

## COOKING CLASSES

**South East Asian Cooking** - Commencing Wed 9.5.12 Learn how to cook Asian food in practical lessons. 1st night Yum Cha, 2nd night Japanese, 3rd night Thai, 4th night Chinese & banquet on last night. Ingredients used on 1st night are free. An amount of \$70 is to be given to Tutor on 1st night for ingredients used in lessons 2 to 5. Please bring to classes 3 lunch box size containers, sharp knife & tea towel. Classes 7pm - 9pm

**5 Wednesday nights** ..... Fee **\$85.00**

## SEWING

**Dressmaking** - Commencing Wed 9.5.12. Using your own sewing machine you will make a basic cotton blouse. Learn and understand fabric construction, pattern reading and drafting. Pattern and drafting materials (cost \$20.00) are available from tutor on first night.

Class 7pm - 9pm.

**5 Wednesday nights** ..... Fee **\$75.00**

## MUSIC

**Guitar** - Commencing Thur 26.4.12. This course covers lead notes, basic rhythm, chord structure and theory. Bring guitar, notebook and pen. Some notes supplied.

**Classes: Beginners level 1:** 6.40pm-7.40pm.

**Beginners level 2:** 7.45pm-8.45pm.

**8 Thursday Nights** ..... Fee **\$88.00**

**Kids Guitar** - Commencing Thur 26.4.12. Beginners course for children aged 8-12 years. Class 6.00pm - 6.30pm.

**8 Thursday Nights** ..... Fee **\$ 68.00**

## OTHER INTEREST AREAS

**Welding** - Commencing Tue 17.4.12. Basic course in Stick, Mig and Oxy welding. Practical classes with some theory. Fees include all materials used and use of equipment. Please wear cotton long sleeves and long pants and closed-in leather shoes. Students over 18yrs please. Small class-book early.

Class 7.00-9.00 pm.

**5 Tuesday Nights** ..... Fee **\$159.00**

**Apply First Aid** - Commencing Tue 15.5.12. This nationally accredited First Aid course includes resuscitation. Certificate issued on passing exam. Bring pad, pen and water. Sorry no concessions. Fee includes manual and registration.

Class 6.00pm-10.00pm

**2 Tuesday Evenings** ..... Fee **\$120.00**

**Apply First Aid - Refresher** - Commencing Tue 15.5.12. Renew your CPR certificate for a further 12 months. Please bring current certificate.

Class 6.00pm-10.00pm.

**2 Tuesdays Evenings** ..... Fee **\$90.00**

**Senior First Aid - CPR** - Commencing Tue 15.5.12. Renew your CPR certificate for a further 12 months. Please bring current certificate.

Class 6.00-10.00pm

**1 Tuesday Night** ..... Fee **\$ 50.00**

## CAREER ADVANCEMENT

**Learn to type** - Beginners Course - Commencing Sat 12.5.12. Do you want to improve your typing skills? Are you sick of typing with 2 fingers? Join our typing course, have fun and be guaranteed success. Broaden your job opportunities. First - rate instructor, small class so book early.

Classes 9.00am-12.00pm.

**6 Saturday Mornings** ..... Fee **\$125.00**

**Medical Reception / Terminology** Commencing Wed 2.5.12.

This combined course is essential if contemplating a career in medicine, legal, reception work, pathology, hospitals, ambulance or court work. Experienced tutor will teach you to understand and analyse medical terminology and procedures.

Classes 6.30pm - 9.30pm. Fee includes manuals.

**6 Wednesday Evenings** ..... Fee **\$159.00**

**M.S. Office 2011 Introduction\*** - Commencing Tue 24.4.12. Course covers MS WORD 2011- Tables, Mail Merging, Headers & Footers, Formatting, Macros, Word Art, Graphics, use of Wizards.

EXCEL 2011- Spreadsheets - All toolbars and menu function commands, formatting, editing, creation of formulas, forms, filters, graphs, and pivot tables.

ACCESS 2011 - Creating Databases - Tables, design forms, queries and reports. Creating and setting macros. Use of Wizards and Help files.

POWER POINT 2011 - Create on-screen electronic presentations, 35mm slides, overheads, and handouts. Basic computer (MS) knowledge advisable. Classes 6.30pm-9.30pm

**8 Tuesday Nights** ..... Fee **\$199.00**

**Word Processing - MS Word 2011** - Commencing Thurs 26.4.12.

Course covers , Formatting, Mail Merging, Headers & Footers, Macros, Tables, Word Art, Graphics, Hyperlinking, Borders & Shading, Bullets & Numbering, Tabs & Indenting and the use of Wizards. Classes 6.30pm-9.30pm

**3 Thursday Nights** ..... Fee **\$72.00**

**Beginners MS Excel** - Commencing Thurs 17.5.12. Beginners class. Ideal for keeping track of GST. Topics covered; creating, saving and retrieving workbooks, charts/graphs, simple and complex formulas, formatting cells, headers/footers, borders/shading/working with columns/rows. Classes 6.30pm - 9.30pm.

**2 Thursday Nights** ..... Fee **\$55.00**

**Access 2011** - Commencing Thurs 31.5.12. Creating Databases from scratch, Tables, designing forms, queries and reports. Creating and setting macros. Use of Wizards and Help files. Classes 6.30pm - 9.30 pm

**2 Thursday Nights** ..... Fee **\$48.00**

**PowerPoint 2011** - Commencing Thurs 7.6.12. Create on screen electronic presentations Overheads and Handouts. Making and Creating Movies using PowerPoint. Basic computer knowledge advisable. Class 6.30pm-9.30pm

**1 Thursday Night** ..... Fee **\$33.00**

**M.Y.O.B. V19 Introduction\*** - Commencing Wed 18.4.12. Covers transactions for chequebook, quotes, sales, invoicing, returns, customer payments, purchase orders, vendor payments, bank reconciliations, inventory, creation of card files, terms, automatic restocking, payments and all analysis and reports. Fee includes, disk, book (value \$39.00). Book keeping knowledge an advantage. Computer skills necessary. Practical class. Limited enrolments. Book early. Classes 6.30-9.30pm.

**5 Wednesday nights** ..... Fee **\$180.00**

**M.Y.O.B. V19 Intermediate/Advanced\*** - Commencing Wed 30.5.12. NB. For students who have completed MYOB INTRODUCTION. Fees include Workbook & Disk (value \$39) Classes 6.30pm-9.30pm.

**4 Wednesday Nights** ..... Fee **\$170.00**

\* Booklets and Statement of Achievement issued.



## PINE RIVERS HIGH SCHOOL GYMPIE ROAD STRATHPINE P & C Association

# COMMUNITY EDUCATION CLASSES

ABN 70 873 114 238

Providing Quality Community Knowledge for over 30 Years

## SECOND TERM 2012 ENROLMENT INFORMATION

- ❖ To Enrol, see Enrolment Form.
- ❖ Fees payable in advance with booking.
- ❖ Receipts will be issued on the first night
- ❖ **No other confirmation will be given.**
- ❖ The committee reserves the right to cancel any course with insufficient enrolments and those already enrolled will be notified and their money refunded in full.
- ❖ All enrolments are accepted.
- ❖ **No confirmation will be forwarded**
- ❖ No refunds will be given for cancellation made within 24 hours prior to the commencement of classes.
- ❖ Cancellations will incur a \$5 administration charge
- ❖ Pensioner Rebate 5% (enclose pension number)
- ❖ For classes held at the school please use Ash Court entrance on the first night/day so as to meet the Coordinator and find room allocations.
- ❖ Any further information concerning classes please contact the Co-ordinator:

## NATALIE

Phone: 0432 116 973

Fax: 3881 4777 - Email: pr.ce@hotmail.com

Monday to Friday between 9am-5pm

Visit us on our website:  
[www.pineriversshs.eq.edu.au](http://www.pineriversshs.eq.edu.au)

ALL PROFIT FROM CLASSES IS  
USED TO BENEFIT THE STUDENTS OF  
PINE RIVERS STATE HIGH SCHOOL.

## TEACHERS WANTED

If you have a particular skill or talent and would like to join our teaching staff, please contact co-ordinator

Natalie 0432116973

E-mail [pr.ce@hotmail.com](mailto:pr.ce@hotmail.com)

