



**WY** life  
future  
learning  
Short Course Collection



# MY life MY future learning

## Short Course Collection

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## Course locations

- BR Bracken Ridge campus**  
Norris Road, Bracken Ridge
- CB Caboolture campus**  
Tallon Street, Caboolture
- GY Grovely campus**  
Fitzsimmons Street, Grovely
- IA Ithaca campus**  
Fulcher Rd, Red Hill
- RE Redcliffe campus**  
Klingner Road, Redcliffe
- SB TAFE Open Learning Services**  
52-54 Manning Street, South Brisbane



# About My Learning

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Welcome to My Learning Short Course Collection. These courses have been designed with you in mind ... your life, your future and your learning.

My Learning Short Course Collection is a new initiative of Brisbane North Institute of TAFE, one of Brisbane's largest providers of quality, industry relevant training. We have a well-established history of delivering short courses with flexible delivery choices, whether it be in the classroom, the workplace, via web conference or online. You ask for it and we will do our best to make it happen.

My Learning Short Course Collection is an evolution of the previous ACE Course series and it is so much more than a new name. We recognise the need to provide quality short courses that address your immediate needs - whether it be for career progression, competitive advantage, lifestyle enhancement or simply ... just because.

We are committed to providing the best possible courses and services and we welcome your feedback to help us make the My Learning Short Course Collection the very best it can be.

## Our Partners

My Learning Short Course Collection operates with the dedicated support of our delivery partners and we proudly acknowledge their support.

- Brisbane North Institute of TAFE
- TAFE Open Learning Services
- Learning Network Queensland
- Unilearn

Contact us:  
**1300 MyLearning (1300 695 327)**  
**[www.LNQ.net.au/mylearning](http://www.LNQ.net.au/mylearning)**

Our executive short course collection is aimed at supporting our corporate clients to develop and enhance personal and professional workplace skills.

## Executive collection

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### Coaching and Mentoring

Aug 1 day \$395 SB

- Effective mentoring in your workplace
- Coaching methods to support colleagues in your workplace

### Stress and Anxiety in the Workplace

Aug 1 day \$400 SB

- Understanding stress and anxiety, effects on the body, eliminating stress from your life
- Help yourself and/or your staff and colleagues control how they respond in a stressful situation

### Power Thinking

Aug 1 day \$400 SB

- Power thinking! Thinking outside the square! Dynamic thinking!
- This seminar is one of the best on offer to provide you with fresh, new, innovative ways to “think outside the square”

### Project Management Fundamentals

Sep 1 day \$400 SB

- Ideal for people from all vocations moving into a project team
- Introduction to the concept of project management
- Further study/formal qualifications also available in project management

### Business Conferencing

Aug 2 days \$380 SB

- Learn how to plan and organise successful conferences for your workplace
- Initial planning, venue/accommodation booking, catering, registration and more

### Planning Fundraising Events

Aug 1 day \$250 SB

- Organise fundraising events for sporting clubs, schools and social clubs
- Work collaboratively with committees/organisation and volunteers
- Gain ideas for fundraising events, venues, catering, marketing and more

# Business collection



## Accounting for Non-Accountants

Mon 18 Jul	6 wks	6pm-9pm	\$235	BR
Thu 13 Oct	6 wks	6pm-9pm	\$235	IA

- Overview of double entry bookkeeping
- Compilation and analysis of a profit and loss statement
- Learn the principles that underpin computerised bookkeeping and manual bookkeeping

## Bookkeeping Level 1

Thu 21 Jul	5 wks	6pm-9pm	\$200	IA
Mon 10 Oct	5 wks	6pm-9pm	\$200	BR

- Basics of double entry bookkeeping and keeping journals
- General ledger entries and management
- Trial balance and reconciliation of bank statements

## Starting and Managing a Small Business

Wed 20 Jul	6 wks	6pm-9pm	\$220	IA
Sat 23 Jul	3 wks	9am-4pm	\$220	BR
Wed 12 Oct	6 wks	6pm-9pm	\$220	IA
Sat 15 Oct	3 wks	9am-4pm	\$220	BR

- Things to consider when starting a small business
- Business planning, marketing and e-commerce
- Taxation and business law

\*Workbooks supplied

## MYOB (Mind Your Own Business) Version 19

Wed 20 July	8 wks	6pm-9pm	\$395	IA
Wed 12 Oct	8 wks	6pm-9pm	\$395	IA

- Prerequisite: basic computer skills
- Understand computerised accounting and how to set up your business documents in MYOB
- GST basics, bank reconciliation, MYOB payroll and the BAS statement

## Introduction to MYOB: Accounting v18 and Premier v12

Enrol anytime	via distance*	\$290
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- Prerequisite: basic computer skills
- Introduction to MYOB: will cover GST concepts and their application
- Managing your own business

## Introductory Computer Skills

Sat 23 Jul	2 wks	9am-4pm	\$220	IA
Sat 30 July	1 day	9am-12pm	\$200	SB
Sat 15 Oct	2 wks	9am-4pm	\$220	BR

- Covers the Windows environment
- Creating and saving files
- Basic Word, Excel and internet skills

Our business programs are perfect for people who are looking to update their computer software skills or brush up on your basic bookkeeping skills.

Selected classes are starting soon so enrol now to secure your place in a business course.

With our world today being so technology dependant a short innovative course can give you the edge you need at work or home.

## Technology collection



### Setting up a Secure Wireless Network

Oct 2 wks \$300 SB

- Prerequisite: Basic computer skills
- Setting up and securing your wireless internet connection at home
- Suitable for individuals considering running their own small business from home

### Top tips to get the most from your iPhone and iPad

Oct 1 day \$160 SB

- Setup basics for iPad or iPhone users
- 'Super-user' tips, tricks and techniques for using 'i' technologies

### Graphic Design for Beginners

Enrol anytime via distance\* \$250

- For those interested in taking their first steps into a future career in Graphic Design
- This is not desktop publishing or digital design, learn typographical design principals
- Learn about designing pages and seeking self-improvement

### Online Marketing to Build your Business

Oct 2 wks \$300 SB

- Gain an understanding of marketing with the internet
- Learn about marketing principles
- Develop a web marketing plan, including legal considerations

### Introduction to Outlook 2007

Tue 26 Jul 1 day 6pm-9pm \$200 SB

- Prerequisite: basic computer skills
- Creating and sending emails, managing your emails, distribution lists
- Diary management using Outlook calendar

### Introduction to Word 2007

Wed 3 Aug 2 wks 6pm-9pm \$230 SB

- Prerequisite: basic computer skills
- Creating and working with a document - formatting paragraphs, creating tabs, inserting images
- Editing, saving and printing documents

### Introduction to Excel 2007

Sat 6 Aug 2 wks 9am-4pm \$220 IA  
 Tue 16 Aug 2 wks 6pm-9pm \$230 SB  
 Sat 29 Oct 2 wks 9am-4pm \$220 BR

- Prerequisite: basic computer skills
- Use function keys and basic formulas to create a simple spread sheet
- Sorting data, producing charts and graphs, printing

### Introduction to Powerpoint 2007

Wed 31 Aug 2 wks 6pm-9pm \$230 SB

- Prerequisite: basic computer skills
- Creating a presentation in PowerPoint - inserting images, text, animating
- Activating slide shows, printing

# Cultural collection

## Aboriginal and Torres Strait Islander Art Appreciation

Sep 1 day \$270 SB

- Professional Aboriginal artist will facilitate the program
- Art appreciation techniques
- Art investment strategies

## An Aboriginal Cultural Experience

Sep ½ day \$200 BR  
Sep 1 day \$350 BR

- Experience the diverse and unique culture of the Aboriginal people of Australia

## Cultural Awareness in the Workplace

Sep 1 day \$300 Workplace-based

- Do you work or employ Aboriginal or Torres Strait Islander people?
- Learn how to understand and recognise the differences and commonalities of a diverse work force
- Learn to understand and recognise cultural differences

## Cultural Competency

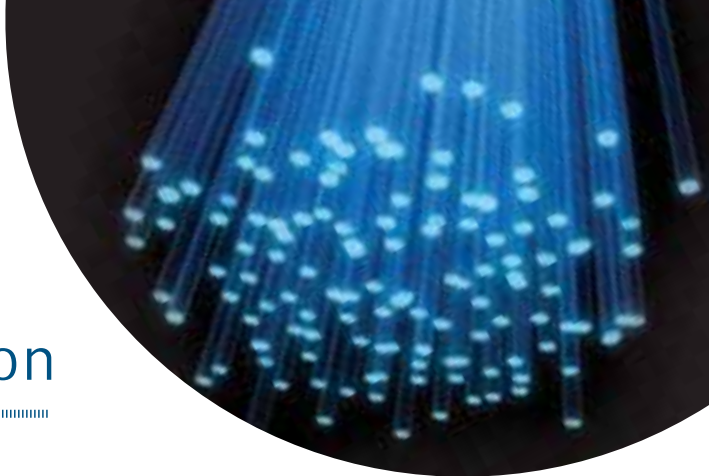
Sep 2 day \$600 Workplace-based

- Prerequisite: Completion of Cultural Awareness in the Workplace
- Learn effective communication and interaction in the workplace
- Negotiation, collaboration and liaising techniques

Learn more about cultural differences within our workplace and society.

Courses on cultural awareness and art appreciation are available for enrolment September this year.

# University pathways collection



## General Bridging Courses

### Academic Literacy Skills\*\*

Enrol anytime online or via distance# \$540

- Learn to write at the tertiary level

### Successful Study Skills

Enrol anytime via distance# \$95

- Learn how to study successfully

## Science Bridging Courses

### Biology\*\*

Enrol anytime online or via distance# \$735\*

- Self-paced, 12 month enrolment
- University pre-requisite
- Year 11-12 content equivalent

### Chemistry\*\*

Enrol anytime via distance# \$735\*

- Self-paced, 12 month enrolment
- University pre-requisite
- Year 11-12 content equivalent

### Physics\*\*

Enrol anytime via distance# \$735\*

- Self-paced, 12 month enrolment
- University pre-requisite
- Year 11-12 content equivalent

## Mathematics Bridging Courses

### Introductory Mathematics\*\*

Enrol anytime online or via distance# \$735\*

- Prepare for higher maths courses
- Grade 10 equivalent

### Senior Mathematics\*\*

Enrol anytime online or via distance# \$735\*

- Equivalent to Maths B in Queensland

Unilearn courses help you meet prerequisite entrance requirements to universities across Australia.

Most courses are year 11/12 equivalent and meet HSC requirements.

\* The cost for the final exam is not included in the course price

\*\* Marked courses are accepted by QTAC

# Workbooks supplied

# Lifestyle collection

Are you looking for a short course that will give your lifestyle a lift?

Our lifestyle collection has a variety of courses available whether you are looking for something leisure-based or wanting to pick up a handy skill.

## Oxy Welding

Sat 23 Jul	2 wks	8am-2.30pm	\$250	IA
Sat 8 Oct	2 wks	8am-2.30pm	\$250	IA

- Practical aspects of oxy/acetylene welding
- Brazing of sheet metal and light gauge section
- Relevant theory and safety procedures

## Panel Beating

Tue 26 Jul	8 wks	5.30pm-8.30pm	\$350	IA
Wed 12 Oct	8 wks	5.30pm-8.30pm	\$350	IA

- Prerequisite: Oxy welding skills or enrolment into Oxy Welding course
- Carry out basic repairs to damaged vehicle body panels
- Practice skills necessary to carry out your repairs

## Spray Painting

Wed 19 Oct	6 wks	5.30pm-9pm	\$390	IA
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- Learn how to refinish automotive vehicles, motor bikes and fridges
- Using acrylic lacquer

## AutoCAD 2010

Sat 23 Jul	4 wks	9am-4pm	\$400	BR
Sat 15 Oct	4 wks	9am-4pm	\$400	BR

- Prerequisite: basic computer skills
- Learn to draw and create drawings using AutoCAD
- Editing and printing process

## Autodesk Inventor 2010

Sat 20 Aug	4 wks	9am-4pm	\$400	BR
Sat 12 Nov	4 wks	9am-4pm	\$400	BR

- Prerequisite: create folders, copy, move and delete files
- Setting up projects, user interface, viewing the model
- 2D sketching, extruding, 2D sketch planes
- Creating and editing 2D working drawings from the models

## Woodworking and Cabinetmaking

Tue 19 Jul	6wks	6pm-9pm	\$260	BR
Tue 11 Oct	6wks	6pm-9pm	\$260	BR

- Learn basic joints and hand skills and complete your project during class
- Take home your own coffee table

## Furniture Restoration / Repairs and French Polishing

Tue 19 Jul	7 wks	6pm-9pm	\$237	BR
Tue 11 Oct	7 wks	6pm-9pm	\$237	BR

- Repairs, stripping, sanding, staining, sealing and review of lacquer finishes including French polish
- Participants are required to bring a piece of furniture that is easily carried for this course
- An additional cost for materials (\$50-\$100) may be required, depending on size of item used for restoration

## Basic Dressmaking

Enrol anytime	via distance*	\$250
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- Suitable for anyone who would like to gain confidence and develop skills in basic sewing and dressmaking

## Amazing Abstract Painting

Tues 19 Jul	6 wks	6pm-9pm	\$220	IA
Wed 12 Oct	6 wks	6pm-9pm	\$220	IA

- Learn the underlying artistic fundamentals such as colour and rhythm, surface and balance
- Enrich your painting skills
- No experience necessary

\*Workbooks supplied



### Foundation Drawing and Painting

Wed 20 Jul	6 wks	6pm-9pm	\$220	IA
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- Introduction to drawing and painting techniques
- Use graphite pencils, charcoal, pastels and water colours

### Drawing for Intermediate

Wed 12 Oct	6 wks	6pm-9pm	\$220	IA
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- Understand the structure of the figure
- Concentrates on drawing the human form
- Completion of foundation art course an advantage

### Colour Trends and Design for Interiors

Sat 23 Jul	2 wks	9am-2pm	\$150	IA
Sat 29 Oct	2 wks	9am-2pm	\$150	IA

- Create a room with style and character
- Conceive, plan and use colour and paint to great effect
- Use colour and textures to match existing furnishings

### Decorative Interiors for your Home

Sat 6 Aug	2 wks	10am-2pm	\$140	IA
Sat 15 Oct	2 wks	10am-2pm	\$140	IA

- Current trends and colours
- Elements and principles of design
- Create a design concept for your chosen room

### Interior Decoration

Enrol anytime	via distance*		\$430	
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- Covers entire Colour unit (LMFID4001A) from Certificate IV in Interior Decoration
- Colour schemes, basic drawing and furniture layout

### Introduction to Trading on the Share Market

Wed 20 July	6 wks	6.30pm-8.30pm	\$200	IA
Tue 11 Oct	6 wks	6.30pm-8.30pm	\$200	IA

- Want to invest in the share market?
- This class will present the basics – identify different economic factors
- Become familiar with the trading language

### French for Beginners

Mon 18 Jul	6 wks	6.30pm-9pm	\$205	IA
Thu 4 Aug	8wks	6.30-8.30pm	\$220	BR
Thu 6 Oct	8wks	6.30-8.30pm	\$220	BR
Mon 10 Oct	6 wks	6.30pm-9pm	\$205	IA

- Class taught by native speaker
- Travelling overseas – how to communicate in socio-cultural situations
- Directions, eating out, shopping and personal identification

### French for Intermediate

Tue 4 Oct	8 wks	6.30pm-8.30pm	\$220	BR
Tue 11 Oct	6 wks	6.30pm-9pm	\$205	IA

- Continuation of the beginner level at the relevant campus

### Italian for Beginners

Wed 12 Oct	8 wks	7pm-9pm	\$220	IA
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- Class taught by native speaker
- Travelling overseas – how to communicate in socio-cultural situations
- Directions, eating out, shopping and personal identification

### Ciao! An Introduction to Italian

Enrol anytime	via distance*		\$280	
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- Basic topics related to personal identification
- Directions, food shopping and money

### Spanish for Beginners

Wed 20 Jul	8 wks	6.30pm-8.30pm	\$235	IA
Wed 12 Oct	8 wks	6.30pm-8.30pm	\$235	IA

- Class taught by native speaker
- Travelling overseas – how to communicate in socio-cultural situations
- Directions, eating out, shopping and personal identification

## Hola! An Introduction to Spanish

Enrol anytime via distance\* \$280

- Learn to communicate in socio-cultural situations when travelling

## How to Improve your Photography

Sat 23 Jul 2 wks 9am-4pm \$195 BR  
Sat 15 Oct 2 wks 9am-4pm \$195 BR

- White balance, using grey cards, composition skills
- Lighting, cropping editing and displaying photographs
- Digital SLR cameras preferred but suitable for compact and film cameras

## Photography for Beginners

Thu 21 Jul 4 wks 6.30pm-9pm \$170 BR  
+ Sat 6 Aug 1pm-4pm (field trip)  
Thu 13 Oct 4 wks 6.30pm-9pm \$170 BR  
+ Sat 29 Oct 1pm-4pm (field trip)

- Which camera? Digital, SLR, compact? Practical camera use and handling
- Exposure, depth of field, lenses, filters, flash, composition and perspective
- Examine and discuss own photos

## Photography for Beginners: Digital Cameras

Tue 19 Jul 4 wks 6pm-9pm \$200 CB  
+ Sat 30 Jul & 6 Aug 3pm-6pm (field trips)  
Tue 11 Oct 4 wks 6pm-9pm \$200 CB  
+ Sat 22 Oct & 29 Oct 3pm-6pm (field trips)

- Emphasis is on Single Lens Reflex (SLR) cameras which have manual exposure capability
- Learn how to buy a digital camera as well as lenses and tripods
- Understand aperture, shutter speed, chip sensitivity and difficult lighting

## Photography for SLR and Manual Control Digital Cameras

Thu 21 Jul 5 wks 6.30pm-9pm \$210 IA  
Thu 13 Oct 5 wks 6.30pm-9pm \$210 IA  
+ field trip times discussed in class

- Learn the automatic and manual controls for digital and film cameras
- Camera programs, manual override, time exposure, flash
- Shooting RAW and preserving digital images

## Basic Photoshop

Wed 20 Jul 2 wks 6.30pm-9pm \$95 BR  
Wed 12 Oct 2 wks 6.30pm-9pm \$95 BR

- Prerequisite: Basic Windows skills, bring a USB drive
- Creating new folders and moving folders/files using click, drag and drop
- Learn to import, rotate, crop, resize cut and paste

## Photoshop: Beyond the Basics

Wed 26 Oct 5 wks 6:30pm-9pm \$210 BR

- This course is an extension of Basic Photoshop
- Suited to those who already have a solid working knowledge of Photoshop

## Public Speaking: Addressing your Fears

Sat 23 Jul 2 wks 10am-4pm \$145 IA  
Sat 15 Oct 2 wks 10am-4pm \$145 IA

- Speak clearly and with confidence - overcome the fear!
- Learn how to remain focussed and centred when presenting
- Practical writing skills

## Creative Writing

Wed 20 Jul 8 wks 6.30pm-9pm \$260 IA  
Tue 11 Oct 8 wks 6.30pm-9pm \$260 IA

- Explore the world of creative writing and discover “the magic of words”
- Harness your imagination to create short stories
- Learn how to write for fun and for profit

## Short Story Writing

Enrol anytime via distance\* \$320

- Develop introductory skills and techniques for writing short stories
- Gain a broad understanding of the elements of good story writing
- Achieve the knowledge to effectively use the language of fiction

## Writing Children's Stories

Enrol anytime via distance\* \$320

- Gain a solid background in writing for children, from infants to 12 year olds.

### Motivate Yourself to Write

Sat 30 Jul	1 day	10am-1pm	\$52	IA
Sat 22 Oct	1 day	10am-1pm	\$52	IA

- Presented by a published writer and prose editor
- Brainstorm your ideas into a creative piece of writing
- Learn formulas and techniques to get you started

### Practical Editing Techniques

Enrol anytime	via distance*	\$230
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- Learn practical techniques for editing print and digital text and prose

### Freelance Journalism

Enrol anytime	via distance*	\$350
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- Learn practical techniques for writing and selling articles, features and news stories

### Real Life Stories

Sat 23 Jul	1 day	9am-3.30pm	\$112	IA
Sat 15 Oct	1 day	9am-3.30pm	\$112	IA

- For anyone, beginner or pro, wanting to write about real life experiences
- Autobiography, memoir, biography, family history or travel
- Covers memory, structure, voice, characters and language

### Primary Maths Guide Years 1-7

Enrol anytime	via distance*	\$270
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- Understand and assist your child with their primary maths

### Nutrition Pure and Simple

Enrol anytime	via distance*	\$260
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- Learn about the role of chemical additives in our foods and their impact on our health and well-being
- Criteria used in assessing a nutritionally balanced and culinary menu

### Massage – Full Body

Sat 6 Aug	2 wks	9.30am-4pm	\$190	BR
Sat 15 Oct	2 wks	9.30am-4pm	\$190	BR

- Learn how to give an effective full body massage
- Understand the basic musculoskeletal anatomy of the body
- An additional \$7 is payable to teacher for massage oils

### Café Style Cakes and Tarts

Thu 16 Jun	1 day	\$80	BR
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- Create some fantastic designer cakes
- Learn the art of decorating and covering cakes for all occasions

### Creative Chocolate

Thu 23 Jun	1 day	\$80	BR
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- Hands-on chocolate making class designed to give you the ultimate chocolate adrenalin rush

### Around the World Cooking Classes

Oct	1 day	\$80	BR
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- Various cooking classes including Thai cuisine, Exotic Indian, French Provincial, Italian Pasta & Sauces, Moroccan Cuisine and Aussie BBQ

### Basic Care of Reptiles

Tue 2 Aug	5 wks	\$238	GY
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- Unique opportunity to observe a wide range of species and gain an insight into their behaviour, biology and ecology in captivity and in the wild
- Learn basic information about Queensland legislation on the keeping of reptiles and amphibians
- Learn about the safe handling and transport of commonly held species, general husbandry, diets, housing and hygiene

### Advanced Care of Reptiles and Amphibians

Tue 6 Sep	5 wks	\$260	GY
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- Provides participants with an opportunity to handle low risk species
- Provides specific information on Queensland reptile legislation, codes of practice, health and hygiene, specialised husbandry, feeding, handling and transport
- A unique opportunity to experience a wide range of unusual reptiles firsthand

# Online collection

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## Business Writing Skills

Enrol anytime \$150

- Learn useful principles for language use in business writing

## Corporate Governance: Introduction

Enrol anytime \$150

- Developing relationships among stakeholders
- Learn about the goals for company governance

## Customer Service and Selling

Enrol anytime \$150

- Simple step-by-step guide to strategies to exceed customer expectations
- Techniques to deliver quality customer service and increase sales

## How to develop Business Plans and Budgets

Enrol anytime \$150

- Business planning process, budget preparation
- Prepare business plans and budgets
- Operational budgeting

## Interior Decoration

Enrol anytime \$350

- Colour unit (LMFID4001A) from the Certificate IV in Interior Decoration
- Learn the basics of decoration and an overall look at design, colour schemes and furniture
- Develop basic drawing skills to learn scale, perspective and layouts

## MS Office 2007 Packages

Enrol anytime \$340

- Excel - learn the basics of working with Excel
- Word - learn the basics of working with Word
- Access - learn the basics of working with Access

## Project Management: Introduction and Essentials

Enrol anytime Introduction \$200  
Essentials \$300

- Learn the important features of project management
- Understand the key factors in defining a project
- Learn the role of a project manager at different stages of a project

Our short online courses allow you the flexibility to study when and where you want as well as the choice to enrol and start studying at a time that suits you.

# Accredited collection

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## Micro-chipping Cats and Dogs

Enrol anytime                      online                      \$200

- Skills and knowledge to become an authorised microchip implanter

## BSA Structural Landscape Licence – Fast Track Program

Contact us now on 13 12 48 for an interview at Caboolture

## Bar and Gaming

Wed 13 Jul    6 wks                      \$442    BR

- Skills for the preparation of alcoholic and non-alcoholic drinks
- Gaming procedures including machine maintenance and cashiering

## Responsible Service of Alcohol (RSA)

Wed 2 Aug    1 day                      \$95    BR

- Develop product knowledge and preparation skills in beverage products (spirits and liqueurs, wine, beer, coffees and cocktails)
- General bar operation skills, bar and personal hygiene practices
- Gain knowledge in Responsible Service of Alcohol legislation

## Responsible Gambling Service

Mon 8 Aug    1 day                      \$95    BR

- Gain skills on handling gaming payouts (cancel credits, refills), machine maintenance, cashiering
- General duties and knowledge in Responsible Gaming Service Legislation

## Fabulous Flowers for your home

Tue 19 Jul    6 wks                      \$340    GY

- Learn about cut flower varieties
- Hands on approach to arranging flowers in your own home or as a gift for friends and family

## Artistic Techniques

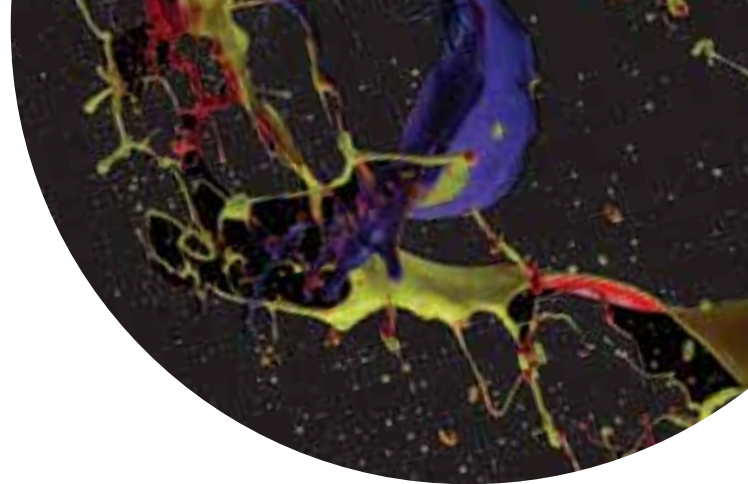
Wed 12 Oct    10 wks                      \$195    BR

- Foundation knowledge and skills for people intending to work in arts related industries or undertaking higher level studies in visual art
- Introduction to various approaches to painting using a range of mixed mediums with an emphasis on acrylic paint

## Ceramics - Wheel Throwing

Tues 12 Jul    8 wks                      \$111    IA

- Introduction to ceramics - designed for those with no previous experience
- Includes hand building, wheel throwing, 3D Design and glazing and firing techniques



### Pest Management – General Pests\*

Mon-Fri 18 Jul	2 wks	9am-4pm	\$1340	IA
<ul style="list-style-type: none"> <li>Modify environment to manage pests</li> <li>Apply pesticide to manage pests</li> <li>Maintain an equipment and chemical storage area</li> </ul>				

### Pest Management – Timber Pests\*

Mon-Fri 4 Jul	2 wks	9am-4pm	\$1391	IA
Mon-Fri 12 Sep	2 wks	9am-4pm	\$1391	IA
<ul style="list-style-type: none"> <li>Inspect and report on timber pests</li> <li>Control timber pests</li> </ul>				

### Computers for Beginners\*

Tue, Thu 19 Jul	18wks	8.30am-12pm	\$307	CB
Mon, Wed 18 Jul	18wks	9am-12pm	\$307	RE
<ul style="list-style-type: none"> <li>Simple word processing, spread sheets</li> <li>Electronic presentations</li> <li>Keyboarding skills</li> </ul>				

### Manual and Computerised Bookkeeping (MYOB)\*

Mon, Wed 18 Jul	18wks	9am-12.30pm	\$365	CB
<ul style="list-style-type: none"> <li>Maintain financial records</li> <li>Process payroll</li> <li>Process accounts payable and receivable</li> </ul>				

\*Textbook required

### 200hr Justice Short Course

Mon, Wed 11 Jul	20wks	6pm-9pm	\$1391	CB
Mon, Wed 11 Jul	20wks	6pm-9pm	\$1391	BR
<ul style="list-style-type: none"> <li>Communicate on justice issues - criminal and civil court documentation</li> <li>Gather information through interviews</li> <li>Analyse criminal and civil justice systems</li> </ul>				

### BAS (Business Activity Statements)\*

Tue 12 Jul	19 wks	6pm-9pm	\$621	BR
<ul style="list-style-type: none"> <li>Learn to maintain a payroll system</li> <li>Use of Business Activity and Instalment Activity Statement tasks</li> </ul>				

### Machinery Training and Licencing: Forklift/Skidsteer

Enrol weekly	2-3 days		\$750	CB
<ul style="list-style-type: none"> <li>Gain a licence to operate a skidsteer loader (bobcat) or forklift</li> <li>Workplace simulated training</li> <li>Training available for forklift, skidsteer, excavator, backhoe, front end loader, order picker, bridge or gantry crane, elevating platforms and vehicle loading cranes</li> </ul>				



Contact us:

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## Course locations

Bracken Ridge campus

Caboolture campus

Grovely campus

Ithaca campus

Redcliffe campus

South Brisbane