



COURSE GUIDE for Term 3 2017

RTO 5064



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
CERTIFICATE III IN INDIVIDUAL SUPPORT Successfully completing this qualification will provide an opportunity to gain employment in an aged care facility or home and community care environment. This is the entry level requirement for working with the aged.	16 th October Mondays 9am to 3pm		\$1400 Full Fee \$450 Funded \$90 Concession PLUS Resources
CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE Completion of this qualification will enable you to work as an assistant in an early childhood education and care centre. You will also require this qualification if you wish to carry out family day care. Successful completion gives you credit of 12 units for the Diploma course	10 th October Tuesdays 9am to 3pm		\$1400 Full Fee \$450 Funded \$90 Concession PLUS Resources
CERTIFICATE II IN COMMUNITY SERVICES This qualification provides a pathway into Community Services work in a range of service fields such as Aged Care, Children's Services, Disability Work, Youth Work and Drug and Alcohol work	To Be Advised NOW TAKING Expressions of Interest		\$950 Full Fee \$350 Funded \$70 Concession PLUS Resources
CERTIFICATE II IN FLORISTRY (ASSISTANT) This is an entry level qualification for those wanting to explore their creativity in floral art for all occasions. It is a pathway to further education or employment in the floristry industry.	19 th July Wednesday 9am – 3pm		\$950 Full Fee \$350 Funded \$70 Concession PLUS Resources
DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE Increase your qualification in Early Childhood Education and Care by enrolling in the Diploma. Successful completion of this qualification will enable you to apply for coordinating, supervisor or management roles.	1 st August Tuesdays 6.00 pm to 9.00 pm		\$2250 Full Fee \$500 Funded or \$100 Concession PLUS Resources

COURSES	DAY & TIME	DATE	COSTS
TECHNOLOGY			
Introduction to Computers Intel® Learn Easy Steps Learn basic computer skills through this easy step program	Thursdays 9am to 3pm (5 sessions)	2 nd August To 30 th August	\$50.00
Word - Beginners to Advanced 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, advanced page layout, sections tables, breaks, mail merge, columns, styles and macros.	Tuesdays 9.30am to 12.30pm (5 sessions)	1 st August to 29 th August	\$50.00
Mobile Devices and Social Media 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	To Be Advised Please register your interest	\$50.00
Websites Made Simple 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)	Term 3 Please register your interest	\$75.00
Excel – Beginners to Advanced A comprehensive course to take you from beginner to a competent user of Excel. Create tailored spreadsheets for the home or office. Then build on from the basics learning more complex functions, including outlining data, filtering data, freezing panes, sparklines, count, countif, sharing a workbook and more	Mondays 6pm to 9pm (5 sessions)	7 th August to 4 th September	\$50.00
BUSINESS AND OFFICE SKILLS			
Basic Office and Administration 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	Mondays 9.30am to 2pm (5 Sessions)	7 th August to 4 th September	\$50.00
Introduction to Small Business Understand the basic requirements of running a small business. Learn about legislation and government requirements, business structures and plans, taxation, basic bookkeeping, budgeting and marketing	Wednesdays 6 pm to 9 pm (5 Sessions)	2 nd August To 30 th August	\$80.00
ENGLISH AND NUMERACY			
22236VIC Certificate I in General Education for Adults Develop important reading, writing and numeracy skills for use in everyday life or employment in this general education course for adults	Wednesdays 6pm to 9pm	Ongoing enrolments	\$75.00
Basic English and Numeracy Improve your English and Mathematics skills in a small friendly group. The course caters for all levels and abilities.	Wednesdays 6pm to 9pm	On-going enrolment	\$75.00
FIRST AID			
CPR (HLTAID001 Provide cardiopulmonary resuscitation) CPR should be updated annually. <i>Certificate valid for 1 year.</i>	Saturday 9am to 1pm (1 Session)	19 th August	\$75.00
First Aid (HLTAID003 Provide First Aid) 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 (1 Session)	19 th August	\$140.00
First Aid – Children's Services (HLTAID004 Provide an emergency first aid response in an education and care setting) 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>	Thursdays 9am to 4pm (2 Sessions)	20 th July and 27 th July	\$185.00
Anaphylaxis (22300VIC Course in First Aid Management of Anaphylaxis) For those wishing to know how to respond to and manage an anaphylactic situation. <i>Certificate valid for 3 years.</i>	To Be Advised NOW TAKING Expressions of Interest		\$75.00

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HOSPITALITY

Food Hygiene SITXFSA001 Use hygienic practices for food safety For people involved in food preparation. Provides basic hygiene principles for all food handlers	Tuesday 9am to 3pm 1 Session	15 th August	\$130.00
Food Safety Supervisor SITXFSA002 Participate in safe food handling practices Students must have evidence of completing the food hygiene unit. Every food supply business must have a food safety supervisor.	Wednesday 9am to 3pm 1 Session	Wednesday TBA Please register your interest	\$130.00
RSA Responsible serving of alcohol This course is delivered under the Victorian Commission for Gambling & Liquor Regulations (VCGLR) guidelines.	Tuesday 6pm to 10pm 1 Session	15 th August	\$85.00

PRE ACCREDITED TASTER PROGRAMS

Resumes 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.	By appointment please call the office to arrange a time		\$50.00
Communicate with Confidence '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)	TBA Please register your interest	\$50.00
Introduction to Floristry 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)	TBA Please register your interest	\$120.00
Introduction to Childcare This course provides an introduction to working in the childcare sector including childcare centres, after school care and family day care. You will get an understanding of the requirements of Certificate III in Early Childhood Education and Care so you can make an informed decision about whether this is the right career for you.	Mondays 9.30am to 3pm (5 Sessions)	TBA Please register your interest	\$50.00
Career Planning for the Future 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)	TBA Please register your interest	\$50.00

ARTS AND CRAFTS

Jewellery Making Learn to design your own piece of silver jewellery, such as bracelets, earrings and rings.	Thursdays 5.30 pm to 8 pm (8 Sessions)	NOW TAKING Expressions of Interest	\$165.00 (includes materials & firing)
Melt and Pour Soap Making 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 (1 Session)	NOW TAKING Expressions of Interest	\$40.00 (includes materials)
Merino and Silk Wet Felt Scarf Making Learn to make lovely warm scarves for winter using the wet felt technique	Wednesday 10am to 12noon (1 Session)	NOW TAKING Expressions of Interest	\$40.00 (includes materials)
Ceramics 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)	NOW TAKING Expressions of Interest	\$195.00 (includes materials)

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Painting and Drawing Enjoy 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)	NOW TAKING Expressions of Interest	\$195.00 <i>(includes materials)</i>
Sewing made easy Designed to teach the art of sewing your own garments and using the functions of your sewing machine. You will also learn how to make your own patterns using other garments.	Mondays 12.30 to 3pm (9 Sessions)	NOW TAKING Expressions of Interest	\$225.00 <i>(includes sewing kit)</i>
Soy and Beeswax Candle Making Learn the art of candle making using natural soy and beeswax	Wednesday 10am to 12noon (1 Session)	NOW TAKING Expressions of Interest	\$40.00 <i>(includes materials)</i>
Terrariums Learn to create your own low maintenance terrarium garden	Wednesday 1pm to 3pm (1 Session)	NOW TAKING Expressions of Interest	\$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 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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