

| <b>ERM 3 SHORT COURSES 2021</b> |  |   |              |            |                                |             |
|---------------------------------|--|---|--------------|------------|--------------------------------|-------------|
| <b>Course Name</b>              | <b>Course Description</b>  | <b>Target Market</b>  | <b>Hours</b> | <b>Fee</b> | <b>Delivery schedule</b>       | <b>Room</b> |
| <b>Basic Drainage</b>           | Basic drainage will allow learners to go through the basic and primary principles of sanitary drainage. This will include pipe sizing, laying of drains, identifying plumbing symbols and  | Current construction and plumbing employees   | 36 hrs       | \$60       | Monday, Wednesday<br>6 weeks   | PW          |
| <b>Basic Roofing</b>            | Basic roofing will allow learners to go through the basic and primary principles of roofing. Roofing as one the major components of a Construction Industry, learners will learn some basic and important rules and procedures of roofing worldwide including determining the number of roofing sheets and fasteners needed for a job. This course will utilize HB39-2015 (updated version of the Australian Standard on roofing) to liaise with the | Public, current construction and plumbing employees   | 36 hrs       | \$60       | Tuesdays, Thursdays<br>6 weeks | PW          |
| <b>Estimating and costing</b>   | The course involves calculating the total building costs of a construction work based on probabilities. After successful completion of this course, you will be able to calculate and prepare estimate   | Current employes in a constru   | 30 hrs       | \$50       | Monday & Wednesday<br>5 weeks  | CW          |
| <b>AutoCAD Stage 2</b>          | This level of AutoCAD course will teach students how to design objects or items that can be produced such as auto parts, chairs, tables, wardrobes, shelves, meat cupboards etc. Students will also learn how to put their designs on sheets so they can be printed and  | For students who have passed AutoCAD stage 1 Level with a minimum of 65% and those who have done drafting in their workplace or as a hoppy and willing to pursue further in AutoCAD | 45 hours     | \$70       | Thursday & Friday              | lab 2       |

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| <b>Construct, assemble and install internal and external timber stairs</b> | This course covers the basic knowledge and skills needed to construct, assemble and install internal and external timber stairs with one or more   | Current employes in a constru   | 36 hrs | \$60 | Tuesday & Thursday            | CW     |
| <b>Test and Tag and repair for electrical appliance</b>                    | This course covers attaching flexible cords and plugs to electrical equipment for connection to supplies up to 230V a.c. This may be incidental to or a primary and regular function of work related to a principle function in the workplace. It encompasses working safely, identifying plug configurations, selecting and using testing and | People with good knowledge on how to use electrical meters.   | 36 hrs | \$60 | Monday & Wednesday<br>6 weeks | EW     |
| <b>Solar PV Systems</b>  | This course covers designing of a stand-alone PV system. It encompasses working safely, sizing a stand-alone PV  | Anyone who wants to set up their own solar PV system at home  | 36 hrs | \$60 | Tuesday & Thursday<br>6 weeks | EW     |
| <b>Inspect and service cooling system</b>                                  | This course will introduce the safety on how to service and repair cooling system. After this course, students will be able to identify components and   | Anyone who is willing to learn about this system with an age between 17- 40.  | 30 hrs | \$50 | Tuesday & Thursday<br>5 weeks | AW     |
| <b>Inspect and Service Spark Ignition Engine</b>                           | After the completion of this course, students will be able to identify SI engine components and carry out  | Those who have completed and pass a short course certificate in Inspect and   | 30 hrs | \$50 | Monday & Wednesday<br>5 weeks | AW     |
| <b>Advanced English</b>  | The course provides Advanced English skills for adults who are proficient in English, but want to be more efficient in using the language almost everywhere. it consists of more advanced grammar points that will help participants to be more proficient in  | Adults and Government/NGO employees who want to become better users of English In almost all situations and settings.(Lecturers will check English ability in the first | 45 hrs | \$70 | Monday, Wednesday, Thursday   | Room 1 |

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| <b>English - Elementary level</b>             | This course focuses on the development of English communication skills, particularly speaking, listening, reading and writing using a variety of resources.  | Learners who wish to improve their basic English skills.(Lecturers will check English ability in the first week of the course to ensure                                       | 45 hrs   | \$70 | Monday, Wednesday, Thursday            | Room 2 |
| <b>English - Pre-Intermediate level</b>       | This course focuses on building and improving English proficiency, particularly speaking, listening, reading and writing using a variety of resources.   | Learners who have a good level of English and wish to improve their English skills to a more advanced level.  | 45 hrs   | \$70 | Monday, Wednesday, Thursday<br>5 weeks | Room 3 |
| <b>Mental Health</b>                          | This course introduces the study of mental health and wellbeing. It supports learners to develop understanding and resilience to promote positive mental health and  | Open to the public  | 30 hrs   | \$50 | Monday& Wednesday<br>5 weeks           | SONH   |
| <b>Introduction to Information Technology</b> | The focus of the IT Fundamentals course is the introduction of skills related to information technology  | Any interested participant who need to gain a wide range of Information   | 30 hrs   | \$50 | Monday& Wednesday<br>5 weeks           | Lab 4  |
| <b>Database Management</b>                    | This unit describes the skills and knowledge required to build a solid foundation to work effectively in using Microsoft Access. It applies to individuals who are required to work and modify existing Access database files used in an office organizations. | The interested public especially those who have already completed Form 5 upwards with computer literacy and the existing office workers. Any other willingness candidates can | 36 hrs   | \$60 | Monday& Wednesday<br><br>6 weeks       | lab 2  |
| <b>Secretarial studies</b>                    | This course will equip learners with a range of skills to take on support roles to key players in business, such as senior managers and executives and   | This course for those who have completed block one training conducted in Term   | 45 hours | \$70 | Monday& Wednesday& Friday              | SB     |
| <b>Developing office skills</b>               | This course will equip learners to understand the fundamental of basic office skills. It will also assist learners who wish to pursue administration jobs  | General Public* those who really want to develop their skills and knowledge as office workers, however they   | 42 hours | \$70 | Tuesday & Thursday<br>7 weeks          | SB     |

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| <b>Computer Accounting MYOB</b> | <p>The Computerised Accounting programme is designed to equip participants with computer-based Accounting skills for examination or career advancement purposes. This also facilitates the fast and efficient processing of business transactions,</p>   | <p>Participants must have prior knowledge of book-keeping or computing skills to undertake this programme</p>  | <p>45 hrs</p> | <p>\$70</p> | <p>Tuesday, Wednesday &amp; Thursday<br/>5 weeks</p> | <p>Lab 1</p> |
| <b>Basic Accounting</b>         | <p>In this unit of competency, students will learn the process of recording a company's financial transactions. It involves analyzing, summarizing and reporting these transactions to regulators, agencies and tax collection entities. Basic accounting is one of the key functions in almost all types of business.</p> <p>This course will cover the following topics</p> <ul style="list-style-type: none"> <li>- Accounting and Bookkeeping</li> <li>- Fundamentals of accounting and GST</li> <li>- Accounting Process (Source documents to financial reports)</li> </ul> | <p>Target Market Individuals hunting for jobs such as clerical accounts</p> <p>Students who have completed their high schools but are unfortunate to find employment (Refresher course)</p> <p>Individuals who don't have accounting backgrounds but want to change career for their own benefit</p> <p>Secondary students who wish to broaden their</p> | <p>45 hrs</p> | <p>\$70</p> | <p>Mon/Tues &amp; Thursday<br/>5 weeks</p>           | <p>lab 3</p> |

| Lecturer                |
|-------------------------|
| Taratobwa James         |
| Quddus A.<br>Terubentau |
| laotite Monite          |
| Nanotaake Tenge         |

Mariteeta Neemia

Obwaia Mataroa.

Teangngang Barekiau.

Clayden Tokamai

Touatineim lotita

Teutibita Nemta

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|                                     |
| Tearatu Taneai                      |
| Meei Karotu                         |
| <b>Ne Ieta Enari</b>                |
| Tokai Tetiura                       |
| Tebou Tetura                        |
| Tareere Kaitara/<br>Bairenga Temaka |
| Maretati Tulafunu                   |

Teburea Mwaio

Mamere  
Christopher