

## BUYING A COMPUTER

Designed to help people look at and see what is available when they wish to purchase a new computer. Looks at what features people need, what sort of hardware and software is available and for how much. Learn how to set up your computer once you get it home and start to enjoy using it.

**Date:** 2 consecutive Monday's beginning 9th Aug

**Time:** 6pm –8pm

**Fee:** \$55

## COMPUTER MAINTENANCE

Do you know what to look for if your computer is running slower than it should? Designed to help people keep their computer systems running in good order and also give people some idea of what to do if there are hardware or software faults on their system.

**Date:** 2 consecutive Wednesday's beginning 11th Aug

**Time:** 6pm – 8pm

**Fee:** \$55

## BE SAFE ONLINE

Viruses, scams, fake web sites – the Internet and email has a lot of pitfalls for the unwary. This course is designed to assist you in identifying potential nasties that you can come across, including viruses and keeping anti-virus and firewall software up to date, identifying "Phishing" scams and how to keep your details safe when shopping online.

**Date:** 2 consecutive Monday's beginning 23rd Aug

**Time:** 6pm – 8pm

**Fee:** \$55

## WORD, INTERNET & EMAIL

Do you want to use your computer to surf the Internet, do some typing and keep in touch with family? This course is exactly what you want. Learn how to type a letter, send photos and use your email program in a casual and stress-free environment.

**Date:** 2 consecutive Wednesday's beginning 25th Aug

**Time:** 6pm – 9pm

**Fee:** \$75

## BASIC COMPUTING

This course provides an introduction to computers and is designed for a person who has never touched a computer before. Learn how to use the mouse and keyboard, basic word processing the Internet and email, come and conquer your fears with this course. Textbook Provided.

**Date:** Contact us now for upcoming course dates

**Fee:** \$125

Disclaimer: While all care is taken and all information is believed to be correct at the time of printing; We recommend that readers confirm dates, times and prices as these details may be subject to unforeseen change.

## FILE MANAGEMENT

Where did it go? Learn simple but valuable methods for systematically organising your drives, folders and files allowing you to easily locate and retrieve any document, file or photo.

**Date:** Monday 6th Sept 6pm – 9pm

**Fee:** \$ 35

## DIGITAL STORYTELLING

Bring your photos to life in your own digital story (a short film made from still images, no video). This creative workshop takes you step by step through the process. Discover how easy it is to upload your digital photos, add music and voiceovers, pan and zoom to create a unique story to show or email your friends. These productions make fantastic, personal gifts. So many possibilities and so much fun! (basic computer skills are a prerequisite).

**Date:** Saturday 21st of August, 9.30am - 2.30pm

**Fee:** \$ 65

## CHEESE MAKING WORKSHOPS

Struggling for ideas for this year's Christmas presents?

How about giving your friends and family a basket of home made cheese.

### Making Soft Cheese Workshop

In an easy step-by step session you will learn to make Camembert, Ricotta, Fetta, Quark, Cream cheeses and Yogurt. Light lunch, tutorial & samples are included.

**Date:** Saturday 18th of September, 9.30am - 4pm

**Fee:** \$190

After the huge response and success of the Walcha Soft Cheese Workshop we are proud to be able to offer: the second stage

### Making Hard Cheese Workshop

In an easy step-by step session you will learn to make Blue vein, Haloumi, Ploughman and Parmesan Cheese. Light lunch, tutorial & samples are included.

**Date:** Saturday 9th of October, 9.am - 3pm

**Fee:** \$190

## Guitar Jam Session

**Do you play the guitar or are you just learning  
Come along and have fun, playing, sharing  
what you know and learning from others.**

**Date:** Tuesday evenings,

**Time:** 6.30pm - 7.30pm

**Fee:** Gold coin donation each week

**Call us now to register your interest**



The Old Court House Building  
9 Hill Street,  
URALLA NSW 2358  
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Email: admin.necc@gala.org.au

# TERM 3 COURSES AND WORKSHOPS IN URALLA



## CALL US NOW TO REGISTER YOUR INTEREST IN THE FOLLOWING:

- Christmas Decoration Workshop
- Basic Sewing— learn to make a tracksuit & PJ's
- Guitar Lessons for Beginners

### LITERACY PROGRAMS FOR ADULTS

Increase your skills in Reading, Writing & Spelling for work and improve your job prospects. Course supported by the NSW Dept of Education & Training (DET)

### MAPPING OUT YOUR CAREER

There are times when you need to be clear about what is most important to you. This workshop will help to clarify and further career aspirations / transition, Identify and target career opportunities, make more informed career decisions, affirm those strengths and unique qualities you possess that will add resilience to your efforts

**Date:** Tuesday 03rd of August, 9.30am - 1.30pm

**Fee:** \$60

### PREPARING TO RETURN TO WORK

This course will offer practical techniques for looking and applying for work, after an absence. It may be of benefit to both mature age workers and mums returning to the workforce. In this workshop participants will set goals, evaluate current skills and set an action plan designed to get them taking steps that will further them towards their employment and career goal.

**Date:** 3 consecutive Friday's beginning 6th of August

Time: 9am - 3pm

**Fee:** \$165

### CREATE A PROFESSIONAL RESUME

You have found the perfect job but the thought of writing your resume gives you a cold sweat. This course will give you the tools to present yourself on paper so that you will stand out from the crowd. This course provides a common sense guide to how to present yourself to your full potential.

**Date:** 3 consecutive Tuesday's beginning 10th of August

Time: 9.30am - 12.30pm

**Fee:** \$95

### WAYS TO BOOST YOUR SELF CONFIDENCE

In this course you will learn techniques that will help you to reconnect to your self-confidence, rebuild a positive self-image and clarify your unique contribution to the world around you.

**Date:** Tuesday 31st of August, 9.30am - 12.30pm

**Fee:** \$50

### WINNING PHONE MANNER

It's probably not something you give a lot of thought to, but your phone manner has a tremendous impact on your customer's opinion of your organisation or a potential employer's opinion of you. A telephone call is often the basis of the critical 'first impression' a potential customer or employer receives, so let's get it right!

**Date:** Tuesday 7th of August, 9.30am - 12.30pm

**Fee:** \$50

### SAFE FOOD HANDLING

This is for staff who are involved in the preparation, storage, service of food & beverage. This course is the first level in a three stage process in the delivery of food handling & safety training. Poor hygiene practices can risk the health of customers, colleagues & self. For the purposes of food safety, this unit only has application to hospitality, commercial catering & retail venues where food is stored, prepared, displayed & served. It will apply to any venue that operates a permanent or temporary kitchen or smaller food preparation area, such as restaurants, cafes, clubs, hotels, attractions, events & conference venues, fast food restaurants, retail food outlets such as sandwich shops & food court outlets. (Course delivered by ATAC)

**National Code:** SITXOHS002A

**Date:** Monday 23rd of August, 9.00am - 3.30pm

**Fee:** \$85

### FOOD HANDLING—STAGE TWO IMPLEMENT FOOD SAFETY PROCEDURES

For Supervisors, Team Leaders, Managers, staff who are responsible for the implementation of Food Safety. This unit describes the performance outcomes, skills & knowledge required to handle food safely during the storage, preparation, display, service & disposal of food within a range of service Industry operations. It requires the ability to follow pre-determined procedures as outlined in an organisation food safety program. (Course delivered by ATAC)

**National Code:** SITXFSA001A

**Date:** Monday 30th of August, 9.00am - 3.30pm

**Fee:** \$110

### COFFEE SERVICE, ESPRESSO

Extract and serve espresso coffee using a commercial espresso machine, including cleaning, care and maintenance of the machine. (Course delivered by ATAC)

Unit: SITHFAB012A

**Date:** Monday 27th of September, 9am - 4pm

**Fee:** \$110

### RESPONSIBLE SERVICE OF ALCOHOL (RSA)

**National Code:** THHBFB009B - Provide responsible service of alcohol from THH02 Hospitality Training Package. Course is LAB approved and meets DGR requirements. Course delivered by ATAC

**Date:** Thursday 26th of August, 9am - 4pm

**Fee:** \$90

### RESPONSIBLE CONDUCT OF GAMBLING (RCG)

**National Code:** SITHGAM006A - Provide responsible gambling services from SIT07 Training Package. Course is LAB approved and meets DGR requirements. Course delivered by ATAC

**Date:** Wednesday 25th of August, 9am - 4pm

**Fee:** \$90

### FIRST AID

Gain a sound understanding and working knowledge of first aid procedures. A VETAB and WorkCover accredited course where you work at home on the theory (with a workbook) and cover the practical and do the assessment in class. Certificate is valid for three years.

**Date:** 2 consecutive Thursday's beginning 5th of Aug.  
or 2 consecutive Thursday's beginning 2nd of Sept.

Time: 6.00pm - 9.30pm

**Fee:** \$140

### OH&S CONSTRUCTION INDUCTION

This is a NSW WorkCover certificate and card, it is for persons working on, or intending to work on construction sites. The course aims are to familiarise participants with the basic principles of health and safety in the construction industry. (1x6hr) Delivered by Allens Training - a WorkCover NSW approved Registered Training Organisation.

Trainer: Paul Byrne

**Date:** Thursday 19th of Aug, 4.00pm - 10.30pm

or Thursday 16th of Sept, 4.00pm - 10.30pm

**Fee:** \$135 (includes WorkCover Cert. & Card Fee of \$20)

### TRAFFIC CONTROL- BLUE CARD - Stop/Slow

**Pre requisite:** Current OHS Green Card, all Traffic Controllers in New South Wales working on road work operations or those working within the reserve of public roads must have or held Green Ps or above drivers licence or a Current Traffic Controllers Ticket. Course delivered by ATAC Trainer: Geoff Tall, RTA Licensed Trainer

**Date:** Friday 13th of August, 9am - 5pm

**Fee:** \$150