

General Interest

Exploring Women's Issues Group - 2021

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: \$100 per year Wednesdays (*except school holidays*) Time: 1.00pm - 3.00pm

Writers' Workshop - 2021

A self managed group supporting each other to write.

Cost: \$100 per year Fridays (*except school holidays*) Time: 12.15pm - 3.15pm

Literature for Pleasure - 2021

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

Cost: \$100 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

COURSE GUIDE 2020 TERM 4

1 Diamond Creek Rd
GREENSBOROUGH

9435 9060

www.dvlc.org.au

ZOOM
into Term 4

Courses are
online



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 heritage.

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 2021



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

Duration: 8wks

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.

Monday 6.00pm—8.30pm Start: 12 Oct

Basic:	\$70	Concession:	\$50
Admin & Materials	\$140	Admin & Materials	\$140
Total	\$210	Total	\$190

Introduction to Retail/Barista - 2021

Duration: 6 Classes

Come along and learn the art of coffee making in a fun and friendly environment. This course is held over six evenings teaching coffee making, customer service and food hygiene. Impress your friends AND get the skill required for a new career!

Running over 3wks Tuesdays & Thursdays See Website for Start Times Start: 2021

Basic:	\$70	Concession:	\$50
Admin & Materials	\$105	Admin & Materials	\$105
Total	\$175	Total	\$155

ZOOM into Term 4 - COURSES ARE ONLINE

For your safety and continued successful learning outcomes DVLC is delivering all of our courses online via Zoom. Our teachers, tutors and staff are here to support your needs. Please contact us on 9435 9060 to enquire about how we can assist you with joining our Zoom classes.

All courses are subject to minimum enrolment numbers

CLASSES RUN DURING SCHOOL TERM DATES

PLEASE NOTE THERE ARE NO CLASSES ON PUBLIC HOLIDAYS

Languages

Italian Duration: 8wks

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.

Fee: \$225 Beginner (eve) Tuesday (eve) 6.00pm — 7.30pm Start: 20 Oct
Intermediate (eve) Tuesday (eve) 7.30pm — 9.00pm Start: 20 Oct

Spanish Duration: 8wks

Spanish is the second most common language in the world. In this fun class you will learn all the basics of speaking Spanish, including pronunciation!

Fee: \$210 Beginner Monday: 6.30pm—7.30pm Start: 19 Oct
Intermediate Monday: 7.30pm—8.30pm Start: 19 Oct

Sign Language Beginners & Advanced Duration: 8wks

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	Tuesday	6.00pm—8.30pm	Start: 13 Oct
Advanced LV2	Wednesday	6.00pm—8.30pm	Start: 14 Oct
Advanced LV3	Monday	6.00pm—8.30pm	Start: 12 Oct
Advanced Lv4	Thursday	6.00pm—8.30pm	Start: 15 Oct

Basic:	\$65	Concession:	\$50
Admin & Materials	\$185	Admin & Materials	\$185

Conversational English—Free Course Duration: 7wks

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.

Friday 9.30am—12.30pm Start: 16 Oct

Enrich your Life

Introduction to Floristry Duration: 8wks

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.

Morning Tuesday 9.00am - 12.00pm Start: 6 Oct
Evening Wednesday 6.00pm - 9.00pm Start: 7 Oct

Basic:	\$70	Concession:	\$50
Admin & Materials	\$270	Admin & Materials	\$270
Total	\$340	Total	\$320

The Creative Writer - Calling all developing writers! - 2021 Duration: 8wks

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

Fee: \$210 Tuesday 5.30pm - 8.00pm Start: 2021

Career Starters

Intro to Medical Reception Duration: 9wks

****Good computer skills are required to participate****

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

Tuesday 12.00pm—3.00pm Start: 6 Oct

Basic:	\$70	Concession:	\$50
Admin & Materials	\$160	Admin & Materials	\$160
Total	\$230	Total	\$210

ENROL TODAY online www.dvlc.org.au or phone 9435 9060

Computer Skills

Computers Beginners

Duration: 9wks

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.

Thursday	9.00pm—12.00pm	Start:	15 Oct
Friday	9.00pm—12.00pm	Start:	16 Oct

Basic:	\$70	Concession:	\$50
Admin & Materials	\$160	Admin & Materials	\$160

Computers Beginners Plus

Duration: 9wks

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

Thursday	12.30pm—3.00pm	Start:	15 Oct
Friday	12.30pm—3.00pm	Start:	16 Oct

Basic:	\$70	Concession:	\$50
Admin & Materials	\$150	Admin & Materials	\$150
Total	\$220	Total	\$200

Computers Beginners Plus More! Or, Plus EVEN More!

Duration: 8wks

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

Plus More	Wednesday	9.00am - 12.00pm	Start:	21 Oct
Plus EVEN More	Wednesday	12.30pm - 3.00pm	Start:	21 Oct

Basic:	\$70	Concession:	\$50
Admin & Materials	\$150	Admin & Materials	\$150
Total	\$220	Total	\$200

How to Build a Website *Good computer skills are required* 2021

Duration: 5wks

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.

Monday	10.00am - 2.00pm	Start:	2021
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Basic:	\$70	Concession:	\$50
Admin & Materials	\$140	Admin & Materials	\$140
Total	\$210	Total	\$190

Business Skills



Nuts & Bolts of Bookkeeping

Duration: 8wks

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.

Tuesday	12.30pm—3.30pm	Start:	20 Oct
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Basic:	\$70	Concession:	\$50
Admin & Materials	\$150	Admin & Materials	\$150
Total	\$220	Total	\$200

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

Nuts & Bolts of Bookkeeping - XERO

Duration: 8wks

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

Wednesday OR	12.30pm - 3.30pm	Start:	21 Oct
		Start:	

Basic:	\$70	Concession:	\$50
Admin & Materials	\$150	Admin & Materials	\$150
Total	\$220	Total	\$200

MYOB Basics

Duration: 8wks

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.

Tuesday (eve)	6.00pm- 9.00pm	Start:	20 Oct
Wednesday	9.15am - 12.15pm	Start:	21 Oct

Basic:	\$70	Concession:	\$50
Admin & Materials	\$150	Admin & Materials	\$150
Total	\$220	Total	\$200

Social Media Skills

Duration: 8wks

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.

Thursday	6.00pm - 8.30pm	Start:	8 Oct
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Basic:	\$70	Concession:	\$50
Admin & Materials	\$105	Admin & Materials	\$100
Total	\$175	Total	\$150