Lots of things make you, YOU and that’s why you’re naturally suited to some careers more than others. So, at TAFE Queensland Gold Coast we like to ask... WHO ARE YOU?

AN ASPIRING CREATOR
AN ACTIVE DOER
A NATURAL Helper
A CLEVER Innovator
AN OUTGOING Interactor
OR AN AMBITIOUS ORGANISER?

TRY
myPROFILER

ONLINE AT TAFEGOLDCOAST.EDU.AU
and find the course that will help you to achieve your GREATNESS!

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5 Accounting for non-accountants
5 Understanding Basic Small Business Taxation
5 Selling and Customer Communication
5 Introduction to Accounting
5 MYOB Essentials
6 Public Speaking Today
6 Introduction to the Stockmarket
6 Marketing for Small Business
6 Develop Career & Study Pathways
7 Taking Your Business Online

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9 Microsoft Office - Intermediate
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  Beginner to Intermediate
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14 Cooking Masterclass - Italian Cuisine
14 Introduction to Holistic Food Preparation
14 French Patisserie Baking
14 Shabby Chic Cupcakes & Designer Bites
14 ABC Cake Decorating - Part 1
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SHORT COURSE LIST

Dates given are commencement dates of the course.
Information current at time of printing, with courses on TAFE Queensland Gold Coast’s scope for 2015. All information is subject to change, for the latest information visit www.tafegoldcoast.edu.au
Gain the basic knowledge for employment in an accounts position with MYOB, from basics through to intermediate level and also MYOB Payroll. Suitable for anyone requiring knowledge from the ground up. It gives you confidence that you have the basic skills to gain employment. Through the Introduction to Accounting you will learn to use a range of calculation methods and techniques for conducting routine financial calculations and transactions. You will also be instructed in manual data entry in Ledgers and Trial Balance. By the end of the course students are expected to be able to understand the principles involved in using MYOB and MYOB Payroll, perform the necessary keyboard entries, and generate the appropriate financial reports. Students will also be able to understand the principles involved in using some of the more basic aspects of MYOB as well as being able to setup and manage a payroll in MYOB. You will have the knowledge to analyse and audit all data entries in bookkeeping to Trial Balance stage.

**Individual component sessions can be combined with the others listed below for a special bundle price. Note: The bundle offer is strictly available at the time of enrolment only.**

**MYOB *BUNDLE 1* Intro to Accounting + MYOB Accounting + MYOB Payroll**

- **Southport** $595 SAVE $170
- 42 hours
- 21 September 8.30am – 3pm (8 sessions)
- 24 October 8.30am – 3pm (8 sessions)

**MYOB *BUNDLE 2* MYOB Accounting + MYOB Payroll**

- **Southport** $495 SAVE $75
- 33 hours
- 12 October 8.30am – 3pm (6 sessions)

**MYOB Accounting**

- **Southport** $360
- 24 hours
- 12 October 8.30am – 3pm (4 sessions)
ACCOUNTING FOR NON-ACCOUNTANTS

This course is for those who want to be able to interpret financial reports. It takes you through the three basic phases of the accounting cycle and a case study on the development of a master budget. Information delivered during this course is essential for business owners.

Southport  $265  18 hours

26 October 2015
6pm-9pm (6 Sessions)

UNDERSTANDING BASIC SMALL BUSINESS TAXATION

At the conclusion of this course you will be able to identify how businesses are structured for taxation purposes, how a business is taxed and the details of allowable deductions, be aware of employer’s obligations, understand GST and the BAS and be able to budget for taxation cash expenditure.

Southport  $165  6 hours

30 September 2015
6pm-9pm (2 Sessions)

SELLING AND CUSTOMER COMMUNICATION

Outfish your competitors! This workshop is for employers who want to be more effective communicators or who would like their staff to be. It’s recommended students also study Human Resources & People Management for Small Business.

Southport  $210  9 hours

17 September 2015
6pm-9pm (3 Sessions)

INTRODUCTION TO ACCOUNTING

Introduction to Accounting is a short course aimed at students wishing to learn about the basic accounting principles and theory before moving onto the MYOB Accounting courses at TAFE Queensland Gold Coast.

Southport  $195  9 hours

21 September 2015
8.30am-1.30pm (2 Sessions)
24 October 2015 8.30am-1.30pm (2 Sessions)

MYOB ESSENTIALS

Students attending the MYOB Essentials course will be learning about the cloud based online accounting program. MYOB Essentials is easy to use and you can be up and running in minutes.

Southport  $200  12 hours

1 October 2015
6pm-9pm (4 Sessions)
PUBLIC SPEAKING TODAY

This course will help you understand your fears about public speaking and face up to them. It will equip you with the knowledge and skills you need to become a confident and persuasive public speaker in any environment.

Southport $175 14 hours
31 October 2015
9.30am-4.30pm (2 Sessions)

INTRODUCTION TO THE STOCKMARKET

This Introduction to the Stockmarket course is designed for the beginner who wants to learn the basics of the stockmarket. Students will be shown why shares are essential in wealth creation and how to construct a portfolio relevant to their needs.

Southport $265 18 hours
27 October 2015
6pm-9pm (6 Sessions)

MARKETING FOR SMALL BUSINESS

This course provides an introduction to marketing – from a small business perspective; how you find and reach your customers and how you give your products and services a competitive edge. The knowledge and skills you gain will be invaluable and could save you from making costly mistakes.

Southport $210 9 hours
24 September 2015
6pm-9pm (3 Sessions)

DEVELOP CAREER & STUDY PATHWAYS

Want to change jobs or careers? This course will give you all the tools you will need to plan for your future. Topics to be covered include: Assessing your career needs, Preparation or Return to Study, Exploring self, Career research activities, Decision making, Implementing plan, Decision making planning.

Southport $140 10 hours
14 October 2015
6pm-8.30pm (4 Sessions)
This course is an extension of our Marketing for Small Business course and looks at the way businesses are harnessing online media to help build markets, create brands and find customers. You too can take your business online and learn from the experiences of others. It consists of three components, each offered as a single three-hour workshop and these are offered individually or as a bundle.

**Internet Marketing:** The business world is changing rapidly and nowhere is that change more evident than in the rise of the internet as a medium for sales and marketing.

**Social Networking:** Social media gives you instant access to a wide group of people and enables you to broadcast your experiences and your product to the world.

**Blogging for Business:** Don’t use a blog to sell products - use it to sell it yourself. That’s just the first of many tips and techniques you’ll learn in this fast moving session.

### Taking your Business Online *BUNDLE*

- **Southport** $385 SAVE $110 | 9 hours
  - 15 October 6pm – 9pm (3 sessions)

### Internet Marketing

- **Southport** $165 | 3 hours
  - 15 October 6pm – 9pm (1 session)

### Social Networking

- **Southport** $165 | 3 hours
  - 22 October 6pm – 9pm (1 session)

### Blogging for Business

- **Southport** $165 | 3 hours
  - 29 October 6pm – 9pm (1 session)
COMPUTERS

MICROSOFT OFFICE - INTRODUCTION

The introductory suite of Microsoft Office training at TAFE Queensland Gold Coast is designed to assist anyone who is relatively unfamiliar with the Microsoft Office Suite and who needs to understand the core functions of each program – Word, Excel and Outlook.

Microsoft Word: Learn the basic skills and knowledge to be able to launch Word, identify the different parts of the Word screen, insert text, format characters and paragraphs and finalise a document.

Microsoft Excel: Learn the basic skills and knowledge to be able to create an Excel workbook, perform simple calculations, manage worksheets and workbook information, and format worksheets.

Microsoft Outlook: Learn the basic skills and knowledge to be able to get started with Outlook, identify the Outlook screen, create and send an email, manage email messages and contacts.

Individual component sessions can be combined with the others listed below for a special bundle price. Note: The bundle offer is strictly available at the time of enrolment only.

<table>
<thead>
<tr>
<th>Introduction <em>Bundle</em></th>
<th>Includes Word, Excel and Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Southport</td>
<td>$345 SAVE $50 15 hours</td>
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<tr>
<td>3 September 6pm – 9pm (5 sessions)</td>
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<table>
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<tr>
<th>Word Introduction</th>
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<td>Location: Southport</td>
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<td>$150 6 hours</td>
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<tr>
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<tr>
<th>Excel Introduction</th>
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<tbody>
<tr>
<td>Location: Southport</td>
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<tr>
<td>$150 6 hours</td>
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<tr>
<td>17 September 6pm – 9pm (2 sessions)</td>
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<table>
<thead>
<tr>
<th>Outlook Introduction</th>
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<tbody>
<tr>
<td>Location: Southport</td>
</tr>
<tr>
<td>$95 3 hours</td>
</tr>
<tr>
<td>1 October 6pm – 9pm (1 session)</td>
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</tbody>
</table>
MICROSOFT OFFICE - INTERMEDIATE

This course is designed to teach intermediate level skills in Word, Excel and Outlook.

Individual component sessions can be combined with the others listed below for a special bundle price. Note: The bundle offer is strictly available at the time of enrolment only.

Intermediate *Bundle*
Includes Word, Excel and Outlook

<table>
<thead>
<tr>
<th>Location</th>
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<tr>
<td>Southport</td>
<td>$345</td>
<td>$50</td>
<td>15 hours</td>
<td>22 October 6pm – 9pm (5 sessions)</td>
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Word Intermediate

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</thead>
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<tr>
<td>Southport</td>
<td>$150</td>
<td>6 hours</td>
<td>22 October 6pm – 9pm (2 sessions)</td>
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</table>

MICROSOFT OFFICE - ADVANCED

The advanced suite of Microsoft Office training at TAFE Queensland Gold Coast is designed for people who are already confident with using Word 2013 and Excel 2013. This session is designed to stretch the learner and increase capability to produce professional documents and work with the advanced functions of Word.

Microsoft Word: Building on previous sessions this course provides participants with the knowledge and skills to be able to work with columns, create footnotes, create a table of contents and on-line forms, share information with other programs and share information with other people.

Microsoft Excel: Building on previous sessions this course provides participants with the knowledge and skills to be able to work creating pivot tables, analysing data and using workgroup features.

Individual component sessions can be combined with the others listed below for a special bundle price. Note: The bundle offer is strictly available at the time of enrolment only.

Advanced *Bundle*
Includes Word and Excel

<table>
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<th>Cost</th>
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<tbody>
<tr>
<td>Coomera</td>
<td>$285</td>
<td>$15</td>
<td>12 hours</td>
<td>10 October 8.30am – 3pm (2 sessions)</td>
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Word Advanced

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Excel Advanced

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</table>
**WEB DESIGN USING ADOBE DREAMWEAVER CC**
BEGINNER TO INTERMEDIATE

Using the defacto web design software Adobe Dreamweaver Creative Cloud on the Windows platform, this 12 week course will guide you through the basics of building a website and applying additional features to make it more appealing to advanced users.

- **Coomera**: $530, 36 hours
  - 30 September 2015
  - 6pm-9pm (12 Sessions)

**REVIT CAD DESIGN ESSENTIALS**

This course will enable the student to produce a basic set of residential house plans suitable for analysis by a licensed Building Designer, Architect or Structural Engineer. You will develop basic understanding of Revit Architecture 2013.

- **Coomera**: $400, 24 hours
  - 5 September 2015
  - 8am-12:15pm (6 Sessions)

**COMPUTERS FOR BEGINNERS**

Specifically aimed at teaching you how to get the most from your computer, you will learn how to maintain it, how to safely use the internet as well as a variety of easy to use applications. You will also be provided with an introduction to the Microsoft Office programs.

- **Southport**: $290, 15 hours
  - 26 October 2015
  - 6pm-9pm (5 Sessions)

**BUILD A WEBSITE WITH WORDPRESS**

In this course, you will learn how to download and install WordPress on your computer to start creating sites locally. You will get familiar with WordPress’s interface, its best practices and the different ways that the software can be used, such as a blogging Platform and a Content Management System.

- **Coomera**: $170, 14 hours
  - 26 September 2015
  - 8am-3pm (2 Sessions)
This course introduces the concepts of simulating buildings using ArchiCAD software, which allows accurate, realistic 3D pictures of design concepts, including furniture and landscaping. You will be instructed on how to use the software package from a beginner to intermediate.

**ARCHICAD - LEVEL 1**

- **Coomera**
- **$400**
- **25 hours**
- **10 October 2015**
- **9am-2.30pm (5 Sessions)**

This course assumes no knowledge of AutoCAD, and begins with the basics. Students are introduced to the drafting capabilities of the program, followed by the modifying/editing functions. Various exercises and two mechanical drawings are offered.

**AUTOCAD - LEVEL 1**

- **Coomera**
- **$400**
- **24 hours**
- **24 October 2015**
- **8am-2.30pm (4 Sessions)**

This course advances your skills from the AutoCAD - Level 1 course, showing how AutoCAD is used in the workplace. Several projects are offered, including isometric drawing, survey drawing, external references, attribute extraction into Excel and more.

**AUTOCAD - LEVEL 2**

- **Coomera**
- **$400**
- **24 hours**
- **26 September 2015**
- **8am-2.30pm (4 Sessions)**
Students completing this 9 week course will gain an in-depth knowledge of how to use the defacto image manipulation software - Adobe Photoshop Creative Cloud on the Windows platform.

ADOBE PHOTOSHOP CC
BEGINNER TO INTERMEDIATE

Coomera $360 27 hours
12 October 2015
6pm-9pm (9 Sessions)

If you are interested in learning about the creation and editing of vector artwork such as logos, illustrations and graphic artwork then we recommend you complete this short course.

ADOBE ILLUSTRATOR CC
BEGINNER TO INTERMEDIATE

Coomera $380 24 hours
24 October 2015
8am-12:15pm (6 Sessions)
Love the idea of pursuing a career with animals but not quite sure where to start? Our 5 week course will give you an insider’s overview of life as a Veterinary Nurse. Get a jump start on the skills and knowledge required to succeed in this competitive but rewarding industry.

- **Southport** $250 15 hours
  - 2 November 2015
  - 6pm-9pm (5 Sessions)

Have you ever thought about entering the world of volunteering? Now’s your chance! Enrol in the volunteering course to learn all about volunteering and how you can make a difference! Explore the wide range of options from sports involvement to environmental work.

- **Southport** $130 10 hours
  - 15 October 2015
  - 6pm-8.30pm (4 Sessions)
COOKING MASTERCLASS -
DINNER IN A DASH

Learn easy ways to master any dinner fit for family and friends. It will include lots of hints to make cooking motivating, fast and enjoyable and most of all a lot of fun.

- **Ashmore** $95 4 hours
  - 17 September 2015 5pm-9pm (1 Session)

COOKING MASTERCLASS -
ITALIAN CUISINE

This is a hands-on workshop where you will learn to prepare and cook delicious Italian recipes with teacher Home Economist Liz Affleck. Prepare and enjoy traditional and some very classic Italian recipes made easily with a modern, Australian twist.

- **Ashmore** $95 4 hours
  - 15 October 2015 5pm-9pm (1 Session)

INTRODUCTION TO HOLISTIC
FOOD PREPARATION

Come and learn the art of preparing healthy, clean, natural, light tasting food at an economical cost with teacher Max Chong. This is a workshop where you will learn to prepare and cook a variety of healthy food; demonstrations will be given by the teacher throughout this course.

- **Ashmore** $85 3 ½ hours
  - 3 September 2015 5.30pm-9pm (1 Session)

FRENCH PATISSERIE
BAKING

Learn the fundamental techniques to making French pastry! This is a hands-on workshop where you will learn to prepare and cook delicious pastries, breads and baked delights with teacher Max Chong.

- **Ashmore** $375 17 ½ hours
  - 14 October 2015 5.30pm-9pm (5 Sessions)

SHABBY CHIC CUPCAKES
AND DESIGNER BITES

Designer bites and shabby chic is “the Vogue”. Learn how to go the extra mile in small bites. This two week course is packed full of fun and exciting ideas and will give the designer decorator the leading edge in making any sweet party favour from yummy bites to wedding couture favours.

- **Southport** $175 8 hours
  - 3 October 2015 8am-12pm (2 Sessions)

ABC CAKE DECORATING -
PART 1

Learn the art of cake decorating, including Royal Icing work, piped flowers, covering a cake, sugar moulding and flood work. By the end of the course you’ll be impressing family and friends with your amazing new skills!

- **Southport** $400 24 hours
  - 24 October 2015 8am-12pm (6 Sessions)
FLORISTRY 2 - INTERMEDIATE

This course will extend those with a basic understanding of flowers, plant material and design concepts. You will explore your creativity and incorporate other mediums to enhance your designs getting inspiration from the endless textures, colours and contrasts from the world we live in.

Ashmore  $390  18 hours
22 September 2015 6pm-9pm (6 Sessions)

BASICS OF SILVERSMITHING

This 6 week course will introduce students to some core Silversmithing techniques. These will include sawing, saw piercing, drilling, filing, sanding, polishing and basic stone setting. Participants will be encouraged to create a pair of drop earrings, bracelet and a pendant.

Ashmore  $350  18 hours
19 October 2015 6pm-9pm (6 Sessions)

PHOTOGRAPHY - DIGITAL ESSENTIALS (SLR TYPE)

If you have just acquired a DSLR camera whether as a purchase, gift or hand me down and are frustrated by it not producing the photos you want, then this is the course for you.

Southport  $280  20 hours
1 September 2015 6.30pm-9pm (8 Sessions)
28 October 2015 6.30pm-9pm (8 Sessions)

PHOTOGRAPHY - BEYOND THE BASICS

If you already know how to operate your camera and are comfortable with your knowledge of most of its functions, this is the course you are looking for. Learn how to put that “wow” factor into digital photos.

Southport  $280  20 hours
13 October 2015 6.30pm-9pm (8 Sessions)

CREATIVE WRITING

Inside every person there is at least one great book waiting to be liberated – maybe the next best seller. This two-day program will equip you with the knowledge and skills you need to get started on your writing career.

Southport  $195  14 hours
5 September 2015 9.30am-4.30pm (2 Sessions)

CREATIVE WRITING - ADVANCED

This program is designed as a follow-up to ‘Creative Writing’ and was developed in response to demand from those who had successfully completed the program and wanted to learn more. It offers participants the opportunity to further expand their knowledge and skills.

Southport  $225  14 hours
26 September 2015 9.30am-4.30pm (2 Sessions)
**FRENCH CONVERSATION - LEVEL 1**

The focus of this course is to master the basics and it has been devised to offer the maximum exposure to the French language and culture. A mini-immersion style will be used in class, with French language used increasingly to familiarise students with sounds and nuances of the language.

- **Location**: Southport
- **Date**: 14 October 2015
- **Time**: 6pm-8.30pm
- **Duration**: 8 Sessions
- **Fees**: $250
- **Hours**: 20 hours

**ITALIAN INTRODUCTION - LEVEL 1**

On completion of this course student will be able to understand and use simple Italian sentences, introduce themselves, give personal information, basic socialising, make simple enquiries about restaurants and hotel reservations, departures and arrivals, time, numbers, street directions, car hire etc.

- **Location**: Southport
- **Date**: 1 September 2015
- **Time**: 6pm-8.30pm
- **Duration**: 8 Sessions
- **Fees**: $250
- **Hours**: 20 hours

**ITALIAN CONVERSATION - LEVEL 2**

Upgrading from Level 1 Italian, this course places emphasis on communication skills, appointments and opinions. Students will also learn to talk about their hobbies, health, the weather, describing people and organising a party. Students will be asked to read and verbally summarise a text and to interact in Italian.

- **Location**: Southport
- **Date**: 27 October 2015
- **Time**: 6pm-8.30pm
- **Duration**: 8 Sessions
- **Fees**: $250
- **Hours**: 20 hours

**JAPANESE - LEVEL 1**

Air tickets are cheaper so it’s a great chance to go to Japan! This course is designed by Junko for absolute beginners who want to learn necessary travel phrases, how to pronounce place names, order meals, shop and how to get around. Full of fun activities that focus on speaking and listening skills.

- **Location**: Southport
- **Date**: 1 October 2015
- **Time**: 6.30pm-8.30pm
- **Duration**: 10 Sessions
- **Fees**: $250
- **Hours**: 20 hours

**JAPANESE - LEVEL 2 AND 3**

Do you know a little Japanese but want to learn more? This course combines Japanese Level 2 and Japanese Level 3. Students can enrol into this course whether they want to continue their previous knowledge of Level 1 and learn Japanese 2, or if they have a lot of knowledge and want to learn Japanese 3.

- **Location**: Southport
- **Date**: 30 September 2015
- **Time**: 6.30pm-8.30pm
- **Duration**: 10 Sessions
- **Fees**: $250
- **Hours**: 20 hours
Spanish - Level 1 embraces a broad spectrum of communication skills, with the goal of developing a positive attitude and excitement towards learning the Spanish language.

Southport  $250  20 hours
26 October 2015 6pm-8.30pm (8 Sessions)

Spanish - Level 2

Explore the meanings of words and phrases in the context of real life situations. Learn vocabulary and grammar and how to use them in conversations, then practice your skills with interactive fun games.

Southport  $250  20 hours
22 October 2015 6pm-8.30pm (8 Sessions)

MANDARIN CHINESE - LEVEL 1

This introductory course will teach you basic spoken Chinese including common expressions, greetings and farewells. The student will be able to use familiar everyday expressions and very basic phrases. You will get started in Mandarin Chinese using role play, activities and basic conversations.

Southport  $265  20 hours
13 October 2015 6pm-8.30pm (10 Sessions)

MANDARIN CHINESE - LEVEL 2

This course is upgrading from Level 1 Chinese Mandarin. It gives students the chance to polish all the vocabulary, conversation and grammar skills learned in Level 1. This level will focus on speaking, basic writing and developing listening & reading skills. It includes role play, activities and conversations.

Southport  $265  20 hours
7 October 2015 6pm-8.30pm (10 Sessions)

MANDARIN CHINESE - LEVEL 1

Southport  $170  10 hours
26 October 2015 5.30pm-7.30pm (5 Sessions)

MANDARIN CHINESE - LEVEL 2

This course is upgrading from Level 1 Chinese Mandarin. It gives students the chance to polish all the vocabulary, conversation and grammar skills learned in Level 1. This level will focus on speaking, basic writing and developing listening & reading skills. It includes role play, activities and conversations.

Southport  $265  20 hours
7 October 2015 6pm-8.30pm (10 Sessions)

GERMAN FOR ADVANCED BEGINNERS

Are you planning to travel to a German speaking country or do you need to learn German for work purposes? Whatever your reasons might be – you can expand your knowledge by attending this course that is tailored to those who have already had approximately 10 basic German lessons.

Southport  $170  10 hours
26 October 2015 5.30pm-7.30pm (5 Sessions)
## SHORT COURSE LIST

### BUSINESS
- Accounting for Non Accountants
- Blogging for Business
- Develop Career & Study Pathways  **NEW**
- Human Resources & People Management for Small Business
- Internet Marketing
- Introduction to Accounting
- Introduction to the Stockmarket
- Marketing for Small Business
- MYOB Accounting
- MYOB Advanced
- MYOB Essentials
- MYOB Payroll
- Public Speaking Today
- Social Networking
- Selling and Customer Communication
- Starting and Managing a Small Business
- Taking your Business Online (Bundle)
- Understanding Basic Small Business Taxation
- XERO Accounting
- XERO Accounting Payroll

### COMPUTERS
- Adobe Illustrator CC  
  Beginner to Intermediate
- Adobe InDesign CC  
  Beginner to Intermediate
- Archi CAD - Level 1
- AutoCAD - Level 1 & Level 2
- AutoCAD 3D
- Build a Web Site with WordPress
- Computers for Beginners
- Introduction to the Stockmarket
- Adobe Photoshop CC  
  Beginner to Intermediate
- Revit CAD Design Essentials & Level 2
- Web Design Using Adobe Dreamweaver  
  CC Beginner to Intermediate

### HEALTH & COMMUNITY SERVICES
- Introduction to Veterinary Nursing  **NEW**
- Introduction to Volunteering  **NEW**
LEISURE

- ABC Cake Decorating Part 1
- ABC Cake Decorating Part 2 - Advanced Royal Icing
- Chocolate & Sugar Modelling - the ABC Cake Decorating Way
- Shabby Chic Cupcakes & Designer Bites
- Basics of Silversmithing
- Be Food Safe
- Chinese Cooking Masterclass: Favourite Chinese Roast
- Creative Writing
- Creative Writing - Advanced
- Floristry 1 - Introduction
- Floristry 2 - Intermediate
- Floristry - Bridal Flowers
- French Patisserie Baking
- Introduction to Holistic Preparation of Food
- Photography Beyond the Basics
- Photography Digital Essentials
- Cooking Masterclass Series NEW
- Thai Cooking Masterclass: Popular Thai Stirfry

LANGUAGES

- French Conversation - Level 1 & Level 2
- German for Absolute Beginners
- German for Advanced Beginners
- Italian Introduction - Level 1
- Italian Conversation - Level 2
- Japanese - Level 1 & Level 2
- Mandarin Chinese Level - 1, 2 & 3
- Russian for Beginners
- Spanish Conversation - Level 1 & 2

MICROSOFT OFFICE

- Microsoft Word - Introduction
- Microsoft Excel - Introduction
- Microsoft Outlook - Introduction
- Microsoft Word - Intermediate
- Microsoft Excel - Intermediate
- Microsoft Outlook - Intermediate
- Microsoft Word - Advanced
- Microsoft Excel - Advanced
TAFE QUEENSLAND GOLD COAST LOCATIONS

Coolangatta
5 Scott St
Coolangatta QLD 4225

Coomera Creative
198 Foxwell Rd
Coomera QLD 4209

Coomera Marine
50 Waterway Dr
Coomera QLD 4209

Southport
91-99 Scarborough St
Southport QLD 4215

Trades Training Centre
Ashmore
Cnr Heeb St & Benowa Rd
Ashmore QLD 4214

MAILING ADDRESS
TAFE Queensland Gold Coast
PO Box 5547
GCMC QLD 9726

CUSTOMER SERVICE HOURS
8am – 5pm Monday to Friday
9am – 5pm Wednesday

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