



- **Automotive (Light Vehicle)**

⇒ The Automotive Light Vehicle course focuses on petrol and diesel engines and the vehicles that utilize them. It is a highly popular and essential course, as transportation is a key aspect of modern life. Instructors begin with basic tools and gradually advance to maintenance, servicing, and the varied techniques required for different vehicles. While the initial work is straightforward, it becomes increasingly complex as students deepen their subject knowledge. The trade has established competency standards aligned with industry requirements, which are taught in a modular format across three levels.

- **Office Administration**

⇒ The Office Administration course equips students with essential skills and knowledge for success in a modern office setting. The program covers topics such as office management, communication skills, record keeping, and the use of office technology and software.

Students will learn to manage administrative tasks, including scheduling, organizing files, and maintaining supplies, while emphasizing professional written and verbal communication.

Upon completion, students will be prepared for various administrative roles across industries, equipped with the confidence and skills to contribute to a productive office environment.



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# BOUGAINVILLE TECHNICAL COLLEGE



## COURSE INFORMATION





### • **Carpentry & Construction**

⇒ The teaching staff in the Carpentry Department guide students through the techniques of working with timber and concrete to construct residential buildings. Instruction begins with the fundamentals of various tools and how to interpret different architectural drawings. As the course progresses, students explore various aspects of construction. By the end of the modules, they will be equipped with the skills to undertake the construction of new buildings or the maintenance of existing struc-

### • **Plumbing**

⇒ The Plumbing course provides a comprehensive understanding of the skills required to succeed in the plumbing trade. As the number of homeowners continues to grow, the demand for skilled workers with plumbing expertise is increasing significantly. This course will cover essential topics, including plumbing systems, pipes and fixtures, plumbing tools and diagrams, as well as an understanding of drainage and water distribution systems.

### • **Commercial Cookery**

⇒ The Commercial Cookery course is designed to provide students with the essential skills and knowledge required for a successful career in the culinary industry. This hands-on program covers a wide range of topics, from foundational cooking techniques to advanced culinary practices, preparing students for various roles in commercial kitchens, restaurants, and other food service establishments. Upon completion of the course, students will be equipped with the skills and confidence needed to excel in various culinary roles, from line cooks to sous chefs.

### • **Electro Technology**

⇒ This course is designed to address the evolving needs of the diverse Electro-technology industry, which exposes learners to cutting-edge technology and offers numerous exciting career opportunities.

#### **Career Outcomes include**

- Performing basic electrical, refrigeration, and air conditioning tasks.
- Effectively communicating information in the workplace.
- Working safely with tools and equipment. Upon completing the required modules, students will have opportunities in Electrical, Refrigeration, and Air-conditioning workshops.

### • **Refrigeration**

⇒ The refrigeration section of the Electrical Department is a highly popular and in-demand course. In a tropical climate, maintaining cool temperatures is crucial, making this trade particularly significant. The curriculum covers air conditioning and refrigeration across a wide range of domestic and commercial applications. Given the global phase-out of CFC gases, the refrigeration courses also examine the environmental impact of cooling processes, ensuring that we can all enjoy a safe and sustainable world for years to come.



### • **Automotive Electrical**

⇒ The Auto Electrical Section teaches students how to maintain the electrical systems in automobiles. A solid understanding of electrical theory is essential for applying this knowledge to complex automotive circuitry. Critical thinking and diagnostic skills are crucial, as failures in the system can manifest in various ways, making the use of appropriate testing equipment vital for effective detection and troubleshooting.

### • **Metal Fabrication & Welding**

⇒ Metal Fabrication and Welding focuses on joining steel and other materials to create various structures. While timber was once the primary choice for building construction, architects now increasingly favor steel due to its durability, low maintenance, and resistance to termites. The course also covers specialized welding techniques for challenging applications, such as welding tanks in confined spaces and oil pipelines, in addition to more common welding practices.

### • **Automotive Body Repair & Refinishing**

⇒ Previously known as Panel Beating and Spray Painting, the trade is now called Automotive Body Repair & Finishing. It focuses on repairing damaged vehicles and restoring them to a like-new condition. This work requires a keen eye and a skilled touch to reshape crumpled metal seamlessly. Proficiency with a spray gun and an understanding of modern paint technologies are essential for successful re-

