

## Computer skills courses

### Computer Beginners

This introductory course is designed for students who have had little experience using computers. By the end of the course students will be confident using the computer to perform a variety of tasks like word processing, internet and email.

**Cost:** \$200                      **Concession:** \$165  
**Term 3 Start:** 26th July        **Term 4 Start:** 11th October  
**Classes:** Thursday 9am-12pm (9 weeks)

### Computer Beginners Plus

This course builds on the beginner skills. During this course students will develop their skills using Microsoft Word, Excel and PowerPoint.

**Cost:** \$200                      **Concession:** \$165  
**Term 3 Start:** 26th July        **Term 4 Start:** 11th October  
**Classes:** Thursday 12.30pm-3pm (9 weeks)

### Computer Beginners Plus More!

This course builds on the beginner plus skills. During this course students will develop their skills even more using Microsoft Word and Excel.

**Cost:** \$200                      **Concession:** \$165  
**Term 3 Start:** 1st August        **Term 4 Start:** 17th October  
**Classes:** Wednesday 3.30pm-6.30pm (8 weeks)

### Social Media Skills

Learn how to market your business effectively on social media! Students will learn how to harness the power of facebook, instagram, and twitter to engage customers. Students will also learn about basic marketing principles.

**Cost:** \$240                      **Concession:** \$200  
**Term 3 Start:** 23rd July        **Term 4 Start:** 8th October  
**Classes:** Monday 6pm-9pm (8 weeks)

## Business skills

### Cloud Accounting - XERO

This course teaches students everything they need to know about working with Xero. By the end of the course students will be confident creating invoices, running payroll, reconciling the bank and creating a BAS.

**Cost:** \$190                      **Concession:** \$165  
**Term 3 Start:** 24th July        **Term 4 Start:** 10th October  
**Classes:** Tuesday 9am-12pm (8 weeks) Term 3  
Wednesday 6pm-9pm (8 weeks) Term 4

### Nuts and Bolts of Bookkeeping

This introductory course is a great foundation for students wanting to start bookkeeping. By the end of the course students will understand debits, credits, and the different ledgers.

**Cost:** \$260                      **Concession:** \$230  
**Term 3 Start:** 20th July        **Term 4 Start:** 11th October  
**Classes:** Friday 9.15am-12.15pm (T3 and T4) (10 weeks) or  
Thursday 6pm-9pm (T4) (10 weeks)

### Introduction to Excel

This course will introduce you to some of the wonders of Excel and improve your employment possibilities

**Cost:** \$230                      **Concession:** \$210  
**Term 3 Start:** 31st July        **Term 4 Start:** 9th October  
**Classes:** Tuesday 12.45pm to 3.15pm (8 weeks)

### MYOB Basics

In this course students will learn how to set up a company file, produce and manage invoices and purchase orders, manage accounts payable and receivable, and produce BAS documentation.

**Cost:** \$200                      **Concession:** \$170  
**Term 3 Start:** 26th July        **Term 4 Start:** 11th October  
**Classes:** Thursday 9.15am-12.15pm (T3 and T4) or  
Thursday 6pm-9pm (T4) (8 weeks)

### Skills for Small Business

This course teaches students to use Excel to its full potential. Students will also learn how to create professional slideshows and marketing campaigns using MailChimp.

**Cost:** \$200                      **Concession:** \$180  
**Term 3 Start:** 17th July        **Term 4 Start:** 9th October  
**Classes:** Tuesday 6pm-8.30pm

## Enrich your life

### Sign Language Beginners, Advanced and Level 3

AUSLAN is the language used by Australians with hearing impairment. Improve your ability to communicate with the deaf and hard of hearing in this fun class.

**Beginner Class**  
**Cost:** \$240                      **Concession:** \$200  
**Term 3 Start:** 18th July        **Term 4 Start:** 10th October  
**Classes:** Wednesday 6.00-8.30pm (8 weeks)

**Advanced Class (Levels 2 and 3)**  
**Cost:** \$240                      **Concession:** \$200\*\*  
**Term 3 Start:** 16th July        **Term 4 Start:** 8th October  
**Classes:** Monday 6.00-8.30pm (Level 2) (8 weeks) or  
Saturday 10.00am-12pm (Level 3) (8 weeks)

\*\*No concession is available for level 3 classes

### Introduction to Floristry

Come and learn the art of flower arranging in our popular floristry class.

**Diamond Valley Learning Centre**  
**Cost:** \$300                      **Concession:** \$275  
**Term 3 Start:** 24th July        **Term 4 Start:** 9th October  
**Classes:** Tuesday 9am-12pm (8 weeks)

**Hope Centre Bundoora**  
**Cost:** \$300                      **Concession:** \$275  
**Term 3 Start:** 30th July        **Term 4 Start:** 8th October  
**Classes:** Monday 10.30am-1.30pm (8 weeks)

## Languages

### Italian - Level 1, 2 and intermediate

Hold a conversation in Italian and learn the written language in a friendly and relaxed environment. During this course students will learn all about Italian culture, culminating in a visit to an Italian restaurant.

**Beginner Level 1**  
**Cost:** \$225                      **Concession:** n/a  
**Term 3 Start:** 27th June        **Term 4 Start:** 29th August  
**Classes:** Wednesday 7.30pm-9pm (8 Weeks)

**Beginner Level 2**  
**Cost:** \$225                      **Concession:** n/a  
**Term 3 Start:** 27th June        **Term 4 Start:** 29th August  
**Classes:** Wednesday 6pm-7.30pm (8 Weeks)

**Intermediate**  
**Cost:** \$225                      **Concession:** n/a  
**Term 3 Start:** 26th June        **Term 4 Start:** 28th August  
**Classes:** Tuesday 7pm-8.30pm (8 Weeks)

### Spanish

In this fun class you will learn all the basics of speaking Spanish with the correct pronunciation!

**Cost:** \$225                      **Concession:** n/a  
**Term 3 Start:** 16th July        **Term 4 Start:** 8th October  
**Classes:** Monday 7pm-8.30pm (8 Weeks)

## Job Skills

### Wheels to work

Are you struggling to get your learners permit? Come along to our supportive class and get your learner permit.

**Term 3**  
**Cost:** \$110                      **Concession:** \$93  
**Classes:** August 28th, 29th, 30th, 9.00am-3.00pm (DVLC)  
September 18th 10.00am-12.00pm (VicRoads Bundoora) Test

### Introduction to Banyule Employment Industries

Are you currently looking for employment in Banyule? This course identifies local industries where there may be employment. Guest speakers from various businesses in Banyule will provide vital information and insight into their industries. On completion students will have a good understanding of employer expectations and contacts to assist with their job search.

**Cost:** \$50                      **Concession:** \$40  
**Term 3 Start:** 16th July        **Term 4 Start:** 8th October  
**Classes:** Monday 12.30pm-2.30pm (10 weeks)

### Get Job ready - Free for current DVLC Students!

Learn all the skills you need to get that job! This course covers off all the vital elements of being job ready including, personal presentation, confidence building, conflict resolution, and interview techniques. On completion students will have a professional resume.

**Cost:** \$200                      **Concession:** \$175  
**Term 3 Start:** 31st July        **Term 4 Start:** 9th October  
**Classes:** Tuesday 12.00pm-2.30pm (8 weeks)

## Job Skills

### Writing and spelling for work and study

Improve your writing, spelling skills and confidence with this course!

**Cost:** \$200

**Concession:** \$180

**Term 3 Start:** 16th July

**Term 4 Start:** 8th October

**Classes:** Monday 6.00-8.30pm (8 weeks)

## Career Starters

**Kick start your career with our fabulous career starter courses!**

**These courses give students invaluable insight into each industry and knowledge about the skills and pathways required to start their new career!**

- Introduction to Retail
- Introduction to Beauty
- Introduction to Warehousing
- Introduction to Volunteering
- Introduction to Working in Disability
- Introduction to Event Management
- Introduction to Pet Care
- Introduction to Furniture Restoration and Upcycling
- Introduction to Banyule Employment Industries

**Contact DVLC on 9435 9060 for more information**

## Barista

Come along and learn the art of coffee making in a fun and friendly environment. Impress your friends and get the skills for your new career!

**Cost:** \$142

**Concession:** \$125

**Term 3 Starts:** 25th June

**Term 4 Starts:** 3rd December

**Classes:** Monday to Thursday 9.30am-2.30pm each day (4 days)

**Contact DVLC on 9435 9060 for more information**

## Youth Programmes

### Valley VCAL

Did you leave school early? VCAL (Victorian Certificate of Applied Learning - Foundation, Intermediate or Senior) is a great way to complete school if you are heading to work or further training at TAFE. Valley VCAL is a very supportive way to study if mainstream school is not suitable. The full program is equivalent to years 10, 11 and 12. The VCAL qualifications offered at DVLC are VCALFND001, VCALINT001 and VCALSEN001

## Certificate Courses

### SFL20115 Certificate II in Floristry (Assistant)



This is a comprehensive course which prepares you to work as a florist shop assistant. Learn how to make an exciting range of floral products, how to select and care for flowers, recognise their botanical names, and how to sell them successfully. This course is designed for those looking for a career in floristry, and also for those seeking to start their own business.

### HLTAID001 Provide Cardiopulmonary Resuscitation



Did you know CPR qualifications need to be renewed annually? Refresh your skills at DVLC! (Pre-reading is required)

### HLTAID003 Provide First Aid



This course is often referred to as Level 2 or Workplace First Aid. A knowledge of First Aid may save lives and is a useful addition to a resume. (Pre-reading is required)

### BSB31115 Certificate III in Business Administration (Medical)



The Certificate III in Business Administration is an essential qualification for those looking to seek employment in the medical industry. Previous students have successfully found employment in medical/dental practices, hospital records and administration departments.

### ICT10115 Certificate I in Information, Digital Media and Technology



This qualification provides the skills and knowledge for individuals to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices.

### CHC22015 Certificate II in Community Services



This qualification may be used as a pathway for workforce entry as community services workers. Community services workers provide a first point of contact and assist individuals in meeting immediate needs. Course covers: communication and work in health and community services, working with diverse people, workplace health and safety and more.

*This training is delivered with Victorian and Commonwealth Government funding.*

*DVLC supports and encourages the application of people with a disability and students of Aboriginal or Torres Strait Islander heritage.*

**Contact DVLC on 9435 9060 for more information**

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# DVLC

Diamond Valley  
Learning Centre  
RTO 3769

## COURSE GUIDE DIAMOND VALLEY LEARNING CENTRE Semester Two 2018



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