



**AORERE COLLEGE**  
**ADULT & COMMUNITY**  
**EDUCATION**



Portage Road, PAPATOETOE

**“ Promoting Life-Long Learning”**

**TERM 3: PROGRAMME 2010**

Classes are **6.30 – 8.30pm**

Classes will start the week of

**Tuesday 27<sup>th</sup> & Wednesday 28<sup>th</sup> July, 2010**

To Enrol: Phone **2790-671**

From: **Monday 19 July, 2010**

Call in at the Community Office during school hours

**9am – 2pm or 6pm – 7pm**

(Tuesday & Wednesday evenings)

**Postal Address:**

**Aorere College Adult & Community Education**

**P.O. Box 23084**

**Hunters Corner**

**MANUKAU 2155**

**Fax: 2790-640**

**[www.aorere.ac.nz](http://www.aorere.ac.nz)**

Tangi Malcolm – Secretary

## TUESDAY

### All Classes are from 6.30 – 8.30pm

#### TE REO MAORI – Beginners & Intermediate

Donald Harris - E nga Iwi E nga Karangaranga maha o te Ao nei. Nau mai haere mai. Haere mai ki te whakako i te reo Maori o Aotearoa. To all people come and learn the Maori Language of New Zealand. Begin to learn or expand your knowledge of Te Reo.

**Starts July 27 for 7wks. Fee \$20**

#### MS WORD - COMPUTER for Absolute Beginners

Ioana Hunt-Masiasomua – In this course you have a real teacher who will help you learn the basics – icons, save, text, copy and paste, clip art, use Word and much more. You'll have a set of notes to help you remember things and you will get individual help. Essential skill. Certificate.

**Starts July 27 for 7wks. Fee \$20**

#### ENGLISH LANGUAGE CLASSES – ESOL

Akenese Pelasio, Nisha Sahid

Experienced teachers offer **2 different level classes**. Learn to speak, listen to, read, write and understand everyday English used in New Zealand. Develop English speaking skills and pronunciation.

**English - Beginners:** For those who have no English at all. Basic skills of alphabet, simple vocabulary, pronunciation.

**English Intermediate:** For students who are becoming confident with English but need to develop fluency and language in grammar.

**Starts Tuesday 27 July & Wednesday 28 July for 7wks. Fee \$20**

#### MYOB – Computerised Accounting for Small Business

Rajendaran Naidu (BA, CA, MAIM, MBA, IABT) Operate and manage your accounts using "Mind Your Own Business". Covers set up procedures, debtor/credit card, listings, sales/purchases, invoicing, purchases payments, GST, profit & loss, balance sheet and bank reconciliation. Basic computer skills needed. Certificate.

**Starts 27 July for 7wks. Fee \$30**

#### WOODWORK SKILLS – Using a project approach – Make a table

Mohammed Nisaar - You will learn many essential woodworking skills – measuring, sawing, joinery, glueing and using different tools. You can then carry these skills onto other projects. Timber is extra. Requirements given on first night. All welcome.

**Starts July 27 for 7wks. Fee \$20**

#### BASIC READING, WRITING & SPELLING – Adult Literacy

Margaret Shortt - For English speakers who wish to improve their basic literacy skills and gain confidence in a small group. If you know someone who has reading difficulties – tell them about this class. **Starts 27 July for 7wks. Fee \$10**

## **ENGLISH LANGUAGE - ESOL**

Continues from Tuesday night, 6.30 – 8.30pm.

## **CAKE DECORATING – Beginners**

Marj McLaren - Learn how to cover a cake and decorate cakes for that special occasion. Learn the use of different types of icing, piping, moulded blossoms, leaves, lilies and roses, bows and drapes. Material cost extra, list given on first night.

**Starts July 27 for 7wks. Fee \$20**

## **BOOKKEEPING - ACCOUNTING Basics**

Riena Prakash – Practical course covering basic understanding of keeping accounts – income, expenditure, GST, PAYE, assets, cash book, bank reconciliation, how to file things, records. Essential for business / job seekers.

**Starts July 27 for 7wks. Fee \$20. Certificate**

## **LEARNERS LICENCE – Road Code Theory Stage 1**

Harry Barrett – In this class you will be taken through the NZ road rules and the information you need to prepare for the Road Code Theory test. Experienced tutor. Testing fee is extra (\$79). Tutor will help you with test details and booking.

**Starts July 27 for 4 - 6wks. Fee \$20**

## **GUITAR – 6 String Guitar for Beginners**

Vernon Katipa - Learn the chords, finger picking and strumming using popular guitar tunes and songs. Vernon is well known throughout the music scene for his guitar skills. You'll need to bring your own guitar. Numbers are limited so be quick to enrol. Vernon is an excellent teacher and you'll have fun and learn heaps.

**Starts July 27 for 7wks, 7pm – 8pm. Fee \$20**

## **SAMOAN LANGUAGE – Beginners**

Tulaga Iosefa- Talofa Lava. Emphasis on conversational and written Samoan in everyday situations. Certificate. Excellent tutor.

**Starts July 27 for 7wks. Fee \$20**

## **GOING INTO BUSINESS TAX SEMINAR - IRD**

A course run by Inland Revenue. For exiting and new businesses. Save time and money by finding out about business tax management skills. Covers tax obligations, record keeping, filing returns, GST and Online Services. Up to date information. 2 nights session.

**Starts July 27 & August 3, 6 – 8.30pm. Fee \$5**

## **RENTAL INCOME**

Run by Inland Revenue. How to calculate net profit from rental, what expenses to claim for, GST and rental income. Calculate depreciation. How do you treat boarders/flatmates. All your questions answered. Notes provided. “**Tools for Business**” – Inland Revenue’s new online help. Online return filing process. IR 3R rental schedule form explained.

**Starts August 10 for 1 night only, 6 – 8.30pm. Fee \$5**

## **EMPLOYER KIWISAVER SEMINAR**

Inland Revenue. For new employers. All about tax codes, obligations, PAYE due dates, Kiwisaver, other deductions. Return filing procedures, IR-file, Online filing options, Kiwisaver eligibility and employer contributions. Notes provided. **"Tools for Business"** – Inland Revenue's new online help. **Starts August 17 for 1 night only, 6 – 8.30pm. \$5**

## **NZ DEFENSIVE DRIVING COURSE**

Ray Strong – South Auckland Defensive Driving. Teaches you to steer clear of danger, recognize hazards and deal with them. For those who have held their Restricted Licence for more than 6 months. **Starts July 27 for 4wks, 6.30-8.30pm. Fee \$140. Ring: 2782-779 to enrol.**



## **Wednesday**

**All Classes are from 6.30 – 8.30pm**

### **COMPUTER – Intermediate**

Ioana Hunt - Masiasomua - For those who are past the beginners stage. Use MS Word to get you going on documents, formatting, tabs, tables, templates, creating files importing graphics and other things you want to know. Certificate.

**Starts July 28 for 7wks. Fee \$20**

### **HARAKEKE – Maori Arts**

Annie Ah Mu – Learn the Maori protocols of Harakeke (tikanga, kawa, karakia, some basic Te Reo) and its basic weaving techniques and art forms. How to weave a putiputi, star, fish, small kete,

**Starts July 28 for 7wks. Fee \$20**

### **RUNNING A SMALL BUSINESS – Planning, Management & Finances**

Riena Prakash - Thinking of starting your own business or improving your existing one? This course introduces you to the "know how" required to set up and run a small business. Covers setting up, management, marketing, cashbook, finances, cash flow, trouble shooting, employing staff, planning and budgeting.

**Starts July 28 for 7wks. Fee \$20 Certificate**

### **DESIGN YOUR OWN WEBSITE – For Beginners**

Bart Keesstra - Learn the basics of building a website and how it is published on the world wide web. Create attractive and professional web pages for yourself. Some computer knowledge required. **Starts July 28 for 7wks. Fee \$20**

### **SEWING – DRESSMAKING for Beginners**

Sue Tavaga - Save money, learn to sew garments for you and your family. Sue will teach you how to cut out and sew simple patterns. Bring pattern, material, thread, scissors and pins to first class. Machines supplied.

**Starts July 28 for 7wks. Fee \$20**

### **COOKING FOR MEN & WOMEN – Learn to Cook**

Peter Brett –Learn to cook simple dishes, fish, chicken, beef, vegetables from an experienced chef. You will also make some basic sauces, delicious desserts.

**Starts July 28 for 7wks. Fee \$20**

### **MS EXCEL SPREADSHEETS - Beginners**

Paoo Rere - Learn all the basics of Excel spreadsheet, creating new work book, editing data, insert/delete/rows/columns, formatting cells, all standard and formatting icons, chart/graphs, creating formulas addition, subtraction, multiplication, division and lots more.

**Starts July 28 for 7wks. Fee \$20 Certificate**

### **LEARNERS LICENCE – Road Code Theory Stage 1**

Harry Barrett – In this class you will be taken through the NZ road rules and the information you need to prepare for the Road Code Theory test. Experienced tutor. Testing fee is extra (\$79). Tutor will help you with test details and booking.

**Starts July 28 for 4 - 6wks. Fee \$20**

### **BASIC MATHS FOR ADULTS - Numeracy**

Lotu Ufi – for those who want to get better at doing the simple maths needed everyday or in the workplace. Percentages, measuring, volume, fractions, decimals, calculating discounts, division, multiplying, keeping a tally, millimeters, mls and grams, solve problems. No pressure. Certificate.

**Starts July 28 for 7wks. Fee \$10**

### **FLOWERS FOR Beginners**

Rosemary Weir – Create beautiful arrangements using a few flowers and a variety of foliage. Contemporary designs and styles. Flowers for home, church decoration, work, gifts and special occasions. List of materials will be posted.

**Starts July 28 for 7wks. Fee \$20**

### **MONEY MANAGEMENT – Sink or Swim!**

Raj Naidu – Take control of your finances with confidence. Assess your current financial position and learn practical tips on budgeting, saving, reducing debt, paying bills and planning for the future. Don't miss this. Certificate.

**Starts July 28 for 7wks. Fee \$20**

### **ESOL CLASS (Elementary) Daytime – St Johns Church Course**

Karen Deetlefs – English conversation, reading and writing at elementary to intermediate level. For people who have immigrated to New Zealand and wish to improve their confidence in using English. Enrol for two lessons a week.

**Starts Wednesday 28<sup>th</sup> and Friday 30<sup>th</sup> July, 9am – 11am for 8wks. Fee \$20**



### **COMMUNITY GROUPS**

If courses meet the appropriate criteria, we may be able to fund some Maori, Pasifika, New Migrant community group courses in Manurewa, Manukau, Otara, Otahuhu, Papatoetoe and Mangere.

**Phone: 2790-671 for information**

### **Community Education Fees:**

**FEES** must be paid by **Cheque** or **Cash** before the class starts. **EFTPOS** is not available. Fees can be paid at the Community Office between **9am – 2pm** or in the evening **Tuesday and Wednesday 6pm – 7pm** or can be posted.

**Parking:** Secure patrolled parking within school grounds.

**Smoking:** Smoking is not permitted anywhere on the school grounds.

**Policies:** The Board of Trustees sets all policies. Copies of Policies including Stakeholders Policy, Complaints Policy are available at the school office.



### **Postal Address:**

**Aorere College Adult & Community Education  
P.O. Box 23084, Hunters Corner  
MANUKAU 2155**

**Phone: 2790-671**

**Fax: 2790-640**

**Email: [tmalcolm@aorere.ac.nz](mailto:tmalcolm@aorere.ac.nz)**

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