build on basic word processing skills. It covers designing & producing multi-page documents including headers, footers, numbering, inserting title and content pages. The use of mail merge, clip art, creating tables, drawing tools and importing data to work standards is also covered. S of Attainment for BSBITU303A Design and produce text documents.

W201AC01 Tue Jan 31 to Mar 13 7 sessions 1pm to 4pm \$265  
 W202AC01 Thu Feb 16 to Mar 29 7 sessions 6pm to 9pm \$265  
 Wauchope

 **Wordprocessing & Spreadsheets**

The essential skills covered in this course will provide an excellent grounding in office documents, covering the basics with Word to the more advanced features with documents: cutting, copying & pasting, page layouts, headers, footers, tabs, columns, merging documents & creating letters. Essential skills in excel will cover workbooks, selecting ranges, formulas and functions, sorting data, page setup, charts & editing tips. S of Attainment for ICAU1129B Operate a word processing application & ICAU1130B Operate a spreadsheet application.

P202AC02 Thu Feb 2 to Tue Mar 6 10 sessions 6pm to 9pm \$439 René Miles  
 Port Macquarie  
 W202AC03 Tue Feb 7 to Apr 10 10 sessions 6pm to 9pm \$439 Robyn Martin  
 Wauchope

**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 basic 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. Understand and write your own HTML Code (this is the language web-sites are built in). Learn to build a theme that carries through the site so that you can control the look and feel from a single file.

P203EC03 Thu Mar 1 to Mar 22 4 sessions 6pm to 9pm \$199  
 Port Macquarie

**Website Design Next Step** Zoe Pogonowski

Following on from 'Build a Web-site From Scratch', this course will take you to the next level. We will introduce 2 new languages: PHP and Javascript, and use them to add extra usability for your programming, and interactivity for your users. We will control menus from a single file, make images transition with mouse hover, make sections hide and re-appear on mouse click, and open up the doors for future exploration in building interactive components for yourself. Like the last one, this course will be challenging, but once you get the hang of it, the excitement of what you can add to your site will make the work you put in totally worthwhile!

P203EC04 Thu Mar 29 to Apr 19 4 sessions 6pm to 9pm \$199  
 Port Macquarie

**NEW Facebook - Keeping up with the times** René Miles

Discover Facebook's value and learn all the basics to get you up and running on Facebook. Explore the powerful ways of sharing all kinds of information with the people you care about. Examine the creative, diverse, touching and perhaps frustrating ways that people have welcomed Facebook into their lives.

P202EC06 Thu Feb 9 & Feb 16 2 sessions 1:30pm to 3:30pm \$72  
 Port Macquarie

**Computer Skills - The Basics** Robyn Martin/René Miles

This course covers the basic building blocks of effective computer use. 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!

P201EC02 Mon Jan 16 to Wed Jan 25 4 sessions 1:30pm to 4:30pm \$160  
 P202EC04 Wed Feb 15 to Mar 7 4 sessions 1pm to 4pm \$160  
 P203EC05 Wed Mar 14 to Apr 4 4 sessions 6pm to 9pm \$160  
 Port Macquarie  
 W201EC01 Tue Jan 31 to Feb 28 5 sessions 9:30am to 12noon \$160  
 Wauchope

**Computer Skills - The next step** Robyn Martin

If you know some of the basics but want to know more, then this class is for you. Explore setting your system up to suit yourself and learn about creating documents, copying parts of one document to another and moving files to CDs and flash drives.

W203EC01 Tue Mar 6 to Apr 3 5 sessions 9:30am to 12noon \$175  
 Wauchope

**Basic Maintenance for Personal Computers**

Keep your machine clean and running well. Learn the basics about downloading and installing free antivirus and malware programs, run system tools to keep the computer tuned and tidy. This course will also cover how to back up your data to avoid the disaster of losing all your hard work. Aimed at saving you money and the frustration caused by a clogged and slow computer. You'll discover that you don't need to be a technician to perform basic maintenance.

P202EC05 Wed Feb 1 & Feb 8 2 sessions 1pm to 3:30pm \$60 René Miles  
 Port Macquarie  
 W202EC02 Thu Feb 2 & Feb 9 2 sessions 6:30pm to 8:30pm \$60 Robyn Martin  
 W203EC02 Tue Mar 20 & Mar 27 2 sessions 1pm to 3pm \$60 Robyn Martin  
 Wauchope

**Powerpoint - 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. Create a slideshow using text, clipart and any pictures you can bring in on a USB Drive.

P201EC03 Thu Jan 19 9am to 3pm \$90  
 Port Macquarie



**Internet & Email for Seniors** René Miles/Robyn Martin

Connect and use the internet and keep in touch with family and friends. Topics covered include search the web, send and receive emails, attach photos or documents, understand Facebook and more. Basic computer skills are necessary to participate in this course.

W202CS01 Wed Feb 1 to Feb 29 5 sessions 1:30pm to 3:30pm \$120  
 Wauchope  
 P202CS01 Mon Feb 6 to Mar 5 5 sessions 12:30pm to 2:30pm \$120  
 Port Macquarie

**Intro to Computers for Seniors** René Miles

This course will explain computers and the terminology. You will cover computer basics including startup, shutdown, mouse skills, Windows components, minimise, maximise, restore and close. Learn to open software, use calculator, solitaire and notepad. Create, save and print files using paint and wordpad.

P202CS02 Wed Feb 1 to Feb 22 4 sessions 10:30am to 12:30pm \$89  
 Port Macquarie

**Next Step Computers for Seniors (Win 7)** René Miles

Add to the skills learnt in the beginner course with topics including working with Files and Folders and using Control Panel to change the desktop. Using the CD and flash drives to rip music or look at photos, burning a CD and touch on word processing.

P203CS01 Mon Mar 12 to Mar 26 3 sessions 12:30pm to 2:30pm \$74  
 Port Macquarie

## COMPUTERS

### Customised Computer Training

Whatever your training needs are, one of our staff can assist. This is a very economical way to learn. Contact Wauchope College for available times and dates.  
W202CT01 Wauchope \$60 per hour

Robyn Martin

### Lessons with your Laptop

Have you bought a new laptop and found it a bit bewildering? Come along, with your laptop, and find out where to access the different settings and how to choose the right options to get the most out of your computer. We will look at personalising your settings - setting up for the best battery use, preventing common problems and identify some of the programs that come with your laptop. This is an easy paced, friendly course ideal start for those new to computing.

W201EC02 Mon Jan 30 to Feb 20 4 sessions 9:30am to 12noon \$120  
Wauchope

Robyn Martin

### Laptops - Stage 2

Learnt the basics and want to know more. This course will take a more comprehensive look at your operating system. You'll also learn how to install and uninstall programs, save files on a USB and burn files to a DVD as well as how to protect your computer whilst on the net with firewalls and lots more.

W202EC01 Mon Feb 27 to Mar 19 4 sessions 9:30am to 12noon \$120  
Wauchope

Robyn Martin

### E-Bay

This course will give participants all the information they need to have the confidence to register and start enjoying buying & selling on E-Bay.

P202EC02 Thu Feb 9 & Feb 16 2 sessions 11am to 1pm \$59  
Port Macquarie

René Miles

### Introduction to Spreadsheets using Excel

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

P201EC04 Mon Jan 30 9am to 3pm \$114  
P202EC01 Mon Feb 6 & Feb 13 2 sessions 6pm to 9pm \$114  
P203EC01 Thu Mar 8 9am to 3pm \$114  
Port Macquarie

René Miles

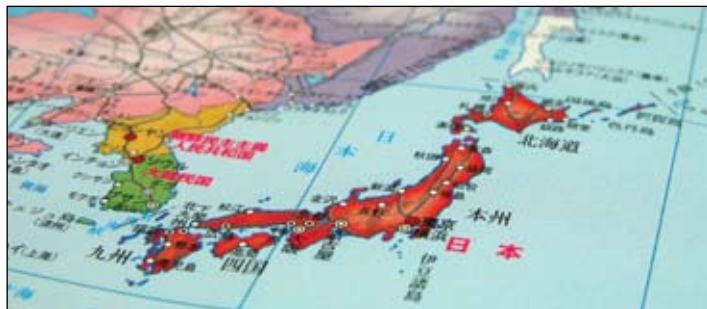
### Intermediate Spreadsheets using Excel

This course is intended for those who wish to extend their skills in Microsoft Excel to perform more complex functions when creating and editing spreadsheet documents. You will learn about absolute references, charts, functions, linking and protecting worksheets.

P203EC02 Wed Mar 28 9am to 3pm \$114  
Port Macquarie

René Miles

## LANGUAGES



### NEW Japanese for Beginners

You will learn the language and culture norms for everyday situations. On completion of the course you will be able to ask and obtain information, cope with basic shopping, talk about time, identify people and things and introduce yourself and greet people.

W202L01 Wed Feb 1 to Mar 21 8 sessions 6pm to 8pm \$144  
Wauchope

Yoshiya Sakamoto

### Spanish for Travellers

A course that will help to introduce future travellers to Spain or Latin America, or those who may want to explore the language and the culture of those regions. Learn the sounds and useful expressions, how to read and say them, in a fun and easy way.

P202L01 Wed Feb 1 to Mar 21 8 sessions 6pm to 8pm \$144  
Port Macquarie

Adriana Rozada

### Spanish - The next step

A course to follow up on your introductory classes. Our native speaking tutor will help you improve your pronunciation and speaking skills and add vocabulary and more topics to your Spanish conversation. Ole!

P202L02 Mon Feb 6 to Mar 26 8 sessions 6pm to 8pm \$144  
Port Macquarie

Adriana Rozada

### NEW Intro to Auslan

(Australian Sign Language)

This course will provide you with the opportunity to learn Auslan in a relaxed, fun environment. At the completion of the course you will be able to hold a simple conversation in Auslan.

P202L07 Mon Feb 6 to Mar 12 6 sessions 6pm to 9pm \$95  
Port Macquarie

Johanna Lakke

### A French Experience

This course is for those who want some basic French skills for travelling. Suitable for anyone wanting to start learning French from scratch or needing to revise their previous knowledge. Topics include learning how to ask for information, how to respond to people, learn to talk about yourself, your family, your work and leisure activities and also learn about French culture and history.

P202L03 Thu Feb 9 to Mar 29 8 sessions 6pm to 8pm \$144  
Port Macquarie

Daniele Barrois

### Alliance Francaise French Lvl 1

French language courses are offered in association with the Alliance Francaise and the Campus Program. Offering Level 1 for continuing students in February, students can progress as confidence and skills grow. Enquiries from more experienced students are also welcome for intermediate and advanced classes.

P202L04 Tue Feb 7 to Mar 27 8 sessions 6pm to 8pm \$144  
Port Macquarie

Daniele Barrois

### Italian

For students with little or no knowledge of Italian. This course will offer a general introduction to Italy as a country. You will learn to speak, read and write the Italian language as they do in Italy. Basic grammar rules will also be covered.

P202L05 Beginners Wed Feb 8 to Mar 28 8 sessions 6:30pm to 8:30pm \$144  
P202L06 Intermediate Thu Feb 9 to Mar 29 8 sessions 6:30pm to 8:30pm \$144  
Port Macquarie

Joe Piola

## HEALTH AND WELL-BEING

### NEW Buddhist Living Advanced

This course is suitable for students who have attended the Buddhist Living and Meditation class and those who have some knowledge of the approach towards Buddhist living, in depth concepts such as the Law of Karma, Dependent Origination, Buddhist Economics and Adhidhamma (moral psychology) will be explained. More detailed explanation of tranquil and insight meditation will also be provided with practical exercises and demonstrations.

P203HW03 Sat Mar 10 9:30am to 1:30pm \$55  
Port Macquarie

Tin Nu

### Buddhist Living & Meditation

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.

P201HW01 Sat Jan 21 9:30am to 1:30pm \$47  
P203HW02 Sat Mar 3 9:30am to 1:30pm \$47  
Port Macquarie

Tin Nu

### Reiki I

Come along and have fun learning the ancient art of Reiki healing. Through attunement your vibration will be raised to access more life force energy. This is also known as unconditional love. This energy can be used to heal yourself and others on the physical, emotional and spiritual levels.

W203HW01 Sat Mar 24 & Sun Mar 25 2 sessions 9:30am to 4pm \$143  
Wauchope Rita O'Brien  
P203HW04 Sat Mar 17 & Sun Mar 1 2 sessions 10am to 2pm \$91  
Port Macquarie Lyn Bentley

### Reiki II

You will learn how to direct and increase your Reiki energy through the use of sacred Reiki symbols and attunement. Learn to send distant healing to loved ones and to your past, present and future, to release emotional blocks and become in touch with your true self. This course is for students who attended a Reiki I course at least 12 months ago.

P202HW10 Sat Mar 31 & Sun Apr 1 10am to 2pm \$126  
Port Macquarie

Lyn Bentley

## CREATIVE PURSUITS

### 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.

P203CP05 Tue Mar 13 & Thu Mar 15 to Mar 22 4 sessions 6pm to 8pm \$115  
Port Macquarie

### NEW Creative Reflections

Kim Staples

Use Art to heal your heart. Our thoughts and emotions affect our health and the way we live our life. In this workshop you will be gently guided through the journey of creative reflections. Kim will show you the techniques to help you find peace, happiness and clarity using artistic expression. No artistic skills are required, just a willingness to have a healthier life through positive emotions.

P202CP05 Tue Feb 14 10am to 1pm \$48  
P202CP06 Tue Feb 14 6pm to 9pm \$48  
P203CP03 Wed Mar 7 10am to 1pm \$48  
P203CP04 Wed Mar 7 6pm to 9pm \$48  
Port Macquarie

### Painting Flowers using Watercolours

Kim Staples

Never painted before but would like to? This creative and exciting course will help you discover the joy of painting flowers using watercolours. Participants will learn a variety of techniques including the use of masking fluid and transferring of images. Drawing skills are not essential as patterns will be provided.

P202CP04 Wed Feb 8 to Feb 29 4 sessions 6pm to 9pm \$145  
P202CP03 Sat Feb 11 & Feb 18 2 sessions 10am to 4pm \$145  
Port Macquarie

### NEW Painting Surf, Surfboard Designs or 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.

P201CP02 Sat Jan 28 & Sun Jan 2 2 sessions 10am to 2pm \$98  
Port Macquarie



### Painting & Drawing

Yvonne Kiely

Allow yourself to be free! This class is designed to open your mind and senses, free yourself from intimidation and expand your creative potential. This combination of painting, drawing, creative activities and experiments will loosen up those traditional boundaries. Yvonne works closely with each student and understands each person creates uniquely. Everyone will be encouraged to take risks! And work with mistakes (happy accidents!). Students will complete two abstract paintings by the end of the course.

P202CP08 Thu Feb 9 to Mar 15 6 sessions 6pm to 9pm \$197  
Port Macquarie

### Acrylic Painting - Texture and Mixed Media

Kim Staples

In this class you will learn the versatility of acrylics and gain knowledge and understanding of colour, tone, composition, mediums and techniques. Everyone will be encouraged to work at their own level, whilst developing their own style. Bring along some ideas and images to create a masterpiece of artwork ranging from traditional to abstract i.e. landscape, flowers, contemporary designs. If required the teacher can supply reference material and patterns. This workshop suits beginners as well as more experienced artists.

P203CP02 Sat Mar 3 & Mar 10 2 sessions 10am to 4pm \$138  
Port Macquarie



### Watercolours & Mixed Media

Glo Hill

A watercolour class that will cover a variety of subjects, using watercolour as a basis, adding coloured pencil, pastel and ink to create traditional or contemporary works. A relaxed but informative class with demonstrations and individual tuition will help beginners to get started and students with some experience to go further and be more creative.

P202CP07 Mon Feb 27 to Apr 2 6 sessions 12:30pm to 3 \$142  
Port Macquarie

### Creative Writing

Bill Olson

Have you always wanted to write? This course will show you how to get started on that first novel. If you planned to write a novel someday then that day has arrived. Each session includes valuable tips on aspects of style and content.

P202CP01 Tue Feb 14 to Mar 6 4 sessions 6pm to 8pm \$90  
Port Macquarie

### Cupcake Decorating

Donna Clarke

Come along and have fun learning how to decorate cupcakes with fondant icing and impress your family and friends. You will be provided with recipes and ideas to transform an ordinary cupcake into the extraordinary. You will be shown how to ganache and cover cupcakes with fondant icing and be shown simple ways to dress up any cupcake.

P202CP02 Sat Feb 4 9am to 1pm \$98  
P203CP01 Sun Mar 18 9am to 1pm \$98  
Port Macquarie

### Learn to Sew

Roberta Adames

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

P201CP03 Mon Jan 23 & Tue Jan 24 2 sessions 10am to 2:30pm \$95  
Port Macquarie

### Broomstick Lace Crochet

Joan Peate

Looking for something different? Learn how to make lacy, open work fabric, using a giant knitting needle and a regular crochet hook. Students do need to know how to crochet chain and double crochet stitch.

W202CP01 Tue Feb 7 to Mar 13 6 sessions 7pm to 9pm \$132  
Wauchope

### 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. Experienced painters also welcome.

P201CP01 Thu Jan 19 10am to 2pm \$59  
Port Macquarie

**Wauchope Bridge Club**  
Sunday 3.00pm & Tuesday 6.30pm  
Cost \$5  
**Phone Deb: 6585 2663**

**Please note the location of the course when making your selection**

# Port Macquarie 6583 7288

## HEALTH AND WELLBEING



**Tai Chi** Trevor Smith  
Tai Chi is a very gentle exercise, good for stress relief, concentration and becomes moving meditation, all excellent for good health.

W201HW01 Mon Jan 30 to Apr 2 10 sessions 7pm to 8:30pm \$165  
Comboyne  
W202HW02 Wed Feb 1 to Apr 4 10 sessions 5pm to 6pm \$121  
Wauchope

**Tai Chi Chuan - Peking 24 Form** John Shuttleworth  
Learn the Tai Chi form practiced by millions of people every day. The 24 moves include all of the traditional moves. This gentle, internal martial art form from ancient China will bring you better health, tranquility and vitality.

P202HW04 Thu Feb 9 to Mar 15 6 sessions 6:15pm to 7:15pm \$70  
Port Macquarie

**Tai Chi Chuan - Peking 24 Form Advanced** John Shuttleworth  
Build on the skills you have developed in the beginners class using the 24 traditional moves. This advanced class will cover: breathing techniques, guided meditation and the 10 essentials of tai chi.

P202HW11 Thu Feb 9 to Mar 15 6 sessions 5pm to 6pm \$70  
Port Macquarie

**Tai Chi & Tai Ji Qigong Exercise Forms** Kath Ruse  
Come and have fun while learning to use your body as one with very little effort. Balance your life with Yin & Yang forms.

W202HW01 Tue Jan 17 to Mar 13 9 sessions 6pm to 7pm \$105  
Wauchope  
P202HW02 Ongoing Tue Feb 7 to Mar 13 6 sessions 9:30am to 10:30am \$70  
P202HW03 Beginners Tue Feb 7 to Mar 13 6 sessions 11am to 12noon \$70  
Port Macquarie

**Hatha Yoga** Amanda Nash  
Relax, stretch, breathe and enjoy yourself within your own capabilities and feel better! Ring the office to find out how to claim the cost of your Yoga classes from your Health Fund.

W202HW05 Mon Jan 30 to Apr 2 10 sessions 1pm to 2:30pm \$121  
W202HW04 Wed Feb 1 to Apr 4 10 sessions 10am to 11:30am \$121  
Wauchope

**Introduction to Yoga** Amanda Nash  
Ever wondered if Yoga is for you, come along to this short introductory class where you can try some basic Yoga techniques and ask questions of the tutor.

W201HW03 Wed Jan 18 10am to 11:30am \$22  
W201HW04 Wed Jan 25 10am to 11:30am \$22  
Wauchope

**Meditation** Rita O'Brien  
Learn how to go beyond the conditional mind into a deeper state of relaxation which helps to reduce stress and achieve a peaceful state of mind and body.  
W202HW03 Mon Feb 27 to Apr 2 6 sessions 6pm to 7pm \$77  
Wauchope

**Mind Skills** Geoff Collins  
WARNING this course could absolutely ruin your misery! This course is designed by Hypnotherapist Geoff Collins for those who wish to learn to use their minds more effectively. This includes techniques for relaxation, boosting self image, increasing confidence, uncovering and changing negative or limiting subconscious belief systems, problem solving using the dream state, habit control, dealing with fears and increasing happiness and well-being.

P202HW06 Wed Feb 8 to Mar 14 6 sessions 6:30pm to 8:30pm \$84  
Port Macquarie

**Pilates Floor Exercises** Daniel Craft  
Pilates is a series of flowing controlled movements which help achieve toned and strengthened back, abdominals and buttock muscles. Pilates will improve your flexibility, energy levels, core body strength and above all your posture. This class will suit those who have attended Pilates before and are ready to move on to the next stage.

P202HW07 Thu Mar 1 to Apr 19 8 sessions 5:30pm to 6:30pm \$108  
Port Macquarie

**Pilates for Beginners** Daniel Craft  
Pilates has been proven to be an effective way to tone up and strengthen the body whilst also improving flexibility and posture. Pilates is also great for relieving back and neck pain, this is a course for those wanting to start a pilates exercise program.

W201HW02 Tue Jan 24 to Mar 13 8 sessions 5:30pm to 6:30pm \$108  
Wauchope  
P202HW08 Thu Feb 2 to Feb 23 4 sessions 6:45pm to 7:45pm \$54  
P202HW09 Thu Mar 1 to Apr 19 8 sessions 6:45pm to 7:45pm \$108  
Port Macquarie



**NEW Kung Fu Femmes** Rachel Palmer  
Government Accredited instructor Rachel Palmer will lead you through this Tai Chi based system of simple yet effective self defence. Practise techniques during circuit work with punch and kick pads to increase your speed and stamina. Record your achievements in the kung fu challenge. Cool down and relax with flowign movements of "Enerchi gong". Learn to apply the philosophies of kung fu to your daily life to increase your success.

P202HW01 Sat Feb 4 to Mar 10 6 sessions 8am to 9:30am \$76  
Port Macquarie

## CAREER AND STUDY SKILLS

**Career Planning - What do I want to do?** Deb Carmichael  
This is a question faced by most young people and it is an important and often difficult one to answer. However research shows that setting goals early is often the key to a successful career. Careers may change over time but the skills for mapping out how to get to where you want to be are invaluable. This program raises and explores a number of issues young people should consider when trying to answer this question. Topics include knowing yourself, how to identify different career options, how and what details to find out about prospective careers. Deb works with students on a 1 to 1 basis, so ring the office to book a suitable time.

W202LS01 Thu Feb 2 9:30am to 10:30am \$25  
W203LS01 Thu Mar 22 9:30am to 10:30am \$25  
Wauchope

**Maths Extra Tuition** Neil Cossey  
Are you a self-motivated student in Years 9, 10, (Advanced, Intermediate or Standard) 11 or 12 (General Mathematics, Mathematics) who needs help? An experienced Mathematics teacher is available to help you.

P202LS01 Thu Feb 16 to Mar 29 7 sessions 6:15pm to 8pm \$144  
Port Macquarie

**Help with Assignments and Homework** Deb Carmichael  
The homework centre offers individual students volunteer help with assignmnets and homework, a quiet space to complete work, computers and internet for research, printers and a photocopier. All students welcome.

W202LS02 Mon Feb 20 to Wed Apr 4 14 sessions 3:30pm to 5:30pm \$Free  
Wauchope

*Please note the location of the course when making your selection*

# Wauchope 6585 2663

## LEISURE AND RECREATION

### Basic Clipping and Grooming for Pet Owners - Workshop 1

Deborah Dewberry

Grooming is an essential part of pet care, these workshops will assist pet owners to manage their dog's grooming needs. Participants need to bring their own brushes, combs and nail clippers. Electric clippers can be hired from the tutor. All dogs need to be restrained and vaccinated.

Workshop 1: This workshop covers techniques for handling your dog, grooming tools, techniques and practice in grooming, bathing, skin care and skin products as well as clipping the torso, head and legs.

W202LR05 Sat Feb 11 & Sun Feb 12 2 sessions 9am to 1pm \$154  
Wauchope

### Basic Clipping and Grooming for Pet Owners - Workshop 2

Deborah Dewberry

Workshop 2: This workshop consolidates the previous skills and covers clipping the sensitive areas ie: feet, between pads, genital area, eyes, ears, mouth and introduces you to creating styles.

W203LR02 Sat Mar 10 & Sun Mar 11 2 sessions 9am to 1pm \$154  
Wauchope

### Beginners Mah Jong

Janne Ellen-Swift

Learn the basics of the western version of this ancient Chinese game. There may be opportunities to continue at a more advanced level or at a club if you wish.

W202LR08 Mon Feb 13 to Mar 12 5 sessions 10am to 12noon \$99  
Wauchope

### Mah Jong

Audrey Bryant

Mah-Jong continues for existing members. Please register your name at the office. Other players, including those who have previously been with the group are also welcome to join.

P202LR03 Mon Feb 6 to Jun 25 19 sessions 9:30am to 12noon \$40  
Port Macquarie

### Belly Dancing for Beginners

Julie Farrell

You don't have to be slim or young - just enthusiastic and willing to improve your posture, develop grace and self-confidence and discover a way to express your own unique beauty and creativity through this ancient dance for women. All ages, shapes and sizes, dancers and non-dancers alike are encouraged to attend and learn rhythms as well as the history of this art form.

W202LR04 Wed Feb 1 to Apr 4 10 sessions 5:30pm to 7pm \$138  
Wauchope

### Learn to Play Bridge

June Cook

The game of bridge is fascinating. It sharpens the mind and opens up a new social world. During this course June will cover the basics of bridge - the art of bidding (ie: how to talk to your partner through bidding), bridge etiquette and card play. You don't need a partner just a willingness to learn.

W202LR03 Mon Feb 6 to Mar 12 6 sessions 2pm to 4pm \$55  
Wauchope



### Knife Sharpening

Alan Fairhurst

Learn how to sharpen your knives the way professionals do. You can also sharpen scissors or secateurs. You will save dollars, time and energy, ensuring a much safer kitchen. It may be the most useful time you will ever spend.

P203LR07 Tue Mar 20 10am to 1pm \$45  
Port Macquarie

### Women's Studies

Janne Ellen-Swift

History is mainly the story of men. How has that happened? This course will look at the social/political and philosophical reasons for the emission of women from the story of the human race. We will study women of the past, what they had to say and what they achieved.

W202LR06 Tue Feb 14 to Mar 6 4 sessions 10am to 12noon \$88  
Wauchope

### NEW Cheese Making Workshop

Lyndall Dykes

In this one day 100% hands on workshop participants will learn how to make Camembert, Fetta, Quark, Mascapone, Ricotta and Greek style yoghurt. All course notes are provided as well as a cheese inspired lunch. All participants take home a gift bag of cheese made during the day.

P202LR01 Fri Feb 17 10am to 4pm \$169  
P202LR02 Sat Feb 18 10am to 4pm \$169  
P203LR01 Sat Mar 24 10am to 4pm \$169  
P203LR02 Sun Mar 25 10am to 4pm \$169  
Port Macquarie



### NEW CircleofDrums Intermediate/Advanced

Chris Baker

Join us for a fun filled course where you will learn to play rhythms with greater intricacy. This course will show you how to create a stronger connection with the rhythms, giving you the opportunity to build on your drumming skills. Students will play with like-minded people and be given space to express their skills through drumming and community spirit. This intermediate course is designed for those with previous experience playing African drum rhythms on the djembé.

P202LR10 Tue Feb 7 to Mar 27 8 sessions 7:15pm to 8:45pm \$165  
Port Macquarie

### CircleofDrums-African Drumming

Chris Baker

This exciting course will show you how to play tribal drum rhythms on African style drums. You will be guided individually and as part of a group as you learn to play a full tribal drum rhythm over the length of the course. It is guaranteed fun and a great way to connect with music and your community. Book early - a very popular course.

P202LR09 Tue Feb 7 to Mar 27 8 sessions 5:30pm to 7pm \$165  
Port Macquarie

### Genealogy/Family History

Janne Ellen-Swift

Start the process of your own "Who do you think you are". This course is for beginners in family history. We will discuss the many problems that arise and how to tackle them as well as organising, filing and recording information on charts. Learn how to research local, Internet & State resources on the computer.

W202LR07 Thu Feb 16 to Mar 8 4 sessions 10am to 12noon \$88  
Wauchope

### Golf

Chris Tickner

A great opportunity for golf beginners to learn from an experienced professional. Lessons cover stance, grip, posture, teeing off with woods, chipping, putting and course etiquette. Limited class size. Clubs are supplied if required.

P202LR06 Tue Feb 7 to Feb 28 4 sessions 10:30am to 12noon \$86  
P203LR03 Tue Mar 13 to Apr 3 4 sessions 10:30am to 12noon \$86  
Port Macquarie

### Guitar Lessons for Beginners

Robert Bullock

Local musician and experienced tutor, will teach this guitar course for beginners. You will learn strumming, 12 chords, how to tune, basic theory and 8 part songs to accomplish in an 8 week time frame.

W201LR01 Tue Jan 24 to Mar 13 8 sessions 7pm to 9pm \$145  
W203LR01 Tue Mar 27 to May 15 8 sessions 7pm to 9pm \$145  
Wauchope  
P202LR05 Wed Feb 8 to Mar 28 8 sessions 6pm to 8pm \$145  
Port Macquarie

### Guitar Lessons Continuing

Robert Bullock

Continuing on from the beginners course you will be able to play songs of your choice and work on refining your timing, chord changes and reading music.

W202LR02 Thu Feb 2 to Mar 22 8 sessions 7pm to 9pm \$145  
Wauchope

### Social Dancing

Ken Halcrow

Learn the latest, updates of Rock 'n' Roll/Ballroom/Latin/Country Classics and NEW Ceroc. Social dance is a fantastic skill for life and very enjoyable. We are offering a scholarship to the first young couple to enrol. So ring NOW.

W202LR01 Thu Feb 9 to Mar 29 8 sessions 7pm to 9pm \$163  
Wauchope

# 77 Hastings River Drive Port Macquarie

## LEISURE AND RECREATION

### Vietnamese Cooking

Tin Nu  
Vietnamese food includes a lot of fresh uncooked vegetables, herbs and fruits and is one of the healthiest cuisines that is formed culturally. 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. This course will show you 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.

P201LR03	Tue Jan 24	10am to 1:30pm	\$62
P203LR05	Sun Mar 11	10am to 1:30pm	\$62

### NEW Middle Eastern Cuisine

Tin Nu  
Come and learn the use of exotic range of spices, herbs, vegetables and fruits in Middle East cooking with Tin. Mouth watering dishes such as Persian style shrimp and rice, chicken in walnut and pomegranate seed, Iraqi lamb, baked fish with hot chilli and swooning Imam.

P203LR06	Sun Mar 4	10am to 1:30pm	\$62
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All cooking classes are at Port Macquarie



### NEW Hands on cooking classes with well-known local identity Lyn Withers - All recipes included

#### Mediterranean Cooking Skills

Lyn Withers  
Entree in Greece, main course in Italy and dessert in Spain.  
P202LR08 Sat Feb 25 10am to 2pm \$95

#### 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.  
P201LR02 Tue Jan 17 6pm to 8pm \$79

#### 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.  
P201LR06 Sat Jan 21 10am to 2pm \$98  
P202LR07 Sat Feb 11 10am to 2pm \$98

#### 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.  
P201LR01 Thu Jan 19 6pm to 8pm \$69

#### Seafood & Textures

Lyn Withers  
Learn in this class how to produce four different dishes from one fish and waste nothing! Sashimi, portion filets and cook them in two different ways and use the wings which are a delicious delicacy.  
P203LR04 Sat Mar 10 10am to 2pm \$98

## 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.

P202DM07	Mon Feb 6 to Mar 19	6 sessions	9:30am to 11:45am	\$147
P202DM03	Thu Feb 9 to Mar 22	6 sessions	6pm to 8:15pm	\$147
P203DM02	Wed Mar 7 to Apr 11	6 sessions	6pm to 8:15pm	\$147
Port Macquarie				
W203DM01	Fri Mar 2 to Mar 30	5 sessions	1pm to 4pm	\$145
Wauchope				

### Working with Photographs (with Photoshop Elements)

Mike Kane  
Introducing you to the brilliance of Photoshop Elements showing you how, with simple editing, your photos will look like a professional's. This program offers adjustments of light and contrast, removal of objects, changing colours ie. transforming the sky & turning a dull day to sunny, lightening shadows in only part of a photo, adding interest by sharpening or blurring outlines or skin can be smoothed and blemishes removed. You will learn special techniques of laying, using special selection tools, improving photos with filters and understanding pixels and sizes of photographs.

P201DM02	Mon Jan 16 to Jan 30	3 sessions	6pm to 8:30pm	\$90
P202DM02	Mon Feb 27 to Mar 12	3 sessions	6pm to 8:30pm	\$90
P203DM01	Wed Mar 7 to Mar 21	3 sessions	12:30pm to 3pm	\$90
Port Macquarie				
W202DM01	Wed Feb 1 to Feb 15	3 sessions	9:30am to 12noon	\$90
Wauchope				

### 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. Learn tips on composition & flash photography. Upload images and basic manipulation.

P201DM05	Wed Jan 18 to Feb 15	5 sessions	6pm to 8pm	\$125
P202DM06	Wed Feb 8 to Mar 14	5 sessions	3:30pm to 5:30pm	\$125
Port Macquarie				
W201DM01	Mon Jan 30 to Mar 12	6 sessions	1pm to 3:30pm	\$145
Wauchope				

### Portrait & Studio Photography

Mike Kane  
This course will offer the chance for amateur photographers to try out studio photography. Topics covered will be Portraits and Still Life, Product photography in a studio environment and lots of tips and techniques.

P202DM05	Fri Jan 27 to Feb 17	4 sessions	2pm to 5pm	\$145
Port Macquarie				

### 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 and 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.

P201DM06	Tue Jan 17 to Thu Jan 19	3 sessions	9:30am to 3:30pm	\$175
Port Macquarie				



### Organise your Digital Photos using Picasa

René Miles  
Learn how to organise your growing photo collection using Picasa, a great photo management program available free from the internet. This program has an extensive range of options for photos including face recognition. You will learn to edit photos, adjust lighting, crop, reduce red-eye, create albums, attach to emails, create collages & videos.

P201DM01	Tue Jan 17		9:30am to 5pm	\$92
P202DM01	Mon Feb 6 to Feb 20	3 sessions	3pm to 5:30pm	\$92
P203DM03	Mon Mar 5 to Mar 19	3 sessions	6pm to 8:30pm	\$92
Port Macquarie				


### SLR Location Photography

Mike Kane  
This field trip 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.

P201DM04	Tue Jan 17 & Thu Jan 19	2 sessions	5:30pm to 7:30pm	\$60
P203DM04	Sun Mar 11		7am to 11am	\$60
Port Macquarie				

# 5 Bain Street Wauchope

## LITERACY AND NUMERACY SKILLS

 The following courses are designed to assist students who struggle with reading, writing and maths to achieve the necessary skills to be able to do accredited courses such as RSA, RCG, First Aid, Food Hygiene & Safety Certificates and basic computing classes plus generally improve on their reading, writing and maths skills.

**Any new students in the following classes are asked to first make an appointment with Janette Jones for an interview for placement in the most suitable class.**

### Written Work Communications

Lyn Freeman

Covers the Certificate of General Education Levels 1-3 designed to update student's educational level to levels equivalent to the school certificate and above, mainly for those with day time commitments.

Mondays Jan 30 to March 26 6pm to 8pm \$15  
Port Macquarie

### Everyday Reading and Writing

Janette Jones

Covers the Certificate of General Education levels (Introduction, 1-3) designed to update student's educational level from basic education to the equivalent to the school certificate and higher.

Thursdays Feb 2 to March 29 10am to 12noon \$15  
Port Macquarie

### Conversational English

Janette Jones

Designed for people from non-English backgrounds and also covers a Certificate in Spoken and Written English from Levels 1-3.

Mondays Jan 30 to Mar 26 9.30am to 12.30pm  
Port Macquarie \$15 perm resident \$100 non resident

### Everyday Reading and Writing

Lyn Freeman

Covers the Certificate of General Education for Adults levels (Introduction, 1-3) designed to update student's educational level from basic education to the equivalent to the school certificate and higher.

Wednesdays Feb 1 to March 28 10am to 12noon \$15  
Port Macquarie

### Work and Life Skills

Janette Jones

For students with special needs and covers the Certificate of General Education levels Introduction and Level 1.

Thursdays Feb 2 to March 29 1pm to 2:30pm \$15  
Port Macquarie

## Learner Driver and Defensive Driver Trainer

An Accredited Driving Instructor will teach you the basics of vehicle checks, vehicle control, observations, manoeuvres and road position. Individual hourly sessions can be booked through the College.

## ON-LINE LEARNING



Online learning  
anytime, anywhere...  
just a click away!

[www.ed2go.com/yourwebname](http://www.ed2go.com/yourwebname)

Port Macquarie Community College now offers more than 250 on-line special interest and recreational courses. These courses can be taken in your own time, from the comfort and convenience of your home, office, or anywhere else you have access to a computer and the internet - 24 hours a day, 7 days a week.

**All courses \$165**

### Introduction to Dreamweaver CS5

If you want to design professional-quality Web sites, this is the class for you! In these step-by-step lessons, you'll build an in-class Web site using Adobe Dreamweaver CS5—and in the process, you'll discover how to plan a Web site from the ground up. As you create your site, you'll explore the Dreamweaver interface and find out how to make it work for you.

### A to Z of Grantwriting

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package.

### Introduction to Microsoft Excel 2010

Do you work with numbers? Then you need to master Microsoft Excel 2010—and this is the place to do it. Even "non-techie" beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.

### Introduction to CorelDRAW X5

Let CorelDRAW X5 unleash your creative genius! Whether you're a crafter, student, or professional graphic artist, this software is the perfect choice for your graphic design needs. CorelDRAW is easy to learn, and you'll be amazed at the professional results you can achieve right from the start. Even if you can't draw a straight line, this vector-based software program will help you draw with confidence as you create professional newsletters, greeting cards, web graphics, and logos. In addition, you'll learn how to turn plain photographs into brilliant works of art.

### Become a Veterinary Assistant

Do you love animals? Have you ever thought about a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to prepare for work in veterinary hospitals. What vaccinations do cats and dogs really need and how often should they be given? What is the best way to control fleas? What do you do if your dog has a cut? What is the best way to deal with an emergency situation involving a pet? This course will answer all these questions and more.

**Do you know, love or care for someone experiencing depression?**

**Would you be interested in a program effective in supporting the partners, family members and friends of people with depression?**

Partners in Depression is a FREE six week group program that aims to address the information and support needs of those who live with or love someone experiencing depression. The program covers a range of topics including:

- What is depression?
- Treatments for depression.
- Suicidal thoughts and self harm.
- How do you best support someone with depression?
- Communication strategies.

Date: Monday Feb 13 to Monday March 19

Time: 5.30 pm to 8.00pm

Venue: Port Macquarie Community College

**Free of charge to all**

Register your interest by calling Claudia Richardson 6584 4147, 0408 265039 or email: richardsonc@missionaustralia.com.au



## DISTANCE EDUCATION



**Certificate courses in Business and Medical Administration are available for study by Distance Education. Enrolments can be taken at any time and students will receive a flexible learning kit which includes learning materials, study guide and assessments. Students work at their own pace over a recommended 8 or 12 week period (approx 5-10 hours p/wk). The learning kit is available in hard copy. Contact with the trainer is available by email, mail or phone. Contact the College for more information.**

**Certificate III in Business - BSB30107 (per cluster) \$450**

**Certificate III in Business Administration - BSB30407 (per cluster) \$450**

**Medical Reception - BSB31107 (4 units) \$450**

This accredited course is conducted by distance learning, fully supported by phone and email contact with your trainer. The course covers the skills needed to work in a medical office including confidentiality, filing, stock control, processing Medicare documents and making appointments.

Successful participants will receive Statements of Attainment from Certificate III Business Administration (Medical) BSB31107: BSBMED305B Apply the principles of confidentiality, privacy and security within the medical environment, BSBMED303B Maintain Patient Records, BSBMED304B Assist in controlling stocks and supplies, BSBMED302B Prepare and Process Medical Accounts.

**Medical Terminology- Advanced (1 Unit) \$450**

This accredited course is conducted by distance learning, fully supported with phone and email contact with the trainer. Successful participants will receive a Statements of Attainment from Certificate III Business Administration (Medical) BSB31107: BSBMED301B Interpret and Apply Medical Terminology Appropriately.

The units covered include: an introduction to terminology including, prefixes, suffixes, root words as well as the following systems:

Integumentary, Musculoskeletal, Cardiovascular, Blood & Lymph, Respiratory, Gastrointestinal, Nervous, Optic, Auditory, Urinary, Reproductive, Obstetrics, Endocrine, Oncology, Psychiatry, Pharmacology, Clinical Pathology and Radiology.

**Medical Transcription Skills Set (NEW) \$770**

This accredited course is conducted by distance learning, fully supported with phone and email contact with the trainer. Successful participants will receive a certificate from Certificate III Business Administration (Medical) BSB31107. The units covered include: BSBMED301B Interpret and apply medical terminology appropriately, BSBADM411A Produce complex texts from audio transcription, BSBRES401A Analyse and present research information, BSBWRT401A Write complex documents and BSBITU307A Develop keyboarding speed and accuracy (for this unit the student is required to provide official proof of being able to type for 5 minutes, 70+ wpm with 98% accuracy) – please contact assessor for details. Course begins on enrolment.

**Medical Typing (3 units) \$450**

The course concentrates on practising typing medical reports with a variety of medical terminology and accents included. Successful participants will receive three Statements of Attainment from Certificate III in Business BSB31107: BSBWRT318A Write simple documents, BSBITU306A Design and produce business documents and BSBADM303A Produce Text from audio transcription. It is a prerequisite that an advanced medical terminology course be taken prior to this course. Computer access is essential.

**Basic Legal Terminology (non-accredited) \$250**

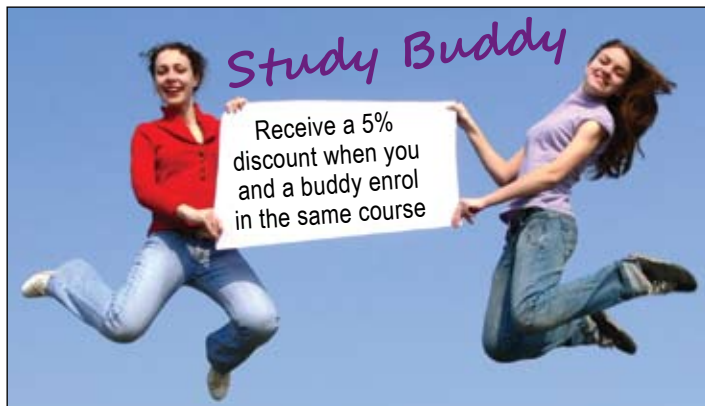
If you are considering working in a legal office or in the legal environment this is a great introduction to legal terminology. This non-accredited course is by distance learning using a workbook with phone and email contact with the trainer.

In this course you will learn about:

- How laws are made
- How our legal system works in Australia
- The various State and Federal courts
- The difference between criminal law and civil law

Plus a wide range of legal terminology relating to 10 different & interesting areas of law including Family Law, Conveyancing & Wills.

## INFORMATION



### Room Hire

*Need a space for a meeting, workshop or conference? Rooms are available for hire at the Community College in Port Macquarie and Wauchope. Central location, modern premises and reasonable rates. Contact our customer service staff today on 6583 7288*



### 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 the College. 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.

### Parking - Hastings River Dve

It is recommended that students access parking opposite the College on Hastings River Drive. Parking may also be available in the access lane opposite the College or near Settlers Inn. Students attending evening classes and parking on-site are requested to keep both sides of the driveway clear as 24 hour access is required.

### Student Facilities



Kitchen facilities including free tea and coffee are available for students. The College has ground floor wheelchair accessible facilities. Please notify the College at the time of enrolment, if you require wheelchair access to your course.



The Community College is supported by the NSW Government