



# COURSE GUIDE for Term 2 2017



**Bacchus Marsh Community College Inc. 229 Main Street, Bacchus Marsh 3340**

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ACCREDITED COURSES (Government subsidised places available to eligible individuals)	DAY & TIME	START DATE	COSTS
<b>CERTIFICATE III IN INDIVIDUAL SUPPORT</b> Successfully completing this qualification will provide an opportunity to gain employment in an aged care facility or home and community care environment and is the entry requirement for working with the aged.	Mondays and Wednesdays 9am to 3pm	Monday 1 <sup>st</sup> May, 2017	\$450 Funded or \$1400 Full Fee \$90 Concession <b>PLUS</b> Resources
<b>CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE</b> This entry level qualification is required to work as an assistant in an early childhood education and care centre or carry out family day care. Successful completion also gives you credit of 12 units from the Diploma course	Thursdays 9am to 3pm	To Be Advised <b>NOW TAKING</b> Expressions of Interest	\$450 Funded or \$1400 Full Fee \$90 Concession <b>PLUS</b> Resources
<b>CERTIFICATE II IN COMMUNITY SERVICES</b> This qualification may be used as a pathway into Community Services work and can also lead to other service fields such as Aged Care, Children's Services, Disability Work, Youth Work and Drug and Alcohol work		To Be Advised <b>NOW TAKING</b> Expressions of Interest	\$350 Funded or \$950 Full Fee \$70 Concession <b>PLUS</b> Resources
<b>CERTIFICATE II IN HORTICULTURE</b> This qualification is the first step to gaining skills and knowledge for employment in the horticulture industry and covers many general practical skills which can be used in everyday gardening and landscaping		To Be Advised <b>NOW TAKING</b> Expressions of Interest	\$350 Funded or \$950 Full Fee \$70 Concession <b>PLUS</b> Resources
<b>DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE</b> Expand your Certificate III skills to the Diploma level to gain increased employment options in the Early Childhood Education and Care area that include co-ordinating, supervisor and management roles		Commencing Mid July <b>NOW TAKING</b> Expressions of Interest	\$500 Funded or \$1650 Full Fee \$100 Concession <b>PLUS</b> Resources

COURSES	DAY & TIME	DATE	COSTS
<b>TECHNOLOGY</b>			
<b>Introduction to Computers</b> <b>Intel® Learn Easy Steps</b> Learn basic computer skills through this easy step program	Thursdays & Mondays 9am to 3pm (5 sessions)	18 <sup>th</sup> May to 1 <sup>st</sup> of June	\$50.00
<b>Word - Beginners to Advanced</b> A comprehensive course to take you from beginner to a competent user of Word. Covers creating documents, editing, tabs, tables, fonts, formatting, page layouts and printing. The last 2 sessions will cover the more advanced functions such as file management, page layout, sections, tables, breaks, mail merge, columns, styles and macros	Tuesdays 9.30am to 12.30pm (5 sessions)	16 <sup>th</sup> May to 13 <sup>th</sup> June	\$50.00
<b>Mobile Devices and Social Media</b> Whether you're a beginner or just need help to navigate your device this is the class for you. Learn to use your device efficiently and load apps etc. The course will also introduce you to social media e.g. Facebook / Twitter to help you communicate in the modern world.	9am – 1pm 2 Sessions	<b>NOW TAKING</b> Expressions of Interest	\$50.00
<b>Communicate with Confidence</b> 'You can never have a second attempt at a first impression'. Communicating with others is not only in written form. This course will take you through the process of achieving the self-confidence needed to interact with others whether it's a job interview or meeting a group of people for the first time. Vital tips on body language, listening and speaking skills and also projecting yourself in written form.	Wednesdays 9.00am To 1pm (2 sessions)	10 <sup>th</sup> of May and 17 <sup>th</sup> of May	\$50.00
<b>Websites Made Simple</b> Over three hands-on sessions, you'll learn to plan, create and manage your own website which you can tailor to suit your needs - whether it is for personal, community or business use.	Mondays 6pm to 9pm (3 sessions)	<b>NOW TAKING</b> Expressions of Interest	\$75.00
<b>Excel</b> <b>Excel 2016 Beginners</b> A comprehensive course to take you from beginner to a competent user of Excel. Create tailored spreadsheets for the home or office. <b>Excel 2016 Advanced</b> This course builds on from the basics learning more complex functions. Includes outlining data, filtering data, freezing panes, sparklines, Count, Countif, sharing a workbook and more	Mondays 6pm to 9pm (5 sessions)	15 <sup>th</sup> May to 19 <sup>th</sup> June	\$50.00
<b>ENGLISH AND NUMERACY</b>			
<b>22236VIC Certificate I in General Education for Adults</b> Develop important reading, writing and numeracy skills in this General Education course for Adults	Wednesdays 6pm to 9pm	Ongoing enrolments	\$75.00
<b>Basic English and Numeracy</b> Improve your English and Mathematics skills. All levels	Wednesdays 6pm to 9pm	On-going enrolment	\$75.00
<b>FIRST AID</b>			
<b>CPR</b> <b>(HLTAID001 Provide cardiopulmonary resuscitation)</b> CPR should be updated annually. <i>Certificate valid for 1 year.</i>	Saturday 9am to 1pm	Saturday 27 <sup>th</sup> May	\$75.00
<b>First Aid</b> <b>(HLTAID003 Provide First Aid)</b> 1 day and 2 day courses available. For those wishing to complete the course in one day, a workbook must be completed prior to the session. <i>Certificate valid for 3 years. PRE-READING REQUIRED</i>	Saturday 9am to 5pm	Saturday 3 <sup>rd</sup> June 1 day	\$140.00
<b>First Aid – Children's Services (HLTAID004 Provide an emergency first aid response in an education and care setting)</b> This course is for those working in an early childhood education and care setting. It meets First Aid, Asthma and Anaphylaxis requirements and includes CPR. <i>Certificate Valid for 3 years</i>	Tuesdays 9am to 4pm	Thursdays 20 <sup>th</sup> & 27 <sup>th</sup> July	\$185.00
<b>Anaphylaxis</b> <b>22300VIC Course in First Aid Management of Anaphylaxis</b> For those wishing to know how to respond to and manage an anaphylactic situation. <i>Certificate valid for 3 years.</i>	To Be Advised <b>NOW TAKING</b> Expressions of Interest		\$75.00

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<b>HOSPITALITY</b>			
<b>Food Hygiene</b> <b>SITXFSA001 Use hygienic practices for food safety</b> For people involved in food preparation and provides basic hygiene principles for all food handlers	Wednesday 9am to 3pm	Wednesday 24 <sup>th</sup> May	\$130.00
<b>Food Safety Supervisor</b> <b>SITXFSA002 Participate in safe food handling practices</b> Students must have evidence of completing the food hygiene unit. Every food supply business must have a food safety supervisor.	Wednesday 9am to 3pm	Wednesday TBA Please register your interest	\$130.00
<b>RSA</b> <b>Responsible serving of alcohol</b> This course is delivered under the Victorian Commission for Gambling & Liquor Regulations (VCGLR) guidelines.	Wednesday 6pm to 10pm	Wednesday 24 <sup>th</sup> May	\$85.00
<b>OFFICE SKILLS</b>			
<b>Basic Office and Administration</b> Learn skills and confidence to work in an office. In this course you will learn communication skills, telephone techniques, file management, computer skills and creating office documentation	Wednesdays 9.30am to 2pm	<b>NOW TAKING</b> Expressions of Interest	\$50.00
<b>Resumes</b> Having the right Resume can make or break your employment opportunities. Create a Resume that will showcase your skills, experience and accomplishments to a prospective employer. Cover letters and addressing key selection criteria are just as important as a resume in a written job application. Learn how to write an effective cover letter to introduce yourself and convince an employer they should interview you.	By appointment please call the office to arrange a time		\$50.00
<b>MYOB</b> Basic bookkeeping knowledge and good computer skills are required to learn to use MYOB. Please bring a USB, lined notebook, pencil, eraser and sharpener are required.	Wednesdays 6pm to 9.30pm	10 <sup>th</sup> May to 7 <sup>th</sup> June	\$254.00 included resources
<b>PRE ACCREDITED TASTER PROGRAMS</b>			
<b>Explore Employment Options in the Community Services Sector – Early Childhood, Youth Services, Aged and Disabled.</b> This is an ideal opportunity to gain an insight into the requirements of working in the Community Services sector so as to make an informed decision of the direction to pursue prior to committing to commence a qualification.	Mondays 9am to 3pm (4 sessions)	15 <sup>th</sup> May To 5 <sup>th</sup> June	\$55.00
<b>Introduction to Floristry</b> This course provides you with basic skills to create small floral arrangements and gives you a taste of the things to come if you wish to build on your skills and enrol in the Certificate II in Floristry to gain a qualification.	Thursdays 9am to 3pm (5 sessions)	16 <sup>th</sup> May to 13 <sup>th</sup> June	\$120.00
<b>“B” is for Barista</b> Learn the art of coffee making using a coffee machine, grinding coffee beans, preparing, texturing and presenting a good coffee.	Mon, Wed, Fri 9.30am to 1.30pm	<b>NOW TAKING</b> Expressions of Interest	\$95.00
<b>Career after Children</b> Increase your confidence and employment skills to gain an opportunity to get back into the workforce in a fun relaxed atmosphere	Mondays 9.30am to 3pm (5 sessions)	<b>NOW TAKING</b> Expressions of Interest	\$50.00
<b>Career Planning for the Future</b> Develop your resume and learn techniques to address key selection criteria when writing your application. Also includes interview skills	Mondays 9am to 2.30pm (3 sessions)	<b>NOW TAKING</b> Expressions of Interest	\$50.00
<b>ARTS AND CRAFTS</b>			
<b>Jewellery Making</b> Learn to design your own piece of silver jewellery, such as bracelets, earrings and rings.	Thursdays 5.30pm to 8pm (8 sessions)	<b>NOW TAKING</b> Expressions of Interest	\$275.00 (includes materials & firing)

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<b>Melt and Pour Soap Making</b> Melt and pour soap making is the process of melting a preexisting soap base and adding color and fragrance or essential oil, then pouring the soap base into a mold. It is a great and easy way to get started making your own custom homemade soap.	Wednesday 1pm – 3pm	17 <sup>th</sup> May	\$40.00 <i>(includes materials)</i>
<b>Merino and Silk Wet Felt Scarf Making</b> Learn to make lovely warm scarves for winter using the wet felt technique	Wednesday 10am to 12noon	17 <sup>th</sup> May	\$40.00 <i>(includes materials)</i>
<b>Ceramics</b> During these classes you will learn to design, sketch and create your item of choice with clay for firing and painting. Items include little toys, jewellery boxes, vases, garden objects, mugs, clocks, pots and statues	Wednesday 6pm to 8pm (8 sessions)	<b>NOW TAKING</b> Expressions of Interest	\$195.00 <i>(includes materials)</i>
<b>Painting and Drawing</b> Benefit your wellbeing while learning to paint with acrylics and oils and use a variety of other media to do portraits or still life drawings.	Wednesday 4pm to 6pm (8 sessions)	<b>NOW TAKING</b> Expressions of Interest	\$195.00 <i>(includes materials)</i>
<b>Sewing made easy</b> Designed to teach the art of sewing your own garments or to help you start discovering the secrets of the sewing machine and how making your own patterns using other garments is made easy.	Mondays 12.30 to 3pm (9 sessions)	<b>NOW TAKING</b> Expressions of Interest	\$225.00 <i>(includes sewing kit)</i>
<b>Soy and Beeswax Candle Making</b> Learn the art of candle making using natural soy and beeswax	Wednesday 10am to 12noon	14 <sup>th</sup> June	\$40.00 <i>(includes materials)</i>
<b>Terrariums</b> Learn to create your own low maintenance terrarium garden	Wednesday 1pm to 3pm	14 <sup>th</sup> June	\$40.00 <i>(includes materials)</i>

## Groups at The Laurels

### Woolcraft Workshop

The group is open to anyone who is interested in any type of craft work or would like to call in for a cuppa and a chat. Thursdays from 10 am to 12 noon. For more information, call 5367 1061.

### The Friendship Quilters

Meet each month on the second Tuesday in the Glenmore Building at The Laurels. For more information Contact Lyn Hendry 5367 2663

### Bacchus Marsh Garden Club

Meet on the 2nd Tuesday of the month at 7.30pm. For more details call Wendy Lesko 53 67 4170.

### Embroiderers Guild

Meet each month on the fourth Tuesday in the Glenmore Building at The Laurels 10am - 3pm. Lyn Hendry 5367 2663.

### Men's Group

Meet weekly Tuesdays & Fridays at 10am. Drop in and have a chat and a laugh with other men. Activities include bus trips, BBQ's guest speakers, bicycle restoration, and more..... For information call The Laurels 5367 1061

## BOOKKEEPING SERVICES

Let our experienced bookkeeper work on your books while you work on your business!

We'll take care of all your data entry, accounts payable and receivable, payroll, account reconciliations and quarterly BAS reporting.

Learn how your business is really doing with up to date and accurate financial reporting.

Join our other satisfied clients and let us help you grow your business. Contact: [finance@thelaurels.org.au](mailto:finance@thelaurels.org.au) for a free consultation

Bacchus Marsh Community College gratefully acknowledges support received from the Commonwealth and State Government

- Department of Education and Training
- Department of Health and Human Services
- Moorabool Shire Council



## VENUE HIRE

Is your organisation or community group looking for a venue to meet or provide training to staff? We have meeting rooms plus a computer room available. Access to basic kitchen facilities is available. Contact us for our very competitive rates.

More information on our website or contact the office on 5367 1061

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