

FREE TRAINING

AUSTRALIANS WORKING TOGETHER

Are you:-

Over 40?

Looking for Work?

Wanting to brush up on skills to re-enter the workforce?

Needing to improve your skills to retain your current job?

You can choose any vocational course (i.e. 'GST Free' appears next to the course fee) and do it for FREE!! Not available for 'No concession' courses (except courses on page 10).

Simply fill out an enrolment form, attach this ad and mail to the College. (Macarthur Community College reserves the right to limit the number of courses available to any individual).

If you do not attend your enrolment will lapse. No rights of transfer, re-enrolment or refund will be available under any circumstances.

ADULT LEARNERS WEEK

To celebrate Adult learners Week take \$10 off the course fee when you enrol in any of the following 'New' courses in Term 3. Mention 'Adult Learners Week' to claim your discount.

Computers: Beyond Beginners
Conquering Your Spelling Demons
Cooking: Learn to Cook
Cooking: Modern Bangkok Cuisine
Cooking: Patisserie - Sweet and Savoury
Cooking: Thai and Asian Appetisers
Dog Obedience 2
Drawing and Painting
Drawing People
Flower Making: Flowers that Last 2
German II
Glass Painting: Advanced
Gypsy Style Readings
HSC English: How to 'Journey' Well!
Keeping Up With Your Kids
More Quick & Easy Crafts for 5-12 Year Olds
Oil Painting
Painting Workshop
Sewing: Basic Lingerie Laundry Bag
Simple Hairstyling: Advanced

BITES (Basic IT enabling skills for older workers)

Are you:-

Over 45?

Receiving income support payments from Centrelink?

A low income earner?

Here's your opportunity to attend free nationally recognised training in

Information Technology (Computers).

At the time of printing course dates and times could not be confirmed. Register your interest by calling the College office on 9826 6455 and we will contact you as soon as we receive confirmation from the Department of Education, Science and Training.

ACCREDITED COURSES IN ALPHABETICAL ORDER

Basic Reception and Office Skills

Statement of Attainment in Communicate in the Workplace

Statement of Attainment in Process and Maintain Workplace Information

Statement of Attainment in Deliver a Service to Customers

Statement of Attainment in Provide Information to Clients

This course combines four units (BSBCMN203A, 206A, 208A, 209A) from Certificate II in Business and is designed to give school leavers and people re-entering the workforce the skills required to work in the office environment. You will learn to use common office equipment, filing, telephone techniques, customer service and OH&S. Concession fee \$115.

AC3CIWD/PMWD/DSCD/PICD \$195 (GST free) Cartwright P.S.

Tuesday 27 July

9:30am-1pm

28 Hours 8 Sessions

Alison Webb

AC3CIWE/PMWE/DSCE/PICE \$195 (GST free) Cartwright P.S.

Tuesday 27 July

6pm-9pm

24 Hours 8 Sessions

Judith Norris

Bookkeeping

Statement of Attainment in Maintain a General Ledger

Statement of Attainment in Process Accounts Payable and Receivable

In these two units (BSBADM309A and BSBADM310A) from Certificate III in Business Administration, participants will learn the basic elements of bookkeeping, including types of accounts, debits and credits, preparing journals, posting journal entries to the general ledger and preparing a trial balance. You will also learn about bank reconciliations, maintenance of accounts payable and accounts receivable records, processing of payments to creditors, and handling overdue accounts receivable. All these concepts will then be applied using the accounting software program MYOB. Participants do not require prior experience with MYOB but will need some experience with Windows-based computers. Access to a computer outside of course hours is an advantage. Concession fee \$415.

AC3MGL/PAPR \$495 (GST free) Cartwright P.S.

Thursday 29 July

9am-3:30pm

52 Hours 8 Sessions

Lyndall Cox

Computer Concepts

Statement of Attainment in Operate a Personal Computer

This unit (ICAITU128A) from Certificate II in Information Technology defines the competency required to start up, identify and select icons, correctly navigate and organise the desktop environment and use a range of functions. The course covers * start computer and access basic system information and features * navigate and manipulate desktop environment * organise basic directory and folder structures * organise files for user and/or organisational requirements * print information and correctly shut down computer. Course fee includes workbook and floppy disk to store your work on. One person per computer - consecutive weeks from start date. Concession fee \$110.

| | | |
|----------------------------|-------------------------|------------------------|
| AC3PCD | \$190 (GST free) | Cartwright P.S. |
| Friday 30 July | | 9:30am-2pm |
| 22 Hours 5 Sessions | | Pauline Osman |

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|----------------------------|-------------------------|------------------------|
| AC3PCDW | \$190 (GST free) | Cartwright P.S. |
| Sunday 15 August | | 9:30am-2pm |
| 22 Hours 5 Sessions | | Pauline Osman |

Computers for Beginners

Statement of Attainment in Operate Computer Hardware

Statement of Attainment in Operate Computer Packages

Two units from Certificate II in Information Technology (ICAITU005B - Operate Computer Hardware and ICAITU006B - Operate Computer Packages). This course will help you use your computer more effectively. It will introduce you to word processing using Word 2000, spreadsheets using Excel 2000 and databases using Access 2000. Learn how to create, save and print your work and then find it again. A great course for beginners if you have passed the 'turn on' stage. You will find out how to access help when you need it as well as information about a range of computer equipment. This course will provide you with the skills that are prerequisites for more advanced computer courses. Course fee includes workbook and floppy disk to store your work on. One person per computer - consecutive weeks from start date. Concession fee \$110.

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|----------------------------|-------------------------|------------------------|
| AC3CH1/CP1 | \$190 (GST free) | Cartwright P.S. |
| Monday 26 July | | 6:30pm-9pm |
| 20 Hours 8 Sessions | | John Hancock |

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|----------------------------|-------------------------|------------------------|
| AC3CH2/CP2 | \$190 (GST free) | Cartwright P.S. |
| Wednesday 25 August | | 9:30am-3pm |
| 22 Hours 4 Sessions | | Frances Devine |

Databases - MS Access 2000

Statement of Attainment in Operate Database Application

This unit (ICAITU131A) from Certificate II in Information Technology defines the competency required to operate database applications and perform basic operations. The course covers * create a database * customise basic settings * create reports * create forms * retrieve information. Prerequisites: typing ability, Windows and mouse skills or attendance at a Computers for Beginners/Concepts course. Consecutive

weeks from start date for Wednesday course or three, seven-hour days plus one, three-hour day for weekend course. Concession fee \$110.

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|----------------------------|-------------------------|------------------------|
| AC3DAD | \$190 (GST free) | Cartwright P.S. |
| Wednesday 28 July | | 9:30am-12:30pm |
| 21 Hours 7 Sessions | | Janette Park |

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|----------------------------|-------------------------|------------------------|
| AC3DAW | \$190 (GST free) | Cartwright P.S. |
| Sunday 25 July | | 9am-4pm/9am-12n |
| 24 Hours 4 Sessions | | Frances Devine |

Food Safety Level 1

Statement of Attainment in Follow Workplace Hygiene Procedures

Statement of Attainment in Apply Retail Food Safety Practices

Statement of Attainment in Follow Basic Food Safety Practices

Safe food preparation, handling and storage including the FSANZ and NSW Health food regulations. Suitable for everyone involved in food preparation, handling or service. Ensure that you are up to date with new Food Safety Standards. Upon successful completion of this course participants will be issued with a multi-industry, nationally accredited certificate aligned to the National Hospitality THH02, Retail WRR02 and Health HLT02 Industry Training Packages. This level meets the needs for Child Care, Canteen, OOSH and Aged Care Accreditation and HACCP Food Safety Program training requirements. Statement of Attainment issued for the following units: THHGH01B Follow Workplace Hygiene Procedures, WRRLP6C Apply Retail Food Safety Practices and HLTSA7A Follow Basic Food Safety Practices. Course delivered by CFT NSW - RTO 21120. No concession.

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|----------------------------|------------------------|--------------------------|
| AC3FS1 | \$95 (GST free) | Campbelltown H.S. |
| Saturday 21 August | | 10am-2:30pm |
| 4.5 Hours 1 Session | | CFT - NSW |

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|----------------------------|------------------------|------------------------|
| AC3FS2 | \$95 (GST free) | Cartwright P.S. |
| Monday 26 July | | 10am-2:30pm |
| 4.5 Hours 1 Session | | CFT - NSW |

Internet

Statement of Attainment in Send and Retrieve Information over the Internet

This unit (ICAITU133A) from Certificate II in Information Technology defines the competency required to complete basic web search tasks and send and receive emails with attachments. The course covers * access the internet * search internet * send and organise messages * create an address book. Prerequisites: keyboard, Windows and mouse skills essential, or attendance at a 'Computers for Beginners/Concepts' course. Concession fee \$110.

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|----------------------------|-------------------------|------------------------|
| AC3SRIW | \$190 (GST free) | Cartwright P.S. |
| Saturday 24 July | | 9:30am-4:30pm |
| 21 Hours 3 Sessions | | Pauline Osman |

Medical Terminology

Statement of Attainment in Use Basic Medical Terminology

Statement of Attainment in Use Advanced Medical Terminology

This accredited course of two units (BSBMED201A and BSBMED301A) from the Specialist Administration Standards of the Business Services Training Package will help you understand and correctly use a range of medical terms, phrases and abbreviations. It is ideal for those seeking work in the Health Services Industry, e.g. receptionist, typist, health fund worker, hospital administration and medical records personnel. The course covers: *Respond appropriately to instructions which contain basic/advanced medical terminology * Carry out routine tasks *Use appropriate basic/advanced medical terminology in oral and written communication with patients, fellow workers and health professionals. This course requires homework to be completed between sessions. Conducted over two, eight-week terms on Tuesday nights or five Saturdays. Prerequisites: participants must speak fluent English with good reading and writing skills. Course notes and medical dictionary included in course fee. Concession fee \$160.

AC3MTBE/MTAE \$240 (GST free) Cartwright P.S.
Tuesday 27 July 6:30pm-9pm
40 Hours 16 Sessions Marina LoMonaco

AC3MTBW/MTAW \$240 (GST free) Cartwright P.S.
Saturday 31 July 9am-5pm
40 Hours 5 Sessions Marina LoMonaco

Presentations - MS PowerPoint 2000

Statement of Attainment in Operate a Presentation Package

This unit (ICAITU132A) from Certificate II in Information Technology defines the competency required to operate a presentation application and perform basic operations. The course covers * create presentations * customise basic settings * format presentation * add slide show effects * print presentation and notes. Prerequisites: keyboard, mouse, Windows and word processing skills essential. Concession fee \$110.

AC3PPE \$190 (GST free) Cartwright P.S.
Tuesday 27 July 6:30pm-9pm
20 Hours 8 Sessions Janette Park

Responsible Conduct of Gambling

Statement of Attainment in Provide Responsible Conduct of Gambling

LAB approved RCG training is mandatory in NSW for all managers, Licensees and Secretary Managers in Hotels and Clubs and all staff and prospective staff who work in gaming areas. Training covers: the NSW machine gaming industry, the indicators and impact of problem gambling, the gambling harm minimisation framework, strategies for implementing responsible gaming practices and the benefits of implementing responsible gaming practices. Manual included in course fee. Course conducted and certificate issued by CFT NSW - RTO 21120. No concession.

AC3RCG1 \$85 (GST free) Cartwright P.S.
Monday 2 August 9:30am-4pm
6.5 Hours 1 Session CFT - NSW

AC3RCG2 \$85 (GST free) Campbelltown H.S.
Saturday 4 September 9:30am-4pm
6.5 Hours 1 Session CFT - NSW

Responsible Service of Alcohol

Statement of Attainment in Provide Responsible Service of Alcohol

Mandatory LAB approved RSA courses are required for anyone involved with the sale or service of alcoholic beverages, whether it be in a Hotel, Restaurant, Liquor store or Club. Training covers: legal requirements of the sale and service of alcohol in NSW; harm minimisation and duty of care; anticipating problems and managing patrons; assess and monitor the levels of intoxication of patrons; advise patrons on 'standard drinks' and the effects of alcohol; provide a range of options to assist customers to drink within appropriate limits; skills to detect and prevent under-age drinking and refusing service to intoxicated customers. Manual included in course fee. LAB Certificate and Statement of Attainment THHBFB09B from the Hospitality Training Package THH02 issued by CFT NSW - RTO 21120. No concession.

AC3RSA1 \$85 (GST free) Cartwright P.S.
Sunday 25 July 9:30am-4pm
6.5 Hours 1 Session CFT - NSW

AC3RSA2 \$85 (GST free) Campbelltown H.S.
Saturday 14 August 9:30am-4pm
6.5 Hours 1 Session CFT - NSW

AC3RSA3 \$85 (GST free) Cartwright P.S.
Monday 6 September 9:30am-4pm
6.5 Hours 1 Session CFT - NSW

Spreadsheets - MS Excel 2000

Statement of Attainment in Operate a Spreadsheet Application

This unit (ICAITU130A) from Certificate II in Information Technology defines the competency required to correctly operate spreadsheet applications and perform basic operations. The course covers * create spreadsheets * customise basic settings * format spreadsheet * incorporate objects and charts in spreadsheet * print spreadsheet. Prerequisites: keyboard, Windows and mouse skills essential, or attendance at a 'Computers for Beginners/Concepts' course. Concession fee \$110. Manual and floppy disk included. Consecutive weeks from start date.

AC3SAD \$190 (GST free) Cartwright P.S.
Monday 26 July 9:30am-1:30pm
24 Hours 6 Sessions Janette Park

Word Processing - MS Word 2000

Statement of Attainment in Operate a Word Processing Application

This unit (ICAITU129A) from Certificate II in Information Technology defines the competency required to correctly operate word processing applications and perform basic operations. The course covers * create documents * customise basic settings to meet page layout conventions * format document * create tables * add objects and images and * print word processing documents. Prerequisites: typing, Windows and mouse skills essential, or attendance at a 'Computers for Beginners/Concepts' course and an ability to practice between each session. Concession fee \$110. Manual and floppy disk included. Consecutive weeks from start date.

AC3WAD \$190 (GST free) Cartwright P.S.
Friday 30 July 9:30am-1pm

28 Hours 8 Sessions

Janette Park

AC3WAW \$190 (GST free)

Sunday 29 August

26 Hours 4 Sessions

Cartwright P.S.

9am-3:30pm

Frances Devine

Certificate IV in Assessment & Workplace Training

The Training Package called Certificate IV in Assessment and Workplace Training is the most current industry qualification. Each Unit and the full Certificate are VETAB accredited and give you a nationally recognised qualification as a Trainer and Assessor in the workplace. For ease of learning and flexibility we have combined Units into Learning Modules. You can enrol in all four Modules to do the whole Certificate or individual modules according to your needs. All modules require workshop attendance, self-directed learning and workplace projects. The workshop component for the full Certificate involves nine days. Enrol in the full Certificate and pay a fee of \$960, which includes all learning materials.

Module 1: Train Small Groups (BSZ404A)

This module provides an overview of adult learning, training and assessment in the workplace. The practical component for this module will be included later in Module 3 - day 6. If you are only going to do one course to enhance your skills for small group training in the workplace or intend to teach with the College, it is recommended that you take the course 'Train Small Groups, Plan and Deliver Training Sessions'. The module 'Train Small Groups' is an introduction to the complete Certificate IV. No concession.

AC3AWF1 \$120 (GST free)

Fridays July 23, 30, August 27

Cartwright P.S.

9am-5pm

Barry Russell

AC3AWT1 \$120 (GST free)

Saturdays July 24, 31, August 28

Cartwright P.S.

8:30am-5pm

Barry Russell

Module 2: Plan, Promote and Review a Training Program (BSZ 405A, 408A)

Designed to enable participants to identify training needs within their workplace and to plan and promote appropriate training strategies to meet those needs. The module concludes by examining the processes used to review training. No concession.

AC3AWF2-3 \$240 (GST free)

Fridays August 6, 13

Cartwright P.S.

9am-5pm

Barry Russell

AC3AWT2-3 \$240 (GST free)

Saturdays August 7, 14

Cartwright P.S.

8:30am-5pm

Barry Russell

Module 3: Plan and Deliver a Series of Training Sessions (BSZ406A, 407A)

This module offers participants the opportunity of gaining the skills to plan, deliver and review training sessions. It examines the various strategies and resources used to deliver training sessions and provide a safe environment to practise the delivery skills. Participants will deliver a 20 minute session to the group on day 6 and then a 50 minute session on day 9. No concession.

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| AC3AWF4-5 \$240 (GST free) | Cartwright P.S. |
| Fridays August 20, 27, September 17 | 9am-5pm |
| | Barry Russell |

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| AC3AWT4-5 \$240 (GST free) | Cartwright P.S. |
| Saturdays August 21, 28, September 18 | 8:30am-5pm |
| | Barry Russell |

Module 4: Plan, Conduct and Review Assessment (BSZ401A, 402A, 403A)

Designed to provide the appropriate skill development for teachers, supervisors, industrial officers and human resource personnel who are required to carry out the role of assessor. It details the requirement for determining evidence, selecting appropriate assessment methods and developing an assessment tool in a specific context. No concession.

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| AC3AWF6-8 \$360 (GST free) | Cartwright P.S. |
| Fridays September 3, 10 | 9am-5pm |
| | Barry Russell |

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| AC3AWT6-8 \$360 (GST free) | Cartwright P.S. |
| Saturdays September 4, 11 | 8:30am-5pm |
| | Barry Russell |

DO YOU WANT TO TEACH WITH MACARTHUR COMMUNITY COLLEGE?

The College requires the following course as the minimum qualification to teach general program courses.

Train Small Groups, Plan and Deliver Training Sessions (BSZ404A, 406A, 407A)

This four-day participative course provides an overview of adult learning principles and training for current and prospective Adult and Community Education tutors in the preparation, delivery and review of ACE courses. You will receive 32 hours of face-to-face training that includes a supervised practicum during the last session. Equivalent to Modules 1 and 3 of the Certificate IV in Assessment and Workplace Training advertised opposite. Four consecutive weeks from start date. No concession.

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| AC3TSG/PST/DTS \$360 (GST free) | Cartwright P.S. |
| Sunday 1 August | 9am-5pm |
| 32 Hours 4 Sessions | Barry Russell |

GENERAL COURSES IN ALPHABETICAL ORDER

ABC of Electronics

This course is designed for beginners who want to find work in the electronics industry or have the knowledge for personal use. On completion of the course participants will be able to identify electronic components, use a digital multimeter, read, measure and test continuity, resistance, capacitance, coils, diodes, transistors, transformers and read electronic circuit diagrams. Bring notebook, pen & A4 display folder. Consecutive weeks from start date.

CP3358-12 \$101 Cartwright P.S.

Tuesday 27 July 6:45pm-9pm

18 Hours 8 Sessions Zaia Yaco

DA3082-12 \$101 Cartwright P.S.

Monday 16 August 9:30am-3:30pm

18 Hours 3 Sessions Zaia Yaco

WC3854-12 \$101 Campbelltown H.S.

Saturday 21 August 9:30am-3:30pm

18 Hours 3 Sessions Zaia Yaco

Arabic for Beginners

This course is designed to enable you to communicate and understand the Arabic language. Involving interactive workshops the course will focus on speaking, writing and reading Arabic and will include an insight into the Arabic Egyptian culture and lifestyle.

CT3456-16 \$101 Campbelltown H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Magdy Riad

Assertiveness! Get Your Message Across Effectively

Are you bothered by something you want to say, or the repercussions you might suffer? Learn to overcome the fear of repercussion and begin to feel confident in your expression and behaviour. Assertiveness, attitude and you are the key ingredients in the recipe of communication. Beneficial to both corporate and domestic participants.

No concession.

WL3102-16 \$39 Cartwright P.S.

Saturday 7 August 10am-3:30pm

5.5 Hours 1 Session Annie Alchin

Astronomy: An Introduction

The night sky is a natural wonder whose beauty is often overlooked. This is a practical course where you will develop an appreciation of amateur astronomy. Find out what's up in the sky and how to locate planets, deep sky objects and other celestial objects using binoculars and telescopes. Extensive notes are supplied. Sessions will involve observing through a telescope where weather permits. Theory from 7pm-8:30pm with practical observation until 9pm. If too many cloudy nights tutor will organise an extra practical session.

EL3020-15 \$80 Elderslie H.S.
Tuesday 27 July 7pm-8:30pm/9pm
12 Hours 6 Sessions Andrew Wood

Babytime - Reading with Babies

This a practical hands-on workshop which will inspire you to read to the babies and preschoolers in your life. You will look at the way babies' brains develop and the importance of those early years in their ability to learn and think. You will discover ways to spend quality, enjoyable time with your baby that will have beneficial effects for the rest of his or her life. We will experience some fabulous children's stories and also learn about the importance of music, rhythm and play. Attendance is for adults only - no children. No concession.

WP3064-14 \$15 Wetherill Park Library
Saturday 7 August 10am-12:30pm
2.5 Hours 1 Session Margaret Redrup-May

Back on Your Bike New! !

Haven't ridden for a while and feeling a bit rusty? Is your bike gathering dust in the garage? Get some confidence back by learning new skills and enjoy your bike again. Do some exercise and discover quiet country roads. Learn how to check the bike and even take the front wheel off to fit in the car. Enjoy a ride with a group under the expert tuition of Tanya Bosch who has coached all levels of cyclists from beginners to those who race at National level. Two consecutive weeks from start date. No concession.

BD3001-8 \$69 Bargo Sports Club
Monday 2 August 11am-2pm
6 Hours 2 Sessions Tanya Bosch

Backyard Veggies

Escape harmful chemicals and produce a garden that can feed the family. The Veggie Lady will give you tips on locating the veggie patch; organic controls; what fertiliser to use; what to plant and when to plant it; as well as maximising your crop. No concession.

WL3241-15 \$70 Cartwright P.S.
Saturday 14 August 10am-3pm
5 Hours 1 Session The Veggie Lady

WC3841-15 \$70 Campbelltown H.S.
Saturday 21 August 10am-3pm
5 Hours 1 Session The Veggie Lady

Bagua Zhang: An Introduction

This course is an introduction to the chinese internal fighting and healing art of Bagua Zhang. Like its sister style Tai Chi, it is based on Taoist philosophy, which emphasises a non-confrontational approach in self-defence. The training promotes good health through relaxation and stimulation of chi flow through the body. Suitable for people looking for something a little more dynamic, Bagua is performed with swivelling and spiralling actions while walking in a circle which stimulates acupuncture meridians in

the body. Many who appreciate the benefits of walking will be attracted to this art which can be practised at home as it only requires an area of 3x3 metres to 'walk the circle'. Late enrolments not accepted after course has started. No concession.

LP3020-20 \$88 Liverpool G.H.S.

Wednesday 28 July 7pm-8:30pm

12 Hours 8 Sessions Manuel Carydis

Becoming Confident and Assertive

Like to stop putting yourself down and be more confident and assertive? Together we will learn the skills to develop self-confidence, self-acceptance and self-assertiveness. Begin to like and enjoy yourself. Improve your well-being by applying these skills to your own life situations. No concession.

WC3833-14 \$55 Campbelltown H.S.

Saturday 14 August 9am-5pm

8 Hours 1 Session Gai Pastor

Bodywaxing for Beginners

Learn the basics of hair removal in this introductory workshop for women only. This course will give you practice and knowledge on how to remove hair from the legs, bikini line, arms and underarms, eyebrow, lip and chin; and in the case of men - backs and chests. How to set up and market your home-based business are topics also covered. Participants need to bring two models each for the morning part of the workshop (or work on each other), a yoga mat with plastic sheet or massage table. All other equipment is supplied for \$10 (payable to tutor). Training manual available from tutor for \$15. No concession.

WL3039-14 \$95 Cartwright P.S.

Sunday 19 September 10am-5pm

7 Hours 1 Session Nina Elbourne

Bonsai

This course is for those who have completed the beginner's course. Develop your basic skills while creating your own bonsai. You will be taught how to prune, wire and pot your trees - own several bonsai by the end of term. Bring requirements listed on Confirmation. Fee covers tuition only - pots and materials are an extra cost - approximately \$22 per completed pot.

LP3347-15 \$102 Liverpool G.H.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions Georgina Kretschmar

Bonsai for Beginners

Learn the basic skills required to create your own bonsai. You will be taught how to prune, wire and pot your trees - own several bonsai by the end of term. Bring requirements listed on Confirmation. Fee covers tuition only - pots and materials are an extra cost - approximately \$22 per completed pot.

CP3397-10 \$102 Cartwright P.S.

Thursday 29 July 7pm-9pm

16 Hours 8 Sessions Georgina Kretschmar

Bonsai Workshop

Learn the art of bonsai with horticultural skills suitable for all gardening. Create your own small bonsai during this interesting and fun workshop with lots of 'hands-on' experience. Bring \$22 (payable to tutor) for tree, wire, soil and pot. No concession.

WC3845-10 \$42 Campbelltown H.S.

Saturday 21 August 10am-3:30pm

5.5 Hours 1 Session Georgina Kretschmar

Book Club

Book Club is a fun group for people who love to read. By reading and sharing ideas as a group, each short story, poem or text will be understood in new and creative ways. Bring your ideas and hear others share theirs. Text content will be flexible to suit the group. Bring pen and paper.

CT3080-20 \$99 Campbelltown H.S.

Tuesday 27 July 7pm-9pm

16 Hours 8 Sessions Abigail Rowell

Bookkeeping: Accrual

Use the skills learned in a basic bookkeeping course to deal with accounting for debtors (accounts receivable), creditors (accounts payable) and GST. Certificate issued. Previous attendance at a basic bookkeeping course is recommended. No concession.

DA3026-20 \$72 (GST free)

Cartwright P.S.

Wednesday 8 September

9:30am-5pm

7.5 Hours 1 Session

TAC Australia

Bookkeeping: Basic

Do you want to understand the principles of bookkeeping? You may own your own business or be looking to learn or improve your skills in bookkeeping for employment or personal improvement. This course is designed so you will understand how bookkeeping works and will include basic terminology, accounts payable and receivable, GST, general ledger, income and expenses, assets and liabilities, profit and loss statements, balance sheets and budgets. Conducted over Monday and Tuesday nights for four weeks at Campbelltown or Tuesday nights for eight weeks at Fairfield. Certificate issued.

CT3009-15 \$102 (GST free)

Campbelltown H.S.

Monday 26 July

7pm-9pm

16 Hours 8 Sessions

Peter Crowle

FD3034-14 \$102 (GST free)

Fairfield H.S.

Tuesday 27 July

6:30pm-8:30pm

16 Hours 8 Sessions

Fernando Da Costa

Bookkeeping: Basic - Cash Accounting

Have you ever wondered what debits and credits are? This two-day workshop combines theory and practical to introduce you to basic concepts such as recording journal entries, posting to the General Ledger and preparation of Profit and Loss and Balance Sheet reports in the context of a cash-based accounting system. For non-

accountants or those people wanting to understand what their computerised accounting system is doing behind the scenes. Two consecutive weeks from start date. Certificate issued. No concession.

DA3006-20 \$139(GST free) Cartwright P.S.
Wednesday 11 August 9:30am-5pm
15 Hours 2 Sessions TAC Australia

Budgeting: Personal or Household

Do you have enough money available to pay your bills when they fall due? How much does it really cost you to live each year? Discover practical and clever ways to set up a budget that you can live with so you can pay your bills and even get ahead. Be in control of your money and get the most out of what you have! Consecutive weeks from start date. No concession.

DA3425-12 \$30 Cartwright P.S.
Wednesday 28 July 10am-12n
4 Hours 2 Sessions Elly Fleming

CT3075-12 \$30 Campbelltown H.S.
Wednesday 28 July 7pm-9pm
4 Hours 2 Sessions Elly Fleming

IN3764-12 \$30 Ingleburn H.S.
Monday 9 August 7pm-9pm
4 Hours 2 Sessions Elly Fleming

FD3022-12 \$30 Fairfield H.S.
Tuesday 24 August 6:30pm-8:30pm
4 Hours 2 Sessions Elly Fleming

Calligraphy

An interesting and easy to learn course in beautiful handwriting. Learn a new style each term. Course includes colour, design and layout for personal or business use.

EL3929-10 \$102 Elderslie H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Sue Skilling

Candlewicking

A four week course for beginners and experienced participants alike. Many embroidery stitches will be learnt and a small article finished - you may want to start a larger project such as a cushion or quilt. Bring basic sewing kit, a hoop and 30cm square calico. No concession.

IN3137-15 \$50 Ingleburn H.S.
Monday 26 July 7pm-9pm
8 Hours 4 Sessions Dahiben (Dami) Patel

Card Making: Advanced Techniques and More!

Are you ready for more? You know how to stamp but want more techniques to create fantastic designs? Come along and learn how to make slider cards, inside-out cards and use suede paper. Try Perfect Pearls, Chalks, learn to colour and blend with Tombows and many other ideas to work on at home! All materials and workshop notes for \$27 - payable to tutor. No concession.

WC3855-15 \$51 Campbelltown H.S.

Saturday 28 August 9:30am-4pm

6.5 Hours 1 Session Judy Bland

Card Making: Perfect Gift Presentation

What all you stampers and cardmakers have been waiting for! make cards, matching gift wrap and boxes for that special person. Learn iris folding, use coloured sands, eyelets, chalks and more. All materials and workshop notes for \$27 (payable to tutor). No concession.

WL3011-15 \$51 Cartwright P.S.

Sunday 22 August 9:30am-4pm

6.5 Hours 1 Session Judy Bland

Character Cloth Dolls: Margreth the Witch

Learn the art of cloth doll making in this workshop. Dolls are designed by well-known artist, Michelle Munzone, who has been featured in various publications such as 'Dolls, Bears and Collectables' and U.S. magazine 'Soft Dolls and Animals'. This workshop will show you how to sculpt, draw and paint faces, wire fingers and more. A complete doll will be made in one day - some preparation needs to be done beforehand so please enrol at least 10 days before the advertised date. Sewing machines supplied but you are welcome to bring your own. Sample of doll on display in College office. Tutor will supply kit with pattern and all equipment to complete doll for \$65 - her contact details will be on Confirmation which will be posted to you once you enrol. No concession.

WL3060-10 \$50 Cartwright P.S.

Saturday 21 August 9:30am-4:30pm

7 Hours 1 Session Michelle Munzone

Child Care: An Introduction

An overview of the child 0-6 years including all areas of development i.e. physical, social, emotional, cognitive language and creative skills. Caregiving, strategies and knowledge of how to enhance the child's development in his/her environment. Also incorporating safety, communication, interacting with children and play. Great for parents or anyone interested in caring for or working with children either in the home or at a centre. A Certificate of Attendance is issued - this course is not a qualification to work in a child care centre.

CT3001-14 \$99 Campbelltown H.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions Sharyn Gordon

Child Care: An Extension

Designed as a follow-on course from 'Child Care: An Introduction', this course will give an extended view of the child 0-6 years including all areas of development, caregiving, strategies and knowledge of how to interact, understand, support and plan environments in order to foster the child's development and self-help skills. Also

incorporating 'A Guide to Legislative and Ethical Requirements of Child Care'. Great for parents or prospective parents or anyone interested in caring for children in either the home or at a centre. A Certificate of Attendance is issued - this course is not a qualification to work in a child care centre.

CT3002-14 \$99 Campbelltown H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Sharyn Gordon

Colour Therapy and Healing: An Introduction

Welcome to the wonderful world of Colour! Come and learn how to use the energetic properties of Colour for self discovery and healing. This short weekend course is a practical introduction to Colour Therapy and its healing applications. Participants will learn about the seven Colours of the electro-magnetic energy spectrum, and how we use them in everyday life. You will be introduced to the properties of each Colour using the Chakra System as a frame of reference, and learn about the potential healing properties of each Colour using tools such as guided visualisation, meditation and crystals. No concession.

WC3857-15 \$34 Campbelltown H.S.

Saturday 4 September 9am-1pm

4 Hours 1 Session Sonia Konopa

COMPUTER COURSES - DAYTIME

Adobe Photoshop: An Introduction

In practice Adobe Photoshop is the single most powerful tool for the creation and editing of graphic images. This course is designed for the first time user and on completion you will have knowledge and basic skills to use Photoshop tools, image file types, crop images, use layers, feather and clone images, format text with bevel and drop shadow and other effects. Adobe Photoshop is a camera for your mind. Windows, mouse and keyboard skills required. Floppy disk supplied. No concession.

SH3811-10 \$165 (GST free) Cartwright P.S.

Tuesday & Wednesday 6, 7 July 9:30am-5pm

15 Hours 2 Sessions Justin Kumar

DA3412-10 \$165 (GST free) Cartwright P.S.

Tuesdays 27 July, 4 August 9:30am-5pm

15 Hours 2 Sessions Justin Kumar

Adobe Photoshop: Advanced

This course is designed to extend the skills of Adobe Photoshop users who are already familiar with using Photoshop's tools and are comfortable with the basic techniques of the program. The focus of this course is to learn how to create and manipulate images and apply special effects. On completion of this course you will be able to scan, resize, duplicate, clone and crop an image, retouch photographs, create artwork, manipulate multiple layers, modify brightness, contrast and colour balance, apply text effects and use filters alone and in combination to create amazing tricks and special effects to the image. A must for those who want to take their Photoshop skills further. Prerequisite: completion of 'Adobe Photoshop: An Introduction' or previous Photoshop skills required. Floppy disk supplied. No concession.

SH3813-10 \$165 (GST free) Cartwright P.S.
Thursday & Friday 8, 9 July 9:30am-5pm
15 Hours 2 Sessions Justin Kumar

DA3414-10 \$165 (GST free) Cartwright P.S.
Tuesdays 10, 17 August 9:30am-5pm
15 Hours 2 Sessions Justin Kumar

Basic VBA Programming for Excel

Learn how to design the spreadsheets you want and how to use various functions to do all your calculations in easy, progressive steps. This course is for both the beginner and more experienced participant. It covers all the basic techniques required to create and maintain a worksheet. Use a combination of Excel and VBA to improve your productivity by adding power and flexibility to spreadsheets. An understanding of Basic Excel is necessary.

DA3021-10 \$150 (GST free) Cartwright P.S.
Monday 26 July 9:30am-3pm
16 Hours 3 Sessions Vinod Kumar

Computer Accounting - MYOB

This course will enable participants to set up their business accounts from scratch using MYOB. Also useful for people who are currently using MYOB but want to learn more about the program (and a bit about debits and credits as well!). The course covers establishing a chart of accounts, entering opening balances, customising invoices and purchase order forms, recording transactions such as sales, cheques and deposits, bank reconciliation, stock and GST. Basic knowledge of manual bookkeeping, keyboard, Windows and mouse skills are an essential prerequisite. Course fee includes workbook and floppy disk, bring questions, notebook and pen. Two consecutive weeks from start date. No concession.

DA3340-10 \$270 (GST free) Cartwright P.S.
Friday 30 July 9am-5pm
16 Hours 2 Sessions TAC Australia

DA3120-10 \$270 (GST free) Cartwright P.S.
Monday 16 August 9am-5pm
16 Hours 2 Sessions TAC Australia

Computer Accounting - MYOB: How Do I Do That?

This course is limited to 5 participants and there is no course outline. Simply come along with questions or a specific area you are having problems with - each enquiry will be covered in turn and you will not only have your questions answered, you will also learn from other's questions. Similar to a one-on-one consultation without the cost and with no more than 5 people. This course is NOT a beginner's course and is only available to frequent users of MYOB. No concession.

DA3853-5 \$150 (GST free) Cartwright P.S.
Tuesday 31 August 9am-3:30pm
6.5 Hours 1 Session Lyndall Cox

SH3857-5 \$150 (GST free) Cartwright P.S.

Thursday 30 September
6.5 Hours 1 Session

9am-3:30pm
Lyndall Cox

Computer Accounting - MYOB: Impressive Forms

Do you use MYOB? Do your invoices and other forms leave a lot to be desired? This one-day workshop will teach you everything you need to know about customising forms in MYOB including Invoices, Statements, Purchase Orders, Quotes, Pay Advices and more! You can take your completed template home with you and make impressions count! No concession.

DA3852-10 \$110 (GST free) Cartwright P.S.
Tuesday 24 August 9am-3:30pm
6.5 Hours 1 Session Lyndall Cox

SH3856-10 \$110 (GST free) Cartwright P.S.
Thursday 23 September 9am-3:30pm
6.5 Hours 1 Session Lyndall Cox

Computer Accounting - Advanced MYOB & Payroll

This course is intended for current users of MYOB who are reasonably familiar with the software. Advanced content will include: review daily operations, security features, month end procedures, including reconciliations and reporting, year end procedures, budgets, analysis, report customisation, forms customisation, journal entries. Payroll topics will include setup, process pays and reporting. Certificate issued. No concession.

DA3341-10 \$191 (GST free) Cartwright P.S.
Friday 27 August 9am-5pm
8 Hours 1 Session TAC Australia

DA3121-10 \$191 (GST free) Cartwright P.S.
Monday 13 September 9am-5pm
8 Hours 1 Session TAC Australia

Computers for Beginners

If you don't know how to turn on a computer then this course is for you - the beginner! It will include an introduction to Windows, using a mouse, parts of the computer and an explanation of the main terms used in computing. You will learn how to create basic word processing documents and spreadsheets. On completion of this course you will have the basic skills that are prerequisites for more advanced computer courses such as MS Publisher, MS Word, MS PowerPoint, MS Access and MS Excel. Included in course fee are notes and a floppy disk to store your work - disk will be held by the tutor until the last session to minimise risk of virus infection. One person per computer - certificate issued.

CL3011-8 \$145 (GST free) Cabramatta Library
Monday 2 August 9:30am-11:45am
16 Hours 7 Sessions Justin Kumar

DA3612-10 \$145 (GST free) Cartwright P.S.
Tuesday 27 July 10am-12noon
16 Hours 8 Sessions Loraine Posthoorn

DA3616-10 \$145 (GST free) Cartwright P.S.
Tuesday 27 July 12:30pm-2:30pm
16 Hours 8 Sessions Loraine Posthoorn

CL3042-8 \$145 (GST free) Cabramatta Library
Thursday 29 July 12:15pm-2:30pm
16 Hours 7 Sessions Justin Kumar

Computers for Beginners:

Introduction to MS Office 2000

This is a one-day introductory course in MS Office 2000 for first-time users. Hands-on experience in managing your files, saving, editing, formatting and printing documents. On completion of this course you will have basic knowledge of MS Word, Access, Excel and PowerPoint. Windows, keyboard and mouse skills required.

SH3219-10 \$113 (GST free) Cartwright P.S.
Monday 12 July 9am-5pm
8 Hours 1 Session Justin Kumar

Computers for Beginners: Seniors

This course is designed for Seniors who have little or no experience with computers. You will learn how to tame the mouse, view documents, create folders, copy files and print using Windows 2000 and Microsoft Office 2000. The course fee is discounted under a Government Information and Communication Technology Initiative, therefore your Seniors card or Age pension card or photocopy must be produced when enrolling. Floppy disk supplied. No concession. Consecutive weeks from start date.

DA3043-10 \$65 (GST free) Cartwright P.S.
Wednesday 28 July 10am-2pm
16 Hours 4 Sessions Frances Devine

DA3065-10 \$65 (GST free) Cartwright P.S.
Thursday 29 July 9:30am-11:30am
16 Hours 8 Sessions Pauline Osman

Computers for Seniors:

Word Processing and Desktop Publishing

This course is designed for Seniors to learn how to use a word processing package to create, save, edit, format and print documents and use a desktop publishing package to create cards, flyers and newsletters. Basic windows and mouse skills recommended to enrol in this course. The course fee is discounted under a Government Information and Communication Technology Initiative, therefore your Seniors card or Age pension card or photocopy must be produced when enrolling. No concession.

DA3067-10 \$65 (GST free) Cartwright P.S.
Thursday 29 July 12n-2pm
16 Hours 8 Sessions Pauline Osman

Computers for Seniors:

Intermediate Word Processing

This course is designed for Seniors to learn more advanced features of word processing. Basic word processing, windows and mouse skills recommended to enrol in this course. The course fee is discounted under a Government Information and Communication Technology Initiative, therefore your Seniors card or Age pension card or photocopy must be produced when enrolling. No concession.

DA3069-10 \$65 (GST free) Cartwright P.S.
Friday 3 September 10am-2pm
16 Hours 4 Sessions Pauline Osman

Computer Presentations - MS PowerPoint 2000

Learn to create slides for presentation using text, graphs and drawings; work with colours and design templates; edit, format and print a presentation; and apply visual effects during slide shows. Basic word processing, windows and mouse skills required. Floppy disk supplied.

CL3051-8 \$136 (GST free) Cabramatta Library
Wednesday 4 August 9:30am-12n
15 Hours 6 Sessions Justin Kumar

Databases - MS Access 2000

Learn database design concepts, creating tables, entering records, formatting tables, designing queries, creating forms and reports. Windows skills required. Fee includes notes and floppy disk.

CL3031-8 \$145 (GST free) Cabramatta Library
Monday 2 August 12:15pm-2:30pm
16 Hours 7 Sessions Justin Kumar

Desktop Publishing - MS Publisher 2000

Learn desktop publishing concepts, creating flyers, brochures and newsletters. Basic word processing, windows and mouse skills recommended to enrol in this course. Floppy disk supplied. Three consecutive weeks from start date.

DA3232-10 \$124 (GST free) Cartwright P.S.
Thursday 29 July 9:30am-1:30pm
12 Hours 3 Sessions Janette Park

Digital Imaging

Do you want to know how to fix an old photograph, touch up photos or create your own photo collage? Are you interested in buying a digital camera but don't know what to look for? Do you have a digital camera and want to learn how to make the best use of the photos you have taken? Then this course is for you. It will explain what you need to make the most of your existing as well as future photos and the principles of digital imaging. Learn the tools to help you buy and use digital imaging equipment such as digital cameras, scanners, printers and imaging software. Bring along a photo and see what you can do! Previous use of Windows, mouse and keyboard skills recommended. Consecutive weeks from start date.

DA3654-10 \$160 (GST free) Cartwright P.S.
Thursday 29 July 9am-5pm
16 Hours 2 Sessions Doris Hoerner

HTML (Web Page Design): An Introduction

This course is an introduction to HTML, the Hypertext Mark-up Language. It's designed for the first time user who wants to learn how to create their first Web Page. This course will give you the basic knowledge to create an HTML document, add headings, paragraphs, text, tables, images, create links and add sound to your Web Page. Knowledge of the Internet, Windows, keyboard and mouse skills required. No concession.

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| DA3013-10 | \$149 (GST free) | Cartwright P.S. |
| Tuesdays 7, 14 September | | 9am-5pm |
| 16 Hours 2 Sessions | | Justin Kumar |

Internet for Seniors: An Introduction

This course is designed for Seniors to equip you with the basic skills to explore the benefits of the information superhighway. You will learn how to send and receive eMail, use a browsing program, search for information, discuss installing a modem and how to connect to a service provider. This course is designed for Seniors to learn how to use a word processing package to create, save, edit, format and print documents and use a desktop publishing package to create cards, flyers and newsletters. Basic windows and mouse skills recommended to enrol in this course. The course fee is discounted under a Government Information and Communication Technology Initiative, therefore your Seniors card or Age pension card or photocopy must be produced when enrolling. No concession.

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| DA3330-10 | \$65 (GST free) | Cartwright P.S. |
| Thursday 29 July | | 2:30pm-4:30pm |
| 16 Hours 8 Sessions | | Pauline Osman |

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| DA3070-10 | \$65 (GST free) | Cartwright P.S. |
| Friday 30 July | | 2:30pm-4:30pm |
| 16 Hours 8 Sessions | | Pauline Osman |

Macromedia Dreamweaver: An Introduction

Macromedia Dreamweaver is the most powerful Web design tool available today, where users can create Web pages without editing the code. After completing this course participants will have the basic skills and understand how to use Dreamweaver to create simple Web pages, modify HTML documents, page colours and properties, add and format text, create links, create rollover images, insert images and tables. Dreamweaver is the solution for Website design and production. Windows, keyboard and mouse skills required. No concession.

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| SH3409-10 | \$175 (GST free) | Cartwright P.S. |
| Tuesday & Wednesday 13, 14 July | | 9am-5pm |
| 16 Hours 2 Sessions | | Justin Kumar |

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| DA3009-10 | \$175 (GST free) | Cartwright P.S. |
| Tuesdays 24, 31 August | | 9am-5pm |
| 16 Hours 2 Sessions | | Justin Kumar |

Macromedia Dreamweaver: Advanced

This course is designed to expand on the knowledge gained in the introductory course. You will work with advanced web site creation features available in Dreamweaver, including working with frames, creating round-corner tables, creating forms, jump menus, pointer-rollovers, linking pages, modifying pages and uploading the web pages to a web browser. Prerequisite: completion of 'Macromedia Dreamweaver: An Introduction' or previous Dreamweaver skills required. No concession.

SH3410-10 \$175 (GST free) Cartwright P.S.
Thursday & Friday 15,16 July 9am-5pm
16 Hours 2 Sessions Justin Kumar

Macromedia Flash: An Introduction

Macromedia Flash is the professional-standard authoring tool for producing a high impact Web experience. Whether you are creating animated logos, website navigation controls, long-form animations, entire Macromedia Flash websites or web applications, you'll find the power and flexibility of Macromedia Flash ideal for your creativity. On completion of this course you will have a basic knowledge and understanding of the software, be able to work with flash interface and drawing tools, import a variety of file formats, create buttons, graphics, overlay and align images and create frame-by-frame animation. Windows, keyboard and mouse skills required. No concession.

DA3005-10 \$198 (GST free) Cartwright P.S.
Friday 13 August 9:30am-12:30pm
18 Hours 6 Sessions Justin Kumar

Spreadsheets - MS Excel 2000

Learn the basics of creating and updating spreadsheets using Microsoft Excel 2000. This course will be conducted on IBM compatible computers running Windows 2000. Topics covered include concepts, entering and editing data, formatting, using formulas and functions, printing and charts. Bring pen and paper, floppy disk and notes supplied.

CL3052-8 \$136 (GST free) Cabramatta Library
Wednesday 4 August 12:30pm-3pm
15 Hours 6 Sessions Justin Kumar

Word Processing - MS Word 2000

Learn the basics of word processing using MS Word 2000. On completion of the course you will be competent in creating, saving, editing, formatting and printing documents. No previous word processing experience required, but previous use of a keyboard, mouse and Windows essential. Disk supplied.

CL3041-8 \$145 (GST free) Cabramatta Library
Thursday 29 July 9:30am-11:45am
16 Hours 7 Sessions Justin Kumar

Word Processing: Intermediate - MS Word 2000

Want to learn more about MS Word? This course covers creating tables, mail merging, working with pictures and objects, creating newspaper columns and using headers and footers. Basic word processing, windows and mouse skills recommended to enrol in this course. Floppy disk supplied. Five consecutive weeks from start date.

DA3233-10 \$149 (GST free) Cartwright P.S.
Thursday 19 August 9:30am-12:30pm

15 Hours 5 Sessions

Janette Park

COMPUTER COURSES - EVENING

Adobe Photoshop: An Introduction

In practice Adobe Photoshop is the single most powerful tool for the creation and editing of graphic images. This course is designed for the first time user and on completion you will have knowledge and basic skills to use Photoshop tools, image file types, crop images, use layers, feather and clone images, format text with bevel and drop shadow and other effects. Adobe Photoshop is a camera for your mind. Windows, mouse and keyboard skills required. Floppy disk supplied. No concession.

CP3912-10 \$176 (GST free) Cartwright P.S.

Thursday 29 July 7pm-9pm

16 Hours 8 Sessions Justin Kumar

Computer Accounting - MYOB

This eight-week course is for beginners and new users who want to learn the basic operations of MYOB. Content will include: Use of full features in the 'Sales', 'Purchases', 'Banking' and main features in the 'Card file' areas of the Command Centre; Using 'Chart of Accounts', 'Analyst', 'Find Transactions' and 'Preferences'; Performing Bank Reconciliations and producing basic Reports; Backup and restore data file; Basic use of features in the 'Inventory' and 'Time Billing' Command Centres; Set up and manage Chart of Accounts, Card File and Items List; Job Costing; Report Customisation. Basic knowledge of manual bookkeeping, keyboard, Windows and mouse skills are an essential prerequisite.

CP3021-10 \$270 (GST free) Cartwright P.S.

Thursday 29 July 7pm-9pm

16 Hours 8 Sessions Fernando Da Costa

Computer Accounting - MYOB Basics

This course is designed from a user viewpoint to provide beginners and new users with a general working knowledge of MYOB. It will cover the main operating features of MYOB and include: Sales; Purchases; Ledger Accounts; Banking; Petty Cash; Payroll; Business Activity Statement (BAS) and Working with Reports. Basic computer skills are essential and a good knowledge of manual bookkeeping is desirable to get the best out of this course. A good follow-on course from tutor's basic Bookkeeping course conducted in first four weeks of term.

CT3145-10 \$135 (GST free) Campbelltown H.S.

Monday 23 August 7pm-9pm

8 Hours 4 Sessions Peter Crowle

CT3245-10 \$135 (GST free) Campbelltown H.S.

Tuesday 24 August 7pm-9pm

8 Hours 4 Sessions Peter Crowle

Computers for Beginners

If you don't know how to turn on a computer then this course is for you - the beginner! It will include an introduction to Windows, using a mouse, parts of the

computer and an explanation of the main terms used in computing. You will learn how to create basic word processing documents and spreadsheets. On completion of this course you will have the basic skills that are prerequisites for more advanced computer courses such as MS Publisher, MS Word, MS PowerPoint, MS Access and MS Excel. Included in course fee are notes and a floppy disk to store your work - disk will be held by the tutor until the last session to minimise risk of virus infection. One person per computer - certificate issued.

CT3801-12 \$156 (GST free) Campbelltown H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Belinda Watson

EL3003-10 \$156 (GST free) Elderslie H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions David Buckley

IN3155-10 \$156 (GST free) Ingleburn H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Vinod Kumar

PI3205-10 \$156 (GST free) Picton H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Hannu Heikkilae

CP3702-10 \$156 (GST free) Cartwright P.S.
Tuesday 27 July 7pm-9pm
16 Hours 8 Sessions Pauline Osman

CT3802-12 \$156 (GST free) Campbelltown H.S.
Tuesday 27 July 7pm-9pm
16 Hours 8 Sessions Belinda Watson

CT3803-12 \$156 (GST free) Campbelltown H.S.
Wednesday 28 July 7pm-9pm
16 Hours 8 Sessions Hannu Heikkilae

SJ3235-8 \$156 (GST free) St Johns Park H.S.
Wednesday 28 July 6:30pm-8:30pm
16 Hours 8 Sessions John Hancock

SJ3238-10 \$156 (GST free) St Johns Park H.S.
Wednesday 28 July 6:30pm-8:30pm
16 Hours 8 Sessions Pauline Osman

CP3704-10 \$156 (GST free) Cartwright P.S.
Thursday 29 July 7pm-9pm
16 Hours 8 Sessions Yolanda Freeburn

Computers: Beyond Beginners

New!!

For those participants who have completed a beginner's course and want to improve their confidence and skill levels. The course will focus on producing a quality set of

documents using a word processor, the internet and desktop publishing software including MS Publisher and MS PowerPoint. Included in course fee are notes and a floppy disk to store your work - disk will be held by the tutor until the last session to minimise risk of virus infection. One person per computer - certificate issued.

EL3004-10 \$156 (GST free) Elderslie H.S.
Tuesday 27 July 7pm-9pm
16 Hours 8 Sessions David Buckley

Computers: Intermediate

This course is designed for participants who have attended a beginner's course. Learn more intermediate features of word processing, spreadsheets and databases such as tables, mail merge and templates. One person per computer - certificate issued.

PI3403-10 \$156 (GST free) Picton H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Sima Motallebi

Macromedia Dreamweaver: An Introduction

Macromedia Dreamweaver is the most powerful Web design tool available today, where users can create Web pages without editing the code. After completing this course participants will have the basic skills and understand how to use Dreamweaver to create simple Web pages, modify HTML documents, page colours and properties, add and format text, create links, create rollover images, insert images and tables. Dreamweaver is the solution for Website design and production. Windows, keyboard and mouse skills required. No concession.

CP3009-10 \$175 (GST free) Cartwright P.S.
Wednesday 28 July 7pm-9pm
16 Hours 8 Sessions Justin Kumar

Spreadsheets - MS Excel 2000

Learn the basics of creating and updating spreadsheets using Microsoft Excel 2000. This course will be conducted on IBM compatible computers running Windows 2000. Topics covered include concepts, entering and editing data, formatting, using formulas and functions, printing and charts. Bring pen and paper, floppy disk and notes supplied.

CP3143-10 \$151 (GST free) Cartwright P.S.
Tuesday 27 July 6:30pm-8:30pm
16 Hours 8 Sessions Yolanda Freeburn

COMPUTER COURSES - WEEKEND

Adobe Photoshop: An Introduction

In practice Adobe Photoshop is the single most powerful tool for the creation and editing of graphic images. This course is designed for the first time user and on completion you will have knowledge and basic skills to use Photoshop tools, image file types, crop images, use layers, feather and clone images, format text with bevel and drop shadow and other effects. Adobe Photoshop is a camera for your mind. Windows, mouse and keyboard skills required. Floppy disk supplied. Consecutive weeks from start date. No concession.

WL3427-10 \$165 (GST free) Cartwright P.S.
Saturday 14 August 9am-4:30pm
15 Hours 2 Sessions Justin Kumar

Adobe Photoshop: Advanced

This course is designed to extend the skills of Adobe Photoshop users who are already familiar with using Photoshop's tools and are comfortable with the basic techniques of the program. The focus of this course is to learn how to create and manipulate images and apply special effects. On completion of this course you will be able to scan, resize, duplicate, clone and crop an image, retouch photographs, create artwork, manipulate multiple layers, modify brightness, contrast and colour balance, apply text effects and use filters alone and in combination to create amazing tricks and special effects to the image. A must for those who want to take their Photoshop skills further. Prerequisite: completion of 'Adobe Photoshop: An Introduction' or previous Photoshop skills required. Floppy disk supplied. Consecutive weeks from start date. No concession.

WL3437-10 \$165 (GST free) Cartwright P.S.
Saturday 28 August 9am-4:30pm
15 Hours 2 Sessions Justin Kumar

Basic Computer Maintenance, Upgrade and Repair

Learn basic maintenance procedures to keep your computer healthy, basic upgrade procedures when your computer requires more resources, space or devices and repair/troubleshooting tools and techniques to use if your computer is not performing at its best. Some hands-on experience in installing devices and memory will be provided. You should be familiar with Windows 98, 2000 or XP to benefit from the course. We will not cover repair or upgrade for laptops or the following branded computers: IBM, HP, Compaq or Macintosh. No concession.

WL3017-10 \$66 (GST free) Cartwright P.S.
Saturday 24 July 9am-3pm
12 Hours 2 Sessions Doris Hoerner

Computer Accounting - MYOB

This course will enable participants to set up their business accounts from scratch using MYOB. Also useful for people who are currently using MYOB but want to learn more about the program (and a bit about debits and credits as well!). The course covers establishing a chart of accounts, entering opening balances, customising invoices and purchase order forms, recording transactions such as sales, cheques and deposits, bank reconciliation, stock and GST. Basic knowledge of manual bookkeeping, keyboard, Windows and mouse skills are an essential prerequisite. Course fee includes workbook and floppy disk, bring questions, notebook and pen. Two consecutive weeks from start date. No concession.

WC3825-10 \$270 (GST free) Campbelltown H.S.
Saturday 14 August 9am-5pm
16 Hours 2 Sessions TAC Australia

Computer Accounting - Advanced MYOB & Payroll

This course is intended for current users of MYOB who are reasonably familiar with the software. Advanced content will include: review daily operations, security features, month end procedures, including reconciliations and reporting, year end procedures,

budgets, analysis, report customisation, forms customisation, journal entries. Payroll topics will include setup, process pays and reporting. Certificate issued. No concession.

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| WC3831-10 | \$191 (GST free) | Campbelltown H.S. |
| Saturday 28 August | | 9am-5pm |
| 8 Hours 1 Session | | TAC Australia |

Computer Accounting - Getting the Best Out of MYOB

A one-day course for current users of MYOB who would like to ensure they are making maximum use of the available features of MYOB. Topics will include: payroll setup, processing and reporting; forms customisation; period end procedures including production of the BAS; password protection, budgets; customising and using reports; time billing and inventory. Prerequisite: some experience using MYOB or attendance at an MYOB course.

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| WL3873-10 | \$130 (GST free) | Cartwright P.S. |
| Sunday 19 September | | 9am-5pm |
| 8 Hours 1 Session | | Fernando Da Costa |

Computers for Beginners

Does everyone in the family know computers except you? Do the children know more than you do? Well if this sounds familiar or if you don't know how to turn on a computer then this course is for you. It will include an introduction to windows, using a mouse, parts of a computer and some of the 'computer jargon'. You will learn how to create basic word processing documents, spreadsheets and a peek into the world of databases. On completion of this course you will have the basic skills that are prerequisites for more advanced courses such as MS Publisher, MS Word, MS PowerPoint, MS Access and MS Excel. Consecutive weeks from start date.

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| WC3876-12 | \$151 (GST free) | Campbelltown H.S. |
| Saturday 21 August | | 9am-4pm |
| 14 Hours 2 Sessions | | Ljubica Maric |

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| WL3505-10 | \$151 (GST free) | Cartwright P.S. |
| Saturday 11 September | | 9am-4pm |
| 14 Hours 2 Sessions | | Ljubica Maric |

Computers for Beginners: Introduction to Windows

This workshop is designed to give participants with no knowledge an understanding of computer and Windows concepts (XP at Campbelltown or Windows 2000 at Cartwright). We will cover everything from how to turn a computer on, the difference between hardware and software and using a mouse and keyboard (not typing skills). You will also learn how to manage your data, change the appearance of your desktop and learn some of the more common computer jargon terms. No concession.

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| WL3504-10 | \$80 (GST free) | Cartwright P.S. |
| Saturday 7 August | | 9am-4pm |
| 7 Hours 1 Session | | Ljubica Maric |

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|---------------------------|------------------------|--------------------------|
| WC3806-12 | \$80 (GST free) | Campbelltown H.S. |
| Saturday 14 August | | 9am-4pm |
| 7 Hours 1 Session | | Ljubica Maric |

Computers for Beginners: MS Office 2000

A one-day introductory course in MS Office 2000 for new computer users. Hands-on experience in managing your files, word processing (MS Word), spreadsheets (MS Excel), database (MS Access) and presentations (MS PowerPoint).

WL3215-10 \$112 (GST free) Cartwright P.S.
Saturday 24 July 9am-4:30pm
7.5 Hours 1 Session Janet Stephens

Computer Presentations - MS PowerPoint 2000

Learn to create slides for presentation using text, graphs and drawings; work with colours and design templates; edit, format and print a presentation; and apply visual effects during slide shows. Basic word processing, windows and mouse skills recommended to enrol in this course. Floppy disk supplied. Consecutive weeks from start date.

WL3502-10 \$151 (GST free) Cartwright P.S.
Sunday 25 July 9:30am-1pm
10.5 Hours 3 Sessions Janette Park

Desktop Publishing - MS Publisher 2000

This introductory course will help you understand the use of desktop publishing functions to create cards, brochures and flyers. Basic computer and word processing skills preferred. Disk supplied.

WL3023-10 \$112 (GST free) Cartwright P.S.
Saturday 31 July 9am-4:30pm
7.5 Hours 1 Session Janet Stephens

Digital Imaging

Do you want to know how to fix an old photograph, touch up photos or create your own photo collage? Are you interested in buying a digital camera but don't know what to look for? Do you have a digital camera and want to learn how to make the best use of the photos you have taken? Then this course is for you. It will explain what you need to make the most of your existing as well as future photos and the principles of digital imaging. Learn the tools to help you buy and use digital imaging equipment such as digital cameras, scanners, printers and imaging software. Bring along a photo and see what you can do! Previous use of Windows, mouse and keyboard skills recommended. Consecutive weeks from start date.

WL3126-10 \$160 (GST free) Cartwright P.S.
Sunday 15 August 9am-5pm
16 Hours 2 Sessions Doris Hoerner

WL3154-10 \$160 (GST free) Cartwright P.S.
Saturday 28 August 9am-5pm
16 Hours 2 Sessions Doris Hoerner

Internet: An Introduction

This one-day workshop is designed to provide participants with the basic skills with which to explore the benefits of the information superhighway. You will be able to

send and receive eMail, use a browsing program, search for information, discuss installing a modem and how to connect to a service provider. Pre-requisite: You must have completed a Computers for Beginners course or have computer experience to enrol in this course. No concession.

WL3350-10 \$128 (GST free) Cartwright P.S.
Sunday 29 August 9:30am-4pm
6.5 Hours 1 Session David Merry

Internet: Designing Web Pages

Ready to design your own Web page? Learn to use HTML to create a home page including graphics, tables and links and upload your finished page to the Internet. Pre-requisite: College Internet course or equivalent. No concession.

WL3365-10 \$128 (GST free) Cartwright P.S.
Sunday 12 September 9:30am-4pm
6.5 Hours 1 Session David Merry

Macromedia Dreamweaver: An Introduction

Macromedia Dreamweaver is the most powerful Web design tool available today, where users can create Web pages without editing the code. After completing this course participants will have the basic skills and understand how to use Dreamweaver to create simple Web pages, modify HTML documents, page colours and properties, add and format text, create links, create rollover images, insert images and tables. Dreamweaver is the solution for Website design and production. Windows, keyboard and mouse skills required. No concession.

WL3037-10 \$175 (GST free) Cartwright P.S.
Saturday 11 September 9am-5pm
16 Hours 2 Sessions Justin Kumar

Spreadsheets - MS Excel 2000

Learn the basics of creating and updating spreadsheets using Microsoft Excel 2000. Basic Windows skills required. Topics covered include concepts, entering and editing data, formatting, using formulas and functions, printing and charts. Four consecutive weeks from start date.

WL3052-10 \$151 (GST free) Cartwright P.S.
Saturday 7 August 9:30am-1:30pm
16 Hours 4 Sessions Janette Park

WC3844-10 \$108 (GST free) Campbelltown H.S.
Saturday 4 September 9am-4pm
7 Hours 1 Session Ron Cordoba

Word Processing - MS Word for Beginners

Come, join us and have some fun learning the basics of MS Word. Word is the program that enables you to type letters, faxes, resumes and much, much more. You will learn how to create, save, edit, format and print your documents. We will also design a flyer for your next garage or car sale. No word processing experience is required however previous use of a keyboard, mouse and Windows is essential. If you have already done a computers for beginners course and would like to consolidate and enhance your skills - enrol, come and enjoy!

WC3832-12 \$108 (GST free) Campbelltown H.S.
Saturday 4 September 9am-4pm
7 Hours 1 Session Ljubica Maric

Conquering Your Spelling Demons New!!

Many adults feel embarrassed about their spelling ability. Unfortunately some people are quick to make assumptions about a person's intelligence on the basis of their spelling. This course provides the opportunity for you to master the essentials - and the intricacies - of English spelling in a relaxed fashion. It covers spelling patterns, useful spelling rules and strategies for mastering tricky words. Consecutive weeks from start date. No concession.

WC3801-15 \$55 Campbelltown H.S.
Saturday 14 August 9:30am-1:30pm
8 Hours 2 Sessions Peter Simonds

Cooking: Breadmaking I

Bring along your bread machine or learn the correct way to mix by hand. With the use of premixes we will make a plaited loaf in the morning and delicious coffee scrolls in the afternoon. Come along and enjoy the day and learn a few tricks of the trade along the way. bring \$7 to cover cost of ingredients. No concession.

WC3827-12 \$51 Campbelltown H.S.
Saturday 21 August 9am-4pm
7 Hours 1 Session Karen Wiley

Cooking: Breadmaking II

Learn to make breads from scratch (no premixes). Be taught by a baker and learn the tricks of the trade whilst making Cheese and Herb Twists and Boston Buns. If you don't own a bread machine we will show you the correct way to mix by hand. Bring requirements listed on Confirmation and \$7 to cover cost of ingredients. No concession.

WC3815-12 \$51 Campbelltown H.S.
Saturday 4 September 9am-4pm
7 Hours 1 Session Karen Wiley

Cooking: Indian Workshop

Come and explore the wonderful tastes and traditions of Indian cooking. You will learn to cook tasty, nutritious dishes (vegetarian and non-vegetarian) such as Tandoori Chicken, Lamb Curry, Pea Pulao (rice) and many more. Jay will also show you how to mix exotic spices to create your own curry. Bring requirements listed on the Confirmation and \$15 to cover cost of food. No concession.

WC3834-12 \$51 Campbelltown H.S.
Saturday 4 September 9:30am-4:30pm
7 Hours 1 Session Jagdish Rawat

Cooking: Italian

Have fun and discover the art of Italian cooking. This course is designed for people with no experience in cooking. Learn the basic skills needed to create tasty meals for the family including traditional sauces, fresh pasta, pizza, risotto, chicken and meat

dishes - then top it off with yummy desserts and coffee! Bring \$6 first session to cover cost of ingredients. You will need to bring your own ingredients from Week 2.

LP3784-10 \$101 Liverpool G.H.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions Loretta Maurencig

Cooking: Italian Workshop

Have a fun day and learn to cook Italian food. Starting with Mini Pizzette followed by Baked Pasticcio, Escalopes with Cheese and Baked Eggplant Parma style. Finish with Peach and Almond Shortbread, and a cup of espresso coffee. Bring requirements listed on Confirmation and \$20 to cover cost of ingredients. No concession.

WC3821-8 \$51 Campbelltown H.S.

Saturday 28 August 10am-4pm

6 Hours 1 Session Loretta Maurencig

Cooking: Japanese Cuisine

Have you ever wanted to make your own sushi? In this workshop you will be shown the techniques required to prepare and serve simple, nutritious Japanese meals in your home as well as where to locate and purchase ingredients. Each workshop will prepare different recipes. New dishes each term. Bring requirements listed on the Confirmation and \$16 to cover cost of food. No concession.

WL3012-10 \$51 Cartwright P.S.

Sunday 25 July 9am-5pm

8 Hours 1 Session Sunee Plain

Cooking: Learn to Cook

New!!

Not so confident in the kitchen? Having trouble reading and understanding recipes? This course is for you! Learn basic techniques and how to read recipes while cooking easy, delicious meals that will build your confidence. Meals will range from breakfast dishes through to main meals and desserts. Bring \$6 to cover cost of ingredients first session. You will need to bring your own ingredients from week 2.

CT3485-12 \$101 Campbelltown H.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions Karen Wiley

Cooking: Modern Bangkok Cuisine

New!!

Having just returned from Bangkok, Sunee will show you how Thai food now combines both eastern and western herbs and spices but still has the taste of Thai cuisine. This workshop combines BBQ, seafood, fingerfood - all healthy, tasty and easy! New dishes each term. Bring requirements listed on Confirmation and \$16 to cover cost of ingredients - you will cook 5-6 dishes on the day. No concession.

WC3839-12 \$51 Campbelltown H.S.

Saturday 21 August 9am-5pm

8 Hours 1 Session Sunee Plain

WL3005-10 \$51

Sunday 19 September

8 Hours 1 Session

Cartwright P.S.

9am-5pm

Sunee Plain

Cooking: Patisserie - Sweet and Savoury

New!!

A course designed for the 'time-strapped' cook. Learn how to make savoury pies and decorative desserts without the complications by taking a few shortcuts like they do in the industry. Create delights such as Lemon Meringue Pie, Chicken and Meat Pies, Cornish Pasties, Strawberry Gateau and other tarts and slices. Bring \$6 to cover cost of ingredients first session. You will need to bring your own ingredients from week 2.

LP3625-12 \$101 Liverpool G.H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Karen Wiley

Cooking: South Indian

New!!

Do you want to just cook curry or do you want to taste the world of South Indian cooking and learn about the culture and history of India in a short period of time? This course is designed especially for the Western palate by a tutor with 40 years experience cooking and entertaining in this cuisine. You will not only learn the basic art of curry making but also touch, smell and taste the exotic spices and herbs used in the regional cooking of South India. Come and enjoy cooking appetisers and main meals including meat, seafood, vegetables and aromatic rices. Bring \$10 to cover food for the first session and spices used during the term. You will work in groups and share the cost of food from the second session.

LP3063-12 \$101 Liverpool G.H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Shanathi Manickam

CT3326-12 \$101 Campbelltown H.S.

Tuesday 27 July 7pm-9pm

16 Hours 8 Sessions Shanathi Manickam

Cooking: South Indian Workshop

Have you ever tasted South Indian food? Come and I will teach you the subtle art of South Indian cuisine. From appetisers to main meals, accompaniments and snacks all in seven hours. You will help me cook following recipe sheets from my cookbook and taste what we make. Come and enjoy - I guarantee you will have a lot of fun! Bring requirements listed on the Confirmation and \$10 to cover cost of food. No concession.

WC3843-12 \$51 Campbelltown H.S.

Saturday 14 August 9:30am-4:30pm

7 Hours 1 Session Shanathi Manickam

Cooking: Thai & Asian Cuisine

New at Fairfield

!!

No experience required! Healthy, tasty, quick and easy, come along and learn to cook authentic Thai, Aussie Chinese, etc. New dishes each term. Your choice of dishes from week 3. Bring requirements listed on Confirmation. Fee covers tuition - ingredients brought by participants.

FD3119-12 \$101 Fairfield H.S.

Tuesday 27 July 6:30pm-8:30pm

16 Hours 8 Sessions Sunee Plain

LP3065-12 \$101 Liverpool G.H.S.
Wednesday 28 July 7pm-9pm
16 Hours 8 Sessions Sunee Plain

WC3860-12 \$51 Campbelltown H.S.
Saturday 14 August 9am-5pm
8 Hours 1 Session Sunee Plain

Cooking: Thai & Asian Appetisers **New!!**

Too old? Too young? Can't cook? No experience? No time? Sick of takeaways and restaurant food but love Asian food? Don't worry - come to my workshop and I will save you! I'll show you healthy, easy ways to make appetisers to suit your lifestyle. New dishes each term. Bring requirements listed on Confirmation and \$16 to cover cost of food. No concession.

WL3002-10 \$51 Cartwright P.S.
Sunday 1 August 9am-5pm
8 Hours 1 Session Sunee Plain

WC3840-12 \$51 Campbelltown H.S.
Saturday 28 August 9am-5pm
8 Hours 1 Session Sunee Plain

Cooking: Thai & Asian BBQ & Finger Food

Do you want to entertain? Don't want to spend too much money and all day in the kitchen? Come to this workshop and I'll show you how simple and economical food can be prepared days ahead and frozen. So come along, bring a few friends and have a party with me! New dishes each term. Bring requirements listed on Confirmation and \$16 to cover cost of food. No concession.

WL3007-10 \$51 Cartwright P.S.
Sunday 12 September 9am-5pm
8 Hours 1 Session Sunee Plain

Cooking: Thai & Asian Seafood

No more plain-tasting prawns! At the end of this workshop your calamari and octopus will never taste like rubber again! Using a few herbs and spices you will learn to create seafood dishes of the world in a short time. Styles will include Thai, South-east Asian, Japanese as well as other cuisines. New dishes each term. Bring requirements listed on the Confirmation and \$16 to cover cost of food. No concession.

WL3309-10 \$51 Cartwright P.S.
Sunday 29 August 9am-5pm
8 Hours 1 Session Sunee Plain

Cooking: Thai Cuisine

Authentic, fast and easy, economical. Thai food has never been easier to make than this! New dishes each term. Bring requirements listed on Confirmation and \$6.50 first session.

CT3213-12 \$101 Campbelltown H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Sunee Plain

Cooking: Thai Fruit & Vegetable Carving

Fruit and vegetable carving was an art of the palace of the Thai King and is now becoming more widely known among people of many lands. This art is gaining increasing attention and no food show would be complete without a demonstration. However, this art can also be a part of everyday life using simple carving of fruit and vegetables for your daily meals, making food more appetising and bringing a touch of grace to the food table. Bring requirements listed on Confirmation and \$7 for special carving knife (payable to tutor) first session. Consecutive weeks from start date for evening course. No concession on weekend course.

WL3008-10 \$51 Cartwright P.S.

Saturday 24 July 9am-5pm

8 Hours 1 Session La Eat Ferry

LP3200-12 \$101 Liverpool G.H.S.

Tuesday 27 July 7pm-9pm

16 Hours 8 Sessions La Eat Ferry

Creative Writing

This course will be a place to share creative ideas. We will discuss publication for the budding authors in the group. Bring pen and paper. Eight Wednesdays or four consecutive Saturdays.

CT3089-25 \$99 Campbelltown H.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions Abigail Rowell

WC3866-25 \$99 Campbelltown H.S.

Saturday 14 August 10am-2pm

16 Hours 4 Sessions Abigail Rowell

Creative Writing II

This course is for participants who have completed the Creative Writing course above or have already been published. For anyone who loves to write - tips on publication and drafting techniques to help you achieve your writing goals.

CT3097-20 \$99 Campbelltown H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Abigail Rowell

Criminal Psychology

Criminal Psychology, also referred to as Forensic psychology, involves the study of criminal behaviour. In this course we will discover what Criminal psychologists do, working with offenders, police, prisons and courts, and will include real-life (anonymous) examples. A must for anyone considering a career in the field of psychology, or for psychologists who would like an introduction to the forensic field. This course is taught by a Sydney-based practicing criminal psychologist. No concession.

WL3001-20 \$85 (GST free)

Cartwright P.S.

Saturday 18 September

9am-4pm

7 Hours 1 Session

Pandelis Tsomis

Cross-Stitch Workshop

Have fun and discover the art of Cross-Stitch in this workshop where you will learn the basic skills needed to create items for the family and home. Kit provided by tutor for \$10 to cover cost of workshop project. No concession.

WC3823-10 \$51 Campbelltown H.S.
Saturday 4 September 10am-4pm
6 Hours 1 Session Loretta Maurencig

Dance: Ballroom Stage I - Beginners

Want to learn how to get up and swing your body to a beat? With a wide range of New Vogue, Modern and Latin American dances taught, you'll never find yourself sitting on the sideline ever again. Couples can enrol for \$168.

CT3400-14 \$99 Campbelltown H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Mark Turnbull

LP3700-14 \$99 Liverpool G.H.S.
Tuesday 27 July 7pm-9pm
16 Hours 8 Sessions Mark Turnbull

Dance: Ballroom Stage II - Advanced

For more excitement on the dance floor, come and join in on the fun in the advanced course. You will learn funky variations and moves to shake your body. Completion of the Stage I course or previous experience recommended. Couples can enrol for \$168.

CT3402-14 \$99 Campbelltown H.S.
Wednesday 28 July 7pm-9pm
16 Hours 8 Sessions Mark Turnbull

Dance: Beginner's Belly Dance

Belly magic! Fun beginner's class for women of all ages, shapes and size. Learn basic moves and isolations. You'll be shimmying in no time! This activity is not suitable for pregnant women. No concession.

EL3056-15 \$52 Elderslie H.S.
Monday 26 July 7pm-8pm
8 Hours 8 Sessions Belinda Purcell

EL3048-15 \$52 Elderslie H.S.
Tuesday 27 July 7pm-8pm
8 Hours 8 Sessions Belinda Purcell

Dance: Belly Dance I

This course is for absolute beginners who have a desire to experience the mystique of this ancient art. Participants must be assessed by Cleopatra and be proficient in all Belly Dance I skills before progressing to Belly Dance II. Learn basic technique and movement to music. Tape to be purchased from the tutor for \$15. Wear comfortable clothing and bring large scarf. No concession.

CT3512-20 \$52 Campbelltown H.S.
Tuesday 27 July 7pm-8pm
8 Hours 8 Sessions Cleopatra Kandarakis

Dance: Belly Dance II

For those who have completed and passed Belly Dance I with Cleopatra and want to learn more. Develop your confidence, grace and stamina. Enrolments in Belly Dance I and II at the same time are not accepted. Tape to be purchased from the tutor for \$15. Wear comfortable clothing and bring large scarf. No concession.

CT3513-20 \$52 Campbelltown H.S.
Tuesday 27 July 8pm-9pm
8 Hours 8 Sessions Cleopatra Kandarakis

Dance: Belly Dance Intermediate

For those who have completed four or more continuous terms of Belly Dance I with Cleopatra and would like to learn more techniques and movement to exotic music. Wear comfortable clothing and bring large scarf. No concession.

CT3021-20 \$52 Campbelltown H.S.
Monday 26 July 6:45pm-7:45pm
8 Hours 8 Sessions Cleopatra Kandarakis

Dance: Belly Dance Routines & Choreographies

So you've 'been there and done that' with Beginners and Beyond Beginners Belly Dance? You'd like to add to your repertoire of routines to favourite Middle Eastern music? Learn more subtle layered movements? Then this is the course for you! Participants need to have attended two terms of 'Beyond Beginners' before enrolling. No concession.

EL3058-15 \$52 Elderslie H.S.
Tuesday 27 July 8pm-9pm
8 Hours 8 Sessions Belinda Purcell

Dance: Belly Magic

Fun beginner's workshop for the curious. Is belly dance for you? Come along and find out! No shape or size limits. Learn basic moves and isolations. You'll be shimmying in no time! Not suitable for pregnant women. No concession.

WC3811-20 \$25 Campbelltown H.S.
Saturday 4 September 10am-12:30pm
2.5 Hours 1 Session Belinda Purcell

Dance: Beyond Beginner's Belly Dance

Build on your basic belly dancing skills with more complex movements and variations. Each term we will learn a routine, focussing on a different aspect of the dance. Participants need to have completed two terms of a beginner's course before enrolling. This activity is not suitable for pregnant women. No concession.

EL3046-20 \$52 Elderslie H.S.
Monday 26 July 8pm-9pm
8 Hours 8 Sessions Belinda Purcell

Dance: Ceroc

Come and learn this fun and stylish partner dance style in an eight week beginner course. Ceroc is a modern mix of rock and roll, jive and dirty dancing to modern music taught at two levels - beginner and intermediate. Enjoy the benefits of having heaps of fun and a great workout! Each session includes approx. 1 and 3/4 hours tuition followed by approx. one hour of freestyle dancing. Bring a partner or come by yourself - dancers are rotated during class. Easy for guys, and girls love it!! Dress is casual and comfortable, wear shoes with leather, plastic or suede soles that will allow you to spin. Learn to dance - it could change your life! Couples can enrol for discounted fee of \$146. Concession fee \$68. Late enrolments not accepted after course has started. Ceroc website is www.cerocaustralia.com.au.

MP3400-40 \$88 Mt Pritchard Community Club
Monday 26 July 7:30pm-9:30pm
16 Hours 8 Sessions Ceroc Australia Dance Company

MC3400-40 \$88 Marconi Club, Bossley Park
Wednesday 28 July 7:30pm-9:30pm
16 Hours 8 Sessions Ceroc Australia Dance Company

Dance: Disco-Latino Aerobics Dance Exercise

This course for kids (6+) and adults will cover stretch exercise for flexibility and aerobics to get the body pumping. Learn to dance and exercise at the same time to Salsa, Merengue, Lambada, Samba and Shines. Includes disco routines and choreography e.g. Nutbush and Bus Stop. No partner needed. No concession.

BW3002-40 \$99 Brian Wunsch Centre, Wakeley
Friday 30 July 7pm-8pm
8 Hours 8 Sessions Latino Fever School of Dance

Dance: Exotic Belly Dance

Want to try something different and have fun while you learn? This course is for those who simply wish to taste the dance to satisfy a curiosity. Exotic belly dance is an exciting way to exercise and be creative while you learn to express yourself through dance and gain confidence in yourself. No experience necessary! No size limit! Excellent for releasing tension and back discomfort. CD to be purchased from the tutor for \$15. Wear comfortable clothing (no jeans/denim) and bring large scarf for hips and drinking water. No concession.

GV3002-18 \$59 Green Valley Gospel Chapel
Wednesday 28 July 7pm-8pm
9 Hours 9 Sessions Annie Alchin

GV3003-18 \$59 Green Valley Gospel Chapel
Wednesday 28 July 8pm-9pm
9 Hours 9 Sessions Annie Alchin

Dance: Hot Salsa Dance Excitement

Easy, hot street salsa dancing to show off in night clubs or just for fun! Learn Salsa, Cumbia, Rueda, Shines – unified footwork for men and women without the need of a partner. Suitable for all levels of ability. No concession.

BW3003-40 \$99 Brian Wunsch Centre, Wakeley

Friday 30 July 8pm-9pm
8 Hours 8 Sessions Latino Fever School of Dance

Dance: Latin American - Beginners

Learn the basics of Jive, Cha Cha, Mambo, Rumba and Samba in a relaxed atmosphere using easy-to-follow techniques to fabulous music from strict tempo to the latest chart. A great opportunity to enjoy yourself! Couples can enrol for \$140. Concession fee \$70.

GA3001-40 \$85 Glen Alpine Hall
Tuesday 27 July 7pm-8pm
8 Hours 8 Sessions Cheek to Cheek

Dance: Rock 'n Roll, American and Swing - Beginners

Relive or discover the fun and music of the 50's and 60's. Rock, Jive, Twist and Boogie your way across the dance floor in this fun and lively class. Couples can enrol for \$140. Concession fee \$70.

GA3003-40 \$85 Glen Alpine Hall
Tuesday 27 July 8pm-9pm
8 Hours 8 Sessions Cheek to Cheek

Dance: Salsa New! !

Salsa is sweeping across Sydney like a tidal wave. While thousands of people are sleeping, hundreds are Salsering the night away. This course is for the complete beginner, with no experience or partner needed - just a strong will to have fun. Catering to all ages, Salsa will get your blood boiling - this is a fun, sexy and exciting way to make new friends, get a workout and add some spice to your life. No concession.

LA3001-20 \$110 Liverpool P.S.
Thursday 29 July 6:30-8pm
12 Hours 8 Sessions LA Dance Academy

Dance: Street Latin and Salsa - Beginners

Street Latin and Salsa is a fun and fabulous nightclub dance class. Dancing Salsa, Cha Cha, Samba and Merengue to the sounds of South American and Latin chart music. Couples can enrol for \$140. Concession fee \$70.

CH3001-40 \$85 Canley Heights RSL
Monday 26 July 7pm-8pm
8 Hours 8 Sessions Cheek to Cheek

SP3001-40 \$85 Croatian Club, St Johns Park
Wednesday 28 July 7pm-8pm
8 Hours 8 Sessions Cheek to Cheek

MP3001-40 \$85 Mt Pritchard Community Club
Friday 30 July 7:30pm-8:30pm
8 Hours 8 Sessions Cheek to Cheek

Design Basics

Whatever your creative interest, it helps to know some basic design rules. Learn how to define what your project should do, then apply these principles. Learn about colour theory and how to co-ordinate to create a mood or style. Discover how your eye interprets what it sees and use this in your work. Can be applied to home design/decorating, sewing/dressmaking, floral arrangement, desktop publishing or anything else. Consecutive weeks from start date.

WL3402-14 \$100 Cartwright P.S.
Sunday 1 August 9am-5pm
16 Hours 2 Sessions Wolfgang Hoerner

Dog Obedience

Train your dog now! Learn basic dog obedience and care - dogs must be at least 4 months old and fully vaccinated. No bitches in heat or aggressive dogs. Bring dog, correct size check chain, 2m webbing lead and vaccination certificate. Meet on oval (near cricket nets) in school grounds in all weathers. Consecutive Saturdays from start date. No concession.

WL3014-12 \$72 Cartwright P.S.
Saturday 31 July 8:30am-10am
12 Hours 8 Sessions Ronald Clayton

Dog Obedience 1

Learn to communicate with your pet dog through basic obedience commands taught using a positive, reward-based method. Find out how to solve/avoid common behaviour problems. Discover dog sports from an introduction to activities such as agility and flyball. Dogs must be at least 4 months old and fully vaccinated. No bitches in heat or aggressive dogs. Bring dog, flat collar, 6' lead and vaccination certificate. Consecutive Saturdays from start date. Biehler Reserve is on the corner of Leumeah Road and Junction Road, next to Leumeah High School. Skips September 11. No concession.

BR3001-16 \$70 Biehler Reserve, Leumeah
Saturday 24 July 8:30am-10am
12 Hours 8 Sessions Jody Asquith

Dog Obedience 2 **New!!**

This course is a refresher for dogs and handlers who have previously attended dog obedience with Jody and will only be offered in Terms 2 and 3 each year. We will progress to more advanced obedience work and agility and introduce canine freestyle. Dogs must be at least 4 months old and fully vaccinated. No bitches in heat or aggressive dogs. Bring dog, flat collar, 6' lead and vaccination certificate, treats and clicker (if you have one). Consecutive Saturdays from start date. Biehler Reserve is on the corner of Leumeah Road and Junction Road, next to Leumeah High School. Skips September 11. No concession.

BR3002-12 \$65 Biehler Reserve, Leumeah
Saturday 24 July 10:15am-11:15am
8 Hours 8 Sessions Jody Asquith

Drawing

This is a general drawing course designed to boost your skills and your confidence. Learn a range of techniques to help you pursue your own drawings. An ideal course

for beginners or those wanting to renew their skills. Continuing participants most welcome. Bring A3 sketch pad, 2B and 4B pencils and a small pack of wax crayons.

IN3031-20 \$99 Ingleburn H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Heather Davidson

Drawing and Painting **New!!**

You are never too old to be an artist, learning to draw and paint your favourite flowers, pets, still life, landscape or loved one. Explore a variety of techniques in pencil, charcoal, ink, pastels, watercolour or even oil painting to create your own masterpiece. Suitable for beginners and advanced participants. Bring 2B pencil, eraser and any art material you already have. Material costs for the course will be around \$65 and will be discussed first session.

DA3001-12 \$101 Cartwright P.S.

Wednesday 28 July 10am-12n

16 Hours 8 Sessions Bing Wu

Drawing Botanicals

This is a quick course in the study of plant anatomy, form and colour. Using the media of their choice, participants will be able to draw their favourite blooms and extend this into a colour art work. No concession.

WC3863-12 \$25 Campbelltown H.S.

Saturday 14 August 9:30am-12n

2.5 Hours 1 Session Susan Southwood

Drawing from Life

This workshop is just what you need if you want to know where to start drawing or if you want to hone your skills in observation. A little figure and face work will be combined with some gesture drawing to make for a fun drawing session. Placing subjects in context will also be covered. Bring sketchpad, 3B pencil and mirror. No concession.

WC3808-12 \$25 Campbelltown H.S.

Saturday 14 August 12:30pm-3pm

2.5 Hours 1 Session Susan Southwood

Drawing People **New!!**

People are interested in people! Have you always been fascinated about drawing people and wish you could do it yourself? Well, this is the course for you! Sketching people regularly will help you to improve your powers of observation and drawing skills. Various aspects of general face and hand drawing will be explored. Bring 2B pencil, eraser and A3 spiral bound visual diary first session. Material costs for the course will be around \$15 and will be discussed first session.

DA3008-12 \$101 Cartwright P.S.

Monday 26 July 9:30am-11:30am

16 Hours 8 Sessions Bing Wu

Drawing What You See

This basic course will have you out there with your visual diary taking in things you see everyday. Good practice for established artists, it is also a good way for a beginner to get into the habit of drawing anything and everything. Be warned - homework is a must! Bring A3 Cartridge pad, range of pencils and a sharpener.

PI3401-15 \$99 Picton H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Susan Southwood

Dressmaking and Stretchwear

A course for the beginner or advanced sewer. You will use commercial patterns to complete your choice of garments for all your family in all types of fabrics, including stretchwear. Bring requirements listed on Confirmation first session.

DA3040-12 \$101 Cartwright P.S.
Monday 26 July 10am-12noon
16 Hours 8 Sessions Debbie Petulla

FD3117-12 \$101 Fairfield H.S.
Monday 26 July 6:30pm-8:30pm
16 Hours 8 Sessions Anna Pace

CP3158-12 \$101 Cartwright P.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Angela De Nadai

Eggshell Craft

Make three exquisite decorations from goose eggs using paint, braid, pearls or soft colour decals. All materials supplied by tutor for approx. \$30 per decoration. Sample items on display in College office.

LP3638-10 \$77 Liverpool G.H.S.
Monday 26 July 7pm-9pm
12 Hours 6 Sessions Ira Suratman

Eggshell Craft Workshop

Make an exquisite decoration from goose eggs using paint, braid, pearls or soft colour decals. All materials supplied by tutor for this workshop for \$27. Sample items on display in College office. No concession.

WL3753-10 \$47 Cartwright P.S.
Sunday 1 August 10am-3:30pm
5.5 Hours 1 Session Ira Suratman

Embroidery: Wool Blanket - Humpty Dumpty

Come and learn the art of embroidery. In this course you will complete a knee or cot blanket with Humpty Dumpty sitting on a wall surrounded by flowers. Bring requirements listed on Confirmation. Blanket displayed in College office. Consecutive weeks from start date. No concession.

DA3522-12 \$60 Cartwright P.S.
Thursday 29 July 10am-12n
10 Hours 5 Sessions Mandy Streatfeild

WL3063-12 \$60 Cartwright P.S.
Sunday 12 September 9am-2pm
10 Hours 2 Sessions Mandy Streatfeild

English as a Second Language: Basic

For participants with basic English skills who wish to improve their pronunciation, comprehension and writing skills. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

LP3148-10 \$25 Liverpool G.H.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions

English as a Second Language: Basic

Certificate in General Education for Adults

This is an accredited course for people who wish to improve their basic English skills - new enrolments welcome. Non-permanent residents are eligible to enrol in this course and will be issued with a College Attendance Certificate on completion of the relevant modules. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession. Conducted at Liverpool Library - Meeting Room 4.

CGEA3004 Liverpool Library

Monday 26 July 9:30am-12:30pm

24 Hours 8 Sessions Hao Nguyen

English as a Second Language: Basic

Certificate in General Education for Adults

This is an accredited course for people who wish to improve their basic English skills. Non-permanent residents are eligible to attend this course and will be issued with a College attendance Certificate on completion of the relevant modules. This course is FREE to residents of postcode 2168 or parents/grandparents of children enrolled at Cartwright Public School. Fee (GST free) individual permanent residents - \$25 per term: Agencies enrolling clients - \$78: Non-permanent Residents - \$90. No concession.

CGEA3006 Cartwright P.S.

Thursday 29 July 1pm-3pm

16 Hours 8 Sessions Lesley Maker

English as a Second Language: Intermediate

Certificate in General Education for Adults

This is an accredited course for people with English skills who wish to improve their reading, writing and conversation. Monday and Tuesday nights for eight weeks (2 nights for the price of 1). Non-permanent residents are eligible to enrol in this course and will be issued with a College Attendance Certificate on completion of the relevant modules. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

CGEA3002 Fairfield H.S.

Monday 26 July **6:30pm-8:30pm**
32 Hours 16 Sessions Hao Nguyen

English as a Second Language: Intermediate Conversation, Reading & Writing

A practical course for people who can understand English and would like to improve their conversation, reading and writing skills in a small friendly group. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

EF3000-10 **East Fairfield Neighbourhood Centre**
Wednesday 28 July **9:30am-12n**
20 Hours 8 Sessions Mary DeBono

English as a Second Language: Intermediate

A practical course for people who can understand basic English and wish to improve their reading, writing and conversation skills. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

LL3007-10 **Liverpool Library**
Thursday 29 July **10am-12noon**
16 Hours 8 Sessions Mary DeBono

English as a Second Language: Intermediate Conversation, Reading & Writing

A course for people who can understand English and would like to improve their conversation, reading and writing skills in a small friendly group. Flexible program to meet participants' needs. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

LL3003-10 **Liverpool Library**
Wednesday 28 July **6pm-8pm**
16 Hours 8 Sessions Trinidad Fowler

Establishing a Pre-Loved Clothing Business

Want to start your own small business but don't have the capital? Do you love clothes and fashion? Then learn what you can do to get started in your own Designer Label pre-loved clothing and accessories business that can start on a part-time basis and will cost next-to-nothing to set up. Learn where to go to find your stock; how to get fantastic top-quality clothes free of charge; how to promote your business so that others know where to find you; and once you set up your shop, what to do to make it look good. This business can be run part-time while the kids are at school and can give you contact with other fashion loving people. Bring \$25 (payable to tutor) for workbook, pen and paper. No concession.

WL3865-14 **\$95 (GST free)** **Cartwright P.S.**
Sunday 29 August **10am-5pm**
7 Hours 1 Session **Nina Elbourne**

Establishing an Office & Showroom Cleaning Business

Are you looking for extra income? Would you like to establish a business that allows you to work outside the normal 9-5 hours? Earn up to \$50 an hour cleaning offices and/or showrooms. This workshop goes through the process of setting up your business, finding your clients and performing the actual work. Also covered are topics such as invoicing, coping with delayed payments, recovering outstanding payments and selling your business. Bring \$25 (payable to tutor) for workbook. No concession.

WL3083-12 \$95 (GST free) Cartwright P.S.

Sunday 8 August 9:30am-3:30pm

6 Hours 1 Session Nina Elbourne

Family Home Cleaning Business

Work hours to suit your life and family by cleaning homes for busy people and make great, instant money doing it. Now's a great time to learn the ins and outs of the Home Cleaning Industry and prepare yourself to be flooded with work. Learn about getting the work, how to clean the wide variety of surfaces you will encounter while working plus how to avoid the pitfalls of working in a field where there are many circumstances that influence your profit margin. Take this information, begin to apply it and start making money. Bring \$25 (payable to tutor) for 150 page workbook. No concession.

WL3033-14 \$95 (GST free) Cartwright P.S.

Sunday 12 September 10am-5pm

7 Hours 1 Session Nina Elbourne

Feldenkrais Method: 'Bones for Life'

These two three-hour workshops in the Feldenkrais Method offer a series of movement lessons that improve the quality of body co-ordination, and awaken the skeleton to experience gentle springy, weight-bearing forces, important for bone health and strength. People of all ages are eligible, and in particular those who may be interested in the health and strength of their bones. Each workshop is different and it is recommended that you enrol in both sessions if possible. Tutor is a practising Physiotherapist and Feldenkrais Practitioner. No concession.

WC3889-12 \$25 Campbelltown H.S.

Saturday 14 August 1pm-4pm

3 Hours 1 Session Diane Lunniss

WC3886-12 \$25 Campbelltown H.S.

Saturday 21 August 1pm-4pm

3 Hours 1 Session Diane Lunniss

Financial Planning: An Introduction

This workshop will give you a good introduction to investment, tax, risk, gearing, social security and a brief look at superannuation and retirement. It will consider what investment options and strategies are available and discuss the use of direct investments and managed funds, risk profile, use of an adviser and the rules for successful wealth creation. Tutor is an experienced Financial Planner and operates under an Australian Financial Services Licence. Bring notebook and pen. No concession.

WL3303-16 \$55 Cartwright P.S.
Saturday 14 August 9am-12:45pm
3.75 Hours 1 Session Jane Drexler

First Aid: Infant & Child - Royal Life Saving Society

A first aid course specially designed for those caring for children. This course is DOCs approved and VETAB accredited and suitable for those working in the childcare industry. No concession.

WL3200-20 \$80 (GST free) Cartwright P.S.
Sunday 19 September 9am-5pm
8 Hours 1 Session Royal Life Saving Society

First Aid: Senior - Royal Life Saving Society

A specialised First Aid course that provides simple effective management skills to deal with common medical emergency situations. This course meets the requirements of the WorkCover Authority (Accreditation No: 9543) and is accredited with the NSW Vocational Education and Training Board (VETAB). The course includes training in CPR, the principles of first aid, basic anatomy and physiology, the treatment of bleeding, wounds, shock, burns, musculoskeletal injuries, medical emergencies, environmental exposure, poisoning and envenomation. Minimum age 14 years. Fee includes manual, bandages and certificate issued by RLSSA. Dates: September 18 and 19. No concession.

WL3000-20 \$115 (GST free) Cartwright P.S.
Saturday 18 September 8:30am-5pm
17 Hours 2 Sessions Royal Life Saving Society

First Aid: Senior - St John Ambulance

A St. John Ambulance Australia Senior First Aid course, VETAB accredited and WorkCover approved. Fee includes St John First Aid manual, bandages and certificate issued by St John Ambulance Australia. Eight consecutive weeks for evening course, two consecutive Saturdays for weekend course. No concession.

EL3000-14 \$130 (GST free) Elderslie H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Mark Wilson

WC3851-14 \$130 (GST free) Campbelltown H.S.
Saturday 28 August 9am-5pm
16 Hours 2 Sessions Mark Wilson

First Home Buyers & Investors - Become Educated!

Gain the confidence to join the property market. Avoid all the costly mistakes when buying your first home or investing in property. Learn from a current investor and independent real estate coach who will teach you everything you need to know to get started. Packed with information, a course manual and plenty of experience to share. If you are interested in property, this is the course to do! Consecutive weeks from start date. No concession.

WL3064-14 \$99 Cartwright P.S.
Saturday 21 August 9am-3:30pm
13 Hours 2 Sessions Scott Durrant

Floral Art

Learn how to make creative and exciting designs using fresh, dried and silk flowers in our Floral Art course. Have fun and enjoy making dried flowers in pots, table arrangements, bouquets, wreaths, arrangements of your choice, learn where to buy flowers and how to care for them and much more. Different program each term so come for one or more! Approximate cost per session will vary depending on amount of flowers you buy but will average between \$15-\$30.

CT3073-12 \$101 Campbelltown H.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions Jaclyn Stephens

Flower Making: Flowers that Last 1

Are you ready for something new? Create beautiful flowers made from stocking material and wires in a variety of gorgeous colours. In this course you will learn to make single stem roses and carnations complete with leaves. In other courses you will learn to make daffodils, bird of paradise, tiger lily, iris and more. Feel free to call into the College office and see this beautiful arrangement on display. All materials and instructions provided each session - cost \$7 payable to tutor. No concession.

CT3907-14 \$51 Campbelltown H.S.

Tuesday 3 August 7pm-9pm

6 Hours 3 Sessions Judy Bland

WL3885-14 \$51 Cartwright P.S.

Sunday 12 September 9:30am-4pm

6.5 Hours 1 Session Judy Bland

Flower Making: Flowers that Last 2 New!!

Have you seen the ad for Course 1? Well, this course will use the same stocking material and wires but we will be making bird of paradise and gladioli. There will be more course to come so you can learn to make different flowers to create a beautiful arrangement. All materials and instructions provided - cost \$7 payable to tutor. No concession.

CT3809-14 \$51 Campbelltown H.S.

Tuesday 31 August 7pm-9pm

6 Hours 3 Sessions Judy Bland

Folk Art: Beginners

This course is designed for people with no experience in painting and drawing. Learn the basics of folk art and see how easy it can be. Supplies available week to week from tutor (average cost \$21 pw) and will include brushes, paints and six items. During the course you will be painting daisies, flannel flowers, strawberries, violets, rosebuds and lace and a teddy bear.

CP3022-16 \$77 Cartwright P.S.

Monday 26 July 7pm-9pm

12 Hours 6 Sessions Mandy Streatfeild

DA3727-12 \$77 Cartwright P.S.

Tuesday 27 July 10am-12n

12 Hours 6 Sessions Mandy Streatfeild

Folk Art: Beginners

This course is designed for people with no experience in painting and drawing. We will teach you step by step to paint daisies, flannel flowers, strawberries, violets, rosebuds and teddy bears on timber and MDF. Supplies available week to week from tutor (approx. cost \$20pw). Bring requirements listed on Confirmation.

FD3218-10 \$79 Fairfield H.S.

Tuesday 27 July 6:30pm-8:30pm

12 Hours 6 Sessions Ira Suratman

Folk Art: Beginners

This course is designed for people with no experience in painting and drawing. Learn the basics of folk art and see how easy it can be. Supplies available week to week from tutor (approximate cost \$30 pw) and will include brushes, paints and four items. During the course we will be painting daisies, strawberries, violets, rosebuds and lace and a teddy bear. No concession.

WC3836-12 \$52 Campbelltown H.S.

Saturday 14 August 2:30pm-5pm

10 Hours 4 Sessions Mandy Streatfeild

Folk Art: Beginners and Intermediate

You don't have to be an artist to be successful in this rewarding hobby. Suitable for beginners and intermediate participants. Intermediate participants may continue with their own projects or choose from many patterns available from the tutor. Needs and costs will be outlined first session.

CT3255-12 \$77 Campbelltown H.S.

Tuesday 27 July 7pm-9pm

12 Hours 6 Sessions Nancy Ebejer

Folk Art: Intermediate

If you have completed a Beginner's course come and join an intermediate group and learn some different folk art techniques. Some projects will be painted on special wood items ordered by tutor. Bring all paints and brushes first session.

DA3799-12 \$101 Cartwright P.S.

Wednesday 28 July 10am-12noon

16 Hours 8 Sessions Mandy Streatfeild

French for Beginners

This course will enable beginners to communicate in simple, practical French, with an emphasis on situations useful to the traveller. Topics to be covered include shopping, finding the way, booking accommodation, likes and dislikes. There will be an emphasis on listening and speaking but written examples and notes will also be supplied. Bring pen and paper first session. Consecutive weeks from start date.

CT3200-12 \$101 Campbelltown H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Mike Boray

WC3813-12 \$101 Campbelltown H.S.
Saturday 14 August 9am-1pm
16 Hours 4 Sessions Mike Boray

French for Beginners

This course is designed to make learning French an enjoyable and meaningful experience. Step by step, you will learn to travel through a French speaking country, use the phone, order a meal, book a room and shop for clothes or presents. Notes will be supplied. Bring pen and paper. Bonne chance!

EL3012-12 \$101 Elderslie H.S.
Tuesday 27 July 7pm-9pm
16 Hours 8 Sessions Erika Byrne

French for Travellers I

A course in everyday French and French culture for travellers in the French world. Beverley (MA(French), Dip Ed) has led tours to France and Noumea and has travelled extensively in France and her colonies. Course may vary to suit the level of participants - we design to suit you! You will learn basic conversational French that will help you find your way around hotels, restaurants and shopping. Hands-on, practical with audiovisual aids using video course 'A Vous la France'. Bring French dictionary, blank audio cassette, pen and paper.

FD3400-10 \$102 Fairfield H.S.
Monday 26 July 6:30pm-8:30pm
16 Hours 8 Sessions Beverley Lake

French: Stage II

This course is intended for those who have completed the beginner's course or some other basic French study. While the practical emphasis of the previous course will remain, more complex structures will be introduced enabling participants, for example, to talk about the past and the future and develop their language skills through role playing games and other activities. Bring pen and paper first session.

CT3203-12 \$101 Campbelltown H.S.
Tuesday 27 July 7pm-9pm
16 Hours 8 Sessions Mike Boray

French: Stage III

This course is intended for those who have completed both French for Beginners and Stage II or some other basic French study. Through a series of audiovisual episodes you will be introduced to a range of real life situations covering various aspects of the French society. You will develop your listening and conversational abilities further. Bring text: Bienvenue En France (Hatier/Didier) Part One and related exercise book.

CT3206-10 \$102 Campbelltown H.S.
Wednesday 28 July 7pm-9pm
16 Hours 8 Sessions Mike Boray

Garden Success - Inspiration

Creative, inspirational and practical ideas for the creation of your ideal garden. Discover the elements of Garden Design. Learn how to transform different areas from

present to pleasure, regardless of the space available. All levels of experience welcome - materials included in course fee. Three consecutive weeks from start date. New Brighton Golf Club is at 180-184 Nuwarra Road, Moorebank. No concession.

GS3IS \$105 New Brighton Golf Club, Moorebank
Tuesday 27 July 6:30pm-9pm
7.5 Hours 3 Sessions Denis Ziino

Garden Success - Knowledge

Practical knowledge in how to construct your new gardenscape or transform your existing garden. Understanding drainage, soil improvements, what plants will grow where, how to achieve optimum plant growth, mulching and lawn care will be covered. Three consecutive weeks from start date. New Brighton Golf Club is at 180-184 Nuwarra Road, Moorebank. No concession.

GS3KS \$105 New Brighton Golf Club, Moorebank
Tuesday 17 August 6:30pm-9pm
7.5 Hours 3 Sessions Denis Ziino

Garden Success - Techniques

Now sit back and ... relax, as you learn the techniques to create a low maintenance garden and achieve Garden Success. Course covers installation of irrigation systems, pruning techniques, understanding fertilisers, control of pests and disease, effective weed control, composting techniques, growing citrus and container gardens. Three consecutive weeks from start date. New Brighton Golf Club is at 180-184 Nuwarra Road, Moorebank. No concession.

GS3TS \$105 New Brighton Golf Club, Moorebank
Tuesday 7 September 6:30pm-9pm
7.5 Hours 3 Sessions Denis Ziino

German for Beginners

A general introduction to basic German. No previous knowledge necessary. Covers basic vocabulary and conversational skills including tips on culture and history.

CT3851-16 \$102 Campbelltown H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Robert Plant

German II New! !

An extension of German for Beginners or for people who have done a basic German course before. This course introduces past tense, law and business vocabulary and provides further culture and travel tips.

CT3852-16 \$102 Campbelltown H.S.
Wednesday 28 July 7pm-9pm
16 Hours 8 Sessions Robert Plant

Getting into the Bed and Breakfast Business

You too can be part of the fastest growth sector in tourism today. Find out if you and your house are ready to enter this industry. Decide the level of commitment you are prepared to make to this venture. Learn about the daily issues that confront Bed &

Breakfast operators. This course enables you to better understand why B&B is a trend and not a fad and outlines how to be efficient and successful. Stewart Whyte is the author of the books titled 'Bed & Breakfast in Australia', 'A Feasibility Study for Aspiring B&B Operators', 'A Business Plan for B&B Owners' and 'Managing Your B&B' which will be available for purchase at workshop. No concession.

WL3045-30 \$70 (GST free) Cartwright P.S.
Saturday 11 September 9:30am-3:30pm
6 Hours 1 Session Stewart Whyte

Glass Painting - Home Decor 1

Learn how to make your own home furnishings and decorations to enhance your lifestyle! Try your hand at glass painting photo frames, a vase, cards, tiles to make coasters and fridge magnets and window decorations! All workshop notes and supplies provided - cost \$27 payable to tutor on the day. No concession.

WC3847-12 \$51 Campbelltown H.S.
Saturday 14 August 9:30am-4pm
0 Hours 1 Session Judy Bland

Glass Painting - Home Decor 2

More techniques to learn with glass painting - the course is designed to continue with the methods learnt in the previous workshop, however all are welcome - especially if you have tried glass painting and need more ideas! This session will cover stamping on tiles for decoration, creating colourful photo frames, 3D decorations for the house and peel-on, peel-off decorations for the windows. All workshop notes and materials provided - \$18 payable to tutor each session. No concession.

DA3003-15 \$79 Cartwright P.S.
Wednesday 28 July 9:30am-1:30pm
12 Hours 3 Sessions Judy Bland

WC3848-15 \$51 Campbelltown H.S.
Saturday 21 August 9:30am-4pm
6.5 Hours 1 Session Judy Bland

Glass Painting: Advanced New!!

This course is a continuation from Home Decor 1 and 2. You will learn new ideas for using your glass paints including pots, plates, tiles and more painting on glassware. All workshop notes and materials provided - \$27 payable to tutor for one day workshops, \$18 each session for 3-day course. No concession.

WL3009-15 \$51 Cartwright P.S.
Sunday 15 August 9:30am-4pm
6.5 Hours 1 Session Judy Bland

DA3004-15 \$79 Cartwright P.S.
Wednesday 1 September 9:30am-1:30pm
12 Hours 3 Sessions Judy Bland

WC3850-15 \$51 Campbelltown H.S.
Saturday 4 September 9:30am-4pm
6.5 Hours 1 Session Judy Bland

Golf: Beginners

Beginners learn the basics of grip, stance and posture, then build from a small swing to a full swing in easy stages. Learn chipping, putting, etiquette and rules. Fee includes tuition, use of clubs and bucket of balls. Wear flat shoes and a hat. Course conducted at Riverwood Golf Course - 255 Henry Lawson Drive, Georges Hall. Five consecutive weeks from start date. No concession.

RG3001-10 \$99 Riverwood Golf Club
Wednesday 4 August 1pm-2:30pm
7.5 Hours 5 Sessions Taylor Made Golf Schools

RG3003-10 \$99 Riverwood Golf Club
Sunday 8 August 10am-11:30am
7.5 Hours 5 Sessions Taylor Made Golf Schools

Golf: Intermediate

A follow-on course from beginner's golf where extra chipping, pitching, full swings with irons and woods are taught. Course fee includes 3 games of golf at Riverwood Golf Course - valid for three months from date of issue - to put new techniques into practice. Three consecutive weeks from start date. No concession.

RG3004-10 \$99 Riverwood Golf Club
Wednesday 8 September 1pm-2:30pm
4.5 Hours 3 Sessions Taylor Made Golf Schools

RG3005-10 \$99 Riverwood Golf Club
Sunday 12 September 10am-11:30am
4.5 Hours 3 Sessions Taylor Made Golf Schools

Golf: Professional Tuition - Beginners

Learn the correct swing fundamentals: grip, alignment, stance, weight distribution, posture and ball position from a professional golfer and member of the Australian P.G.A. Course fee includes tuition, ball, club hire and voucher for a free game of golf. You will also have a better understanding of scoring, rules and the etiquette of golf. Wear flat shoes and hat. Address of venue will be on Confirmation. No concession. Four consecutive weeks from start date.

MO3106-10 \$99 RAE Golf Club, Moorebank
Saturday 7 August 9am-10:30am
6 Hours 4 Sessions Shane McNamara

Golf: School Holiday Week of Junior Golf

A great present and/or a fun and professional way to introduce juniors (8-14) to golf, this course is suitable for those starting out. Conducted at the Royal Australian Engineers Golf Club off Moorebank Avenue, Moorebank for 3 days during the school holidays (Monday, Wednesday and Friday July 12, 14, 16). Course fee includes green fees, refreshments and P.G.A. tuition, 9 holes of golf on each day, and clinics in irons, woods and short games. Timetable and needs will be sent with Confirmation - clubs can be provided for a small fee. Enrol by July 5. No concession.

MO3054-16 \$125 RAE Golf Club, Moorebank
Monday 12 July 9am-3pm

18 Hours 3 Sessions Shane McNamara

Guitar for Beginners

Discover simple techniques, basic chord structures and rhythms in a relaxed group. Learn to play your favourite songs or create your own riffs to backings or a drum machine. Bring acoustic or electric guitar (and headphones if electric). Participants will be provided with a CD for practice and tuning.

FD3854-12 \$101 Fairfield H.S.

Monday 26 July 6:30pm-8:30pm

16 Hours 8 Sessions Gary Pepper

SJ3231-12 \$101 St Johns Park H.S.

Wednesday 28 July 6:30pm-8:30pm

16 Hours 8 Sessions Gary Pepper

Guitar: Learn to Play the Easy Way!

This course is designed for beginners who want to learn how to play either acoustic or electric guitar. Starting with basic sight reading you will progress through the theory, how to play chords, rhythm patterns, strumming, how to work with backings, timing and drum machines, how to record yourself and putting it all together. Bring guitar and requirements listed on Confirmation.

IN3020-12 \$101 Ingleburn H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Jim Kane

LP3017-12 \$101 Liverpool G.H.S.

Tuesday 27 July 7pm-9pm

16 Hours 8 Sessions Jim Kane

Guitar: Learn to Play the Easy Way - Advanced

This course is designed to follow on from the beginner's course above. You will learn how to play bar chords, rhythm patterns, strumming and rock 'n roll licks, how to work with backings, timing and drum machines, how to record yourself and putting it all together. Bring guitar and requirements listed on Confirmation.

LP3007-12 \$101 Liverpool G.H.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions Jim Kane

Gypsy Style Readings

New ! !

Learn to interpret readings with a normal deck of playing cards. Gypsies have used this technique for ages. This modality of looking at future events may gently guide you towards unlocking another dimension on your journey. Bring deck of ordinary playing cards, pens and paper - notes provided.

CP3420-14 \$99 Cartwright P.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions Deborah Powell

Home Recording Studio

You can set up a home recording studio with a budget as low as \$500 right up to \$10,000 or more! This course will deal with the setting up and development of a home studio without it becoming chaos and an expensive nightmare. There are three types of studios: tape, harddrive and computer - a 16 track hard drive studio will be available for hands-on experience. We will discuss the plan and setup, basics of audio engineering including short cuts, bouncing tracks, synchronisation, mix-down and mastering which leads into burning CDs and/or master. Tutor has 20 years experience as an audio engineer. A perfect course for songwriters, musicians and up and coming producer/engineers. Consecutive weeks from start date. No concession.

WC3862-10 \$154 Campbelltown H.S.

Saturday 14 August 9am-5pm

32 Hours 4 Sessions Gary Pepper

How to Enjoy Dating **New!!**

This course is designed for people who have had a relationship end recently or for those who want to make positive changes in their life to do with future relationships. Starting over strategies covered will include: where and how to meet other single people, conducting a personal emotional stocktake, increasing love in your life, companionship issues, your attraction patterns, creating support systems, taking emotional risks and letting go of what is not working for you. No concession.

WL3316-16 \$60 Cartwright P.S.

Saturday 7 August 9:30am-3:30pm

6 Hours 1 Session Maria Capsanis

HSC English: How to 'Journey' Well! **New!!**

This course will help HSC students improve their understanding of questions, writing short answers, exploring and analysing texts and movies, essay and creative writing skills, writing about poetry and different kinds of works, dramas and novels. There will be a special emphasis on the physical, inner and imaginative Journey. Don't leave it until the last minute - brush up on your skills now so that you can tackle the HSC with confidence! Consecutive weeks from start date.

CT3074-12 \$101 Campbelltown H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Karl Hillie

WC3852-12 \$101 Campbelltown H.S.

Saturday 14 August 9am-1pm

16 Hours 4 Sessions Karl Hillie

Importing/Exporting & GST: An Introduction

A practical overview of the business of international trade that can be put to immediate use. Topics include: where to start, and get help; terminology; banking procedures; documentation; commercial, insurance, government and destination requirements; air freight, forwarding agents, customs brokers, duties, sales tax, GST and more. For people starting their own import/export business, extending their current business activities or wanting to broaden their knowledge. Fee includes comprehensive notes. Consecutive weeks from start date. No concession.

WL3003-20 \$160 (GST free) Cartwright P.S.

Saturday 28 August 10am-5pm

14 Hours 2 Sessions Lance Scoular

Italian

Italian courses with Nikola will return in Term 4.

Keeping Up With Your Kids

New!!

Life as a parent today is exhausting, challenging and exhilarating (imagine life without them!). But it also brings concerns and often there are times when you feel on your own. This course is an opportunity for parents to get together and share 'war stories'. It also offers tips that help you develop an even more positive relationship with your child(ren) and deal with the times when you wish.....

FD3045-14 \$101 Fairfield H.S.

Tuesday 27 July 6:30pm-8:30pm

16 Hours 8 Sessions Susan Winkworth

Kid's Art: Projects to Teach your Children

Come along and learn a variety of projects to share with your children through this practical workshop. Each project is designed to teach particular skills and concepts. Great for parents, grandparents or carers of preschool and primary-aged children. Bring white A4 paper (15 sheets), scissors, glue stick and coloured pencils, crayons or textas. No concession.

WC3818-20 \$34 Campbelltown H.S.

Saturday 28 August 9am-1pm

4 Hours 1 Session Heather Davidson

Knitting for Beginners

Have fun and discover the art of knitting. This course is designed for people with no previous experience in knitting. Learn the basic skills needed to create garments for the family and items for the home. You will need a kit that will be provided for \$10 (payable to tutor). Kit will include wool and knitting needles to be used during course. One day for weekend workshop, two consecutive weeks for weekday course. No concession.

WC3816-8 \$51 Campbelltown H.S.

Saturday 14 August 10am-4pm

6 Hours 1 Session Loretta Maurencig

DA3019-8 \$51 Cartwright P.S.

Wednesday 18 August 10am-1pm

6 Hours 2 Sessions Loretta Maurencig

Lawnmowers and Small Engine Maintenance

This course is designed to teach you how to reduce costly repairs. Learn basic fault finding do-it-yourself maintenance for petrol 2 and 4 stroke stationary engines, brush cutters, blower/vacs, lawnmowers, etc. Bring your engine to be maintained, spark plug spanner and where possible your service manual. Must be 18 years or over to enrol. No concession.

WC3835-12 \$55 Campbelltown H.S.

Saturday 28 August 9:30am-3:30pm
6 Hours 1 Session Bruce Oppel

Make-up: An Introduction

Do you agree that your face is one of your most important assets? Do you agree that your make-up needs to change? Are you aware what colours suit you? In this course you will learn how to spend minimum time on your face and still look good and natural. First session bring notepad and pen. Course conducted at Luppino's Hairdressing - 197 Hamilton Rd, Fairfield West. Hair Care course also offered - see separate course entry. No concession.

LH3098-10 \$49 Luppino's Hairdressing
Monday 16 August 7pm-9pm
6 Hours 3 Sessions Magda Luppino

LH3099-10 \$49 Luppino's Hairdressing
Monday 6 September 7pm-9pm
6 Hours 3 Sessions Magda Luppino

Making Financial Sense out of your Retirement

This short course will introduce you to the basics of superannuation and retirement planning. We will also investigate the use of self-managed super funds, allocated pensions, tax minimisation, estate planning and successful income splitting. Tutor is an experienced Financial Planner and operates under an Australian Financial Services Licence. No concession.

WL3305-16 \$55 Cartwright P.S.
Saturday 14 August 1:15pm-5pm
3.75 Hours 1 Session Jane Drexler

Managing People

Individuals new to people management, can find themselves in the position without any understanding of the responsibilities they face, or knowledge of the methods most suited to successfully undertaking the role. This one-day workshop will help individuals prepare for the role they are facing and propose various courses of action that will assist with successful people management. No concession.

WC3820-15 \$70 (GST free) Campbelltown H.S.
Saturday 14 August 9am-4:30pm
7.5 Hours 1 Session Graham Neville

Massage: Swedish for Home Use

Tired, stressed and suffering from aching muscles? Come along and join in the fun of experiencing both the giving and receiving of a massage. Learn about the benefits of massage, an introduction to aromatherapy and a brief look at the muscles of the body. Bring requirements listed on Confirmation and \$5 for oils supplied by tutor. Ideal for couples who can enrol for discounted fee of \$172. Consecutive weeks from start date.

IN3191-14 \$101 Ingleburn H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Elizabeth Thorn

WC3891-14 \$101 Campbelltown H.S.
Saturday 14 August 9am-5pm
16 Hours 2 Sessions Elizabeth Thorn

Maths for Adults Made Easy

Does Maths make you uneasy? Come and learn in a happy, non-stressful atmosphere. Learn or revise addition, subtraction, multiplication, division, estimating, metric, decimals, fractions, percentages and ratio. This course is FREE to residents of 2168 postcode or parents/grandparents of children enrolled at Cartwright Public School. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

DA3007-10 Cartwright P.S.
Friday 6 August 9:30am-12:30pm
15 Hours 5 Sessions Ignacio Hicban

Maths: Yrs. 7-12

A group coaching session for high school students designed to cover problem areas. Conducted by an experienced tutor in a friendly environment. Participants can work on their area of need and will be guided how to approach and solve their problems methodically. Bring your maths text and workbook, pen and calculator. When enrolling please advise which year and level of Maths you are studying.

CT3050-8 \$101 Campbelltown H.S.
Monday 26 July 7pm-8:30pm
12 Hours 8 Sessions Lorraine Austin

IN3123-12 \$101 Ingleburn H.S.
Monday 26 July 7pm-8:30pm
12 Hours 8 Sessions Albert Simonian

FD3017-12 \$101 Fairfield H.S.
Tuesday 27 July 6:30pm-8pm
12 Hours 8 Sessions Albert Simonian

CT3045-8 \$101 Campbelltown H.S.
Tuesday 27 July 7pm-8:30pm
12 Hours 8 Sessions Lorraine Austin

CP3017-12 \$101 Cartwright P.S.
Wednesday 28 July 7pm-8:30pm
12 Hours 8 Sessions Albert Simonian

Meditation and Relaxation

Learn simple, effective and enjoyable meditation techniques and supporting practices such as basic yoga postures and breathing methods to help you overcome physical discomfort, relax and improve your concentration. We'll also dig into the underlying concepts of these timeless practices to get a broad overview of how they and we can function at our best. No concession.

WC3856-12 \$51 Campbelltown H.S.
Saturday 4 September 10am-5pm

7 Hours 1 Session

Dada

Meditation and Yoga

Learn the principles and practice of meditation, chanting and yoga in a form that you can practice at home. Learn how to deal with the stumbling blocks that normally create difficulty for new meditators. Gain an expanded view of your personal potential and a very concrete method for its realisation. Enjoy a feeling of calmness and clarity in each session and be able to start expanding this into your everyday life. Acquire greater flexibility, strength, vitality and overall health and well-being. Improve your ability to cope with pressure and stress.

CP3244-16 \$98 Cartwright P.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Dada

LP3729-10 \$98 Liverpool G.H.S.

Tuesday 27 July 7pm-9pm

16 Hours 8 Sessions Dada

DA3729-12 \$98 Cartwright P.S.

Thursday 29 July 10am-12noon

16 Hours 8 Sessions Dada

More Quick and Easy Crafts for 5-12 Year Olds

New! !

This workshop follows on from the first providing participants with even more ideas including games to use with children. All ideas are cost effective and are useful to parents, carers or workers. You don't have to have attended the first workshop to enrol as these are all new ideas. Bring \$15 for resources. No concession.

WC3865-15 \$33 Campbelltown H.S.

Saturday 21 August 10am-3pm

5 Hours 1 Session Kay Lampard

Mosaics: Beginners and Intermediate

This course is designed for beginners and intermediate participants. During the course you will create three items - first week create a stepping stone, second week mosaic a terracotta pot or dish and the following four weeks a plaque with either a vase with flowers, or fish and shells, or your own design. Plaques are displayed in the College office. Requirement information on Confirmation.

CP3201-12 \$77 Cartwright P.S.

Thursday 29 July 7pm-9pm

12 Hours 6 Sessions Mandy Streatfeild

Mosaics Workshop

A one-day workshop for beginners or those with some experience where you will learn the techniques required to create a stepping stone and mosaic a terracotta pot. Samples of projects are displayed in the College office. Requirement information sent with Confirmation. No concession.

WL3062-12 \$52 Cartwright P.S.

Sunday 15 August 9am-5pm
8 Hours 1 Session Mandy Streatfeild

WL3070-12 \$52 Cartwright P.S.
Sunday 29 August 9am-5pm
8 Hours 1 Session Mandy Streatfeild

Office Skills

Covers the theory of *the modern office *petty cash *filing *business documents *statements *banking (including electronic) *resumes *reconciliation *payrolls. Will help in job hunting. Certificate issued. Notebook, pens and calculator needed.

CT3017-14 \$101 (GST free) Campbelltown H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Vicki Giffen

Oil Painting New! !

One reason why oil painting has been so popular for hundreds of years is that it is an incredibly versatile painting medium which can be manipulated in many ways. You will receive instruction in the basics of colour mixing, composition and brush technique. Discover the effects of light and shading to create a dynamic composition. Please bring sketch paper, pencil and eraser. Material costs for the course will be around \$65 and will be discussed first session.

DA3002-12 \$101 Cartwright P.S.
Wednesday 28 July 1pm-3pm
16 Hours 8 Sessions Bing Wu

Organic Gardening

Come along and learn the principles of organic gardening including the importance of soil fertility, composting, no-dig gardens, companion planting and chemical-free pesticides with The Veggie Lady! Techniques involve home-made pesticides and environmental controls. Bring a small container of soil from your garden for free soil sampling. No concession.

WC3842-15 \$70 Campbelltown HS.
Saturday 28 August 10am-3pm
5 Hours 1 Session The Veggie Lady

WL3240-15 \$70 Cartwright P.S.
Saturday 4 September 10am-3pm
5 Hours 1 Session The Veggie Lady

Painting Workshop New! !

This one-day workshop will see you with a finished artwork and a day of fun and exploration. Using oil or acrylics you can paint your own subject or a still life and use whatever materials you already have. Good for a beginner or someone who is a bit rusty and wants to start again. No concession.

WC3858-12 \$40 Campbelltown H.S.
Saturday 21 August 10am-3pm
5 Hours 1 Session Susan Southwood

Paper Punch Craft

Got craft punches and don't know what to do with them? Come along to this beginner's workshop where we will create some simple gift tags and cards. We do flat work (for scrapbooking or memory albums) and three dimensional work (for cards and frames). Requirements will be advised on Confirmation sent after you enrol. No concession.

WC3814-10 \$34 Campbelltown H.S.

Saturday 28 August 9am-1pm

4 Hours 1 Session Wendy Verity

Pergamano in Parchment Craft: Beginners

Use tools to make lace-like edges and coloured inks to bring life to these exquisite greeting cards made from parchment paper. Supplies and equipment available week to week from tutor for approximately \$15.

SJ3230-10 \$77 St Johns Park H.S.

Wednesday 28 July 6:30pm-8:30pm

12 Hours 6 Sessions Ira Suratman

Pergamano in Parchment Craft Workshop

Use tools to make lace-like edges and coloured inks to bring life to two greeting cards made from parchment paper. Kit provided for \$38 (payable to tutor) which contains all materials and equipment used for workshop. Kit also includes tools that can be taken home and used for further Pergamano projects. No concession.

WL3852-8 \$29 Cartwright P.S.

Sunday 15 August 10am-1pm

3 Hours 1 Session Ira Suratman

PHOTOGRAPHY COURSES

Courses in both 35mm film and digital are offered. Following the guide below will ensure you enrol in the correct course to best suit your experience and needs.

FILM: Courses offered are for users of 35mm single lens reflex (SLR) cameras. Camera with removable lenses! Compact camera users should not enrol!!

. Beginners may enrol in Photography: SLR Camera Basics.

. Confident photographers including those who have completed SLR Camera Basics may Enrol in Photography: SLR Intermediate.

. Experienced photographers or those who have completed Photography: SLR Intermediate may enrol in Night Photography.

DIGITAL: Courses offered are for users of digital still cameras from consumer models through to professional digital SLRs.

Photography: Digital Camera Basics

Come along to our digital camera course and learn how to get the best out of your camera. Whether yours is a consumer model or the latest professional masterpiece most modern features will be covered. Designed to unravel the mysteries and get you pointed in the right direction so you can take advantage of new technology. Subjects covered will include the new digital format; exposure modes; camera supports; image sizes and quality; medium sensitivity; storage mediums; printing images and working

with images. Learners with early model or small image cameras (3 megapixel or smaller - see your manual for this information) may not benefit from this course as these cameras may lack the features of newer models. Participants are asked to bring along their cameras. Instruction manuals are a must! No concession.

CT3930-16 \$90 Campbelltown H.S.
Tuesday 27 July 7pm-9pm
8 Hours 4 Sessions Alexander Ball Photography

CT3952-16 \$90 Campbelltown H.S.
Tuesday 24 August 7pm-9pm
8 Hours 4 Sessions Alexander Ball Photography

Photography: SLR Camera Basics

Are you a beginner? Do you own an SLR (single lens reflex) camera but aren't confident in its use? Are you about to purchase an SLR camera and would like some prior knowledge? If you answered 'yes' to any of these questions then this course is for you. The course is targetted at the beginner and will cover the complete operation of your camera and photography in general. No concession.

WL3020-15 \$90 Cartwright P.S.
Sunday 25 July 9am-5pm
8 Hours 1 Session Alexander Ball Photography

Photography: SLR Intermediate

For those who are reasonably confident in the use of 35mm SLR cameras or those who have attended 'SLR Camera Basics'. The course will cover such topics as exposure, aperture, depth of field, varying shutter speeds, colour temperature, practical use of light, flash photography, selecting lenses, photographic composition, film selection, camera accessories and maintenance. A 35mm SLR camera with manual exposure mode is essential. No digital compact cameras!

CT3822-15 \$110 Campbelltown H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Alexander Ball Photography

Photography: Night Photography Workshop

For those who are reasonably confident in the use of SLR cameras or those who have attended any of the SLR courses run by the College. If you have ever wanted to take those strikingly dramatic city night shots that you see in magazines, this is the course for you! The workshop will be run over three sessions - two evenings at Campbelltown Centre and one evening on location in the city for the night shoot. You will require an SLR camera with manual mode, a tripod and cable release and be able to make your own way into the city for the practical session.

CT3587-12 \$110 Campbelltown H.S.
Wednesday 25 August 7pm-9pm
6 Hours 3 Sessions Alexander Ball Photography

Pilates

Pilates (Pi-lah-Tees) is a unique form of simple yet precise body conditioning exercise. It's a great all-over workout which focuses on strengthening muscles, particularly the abdominals and the back. Not suitable for pregnant women. You will need to arrive 15

minutes early for the first session, wear loose, comfortable clothing and bring a towel and exercise mat. Tutor is trained and accredited with the Pilates Institute of Australia and has many years experience in the fitness industry. No concession.

HP3027-10 \$96 Hoxton Park Scout Hall

Tuesday 27 July 7:30pm-8:30pm

8 Hours 8 Sessions Fit 4 You

HP3037-10 \$96 Hoxton Park Scout Hall

Wednesday 28 July 7:30pm-8:30pm

8 Hours 8 Sessions Fit 4 You

Pottery

This course is designed for beginners or those with some experience. You will have the opportunity of making both hand-built and wheel items. An additional \$15 is payable first session for clay and glazes.

CT3024-15 \$99 Campbelltown H.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions Norman Pritchard

Pottery at the Powerhouse - Wheel Throwing

A course for beginners or those with experience to learn the art of the pottery wheel as well as decoration, glazing and kiln firing. No handbuilding taught in this course. An additional \$18 is payable at the first session to cover material costs.

CA3350-8 \$109 Casula Powerhouse Arts Centre

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Brian Gillard

Preparing Successful Quotations and Tenders

Winning tenders is the pulse of most business enterprises. Without the recurring successful tender, an organisation withers. This course is designed for contracting organisations that want to sharpen their skills to prepare successful tenders or to bid for higher value, more complex tenders. Ideal for any size business - tutor has a strong background of research and experience in the tender process. No concession.

WL3230-16 \$120 (GST free) Cartwright P.S.

Saturday 24 July 9am-5pm

8 Hours 1 Session Michael Creenaune

DA3207-16 \$120 (GST free) Cartwright P.S.

Friday 13 August 9am-5pm

8 Hours 1 Session Michael Creenaune

Public Speaking

Gain confidence in speaking in public in a friendly and inspiring atmosphere. Tap into your hidden communication talents and learn the techniques that will make you a competent speaker. Learn how to use visual aids and other materials in a training situation. Find out how to evaluate the speaking skills of others, how to be an MC and deliver a toast.

CT3805-12 \$98 Campbelltown H.S.

Tuesday 27 July 7pm-9pm

16 Hours 8 Sessions Martin Shields

Quick and Easy Crafts for 5-12 Year Olds

This workshop is for people wanting craft ideas for school-aged children and is suitable for parents, workers or just for fun. All ideas are quick, easy, fun and inexpensive. Bring \$15 for resources. No concession.

WC3864-15 \$33 Campbelltown H.S.

Saturday 14 August 10am-3pm

5 Hours 1 Session Kay Lampard

Quilling for Beginners

Why not try a really different craft? The ancient craft of quilling is rolling strips of paper to create and arrange different shapes. In this workshop you will learn the basic shapes and make some simple, inexpensive yet impressive cards. Requirements will be advised on Confirmation sent after you enrol. No concession.

WC3830-10 \$34 Campbelltown H.S.

Saturday 14 August 9am-1pm

4 Hours 1 Session Wendy Verity

Quilling: Seaside Advanced Workshop

A workshop designed for people with a little experience in quilling (including those enrolled in the morning workshop above). You will learn advanced techniques such as husking and paper sculpture to create cards with a seaside theme. Requirements will be advised on Confirmation sent after you enrol. No concession.

WC3853-10 \$34 Campbelltown H.S.

Saturday 14 August 1pm-5pm

4 Hours 1 Session Wendy Verity

Reading and Writing for Adults: Basic

For fluent English speakers 15 and over, this course is for beginners to learn basic reading, writing and spelling skills. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

SV3001-8 St. Vincent de Paul Campbelltown

Wednesday 28 July 9:30am-12:30pm

24 Hours 8 Sessions Pamela Parker

Reading and Writing for Adults: Basic

For fluent English speakers 15 and over who wish to learn basic reading, writing and spelling skills. Flexible program to meet participants' needs. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

SJ3233-8 St Johns Park H.S.

Wednesday 28 July 6:30pm-8:30pm

16 Hours 8 Sessions Maritza Barrientos

Reading and Writing for Adults: Intermediate

For fluent English speakers 15 and over with basic reading and writing skills who wish to improve their grammar, spelling, reading and writing. Flexible program to meet participants' needs. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

SJ3232-8 St Johns Park H.S.

Wednesday 28 July 6:30pm-8:30pm

16 Hours 8 Sessions Hao Nguyen

Reading and Writing for Adults: Intermediate Certificate in General Education for Adults

This is an accredited course for people with English skills who wish to improve their reading, writing, grammar and spelling. Monday and Tuesday nights for eight weeks (2 nights for the price of 1) . Non-permanent residents are eligible to enrol in this course and will be issued with a College Attendance Certificate on completion of the relevant modules. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

CGEA3001 Fairfield H.S.

Monday 26 July 6:30pm-8:30pm

32 Hours 16 Sessions Lesley Maker

Reading and Writing for Adults: Intermediate Certificate in General Education for Adults

An accredited course for fluent English speakers who wish to improve their reading, writing, grammar and spelling skills. Non-permanent residents are eligible to enrol in this course and will be issued with a College Attendance Certificate on completion of the relevant modules. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

CGEA3005 Campbelltown H.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions Elizabeth Rooney

Reading and Writing for Adults: Intermediate Certificate in General Education for Adults

This is an accredited course for people with English reading and writing skills who wish to improve their reading, writing, grammar and spelling. It is not suitable for participants with no knowledge of English. Non-permanent residents are eligible to enrol in this course and will be issued with a College Attendance Certificate on completion of the relevant modules. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

CGEA3003 Cartwright P.S.

Thursday 29 July 9:30am-12:30pm

24 Hours 8 Sessions Lesley Maker

Reading and Writing for Adults: Advanced

A course for people who wish to develop their written skills to a higher level for business or study purposes. Includes spelling, development of vocabulary, and report, letter and assignment writing. Flexible program to meet participants' needs. Fee (GST

free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

SJ3236-8 St Johns Park H.S.

Wednesday 28 July 6:30pm-8:30pm

16 Hours 8 Sessions Maria Encarnacao

Reading and Writing for Adults: Spelling & Grammar

Need basic grammar and lots of spelling tips and practice? Then this is the course for you. A program for fluent English speakers 15 years and over with intermediate reading and writing skills. Flexible program to meet participants' needs. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

LP3146-8 Liverpool G.H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Eddie Ravino

Reading and Writing for Adults: Spelling and Grammar Workshops

At last, a weekend course for those people who need spelling practice and grammar tips, but cannot attend in the evening. A program for fluent English speakers 15 and over. Each workshop concentrates on specific spelling rules and strategies. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession. Four consecutive weeks from start date. This is term 1 of a 2-term course - a fee is payable for each term.

WC3849-6 Campbelltown H.S.

Saturday 14 August 9am-1pm

16 Hours 4 Sessions Ignacio Hicban

Reading, Writing and Spelling for Adults: Basic (Flexible)

For fluent English speakers 15 and over who wish to learn basic reading, writing and spelling skills. Flexible program to meet participants' needs. Fee (GST free): Individual permanent residents - \$25, Agencies enrolling clients - \$78, non-permanent residents - \$90. No concession.

CT3966-8 Campbelltown H.S.

Tuesday 27 July 7pm-9pm

16 Hours 8 Sessions Ignacio Hicban

Reflexology for Home Use: An Introduction

Do your feet need a workout? During this course you will enjoy the benefits of a reflexology massage and gain knowledge and skills enabling you to carry out basic reflexology. Clean feet please! Fingernails must be short, bring a pillow, large towel, pen and paper. Two consecutive weeks from start date. No concession.

WL3004-14 \$90 Cartwright P.S.

Saturday 4 September 9am-5pm

16 Hours 2 Sessions Elizabeth Thorn

Reiki I Certificate: Traditional Usui and Tibetan System of Natural Healing

This course will open doors for you. It allows you to channel the universal life force (chi) and leads to paid work as a Reiki Practitioner. The benefits are enormous, improving your body, mind and spirit. Designed to complement western medicine with eastern healing arts, Joann Willoughby is a SRN of eastern heritage and has used Reiki through her 21 years nursing career. Her knowledge is extensive. Having developed a technique called Ryosokui Reiki which relieves pain. You will learn up to date techniques, and the course is designed for those of you who want to help in your own healing as well as those who are inspired healers. Additional \$20 payable to tutor for manual. Please bring a clear quartz crystal (pendant size). No concession.

WL3024-20 \$193 Cartwright P.S.

Saturday 31 July 9am-5pm

8 Hours 1 Session Joann Willoughby

Responsible Service of Alcohol and Responsible Conduct of Gambling

See separate course listings on page 9.

Scrapbooking 2

Have you already begun to enjoy scrapbooking and wish to do more? Come along, increase your knowledge and try out more fantastic techniques to bring your photos to life. All workshop materials and notes are provided (\$26 payable to tutor). Bring 6 sets of 6-12 photos with any theme ... birthdays, christenings, holidays, weddings ... We will be using stamps to complement our photos, learning how to use colour in a variety of ways, creating eye catching headings and learning how to frame our photos in albums. No concession.

WL3010-15 \$51 Cartwright P.S.

Sunday 29 August 9:30am-4pm

6.5 Hours 1 Session Judy Bland

Seven Secrets of True Success

A path to self-healing and transformation. Learn techniques that empower you to lead a happy, loving and purposeful life. Topics include: the mind as a filter, the true self, following your inner guidance, creating good karma, the power of intention and detachment, affirmations for transformation, synchronicity, creating prosperity, intuition and discovering your true purpose in life. Bring pen and paper. No concession.

CP3218-15 \$120 Cartwright P.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions Robert Provino

Sewing: Basic Lingerie Laundry Bag **New!!**

A one-day workshop for basic sewers. Learn to make a lingerie laundry bag with a no-catch zip, insertion and french seams. See samples of decorated bags that will give you great gift ideas! Your tutor will demonstrate and guide you with detailed notes supplied. Bring your own sewing machine and requirements listed on Confirmation sent after you enrol. No concession.

WC3826-8 \$37 Campbelltown H.S.

Saturday 21 August 9:30am-3:30pm

6 Hours 1 Session Pamela Sadler

Sewing: Basic Skills Workshop

A two-day workshop for beginners or those with little experience. You will learn or revise basic cutting and sewing skills on woven fabrics. Assembly techniques will be demonstrated and you will practice your new skills. You will take home notes and samples for future reference. Bring your own sewing machine and requirements listed on Confirmation sent after you enrol. No concession. Consecutive weeks from start date.

WC3824-8 \$73 Campbelltown H.S.

Saturday 28 August 9:30am-3:30pm

12 Hours 2 Sessions Pamela Sadler

Sewing for the Home: Austrian and Roman Blinds

With basic sewing skills you can create beautiful Austrian and practical Roman blinds for any room in your home. First session (August 28: 12n-3pm) is a theory session. Second session (September 4: 12n-5pm) is a practical session where you will be able to make your blinds. Bring sewing machine and requirements listed on Confirmation. No concession.

WC3819-8 \$51 Campbelltown H.S.

Saturday 28 August 12n-3pm/12n-5pm

8 Hours 2 Sessions Kerri Feeney

Sewing for the Home: Complete Window Dressing

A practical course that will give you the opportunity to redecorate your home by revamping your window dressings. Includes the basic cafe and rod-pocket curtains, pinch pleats and gathered headings, Austrian and Roman blinds and swags and tails. Basic sewing skills required - sewing machines available but you are welcome to bring your own. Bring pen, paper and window measurements first session.

IN3066-10 \$102 Ingleburn H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Kerri Feeney

Sewing for the Home: Swags and Tails

Love the look but can't afford the cost of manufactured swags and tails? With basic sewing skills you can create beautiful window treatments at an affordable price, ready to hang after week 2. First session (August 14: 12n-3pm) is a theory session. Second session (August 21: 12n-5pm) is a practical session where you will be able to make your swags and tails. Bring sewing machine and requirements listed on Confirmation. No concession.

WC3828-8 \$51 Campbelltown H.S.
Saturday 14 August 12n-3pm/12n-5pm
8 Hours 2 Sessions Kerri Feeney

Sewing: Know Your Overlocker I

Learn to understand your overlocker! Work your way through your instruction manual with the tutor. Bring a variety of fabric scraps (approx. 30cm), pen, paper, overlocker (in working order and fully threaded), 4 different coloured small spools of thread, accessories and manual. A pre-requisite workshop for Know Your Overlocker II. No concession.

WL3905-10 \$34 Cartwright P.S.
Saturday 11 September 9am-12noon
3 Hours 1 Session Ann Fioravanti

Sewing: Know Your Overlocker II

This workshop is for those who have completed Know Your Overlocker I. Learn rolled hems, lettuce edging, couching, flatlocking, etc. Bring overlocker (in working order and fully threaded), pen, threads, ribbon, small length of fishing line and any fancy overlocking thread you have at home. No concession.

WL3907-10 \$34 Cartwright P.S.
Saturday 11 September 12:30pm-3:30pm
3 Hours 1 Session Ann Fioravanti

Shorthand: Pitman Beginners Part 1

For absolute beginners, this Pitman Shorthand course is conducted over two terms (Terms 3 and 4) and will teach you the theory of shorthand writing. Stenographer's pad and pencils required first session. Textbook to be advised by tutor first session - fee covers both term's tuition.

CT3056-14 \$192 (GST free) Campbelltown H.S.
Tuesday 27 July 7pm-9pm
32 Hours 16 Sessions Vicki Giffen

Sign Language & the Deaf Community:

An Introduction

In this course you will be introduced to Australian Sign Language (Auslan) and practice expressing visual communication - including facial and body movements. You will also go through some expressions familiar to Auslan - including index finger signs, describing people and shapes, indicating possession and time, and practice finger spelling the Australian alphabet. Discover the language used by members of the Deaf Community and find out how this differs from Signed English. A background will be given on Deafness in education and highlights some contemporary issues and services provided to the Deaf Community. A prerequisite for Auslan I. Concession fee \$82.

CT3500-20 \$103 (GST free) Campbelltown H.S.
Monday 2 August 7pm-9pm
12 Hours 6 Sessions Deaf Education Network

Sign Language: Auslan 1- Everyday Conversation

This subject challenges you to think and communicate in a visual and physical language. Through using sign language as a method of greeting people, Auslan 1

explores the use of facial and body expressions to guide the tone of everyday conversations. You will experience sign language through the context of home and work, leisure and sports. Auslan 1 aims for you to take the initiative and think in a non-verbal context. Taught by Deaf tutor using no voice. Pre-requisite: Sign Language and the Deaf Community. Concession fee: \$82.

CT3501-20 \$103 (GST free) Campbelltown H.S.

Tuesday 3 August 7pm-9pm

12 Hours 6 Sessions Deaf Education Network

Simple Hairstyling: Beginners

Learn simple methods to create effective hairstyles - both formal and contemporary. This course will give you the knowledge to apply upstyles and blow drying techniques in the comfort of your home for any occasion. Bring tail comb, brush, a set of hot rollers and hair dryer. Tutor has qualifications and experience in professional makeup and hair styling. There will be an advanced styling course as well this term.

DA3083-14 \$101 Cartwright P.S.

Monday 26 July 10am-2pm

16 Hours 4 Sessions Afi Macris

DA3072-14 \$101 Cartwright P.S.

Friday 30 July 9am-5pm

16 Hours 2 Sessions Afi Macris

Simple Hairstyling: Advanced

New! !

This course is for participants who have completed Simple Hairstyling for Beginners. You will improve hair skills and learn a different style (upstyles and contemporary) each week. Bring lunch, hot rollers, hair dryer, tailcomb, brush and round brush each week. From the second week products will be provided for approx. \$10pw.

DA3085-14 \$101 Cartwright P.S.

Monday 23 August 10am-2pm

16 Hours 4 Sessions Afi Macris

DA3074-14 \$101 Cartwright P.S.

Friday 27 August 10am-2pm

16 Hours 4 Sessions Afi Macris

Singing

Individual and group singing encouraged in an enthusiastic environment catering for all levels. Learn how to sing with a vocal technician, CD producer, programmer and instrumentalist. Use scale CD to backing tracks and even record your own voice. Bring pen, paper and preferred songs on CD or backing tape and \$5 (payable to tutor) for materials. No concession.

CT3243-10 \$110 Campbelltown H.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions Richard Barakat

CP3852-10 \$110 Cartwright P.S.

Thursday 29 July 7pm-9pm

16 Hours 8 Sessions Richard Barakat

Small Business Basics

This course will assist those people who are interested in starting, or who have recently started a small business. It will cover: writing a business plan, conducting research prior to commencing, the mechanics of starting, record keeping, information gathering, financial management, marketing, outside assistance, staffing, management and public relations. Workbook supplied. Consecutive weeks from start date. No concession.

CT3225-15 \$120 (GST free) Campbelltown H.S.

Tuesday 27 July 7pm-9pm

16 Hours 8 Sessions Barry Russell

WL3035-16 \$120 (GST free) Cartwright P.S.

Sunday 29 August 9am-5pm

16 Hours 2 Sessions Barry Russell

Spanish I

For those with no previous knowledge of Spanish. Vocabulary and culture for everyday conversations, travellers or those who just want to learn a new language. Covers basic grammar, oral, writing and listening skills. Bring A4 paper, folder and pen.

LP3312-14 \$96 Liverpool G.H.S.

Tuesday 27 July 7pm-9pm

16 Hours 8 Sessions Nelly Viera

Spanish II

For those with some knowledge of Spanish or who have completed Spanish I. You will be able not only to greet your friends but have longer and more interesting conversations with them. Bring A4 paper, folder and pen.

LP3489-12 \$96 Liverpool G.H.S.

Wednesday 28 July 7pm-9pm

16 Hours 8 Sessions Nelly Viera

Spanish III

This language course will suit those participants who have completed Spanish II or some other intermediate Spanish tuition. You will be able to develop your writing, speaking and listening skills. Bring A4 paper, folder, pen and medium-size bilingual dictionary.

LP3491-14 \$96 Liverpool G.H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Nelly Viera

Speak with Confidence

If talking to small groups or making a speech on a special occasion makes you nervous, then this course is for you. With the support of a friendly group and proven techniques we will help you confront and control your nerves and approach your task with new-found confidence.

EL3845-15 \$101 Elderslie H.S.

Tuesday 27 July 7pm-9pm

16 Hours 8 Sessions Helene Buckman

Starting a New Business

Are you planning or thinking about starting a new business? We will cover name and ABN registrations, record-keeping requirements, selection of business structure, employing staff, applying for finance, budgeting, business planning and more! Notes and web-site links provided. Workshop presented by an accountant/tax agent specialising in small business. No concession.

DA3036-20 \$103 (GST free) Cartwright P.S.

Monday 9 August 9:30am-4:30pm

7 Hours 1 Session TAC Australia

Tai Chi

Learn modern Tai Chi forms to improve your health and relaxation. Tai Chi helps control the symptoms of many of today's illnesses, improves co-ordination and can help to prevent balance related falls - especially in the elderly. Suitable for beginners of all ages as well as continuing participants. If you have a medical condition please consult with your practitioner before enrolling. Wear loose comfortable clothes and flat shoes.

LP3015-25 \$96 Liverpool G.H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions John Mills

Tai Chi for Arthritis

Medical research has shown that the gentle exercise of Tai Chi is extremely effective in helping to control the symptoms of arthritis. This special set of moves (or forms) is based on Sun Style Tai Chi, was compiled by medical and Tai Chi experts and supported by the Arthritis Foundation. Bring plenty of water, wear loose comfortable clothes and flat shoes. If you have a medical condition please consult with your practitioner before enrolling. Three consecutive weeks from start date. No concession.

WL3016-15 \$45 Cartwright P.S.

Saturday 14 August 9am-11am

6 Hours 3 Sessions John Mills

Typing: Beginners

A basic touch typing course to learn keyboard skills for the typewriter or computer, using small electronic machines. Ideal for employment, tertiary studies and towards Police Service and other government department speed and accuracy test certificates. Class set of texts available for use each session. Certificate issued.

CT3029-20 \$96 (GST free) Campbelltown H.S.

Monday 26 July 7pm-9pm

16 Hours 8 Sessions Denise Craig

Typing/Computer Keyboarding

Keyboarding is an essential computer and workplace skill. Learn to key in data using alphanumeric, punctuation and special function keys on computer keyboards using Typequick. For beginners wanting to learn to type or those who wish to improve their current typing/keyboarding speed - ideal for employment, tertiary studies and towards Police Service and other government department speed and accuracy test certificates. Certificate issued.

CP3602-10 \$101 (GST free) Cartwright P.S.

Wednesday 28 July 7pm-9pm
16 Hours 8 Sessions Belinda Watson

Typing: Speed & Accuracy Workshop

A workshop for participants who have completed a beginner's typing course, or know how to type and need to build their speed and accuracy for work or employment tests. Speed and accuracy certificate issued on completion. No concession. Two consecutive weeks from start date.

WC3846-12 \$45 (GST free) Campbelltown H.S.

Saturday 21 August 1pm-4pm
6 Hours 2 Sessions Denise Craig

Understand Your Vehicle

A practical workshop where you will learn basic fault finding do-it-yourself maintenance for sedans, wagons, 4WD's, motorcycles, etc. Ideal for the first vehicle buyer. Must be 18 years or over to enrol. No concession.

WC3837-12 \$55 Campbelltown H.S.

Saturday 4 September 9:30am-3:30pm
6 Hours 1 Session Bruce Oppel

Wine Workshop

A compact four-hour course during which you will learn about the different grape varieties and how they taste; style, structure and the assessment of wine; how your palate judges wine; cellar and service and the rules of food and wine matching. Ten excellent wines to taste. Notes and palate refreshers provided. Have a substantial lunch before you attend! You must be over 18 years of age to enrol in this course. We offer responsible service of alcohol. No concession.

WC3877-18 \$50 Campbelltown H.S.

Saturday 14 August 1pm-5pm
4 Hours 1 Session Ian Bailey - Winedge

Woodwork

Learn basic woodwork skills. Construct small projects such as a coffee table, toys, jewellery boxes, etc. Bring idea of project, pen and paper first session. Course fee includes nominal cost of nails, glue and use of school facilities. NB: Safety goggles and safety instruction sheets are provided and must be worn when using wood-working machinery.

CT3900-12 \$107 Campbelltown H.S.

Wednesday 28 July 7pm-9pm
16 Hours 8 Sessions Michael Martin

Yoga

Yoga brings peace and harmony into our busy and often stressful lives. Learn to relax with gentle exercise and meditation whilst improving your physical and mental wellbeing. Yoga is suitable for all age groups. Bring a mat and blanket each session.

An early enrolment discounted fee of \$81 for 16 hour courses and \$66 for 12 hour courses payable if you enrol by 5pm July 9. Discount can only be taken at the time of enrolment. No concession on discounted fee.

FD3126-15 \$81 Fairfield H.S.
Monday 26 July 7pm-8:30pm
12 Hours 8 Sessions Lorraine Kinchin

PI3221-12 \$81 Picton H.S.
Monday 26 July 7pm-8:30pm
12 Hours 8 Sessions Pirjo Downing

IN3032-16 \$96 Ingleburn H.S.
Monday 26 July 7pm-9pm
16 Hours 8 Sessions Ann Hagan

EL3082-16 \$96 Elderslie H.S.
Tuesday 27 July 7pm-9pm
16 Hours 8 Sessions Pirjo Downing

SJ3234-25 \$81 St Johns Park H.S.
Wednesday 28 July 7pm-8:30pm
12 Hours 8 Sessions Lorraine Kinchin