

## General Interest

### Exploring Womens' Issues Group

If you are interested in personal growth and sharing ideas, knowledge and issues through active discussion, then these women would love to meet you!

Cost: \$150 per year    Wednesdays (*except school holidays*)    Time: 1.00pm - 3.00pm

### Writers' Workshop

A self managed group supporting each other to write.

Cost: \$150 per year    Fridays (*except school holidays*)    Time: 1.15pm - 3.15pm

### Literature for Pleasure

A small group of people who love literature, exploring a wide range of genres.

Cost: \$150 per year    Tuesdays (*except school holidays*)    Time: 9.30am - 12.00pm

## ABOUT DIAMOND VALLEY VCAL



### *What is Special about the DVLC VCAL program?*

We believe that every young person who comes through our door can and will be an important and successful member of the community.

As a friendly adult education centre you will be treated with respect by staff and fellow students.

The classes are small and taught by teachers who believe in making learning a safe and enjoyable experience that builds confidence and happiness as well as important academic skills. Students quickly learn that school can be fun and it is safe to ask questions and to try new things.

Our teachers care about and respond to each student's interests and our hands on learning, plus our many events and excursions, add even more interest. Check out our website for information about this successful program.

# Diamond Valley Learning Centre



Diamond Valley Learning Centre  
RTO 3769

## COURSE GUIDE TERM 1 2020



1 Diamond Creek Road  
Greensborough

9435 9060  
[www.dvlc.org.au](http://www.dvlc.org.au)



## Certificate Courses

### CHC22015 Certificate II in Community Services



This qualification may be used as a pathway for workforce entry as community services workers. Community service 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.

### FNS40217 Certificate IV in Accounting & Bookkeeping



This qualification may be used as a pathway for a career in accounting and bookkeeping. Students will gain an understanding of fundamental accounting concepts and learn how to apply these in the business environment. Some of the topics covered include preparation of financial and BAS statements and cloud computing.

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



*\*This is a traineeship course\**

The Certificate III in Business Administration is a suitable 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.

*This training is delivered with Victorian & Commonwealth Government funding. DVLC supports and encourages the application of people with a disability and students of Aboriginal or Torres Strait Islander*

*The listed courses below are Fee for Service. No government funding*

### HLTAID003 Provide First Aid



This course is often referred to as a 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)

### HLTAID001 Provide Cardiopulmonary Resuscitation



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

### BSB31115 Certificate III in Business Administration (Medical) next course 2020



The Certificate III in Business Administration is a suitable 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.

## Job Skills

### Writing and Spelling for Work and Study

Improve your confidence in writing and spelling. This course is designed for adults who struggle with writing, spelling, grammar and for those who would like to improve their skills.

Cost:	\$210	Monday (eve)	6.00pm-.8.30pm	Start: 20 Jan
Concession:	\$190			Duration: 8wks

### Introduction to Community Services

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 provide vital information and insight into their industries. On completion students will have a good understanding of employer expectations as well as contacts to assist with their job search.

Cost:	\$190	Day - TBA	Time - TBA	Start: TBA
Concession:	\$170			Duration: 8wks

### Introduction to Retail/Barista

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

Cost:	\$175	Tuesday & Thursday	5pm - 9.00pm - Week 1	Start: 10 Mar
Concession::	\$155	(Running over 3wks)	5pm - 8pm - Week 2&3	Duration: 6 Classes

## Career Starters

### Intro to Medical Reception **\*\*Good computer skills are required to participate\*\***

Aimed at those interested in working as receptionists and administrators in the medical industry. Learners will be introduced to medical terminology and gain medical administration skills. Incorporating working in community services. Providing pathways to Cert III Business Admin Medical and Cert II Community Services courses.

Cost	\$230	Tuesday	9.00am - 12.00pm	Start: 4 Feb
Concession	\$210			Duration: 9wks

**ENROL TODAY** online [www.dvlc.org.au](http://www.dvlc.org.au) or phone 9435 9060

## Languages

### Italian—Beginners & Pre-Intermediate & Intermediate

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

Cost:	\$225	Beginners	Monday:	10.00am - 11.30am	Start: 3 Feb
Duration:	8wks	Pre Intermediate	Monday:	9.00am - 10.30am	Start: 3 Feb
		Intermediate	Saturday:	11.30am - 1.00pm	Start: 8 Feb

### Spanish—Beginners and Intermediate

In this fun class you will learn all the basics of speaking Spanish, including pronunciation!

Cost:	\$210	Beginners	Monday:	7.45pm - 8.45pm	Start: 20 Jan
Duration:	8wks	Intermediate	Monday:	6.45pm - 7.45pm	Start: 20 Jan

### Sign Language Beginners & Advance

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.

Cost:	\$250	Advance	Monday	6.00pm - 8.30pm	Start: 20 Jan
Concession	\$235	Beginners	Wednesday	6.00pm - 8.30pm	Start 5 Feb
Duration	8wks				

### Conversational English

We welcome participants from Non-English speaking backgrounds, not currently studying English elsewhere and need the English language for everyday life, work and study. Our classes are small, relaxed and friendly. Students will receive individual help and can work at their own pace. Improve your English speaking, reading and writing skills and gain confidence to pursue your learning goals.

Cost:	\$170	Mon & Thurs	9.30am - 12.30pm	Start: 24 Feb
Concession:	\$150	(Twice a week)		Duration: 4wks

**All courses are subject to minimum enrolment numbers**

**CLASSES RUN DURING SCHOOL TERM DATES**

## Enrich your Life

### Introduction to Floristry

Come and learn the art of flower arranging in our popular floristry class. Explore the basic skills of floral arrangement and the care of flowers. You will complete beautiful pieces for your home, a special event or to give as a gift. All flowers are included in the cost of the class.

Cost:	\$340	Tuesday	9.00am - 12.00pm	Start: 4 Feb
Concession:	\$320	Wednesday	6.00pm - 9.00pm	Start: 5 Feb
				Duration: 7wks

### The Creative Writer - Calling all beginner and developing writers!

Do you want to get a taste for the different writing styles, including short story, poetry, creative nonfiction and the personal essay? This course is taught by an experienced university and TAFE writing teacher, award-winning poet, journalist and short story writer Gary Smith. Try your hand at these different styles in the friendly company of other aspiring writers

Cost:	\$210	Tuesday	5.30pm - 8.00pm	Start: 4 Feb
				Duration: 8wks

### Did you know ...

DVLC is now delivering **AMEP** - Adult Migrant English Program in Bundoora.

Classes are for eligible migrants and humanitarian entrants, who have less than functional English.

Please call us on: **9435 9060** if you or someone you know is interested in this course.



**"Now I can speak English,  
I have confidence to study  
and find work"**



The Adult Migrant English Program is funded by the Australian Government and provides up to 510 hours of free English language lessons to eligible migrants and humanitarian entrants. If you have been granted a permanent visa or eligible temporary visa and speak little or no English, you may be eligible for AMEP. Some migrant youths aged between 15 and 17 years of age may also be eligible.

Classes now available in  
Bundoora  
Contact Diamond Valley  
Learning Centre  
on 9435 9060



The Adult Migrant English Program (AMEP) is funded by the Australian Government

## Computer Skills

### Computers Beginners

This introductory course is designed for those who have little experience using computers. You will learn to use a computer for a variety of tasks like word processing, internet and email.

Cost: \$230 Thursday 9.00am - 12.00pm Start: 13 Feb  
Concession: \$210 Duration: 9wks

### Computers Beginners Plus

This course builds on the Beginner skills. Students will develop their skills using Microsoft Word, Excel and PowerPoint.

Cost: \$220 Thursday 12.30pm - 3.00pm Start: 13 Feb  
Concession: \$200 Duration: 9wks

### Computers Beginners Plus More!

This course builds on the Beginner Plus skills. Students will be developed even **more** using Microsoft Word and Excel.

Cost: \$220 Wednesday 9.00am - 12.00pm Start: 26 Feb  
Concession: \$200 Duration: 8wks

### 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.

Cost: \$240 Thursday 6.00pm - 8.30pm Start: 6 Feb  
Duration: 8wks

### How to Build a Website **\*\*Good computer skills are required to participate\*\***

Students will build their own website in this class. If you're a business owner or looking to start a new career in Web Design, this may be for you.

Cost: \$210 Monday 10.00am - 2.00pm Start: 16 Mar  
Concession: \$190 BYO Lunch Duration: 5wks

**PLEASE NOTE THERE ARE NO CLASSES ON PUBLIC HOLIDAYS**

## Business Skills



### Nuts & 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: \$220 Tuesday 12.30pm—3.30pm Start: 4 Feb  
Concession: \$200 Duration: 8wks

### Nuts & Bolts of Bookkeeping - XERO

This course equips you to work with Xero. Students will be creating invoices, running payroll, reconciling the bank and creating a BAS.

Cost: \$220 Wednesday OR 12.30pm - 3.30pm Start: 5 Feb  
Concession: \$200 Wednesday (eve) 6.00pm - 9.00pm Duration: 8wks

### Nuts & Bolts of Bookkeeping - QUICKBOOKS

This course will be run by a QuickBooks Advanced ProAdvisor Certified tutor. Students will develop the skills necessary to navigate and utilise the various features of QuickBooks.

Cost: \$220 Tuesday (eve) 6.00pm - 9.00pm Start: TBA  
Concession \$200 Duration: 8wks

### 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: \$220 Tuesday (eve) 6.00pm- 9.00pm Start: 4 Feb  
Concession: \$200 Wednesday 9.15am - 12.15pm Start: 5 Feb

### Skills for Small Business

Students will learn how to create professional slideshows and marketing campaigns. This course also teaches students to use Excel.

Cost: \$200 Tuesday 6.00pm - 8.30pm Start: 4 Feb  
Concession: \$180 Duration: 8wks

**Note:**  
*A good knowledge of bookkeeping is required for the Xero and MYOB courses.*

**Ask us about Childcare and Kinder options now available offsite  
Phone us on 9435 9060 for more information**