



Courses commencing throughout 2010

APPLIED BUSINESS:

NZIM CERTIFICATE IN MANAGEMENT

Delivered via four interactive Saturday morning workshops and supplemented by online resources. Develop your knowledge and skills in personal, workplace and enterprise management – and gain practical experience applying business theory to simulated and real settings. Note: Participants need to have access to a computer and the Internet.

802 Introduction to Marketing

Date: Starts April 17

Day: Saturdays

Time: 9.00am to 1.00pm

HOSPITALITY:

SALE OF LIQUOR ACT: MANAGER'S SEMINAR

This two day seminar provides comprehensive training to prepare for a supervisory position in a licensed premise, and intend to apply for their General Manager's Certificate. The seminar concludes with the NZQA assessments; Unit 4646 – Knowledge of Sale of Liquor Act (1989) and Unit 16705 – Knowledge of Host Responsibility Requirements.

Date: April 23 and 26

Day: Friday and Monday

Time: 8.45am to 5.00pm

FOOD SAFETY UNIT 167

This theory and practical course explains the legislation of food safety. It is a legal requirement for anyone employed in a food premises to attend and successfully complete a food safety course as

covered in the DCC Food Safety By-Law 2005. This course is recommended for ALL people working, or preparing to work, in a food business.

Date: June 18

Day: Friday

Time: 8.30am to 5.00pm

FOOD SAFETY UNIT 168

During this course students make an in-depth study of the food contamination hazards and their prevention. An introduction to food control plans based on HACCP is included. Unit Standard 167 should be successfully completed before entering this course (4 credits, Level 3).

Date: April 12 and 13

Day: Monday and Tuesday

Time: 8.30am to 4.30pm

EDUCATIONAL DEVELOPMENT

GRADUATE CERTIFICATE IN TERTIARY LEARNING AND TEACHING (LEVEL 7)

Writing for Journal Publication

The course provides participants with a scholarly writing framework and support strategies to enable them to transform aspects of their practice and/or research into publishable journal articles. This is offered as a series of face to face workshops supported by self-directed learning.

Date: April 21 to October 13

Face-to-Face Workshops: April 21, May 5 and 19, June 2, August 4

Day: Wednesdays

Time: 9.00am to 12.00pm (Note: April 21, June 2, August 4 – Finish: 4.00pm)

Education for Sustainability

This course assists participants to learn the concepts around Education for Sustainability and develop ideas on how to apply these to their own teaching. This is offered online and is approximately eight weeks in duration with flexibility. Enrolment is available throughout the year.

Date: Enrolment is available throughout the year.

Assessing For Prior Learning

This course offers understandings into the principles and practices of recognising prior learning. It explores how evidence can be gathered and presented and sound assessment decisions made. This

is offered online with negotiated individual support and is approximately 10 weeks in duration with flexibility.

Date: Enrolment is available throughout the year.

Gaining Foundation Skills for Learning and Teaching (Level 5)

This course provides an introduction to adult learning styles, basic teaching and learning strategies, preparation of an education session and core assessment principles and practices.

Date: Enrolment is available throughout the year.

CERTIFICATE IN MATA Ā AO MĀORI (LEVEL 4)

Introduction to Te Tiriti o Waitangi

This two-day workshop aims to provide an environment in which people can explore the Treaty of Waitangi and its implications in a non-confrontational, participatory process. This learning framework enables participants to understand the historical context of the Treaty as well as the contemporary debate and its relevance. The content reflects the outcomes of unit standard 7926, while retaining a focus on Kai Tahu as mana whenua and developing appropriate professional relationships with them.

Date: April 13 and 14

Day: Tuesday and Wednesday

Time: Two Day Workshop

NATIONAL CERTIFICATE IN ADULT EDUCATION AND TRAINING (LEVEL 4)

US4098 Assessing Competency

This two-day workshop is suitable for people who use competency based assessment tools, whether in a work setting or a training room. It will suit both tutors and those wishing to become registered workplace assessors. There are two follow-on assessment tasks to be carried out to show skill in preparing for assessment, carrying it out and attending to the follow-up administration. Ongoing access to the workshop facilitator is included.

Date: April 29 and 30

Day: Tuesday and Wednesday

Time: Two Day Workshop

This course is also available online.

DIGITAL PHOTOGRAPHY

Beginners' Digital Photography

A practical course in digital photography tailored for people who have recently bought a digital camera, or have one that they are unsure of using properly and would like to improve their skills.

Date: May 25 to June 29

Day: Tuesdays

Time: 7.00pm to 9.00pm

Beginners' Photoshop

This course is aimed at people who wish to learn basic Photoshop skills. There is no photographic content, other than using photos within the programmes. Pictures/photos for manipulation will be supplied during the course and the opportunity of working with your own images is also included. It is advantageous for students to have access to their own computers for off-site assignments and practice. The course will use Adobe Photoshop as the main image manipulation programme.

Date: April 14 to May 19

Day: Wednesdays

Time: 7.00pm to 9.00pm

DSLR

This course is aimed specifically at people who have been using their digital SLR cameras, know how to operate them and would like to try out some of the more advanced features in a practical manner.

Date: April 13 to May 18

Day: Tuesdays

Time: 7.00pm to 9.00pm

HORT TALK

Plant Symbolism Across the Ages

Plants are part of nature but people use them as cultural symbols. Representations of plants are everywhere, offering food for thought. Get a fresh insight into plants in art, money, architecture and literature.

Presented By: Claire van Loon Sim (Information Centre Coordinator, Dunedin Botanic Garden)

Date: April 9

Day: Friday

Time: 12.00pm

Venue: Botanic Garden Centre, Upper Lovelock Avenue