

Forster Tuncurry Online Education Centre



14. Forster Tuncurry Community College is excited to offer a great range of online courses. In today's fast-paced world, many of us find it difficult to take time away from work and family to attend courses. These Internet courses will fit into your schedule; you can take them before breakfast, during lunch, late at night, or at any other time you find convenient ... the choice is yours!

New sessions of each course run every month. They last six weeks, with two new lessons being released weekly (for a total of 12). The courses include comprehensive lessons, quizzes, and assignments. A professional instructor facilitates every course; pacing learners, answering questions, giving feedback, and facilitating discussions.

Some areas of study are: Computer Applications; Web Graphics and Multimedia; Database Management & Programming; Languages; Health Care, Nutrition & Fitness; Child Care & Parenting; Maths; Philosophy; Science; Start your own Business; Business Administration; Graphic Design; Digital Photography & Video; Writing & Publishing; Personal Finance; Art, History, Psychology; Literature; Grant Writing; Personal Development; Sales & Marketing.

For more information go to www.forstertuncurrycc.nsw.edu.au click on **Online Education Centre** on our Home Page.

*Forster Tuncurry
Community College
wishes you all a very
Merry Christmas & a
Happy New Year*



Customised Training Services

Forster Tuncurry Community College can customise courses to suit **YOUR BUSINESS** and **YOUR STAFF** and deliver them at a time and place to suit you.

Contact the College for more details

Online with The NSW Real Estate Training College CPP07 - Real Estate Certificate of Registration

This accredited course, *CPP40307 Certificate IV in Property (Real Estate)* will allow you to be employed in a sales or property management role in a Real Estate office. Units included in this course are: CPPDSM3019A – Communicate with clients as part of agency operations; CPPDSM4080A – Work in the real estate industry; CPPDSM4008A – Identify legal and ethical requirements of property sales to complete agency work; CPPDSM4007A - Identify legal and ethical requirements of property management. Successful completion of this course will give you the educational requirements needed to apply for a Certificate of Registration from the NSW Office of Fair Trading. This course is completed on-line at your convenience and at your own pace.

15. Enrol at any time Cost: \$395

Online & Distance Learning with Lesley Graham

Textbooks are included in the cost. There are no refunds on courses. For further information on course content, please contact the College on 6554 9215.

Delivered in partnership with Camden Haven Community College Inc as the RTO.

16. Medical Reception

BSB30107 Cert III Business Cost: \$299

17. Basic Medical Terminology

Cost: \$175

18. Advanced Medical Terminology

BSB30107 Cert III in Business Cost: \$330

19. Basic Medical Typing

BSB30107 Cert III in Business Cost: \$175

20. Advanced Medical Typing

BSB30107 Cert III in Business Cost: \$299



**Students with
disabilities
are welcome
to participate
in our courses.**

**Call us on 6554 9215
about your individual needs**

Computing for Absolute Beginners

Michael Hilsden

You will learn to type and edit letters, save them, insert pictures, print them; also covers hardware, software and computer terminology. *Students to bring own Memory Stick, min 1Gb.*

21. 4 Wks: Mon, 16 Nov to 7 Dec,
10am - 12.30pm
Community College, Tuncurry
Cost: \$135 Conc: \$130

Using Internet/Email for Absolute Beginners

Michael Hilsden

A hands-on practical guide for work or pleasure covering: logging on, creating an address book, using search engines, e-mails and browsing. *You don't need computer skills to attend this course. Students to bring own Memory Stick, min 1Gb.*

22. 4 Wks: Mon, 16 Nov to 7 Dec,
1.30pm - 4.00pm
Community College, Tuncurry
Cost: \$135 Conc: \$130

Computing - the Next Step

Brian Barrow

For those who have used a computer before but want to extend and improve their knowledge and skills. Topics to be included: more word processing, file management, moving between Windows programs, internet & email, mail merge, etc. This course is focused on the student's needs. *Students to bring own Memory Stick, min 1Gb.*

23. 4 Wks: Tues, 17 Nov to 8 Dec,
10am - 12.30pm
Community College, Tuncurry
Cost: \$135 Conc: \$130

Using Internet/Email - Advanced Beginners

Brian Barrow

A hands-on practical guide for work or pleasure covering: logging on, creating an address book, using search engines, e-mails and browsing. *You need to have already attended one of our Beginner Courses or equivalent, be able to use a mouse confidently, and be familiar with Windows before enrolling in this course. Students to bring own Memory Stick, min 1Gb.*

24. 4 Wks: Tues, 17 Nov to 8 Dec,
1.30pm - 4.00pm
Community College, Tuncurry
Cost: \$135 Conc: \$130

MYOB - An Introduction

Donna Wise

This course will introduce you to the use of MYOB to perform basic bookkeeping tasks. You will learn how to create a new company file, work with a chart of accounts, enter payment transactions, raise invoices for sales to customers and record customer payments, perform a bank reconciliation, generate reports and produce a BAS. *Familiarity with computers is essential. Students to bring own Memory Stick, min 1Gb.*

25. 5 Wks: Tues, 10 Nov to 15 Dec,
5.30pm - 8.30pm
Note: No class 24 November
Community College, Tuncurry Cost: \$220

**Register early
- classes fill quickly**