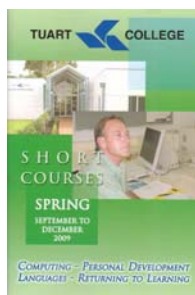
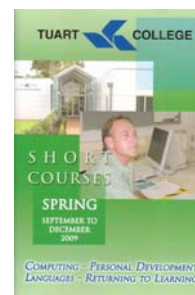


Tuart College has pleasure in presenting its selection of Short Courses for



Spring 2009



All adults (16 to 60+) are welcome to join our courses.

You can enrol by:

Filling in an enrolment form from this booklet, pages 13, 25 or 39 or from the advertisement in **The West Australian on Saturday, 15 August 2009.**

Clip it out and post or fax it with your payment to the College.

Please **do not** send cash through the post.

If you are paying by credit card you may fax your completed enrolment form to the College. Fax and postal enrolments must be received by Monday 31 August 2009. Please phone the College to confirm your enrolment has been processed.

or

You can also take your completed enrolment form with payment to the College.

Office hours: 8.15 am - 5.45 pm Monday to Thursday, and
8.15 am - 4.45 pm Friday

Enrolments will be processed in the order in which they are received until classes are full.

***All courses commence in the week beginning
Monday 7 September, 2009.***

When you enrol, **assume you have the class(es) of your choice unless you hear otherwise.** Do not wait to be notified, just come to the first class. Please keep a record of the classes in which you enrol.

NOTE: No classes are held during the October school holidays.
Classes will recommence on Monday 12 October.
Most classes will finish in the week ending Friday 27 November.

A \$5.00 administration fee will apply to all withdrawals up to one week before the scheduled commencement of the course. Withdrawals after this date are non-refundable.

The College recognizes AQTF qualifications issued by other Registered

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**UNDERSTANDING THE SPECIAL TERTIARY
ADMISSIONS TEST 2009**

This course is for prospective tertiary students who will be 20 years of age or over before 1 March 2010 and who wish to sit the SPECIAL TERTIARY ADMISSIONS TEST.

The course covers the following important areas:

techniques for taking tests and writing essays,

familiarization with the Adult Test,

tertiary entrance requirements and selection of courses from the wide range available.

The course does not try to “coach” candidates, but only help familiarise them with test procedures.

Morning and evening courses which consist of one session per week over three weeks are available. Please check the date of each of the sessions in the course in which you enrol.

COST: \$85.00

COURSE DATES

Day Courses – 9.00 am to 12.00 noon

STAD53	Friday	7 August,	14 August,	21 August
STAD54	Friday	11 September,	18 September,	25 September
STAD55	Friday	16 October,	23 October,	30 October
STAD56	Friday	30 October,	6 November,	13 November
STAD57	Friday	13 November,	20 November,	27 November

Night Courses – 6.00 pm to 9.00 pm

STAN35	Wednesday	22 July,	29 July,	5 August
STAN36	Wednesday	12 August,	19 August,	26 August
STAN37	Wednesday	2 September,	9 September,	16 September
STAN38	Wednesday	14 October,	21 October,	28 October
STAN39	Wednesday	28 October,	4 November,	11 November
STBN31	Wednesday	11 November,	18 November,	25 November

Please ring Tuart College 9242 6222 for a STAT enrolment form or visit our website www.tuartcollege.wa.edu.au to download the enrolment form.

Computing Courses

Approximately 1,000 students attend computing short courses at Tuart College each year. As a measure of the quality of programs, many of our short course students return to take further courses.

Each student has full use of a computer for the duration of the class.

Computers are upgraded on a regular basis (every 3 years). This means that the equipment used is up to date and capable of running current software versions.

*Most courses cost \$134.00 - which is only \$13.40 per session or \$6.70 per hour! Courses fill quickly through postal and personal enrolments. To help keep our prices this low, we minimise postage by **not** sending out confirmation of enrolments. Instead we ask you to assume that your enrolment has been accepted for the course of your choice unless you hear to the contrary!*

On your arrival for the first session of your course, you will find the room allocation displayed at the College entrances.

Choosing a Computing Course

The Computing Department offers three programs for you to choose from:

Our **Introduction** courses are designed to provide basic skills and knowledge:

Introduction to Computing
Introduction to Computing For Seniors
Introduction to the Internet
Introduction to Microsoft Windows Vista

Our **Learn** courses are designed to teach you all the fundamental skills and knowledge in an area of computing:

Learn Touch Typing
Learn Microsoft Office 2003
Learn Microsoft Word 2007
Learn Microsoft Excel 2003
Learn Microsoft PowerPoint 2007
Learn Interactive Whiteboards
Learn Digital Photography
Learn Microsoft Publisher 2003
Learn MYOB

Introduction Program

Introduction to Computing (10 weeks)

\$134.00

An introductory course designed specifically to cater for people with little or no experience with computers.

In this course you will use

Windows XP and *Microsoft Office 2003* to learn the fundamentals of computing. This is a hands-on course that promotes a general understanding of the computer and teaches the basics of desktop management, Windows Explorer, word processing, spreadsheets and databases.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	8.45 am - 10.45 am	PCWD11
Monday	6.00 pm - 8.00 pm	PCWN11
Wednesday	6.00 pm - 8.00 pm	PCWN31
Thursday	11.00 am - 1.00 pm	PCWD41

Introduction to Computing For Seniors (10 weeks)

\$134.00

Target Group

*This course has been designed with the over 50's in mind, but **anyone who would like this style of beginner's course is welcome.***

A low stress course for beginners who want to ease themselves into computing. Maybe you'd like to learn more about the technology which has entered all walks of life, keep up with the children or grandchildren or are just plain curious. Topics are hands-on and include clipart, wizards, drawing tools, handling files, basic spreadsheeting and word processing. Classroom upstairs.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Thursday	11.00 am - 1.00 pm	CSSD41
Friday	11.00 am - 1.00 pm	CSSD51

Introduction Program (cont'd)

Introduction to The Internet (5 weeks)

\$93.00

A shortened course designed for those who just want to learn the basics of effective Internet use. Learn how to search effectively on the web, download and store images and music, manage your favourite web sites, send and receive emails and deal with email attachments. Participants should have basic Windows skills or have completed an introductory computing course.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Wednesday	8.45 am - 10.45 am	INSD31
Wednesday	6.00 pm - 8.00 pm	INSN31

Introduction to Microsoft Windows Vista (5 weeks)

\$93.00

This course provides an introduction to the features available in Microsoft Windows Vista. The course covers a range of topics including searching for data, setting up different users, managing the sidebar, monitoring performance and personalising the desktop. Participants should have basic Windows skills or have completed an introductory computing class.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Wednesday	1.00 pm - 3.00 pm	VISD31
Thursday	6.00 pm - 8.00 pm	VISN41

Learn Program

Learn Microsoft Excel 2003 (10 weeks)

\$134.00

Designed for people with some experience using computers who want to get started and develop skills in the use of spreadsheets. This course uses *Microsoft Excel 2003* to teach topics including data entry, formulae, functions, formatting, presentation, charting, macros and lists.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	6.00 pm - 8.00 pm	CETN11
Wednesday	9.00 am - 11.00 am	CETD31

Learn Program (cont'd)

Learn Touch Typing (10 weeks)

\$134.00

Learn the skills of touch typing on a personal computer. Suitable for beginner typists and typists who want to improve their speed.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Thursday	11.00 am - 1.00 pm	TDKD41
Thursday	6.00 pm - 8.00 pm	TDKN41

Learn Microsoft Office 2003 (10 weeks)

\$134.00

This course is for anyone with basic computer skills who wishes to use the Office Suite of applications to improve their productivity in the home or office. You will use *Microsoft Office 2003* in this course to learn the fundamentals of *Word, Excel, Access, Outlook* and *PowerPoint*. All skills are transferable to other versions of office.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Wednesday	11.00 am - 1.00 pm	OSTD31

Learn Digital Photography (10 weeks)

\$159.00

This course is designed for the novice home photographer who wants to learn how to use a digital camera and create digital photographs. The course covers the operation of digital cameras, downloading and organising images, editing images using Photoshop Elements and presenting and printing images. The course also teaches basic concepts such as composition, aperture and shutter speed.

Whilst owning a digital camera is not essential, it is recommended.
Students should have basic skills working in the Windows environment.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	6.00 pm - 8.00 pm	DPTN11
Wednesday	11.00 am - 1.00 pm	DPTD31

Learn Program (cont'd)

Learn Microsoft Word 2007 (10 weeks)

\$134.00

This course is designed for people wanting to develop word-processing skills using the latest Microsoft Word **2007** application. This course covers a range of topics including entering and editing text, formatting, editing tools, page layout, tables, indenting, form letters, Clip Art, WordArt and drawing tools and managing documents.

Note that Word 2007 has a completely new interface and this course will not be suitable for learning earlier versions of Word.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	6.00 pm - 8.00 pm	CWON11
Friday	11.00 am - 1.00 pm	CWOD51

Learn Microsoft Publisher 2003 (10 weeks)

\$134.00

A course for anyone with basic computer and word processing skills wishing to learn the basics of desktop publishing using MS Publisher. Skills covered include: Text frames, formatting of text, WordArt, graphic frames, graphic embellishment, using tables, design considerations, small and larger publications (eg. newsletters, flyers) design makeovers and basic web page creation.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Thursday	9.00 am - 11.00 am	PDPD41

Learn Program (cont'd)

Learn Microsoft PowerPoint 2007 (5 weeks) \$93.00

In this course participants learn the skills to produce effective presentations using Microsoft PowerPoint 2007. The course covers the basics in the first lesson and in the following weeks introduces students to more advanced techniques including animations, transitions, timing, sounds and production for the web. It also teaches students important design and delivery techniques using PowerPoint. This course is suitable for anyone interested in using PowerPoint including business people, teachers, trainers and home users.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	1.00 pm - 3.00 pm	PPPD11
Wednesday	6.00 pm - 8.00 pm	PPPN31

Learn to use Interactive Whiteboards (5 weeks) \$93.00

Interactive whiteboards are a new technology that can energise presentations and motivate learners. This course uses the popular SMART Board™ interactive whiteboard and software to teach the fundamental skills and knowledge needed to understand and use an interactive whiteboard. The course also looks at preparation of teaching materials and gives participants the opportunity to get hands on experience using a whiteboard.

Previous computing experience is advantageous for this course.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	6.00 pm - 8.00 pm	IAWN21

Learn Program (cont'd)

Learn MYOB (10 weeks)

\$172.00

An introductory course in computerized accounting on an IBM compatible using *MYOB V18/Premier 12*. Covers setting up and working with general ledger, accounts receivable and payable, inventory control, setting up tax codes (GST) and BAS, purchase and sales invoicing, ordering, and writing cheques. Also includes payroll, analysis statements and reports and card file entries. A knowledge of bookkeeping is desirable, but not essential. Basic computer skills are essential. Text supplied.

N.B. If you already have some skills using MYOB, this course can be tailored to suit your needs. Contact Kaye Ross for more information and prices on 92426290 or email kross@tuartcollege.wa.edu.au

<i>Day</i>	<i>Time</i>		<i>Code</i>
Monday	9.00 am	- 11.00 am	MYOD11
Tuesday	1.00 pm	- 3.00 pm	MYOD21
Tuesday	6.00 pm	- 8.00 pm	MYON21
Wednesday	1.00 pm	- 3.00 pm	MYOD31
Wednesday	6.00 pm	- 8.00 pm	MYON31

WEEKEND WORKSHOP

Making the Most of MYOB -

End of Period Reporting and Reconciliation

24 October & 31 October (2 days)

\$107.00

This course is designed to help you reconcile your MYOB company file and prepare for regular periodic and end of year reporting, including your BAS using BASlink. Text supplied.

<i>Day</i>	<i>Time</i>		<i>Code</i>
Saturday	8.30 am	- 1.00 pm	MMYW61

Personal Development Courses

Our Personal Development courses offer you the opportunity to:

Increase your confidence and self-esteem

Develop a better understanding of yourself and others

Make positive changes in your life

*Learn skills to empower yourself and enhance your
employment opportunities*

*Learn in a friendly, relaxed atmosphere, through involvement in a range of activities and discussions.
You will receive a Certificate of Completion at the end of your course.*

*On your arrival for the first session of your course, look for the room
allocation displayed at the College entrances.*

***For further information phone or email Christine or Val:
Ph: 9242 6222***

Self Discovery

Keys to Confidence (10 weeks)

\$63.00

When you feel confident you feel positive about yourself. Develop your sense of self-worth, personal power and identity. Become a more confident you - learn how to walk the walk, talk the talk, believe in yourself, improve your personal relationships and recognise your worth. Gain confidence to speak out, grow and expand your horizons. Nothing can hold you back.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Thursday	7.00 pm - 9.00 pm	CSAN41

Wellbeing

Change Your Thinking - Change Your Life (8 weeks)

\$57.00

This title is no small claim but it can deliver. Join the many hundreds of people who have changed their thinking by learning practical techniques to challenge the negative voice inside their head. Now its your turn! Overcome the self defeating thoughts and behaviours that hold you back from reaching your fullest potential. Join today and change your life.

See 'Weekend Workshops' for 1 day Workshop of this course.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	9.30 am - 12.00 noon	CYTD21
Tuesday	6.30 pm - 9.00 pm	CYTN21

Opening Doors

New Opportunities for Women (8 weeks)

\$57.00

If you are a woman in a period of transition in your life take this positive step to explore your options. Enhance your confidence and decision making skills in a supportive environment. Plan your future directions to create meaning and purpose in all areas of your life. Empower yourself with information and advice to complete a personal action plan to keep you motivated to meet your needs.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Wednesday	9.30 am - 12.30 pm	NOWD31

Confident Communication

Communicate Effectively (8 weeks)

\$57.00

Communicate more confidently in your personal and professional life. Learn specific skills that lead to richer relationships and greater effectiveness at home and at work. Experience the power of listening effectively and expressing yourself clearly.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Wednesday	12 noon - 2.30 pm	CEFD31
Wednesday	6.30 pm - 8.30 pm	CEFN31

Communicate Assertively - Speak Up For Yourself (8 weeks)

\$57.00

Can't say 'No' without feeling guilty? Have difficulties dealing with dominant or aggressive people? Learn to calmly and confidently speak up for yourself. Create respect in your relationships. Develop a strong sense of your own self-worth.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Wednesday	12 noon - 2.30 pm	SUYD31
Wednesday	6.30 pm - 8.30 pm	SUYN31

Confident Communication (cont)

Public Speaking (10 weeks)

\$91.00

Facilitator: Dorothy Psaila-Savona

Public Speaking is a lifetime investment! Learn how to present with confidence. Giving presentations without fear gives you 'the edge' at mastering the art of Public Speaking. This course will also give you a high confidence level on both a personal and professional level. Take up the challenge - enrol now!

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	7.00 pm - 9.30 pm	PSPN21

Training

Basic Counselling Skills (10 weeks)

\$196.00

Counselling skills are becoming a vital tool in a large variety of employment paths - from teaching to massage. This course presents a framework that develops an understanding of behaviours, interpersonal skills and the process of counselling.

People wanting to acquire skills to increase their effectiveness in assisting others on a personal and professional level will greatly benefit from this course.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	7.00 pm - 9.00 pm	BCON21

Workplace Workshop

Emotional Intelligence in the Workplace and Beyond (1 Day) \$52.00

Facilitator: Chris Richardson-Mahar

Imagine going to work everyday and no matter what happens you can handle it without getting upset. The latest scientific research highlights the importance of managing emotions in our everyday dealings. This workshop simplifies the Emotional Intelligence material and uses practical examples to teach the skills of emotional competency contained in its content. Managing your emotions enables you to resolve conflicts and be more productive and positive in your workplace and personal life.

Employers and employees, this is invaluable, affordable Professional Development which is being utilised by many organizations from various fields.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Code</i>
Friday	23 October	9.00 am - 4.00 pm	EIWW51
Saturday	31 October	9.30 am - 4.30 pm	EIWW61(bring lunch)

Friday Workshop

Stepping Stones - An Optimistic Approach to Life (1 Day) \$75.00

Facilitator: Val Spinks

Are you wondering about your purpose? If you are willing to discover things about yourself you can make significant progress towards fulfilment in your daily life. Optimism, meaning and purpose are all important factors in this process. This workshop will provide you with a clarity and focus to approach your life with energy, enthusiasm and direction.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Code</i>
Friday	6 November	9.30 am - 4.00 pm	SSOW51

Weekend Workshops

Boundaries - Finding the Balance (1 Day) \$57.00

Facilitator: Chris Richardson-Mahar

Boundaries are vital in creating a healthy balance in all our relationships whether it be employer or employee, siblings, parents, partners, friends or neighbours each relationship can be spoiled or saved by boundaries.

Learn how to create a calming balance between your needs and their needs, without feeling guilty. (Bring lunch).

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Code</i>
Saturday	14 November	9.30 am - 4.00 pm	RBRW61

Feel the Fear and Do It Anyway (1 Day) \$75.00

Facilitator: Hilda O'Callaghan

Fear can stop you from being the person you want to be and doing the things you want to do. Learn how to turn fear and indecision into confidence and action. This workshop will help you see fear as a challenge rather than a barrier to success and will help you fulfil your true potential in life! (Bring lunch).

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Code</i>
Sunday	8 November	9.30 am - 4.30 pm	FBWW71

Weekend Workshops (cont)

Raising Confident Children (1 Day)

\$75.00

Facilitator: Hilda O'Callaghan

All parents want to raise happy and confident children so they can have the opportunity to be the very best that they can be. This course will cover self-concept and self-esteem, communication, ways to express positive and negative feelings about your child and how to help develop children's competence. Learn the skills to help you develop stronger, more self-assured children. (Bring lunch).

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Code</i>
Sunday	15 November	9.30 am - 4.30 pm	RCCW71

Mastering Your Memory (1 Day)

\$68.00

Facilitator: Hilda O'Callaghan

This course is a fun, interactive journey through the mind and will help you to realise the full potential of your memory. You will learn skills to enhance your memory storage and recall information for practical application in all areas of your life. Through exercises and games you will learn how to use creative thinking and visualisation to improve your recall. (Bring Lunch)

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Code</i>
Sunday	22 November	9.30 am - 4.30 pm	MYMW71

Weekend Workshops (cont)

Strategies for Less Stress (1 Day)

\$57.00

Facilitator: Chris Richardson-Mahar

What impact is stress having on your life? The challenges of work, finances, family and commitments can leave us feeling overwhelmed. This workshop will teach you the skills to de-stress and de-clutter your life. Come join us for the fun, and learn new habits which free you to have more joy, more time and less stress. (Bring Lunch)

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Code</i>
Saturday	28 November	9.30 am - 4.00 pm	LSWW61

Change Your Thinking - Change Your Life (1 Day)

\$57.00

Facilitator: Chris Richardson-Mahar

This title is no small claim but it can deliver. Join the many hundreds of people who have changed their thinking by learning practical techniques to challenge the negative voice inside their head. Now it's your turn! Overcome the self defeating thoughts and behaviours that hold you back from reaching your fullest potential.

This one day workshop offers a **taste** of the 8 week course. But even in one day you can be introduced to skills which can change your life. (Bring lunch).

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Code</i>
Saturday	21 November	9.30 am - 4.00 pm	CYTW61

Languages and Returning to Learning Courses

A chance to study subjects which have always interested you. Learn in a pleasant and relaxed atmosphere, with no tests or exams. Each of the courses in this series can lead to further studies at T.E.E. level and at TAFE. These courses fill quickly through postal enrolments.

Please indicate alternative courses or times.

**FOR ROOM ALLOCATIONS PLEASE CHECK NOTICE BOARDS ON
ARRIVAL AT FIRST SESSION**

Learn a Language

Are you planning an overseas holiday? Would you like to impress your overseas clients and visitors? Do you work in hospitality? Or would you like to learn a language for your own self satisfaction. Tuart College language courses will teach you how to greet people and other conversational language.

NB: In order to fully benefit from our Language courses, students are advised to commit for the year and enrol in each of the three rounds.

Introduction to Spoken Chinese (Mandarin) - Level 1 (10 Weeks)

\$63.00

This beginner course is designed for students with no prior knowledge of the spoken Chinese language. Students will use the Pinyin (Romanised) system throughout the course. Useful and interesting understanding of the Chinese culture is also included. The course is particularly beneficial for those who have some interest in China and its culture, and would be ideal for those in business or planning to travel.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	7.00 pm - 9.00 pm	ISCN21

Introduction to Spoken Chinese (Mandarin) - Level 2 (10 weeks)

\$83.00

This is an extension of the Level 1 course. It is recommended that students complete the Level 1 course first or have studied Chinese to a similar level.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Wednesday	7.00 pm - 9.00 pm	ICCN31

Learn a Language (cont)

Introduction to Japanese - Level 1 (10 weeks) \$63.00

This course is designed for beginners with little or no knowledge of the Japanese language. Students will learn how to greet and introduce people, identify things around them and other conversational language.

A basic understanding of Japanese culture is also included.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Wednesday	6.00 pm - 8.00 pm	ITJN31

Introduction to Japanese - Level 2 (10 weeks) \$83.00

This is an extension of the Level 1 course. We recommend that students complete the introductory Level 1 course first.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	6.00 pm - 8.00 pm	IJJN21

Introduction to Indonesian - Level 1 (10 weeks) \$63.00

Gain a basic understanding of the Indonesian language with a special emphasis on oral participation. Students will learn how to greet and introduce people, identify things around them and other conversational language. A basic understanding of Indonesian culture is also included.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Wednesday	6.00 pm - 8.00 pm	IIDN31

Introduction to Indonesian - Level 2 (10 weeks) \$83.00

This is an extension of the Level 1 course. We recommend that students complete the introductory Level 1 course first.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	6.00 pm - 8.00 pm	IDDN11

Learn a Language (cont)

Introduction to Italian - Level 1 (10 weeks)

\$63.00

An introductory course which focuses on basic speaking and listening skills. The course is designed to introduce students to simple conversation and reading. Required Text: Teach Yourself Italian by Lydia Vellaccio & Maurice Elston, or Lonely Planet Mini Italian Phrasebook. **Or as prescribed by your teacher (check at first lesson).**

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	10.30 am - 12.30 pm	IITD11
Monday	6.00 pm - 8.00 pm	IITN11
Tuesday	6.00 pm - 8.00 pm	IITN21
Wednesday	1.30 pm - 3.30 pm	IITD31
Wednesday	6.00 pm - 8.00 pm	IITN31
Thursday	6.00 pm - 8.00 pm	IITN41

Introduction to Italian - Level 2 (10 weeks)

\$83.00

This is an extension of the Level 1 course.

It is recommended that students complete the Level 1 course first.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	1.30 pm - 3.30 pm	ITTD11
Tuesday	6.00 pm - 8.00 pm	ITTN21
Wednesday	6.00 pm - 8.00 pm	ITTN31
Thursday	6.00 pm - 8.00 pm	ITTN41

Learn a Language (cont)

Introduction to Italian - Level 3 (10 weeks)

\$83.00

This is an extension of the Level 2 course.

It is recommended that students complete the Level 2 course first.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	10.30 am - 12.30 pm	ITCD11
Monday	6.00 pm - 8.00 pm	ITCN11

Introduction to Italian - Level 4 and *Continuing* (10 weeks) \$83.00

This is an extension of the Level 3/4 course. It is recommended that students complete the Level 3 course first. The continuing course aims to develop confidence in writing, speaking, reading etc at an intermediate level.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	10.30 am - 12.30 pm	ITAD21
Tuesday	10.30 am - 12.30 pm	ITAD22 (<i>Cont'g</i>)
Tuesday	1.30 pm - 3.30 pm	ITAD23

Learn a Language (cont)

Introduction to Spanish - Level 1 (10 weeks)

\$63.00

This introductory course is designed to assist students (with no previous knowledge of the Spanish language) to gain the basic conversational and understanding skills required to get by in a Spanish speaking country. You will discover the cultural differences between countries. (What's on and what's not!).

Choose the time that best suits your needs. **Enrolled students are eligible to compensate for missed lessons by attending the next advertised session.**

You will be amazed to discover how much you can learn in a short time.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	6.00 pm - 8.00 pm	ITSN11
Tuesday	9.30 am - 11.30 am	ITSD21
Wednesday	6.00 pm - 8.00 pm	ITSN31
Thursday	6.00 pm - 8.00 pm	ITSN41

Introduction to Spanish - Level 2 (10 weeks)

\$83.00

This is an extension of the Level 1 course.

It is recommended that students complete the Level 1 course first.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	6.00 pm - 8.00 pm	ISSN11
Tuesday	6.00 pm - 8.00 pm	ISSN21
Wednesday	9.30 am - 11.30 am	ISSD31
Wednesday	6.00 pm - 8.00 pm	ISSN31

Let's Speak Spanish (10 weeks)

\$83.00

This is an opportunity to put into practice the knowledge acquired in Level 1 and Level 2.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	11.30 am - 1.30 pm	LSSD21
Tuesday	6.00 pm - 8.00 pm	LSSN21

Learn a Language (cont)

Introduction to French - Level 1 (10 weeks) \$63.00

This audio-visual course offers an enjoyable and practical introduction to the French language and will enable students to converse at a basic level. Also useful for those seeking to enter catering courses.

Required text: The French Experience **or as prescribed by your teacher (check at first lesson).**

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	6.30 pm - 8.30 pm	FFBN21
Wednesday	10.30 am - 12.30 pm	FFBD31
Wednesday	6.30 pm - 8.30 pm	FFBN31

Introduction to French - Level 2 (10 weeks) \$83.00

This is an extension of the Level 1 course.

It is recommended that students complete the Level 1 course first.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	10.30 am - 12.30 pm	FFTD11
Tuesday	6.30 pm - 8.30 pm	FFTN21
Wednesday	6.30 pm - 8.30 pm	FFTN31

Introduction to French - Level 3 (10 weeks) \$83.00

This is an extension of the Level 2 course.

It is recommended that students complete the Level 2 course first.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	1.00 pm - 3.00 pm	FFFD11
Monday	6.30 pm - 8.30 pm	FFFN11

Introduction to French - Level 4 (10 weeks) \$83.00

This is an extension of the Level 3 course.

It is recommended that students complete the Level 3 course first.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	6.30 pm - 8.30 pm	FFCN11

Learn a Language (cont)

Introduction to German - Level 1 (10 weeks)

\$63.00

The aim of this course is to provide a good introduction to German for business and leisure contacts with German speakers, not only by developing language skills but also providing helpful background cultural knowledge. After English, German is presently the most widely taught language in Europe and students will gain basic communication and comprehension skills based on real-life situations.

Text: German for Starters, Study Book, Diane Collett and Michael Spencer.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	10.30 am - 12.30 pm	ITGD11
Wednesday	6.00 pm - 8.00 pm	ITGN31

Introduction to German - Level 2 (10 weeks)

\$83.00

This is an extension of the Level 1 course. It is recommended that students complete the Level 1 course first or have studied German to a similar level.

Text: German for Starters, Study Book, Diane Collett and Michael Spencer.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	6.00 pm - 8.00 pm	ISGN11

Introduction to German - Level 3 (10 weeks)

\$83.00

This is an extension of the Level 2 course. It is recommended that students complete the Level 2 course first or have studied German to a similar level.

Text: German for Starters, Study Book, Diane Collett and Michael Spencer.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	6.00 pm - 8.00 pm	IGGN21

Returning to Learning

Introduction to Thai - Level 1 (10 weeks)

\$63.00

Thailand is one of our neighbouring countries, and of growing importance. Its language, both spoken and written, is quite different to other languages. The aim of this course is to provide a good introduction to Thai, both written and spoken, not only by developing language skills but also by providing helpful background cultural knowledge.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	6.30 pm - 8.30 pm	THAN11

Introduction to Thai - Level 2 (10 weeks)

\$83.00

This is an extension of the Level 1 course. It is recommended that students complete the Level 1 course first or have some equivalent knowledge. In this course, students will have the opportunity to converse at a higher level including a wider range of topics that are helpful to know when travelling to this beautiful country.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Wednesday	6.30 pm - 8.30 pm	THBN31

Introduction to Vietnamese - Level 1 (10 weeks)

\$63.00

The aim of this course is to provide a good introduction to Vietnamese for business and leisure contacts with Vietnamese speakers, not only by developing language skills, but also by providing helpful background cultural knowledge. As Vietnam is becoming an increasingly important business partner to Western Australia, this course can increase participants' success in doing business in Vietnam.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Wednesday	6.30 pm - 8.30 pm	VIEN31

Returning to Learning (cont)

Basic Science

30 October - 27 November (5 weeks)

\$39.00

This course is for students intending to study Anatomy & Physiology but have little or no background in Science. The course covers simple chemistry such as atoms, molecules, ions, and symbols. Also studied is the composition of cells, solutions, measurement and direction, positional terms, medical terminology, energy and water in the body. No tests.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Friday	10.30 am - 1.00 pm	BSCD51

Nutrition - Healthy Eating

10 September - 12 November (8 weeks)

\$53.00

This course is for anyone who would like to know more about calories (kilojoules), anti-oxidants, metabolic rate, cholesterol, food additives, fibre and much more. No tests. No exams. (3 hours per week).

<i>Day</i>	<i>Time</i>	<i>Code</i>
Thursday	6.00 pm - 9.00 pm	NHEN41

Creative Writing (10 weeks)

\$57.00

This course aims to develop creative writing talents in various forms, including novel, short story, poetry and script writing. Practical work will be combined with advice and help.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Thursday	6.30 pm - 8.30 pm	CWWN41

Returning to Learning (cont)

Improve Your English (10 weeks)

\$57.00

This unit is for learners who wish to extend their written English language skills for personal, work/professional or educational purposes. Through an examination of a range of print texts we shall practise comprehension, composing and expressing our views in different written forms revising grammar and punctuation. A year nine level of English language competence is required for successful participation.

Recommended Text: Grammar Made Easy by Barbara Dykes

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	6.00 pm - 8.00 pm	IYEN21

Improve Your English - Level 2 (10 weeks)

\$57.00

This course focuses on expository writing, (using the essay structure) and involves reading, comprehension and composing responses to a selection of print texts. Activities have been designed to meet the skill requirements of tertiary students and provide practice for students sitting the STAT test. Recommended Text: Excel Essential Skills by Kristine Brown

<i>Day</i>	<i>Time</i>	<i>Code</i>
Thursday	6.00 pm - 8.00 pm	IYCN41

English for Speakers of other Languages (ESL) (10 weeks)

\$57.00

A multilevel English course for migrants and international students. Learners will study a series of topics to help them improve their ability to speak, listen, read and write in English. Students need to have a basic knowledge of spoken and written English. This is **NOT** a beginner's course.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	6.00 pm - 8.00 pm	ELXN21
Wednesday	10.30 am - 12.30 pm	ELXD31

Returning to Learning (cont)

Improve Your Maths (10 weeks)

\$57.00

This course covers a range of mathematics. Topics include interpretation of graphs, number theory, decimals, fractions, percentages, shapes, sequences and problem solving. Students intending to sit the STAT will find this course helpful.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Monday	6.00 pm - 8.00 pm	IYMN11

Statistics Made Easy

9 September - 21 October (5 weeks)

\$34.00

This course is designed for students who are heading to university, or are currently enrolled in university, and require maths skills, especially statistics, to complete statistical components of the coursework they are undertaking. Topics include Measures of Central Tendency - mean, mode, median. measures of dispersion - range, IRQ, standard deviation, variance etc, regression and correlation, probability, normal distribution, hypothesis testing - t tests and z tests.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Wednesday	3.40 pm - 5.40 pm	SMED31

Business Courses

Introduction to Bookkeeping - Level 1 (10 weeks)

\$57.00

This course covers basic business documents, cash and credit journals, general, debtors' and creditors' ledgers, bank reconciliation and payroll. Students who wish to study computerised accounting (MYOB) in the future will find this course advantageous.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	6.00 pm - 8.00 pm	IBKN21
Wednesday	8.45 am - 10.45 am	IBKD31

Introduction to Bookkeeping - Level 2 (10 weeks)

\$57.00

This course expands on students' bookkeeping knowledge by covering the presentation of accounting reports such as Profit & Loss Statements and Balance Sheets, as well as the General Journal, depreciation and balance day adjustments.

<i>Day</i>	<i>Time</i>	<i>Code</i>
Tuesday	6.00 pm - 8.00 pm	IBTN21
Wednesday	10.45 am - 12.45 pm	IBTD31