

# CONTINUING EDUCATION COURSES

## Month: September 2018



# ENROL TODAY!

Cook Islands Tertiary Training Institute is now accepting enrolments for the following Continuing Education Courses

Email contact | [study@citti.edu.ck](mailto:study@citti.edu.ck) Phone | 21471 Arorangi Campus or 22628 Ngatangia Campus

SEPTEMBER 2018	DATE	TIME	COURSE TITLE AND DESCRIPTION	VENUE	FEE	RESOURCES
	01-Sep Saturday 1 week	11am - 2pm	<b>Bee Keeping Club: Introduction to Bees</b> Join our group of Bee enthusiasts as we learn about the collection, housing and care of care of these amazing creatures. Bring the pollinators back to your garden.	Room 1 Trades Campus Arorangi	\$30.00	Protective Gear, Pen and Paper.
	3 - 10 Sept Mon, Fri, Mon 2 weeks	5pm - 8pm	<b>Cooking with Ray Roumanu</b> Come along and learn how to cook a series of three course meals from a local expert. Liven up your home cooking by gaining tips from an expert professional.	Kitchen Hospitality Campus Ngatangia	\$100.00	Covered shoes and Apron.
	3 - 5 Sep Mon, Tues, Wed 1 week	5pm - 7pm	<b>Understanding Hotel Management</b> Come along and learn how the divisions of a hotel work together to create an effective business. Identifying strengths, weaknesses and effective marketing practices.	Boardroom Hospitality Campus Ngatangia	\$30.00	Pen and Paper.
	3 - 13 Sep Mon, Thurs 2 weeks	5pm - 8pm	<b>Conversational Maori</b> Learn conversational Maori in everyday situations. De-code the mysteries of our beautiful language in a comfortable and inclusive space.	Room 4 Trades Campus Arorangi	\$30.00	Pen and Paper.
	4 - 11 Sep Tues 2 weeks	5pm - 7pm	<b>Public Speaking in English</b> This short course will expose you to the skills to develop as a public speaker in English. Our experienced tutor will train you to speak confidently and proficiently.	Room 4 Trades Campus Arorangi	\$30.00	Pen and Paper.
	5 - 27 Sep Wed, Thurs 4 weeks	5pm - 7pm	<b>Mind your Own Business (M.Y.O.B) course</b> Understand the MYOB accounting package for small businesses. Keep track of your accounting transactions using this software. Furthering the success of your small business.	Tereora College Nikao	\$100.00	Computer
	4 - 6 Sep Mon, Tues, Wed 1 week	5pm - 7pm	<b>Grafting Trees and Shrubs</b> Learn how to graft trees and shrubs to duplicate the same plant. Share your plants with family and friends in a suitable and informed way.	Ministry of Agriculture Arorangi	\$40.00	TBC
	4 - 18 Sep Tues 3 weeks	5pm - 8pm	<b>Panel Beating: Stage 2</b> Continue learning the Panel Beating skills from an experienced local tutor. Dent repair, panel beating, filling and finishing.	Room 3 Trades Campus Arorangi	\$40.00	Covered shoes and overalls
	3 - 5 Sep Mon, Tues, Wed 1 week	5pm - 7pm	<b>Introduction to Hair Cutting</b> This short course will introduce you to the basics of hair-cutting. Come along and learn about hair shaping and trimming.	Salon Hospitality Campus Ngatangia	\$40.00	Scissors and clippers
	6 - 27 Sep Thurs 4 weeks	5pm - 8pm	<b>Rakei with Maya (Craft/Jewellery)</b> This short course will teach participants how to make island inspired adornments from locally sourced materials. For example shell and seed ear-rings.	Room 1 Trades Campus Arorangi	\$40.00	Needle, Cotton, Scissors and a collection of shells and seeds
	10 - 17 Sep Mon	5pm - 7pm	<b>House Building: Step 3</b> This short course will continue your introduction to the complex and intricate process of building a house. Come and learn how to understand profiling and	Room 5 Trades Campus	\$30.00	Pen and Paper.

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2 weeks		setting out on site.	Arorangi		
10 Sep - 1 Oct Mon 4 weeks	5pm - 8pm	<b>Build Furniture</b> Build a piece of furniture of your choice. Learn how to use small electrical tools and hand tools. Design and build with confidence.	Room 6 Trades Campus Ngatangia	\$60.00	Paper/HB pencil, rubber & ruler. Materials for your furniture
10 Sep - 1 Oct Mon 4 weeks	5pm - 7pm	<b>Introduction to Auto-Electronics</b> Learn how to test circuits, change bulbs and the basics of automotive electronics. Improve your abilities in fixing your own vehicle's electrical problems.	Room 3 Trades Campus Arorangi	\$50.00	Covered Shoes
10 - 19 Sep Mon, Tues, Wed 2 weeks	4.30pm - 6.30pm	<b>Block Printing with Katu</b> Come along and enjoy creating patterns and designs to personalise your linen and fabric.	Workshop Deck Trades Campus Arorangi	\$50.00	Paper/HB pencil, rubber and Fabric
10 - 12 Sep Tues, Wed, Thurs 1 week	5pm - 7pm	<b>Upgrade Your Computing Skills: Beginner</b> These sessions will cover a range of computer skills and applications, eg: Microsoft Word/Excel/PowerPoint the responds to the needs of the group.	Media Room Hospitality Campus Ngatangia	\$40.00	Laptop if available
11 - 13 Sep Tues, Wed, Thurs 1 week	5pm - 7pm	<b>Land Workshop: Introduction to Land Laws</b> This series of lessons helps increase your land law knowledge. It includes modules on the Register of Titles, Successions and Occupation Rights.	Room 1 Trades Campus Arorangi	\$30.00	Pen and Paper.
11 - 13 Sep Tues, Wed, Thurs 1 week	5pm - 8pm	<b>Professional Development Short Course: Time Management</b> This short course is designed for those unfamiliar with the roles and responsibilities of the human resources manager and would like to learn more about time management.	Media Room Hospitality Campus Ngatangia	\$30.00	Pen and Paper.
18 -20 Sep Tues, Wed, Thurs 1 week	5pm - 7pm	<b>I.T. and Smartphone with Byron</b> Learn how to use your Smartphone to it's vast capabilities.Learn skills like; how to browse the web, send/receive emails and understand phone applications (APPS)	Bluesky Training Room Avarua	\$40.00	Smartphone and/or tablet
21 Sep - 19 Oct Friday 5 weeks	8.30am - 12.30pm	<b>Basic Counselling: Level 3; Train the Trainer</b> This level 2 course is the continuation of the Basic Counselling already delivered. These sessions are designed to improve the practice of the beginner Counsellor.	Room 1 Trades Campus Arorangi	\$100.00	Pen and Paper.
24 - 26 Sep Tues, Wed, Thurs 1 week	5pm - 7pm	<b>Upgrade Your Computing Skills: Intermediate</b> These sessions will cover a range of computer skills and applications, eg: Microsoft Word/Excel/PowerPoint the responds to the needs of the group.	Media Room Hospitality Campus Ngatangia	\$40.00	Laptop if available
24 Sep - 1 Oct Mon 2 weeks	5pm - 7pm	<b>Introduction to House Building (Step 1 repeated)</b> This short course will introduce you to the complex and intricate process of building a house in the Cook Islands.	Room 5 Trades Campus Arorangi	\$30.00	Pen and paper
24 Sep - 11 Oct Mon, Tues, Wed, Thurs 3 weeks	5.30pm - 8pm	<b>Sew a Dress (2 cohorts)</b> Come along and learn how to cut and sew a fitted dress to your measurements and design. Learn how to use a sewing machine confidently. Cohort 1 delivered Monday and Tues. Cohort 2 delivered Wednesday Thursday.	Room 1 Trades Campus Arorangi	\$50.00	Cotton Fabric, Cotton thread, Scissors, Sewing Kit, Sample Dress
25 - 27 Sep Tues, Wed, Thurs 1 week	5pm - 7pm	<b>Land Workshop: Level 2: Register of Titles and Successions</b> This Level 2 series of lessons will examine genealogies. Register of title ROT's, succession applications and revocation of succession orders. Referencing the relevant sections of the laws and case studies.	Chefs Room Hospitality Campus Ngatangia	\$30.00	R.O.T's Pen and Paper.
26 Sep - 17 Oct Wed 4 weeks	5pm 8pm	<b>Basic Car Maintenance / Fix my Small engine.</b> This class will cover the basics when servicing and maintaining your car. Come along and learn how to service your own vehicle.	Room 3 Trades Campus Arorangi	\$50.00	Covered Shoes
27 Sep - 25 Oct Thurs	5pm - 8pm	<b>Jewellery: Beginner</b> Come along and learn how to make Sterling Silver jewellery from an expert. Uncover the tricks of the trade like soldering rings, polishing finished products	Te Aranui Gallery Avarua	\$100.00	Pen and Paper

September 5 weeks and designing originals.

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**Disclaimer:** *If minimum numbers are not met, courses will be postponed or cancelled.*

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***Online enquiries and/or pre-enrolments are not confirmed until course fee 's are received.***

***Students under the age of 16 need to enrol with a guardian and with special permission from the coordinator (and tutor).***

***Reimbursements will not be given on enrolments after 1 week before delivery of course content.***

***To secure the enrolment, payment needs to be received at one of the CITTI offices.***

***Courses can be cancelled up to and including the day of delivery.***

***Additional costs and/or resources may be charged or required by learners, subject to course requirements.***