

# Chisholm

CAREER DEVELOPMENT, WORKSKILLS + LIFESTYLE

## SHORT COURSES



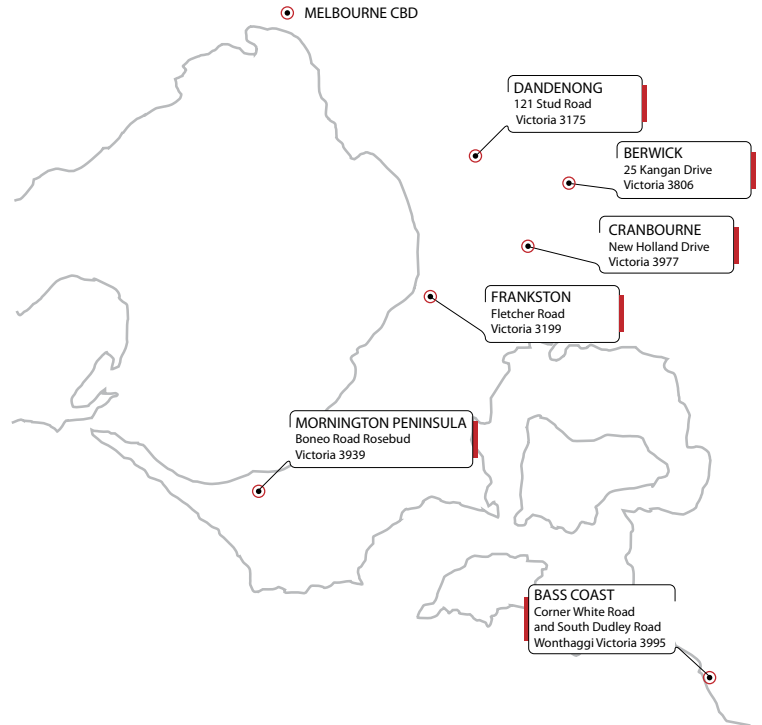
Over 200 courses that could change your life!

APRIL - JUNE 2012

[www.chisholm.edu.au](http://www.chisholm.edu.au)

03 9238 8111

# Chisholm Locations



## A message from the CEO

Chisholm is pleased to offer you a great choice of more than 200 short courses, commencing April 2012.

Our website at [www.chisholm.edu.au](http://www.chisholm.edu.au) makes it even easier to find a course to enrich your life – both personally and professionally.

So, take the time to look through Chisholm *Short Courses* - or visit the website - and I'm confident you'll find a course to inspire you and help get you to where you want to be.

Maria Peters



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[www.chisholm.edu.au](http://www.chisholm.edu.au)  
03 9238 8111

# hair beauty



## Experience the magic, the passion and the opportunities of a career in Hair & Beauty.

Begin your career now:

- Beauty Therapy (Spa and Epilation streams)
- Hairdressing (Cert II, III, IV and Diploma Programs)
- Makeup (Cert II, Skills Sets (Advanced) and Specialist Diploma Programs)
- Beautician (Cert III, IV - pathways to Diploma of Beauty Therapy)
- Nail Technology (Cert II - pathway to Cert III in Beauty and Diploma of Beauty Therapy)

The above courses offered at the Chisholm Institute - Hair & Beauty department are certified, nationally accredited courses.

Please contact the Hair & Beauty department on 9212 5401 or visit [www.chisholm.edu.au](http://www.chisholm.edu.au) for further information.

Applications: Application forms, dates and times are available at the Hair & Beauty departments in: Frankston - 9238 8515, Dandenong - 9212 5401 and Mornington Peninsula (Rosebud) - 5950 2051.

To kick start your career, we offer you the opportunity to apply for places ongoing in 2012. Full-time and part-time study via a one day assessment.

**Fee:** \$65 per assessment (GST Exempt)

**Concession Available:** No

**Sessions:** 1 x 6hrs (approx)

## Beauty Services

### Bridal Makeup Workshop (S003120)

You will gain the skills and knowledge to design and apply bridal/special occasion makeup.

**Fee:** \$285 (GST Exempt)

**Concession Available:** No

**Materials Fee Notes:** Fee includes \$99 for materials.

**Sessions:** 4 x 3hrs

**Mornington Peninsula**

Wed 6pm - 9pm

May 9 - May 30

### Diploma of Specialist Makeup (CU50407)

If television, film, theatre and photographic makeup is your passion then a Diploma of Specialist Makeup is for you! This nationally accredited course encompasses nine modules of study:

- Hairstyling: Hairdressing skills to enhance makeup application
- Wig work: Style wigs for performance
- Glamour: Day, evening, bridal and photographic makeup
- Stage: Theatrical makeup
- Period: Makeup throughout the ages
- Body painting: Airbrushing makeup using the body as the canvas
- Prosthetics: Creating pieces for the face using a range of materials and techniques to mould and sculpt
- Business Units: Assisting you to become a freelance makeup artist.

Please contact the Hair & Beauty Department, Dandenong: 9212 5401 for applications, enrolment process, timetables and costs.

### Diploma of Beauty Therapy (SIB50110)

Chisholm's training in our Beauty programs has consistently produced award winners in Australia and also on the world stage!

Our campus sites for training have new spa centres and refurbished facilities.

We guarantee high quality education with expertise in all areas of training. Our educators, are all current in the Industry and are dedicated to student success.

The Hair & Beauty department offers Diploma of Beauty Therapy on a full-time basis - 18 months (January and July intakes).

Students who have completed Certificate III in Beauty Services may gain a direct entry into Certificate IV and Diploma (full-time or part-time) at Berwick or Frankston.

Application forms are available online at [www.chisholm.edu.au](http://www.chisholm.edu.au) or directly through the Hair & Beauty department.

#### BOOK YOUR INTERVIEW NOW!

Call: Dandenong - 9212 5401, Frankston - 9238 8515.



## Hairdressing

NEW

### Creative Long Hair Styling (S003372)

Gain skills and knowledge to style long hair creatively for facial shapes, functions and day wear.

**Fee:** \$195 (GST Inclusive)

**Concession Available:** No

**Materials Fee Notes:** 1 x long hair mannequin @ \$125.00 each and additional tools (combs, brushes etc) may be purchased from the Hair & Beauty department at the first class. Use of class sets is also available. Materials are non refundable once removed from the department.

**Sessions:** 4 x 3hrs

**Dandenong**

Wed 6pm - 9pm

May 9 - May 30

### Personal Presentation Skills (S003114)

NEW

Present yourself professionally and prepare yourself for job interviews, work readiness, grooming for special occasions or just to boost your confidence. Learn how to apply your own makeup, style your own hair and manicure nails.

**Fee:** \$195 (GST Inclusive)

**Concession Available:** No

**Materials Fee Notes:** WASP 'Pro-box' disposable makeup applicators and sponges, orange sticks (\$40.00) plus Manual = \$12.00 to be purchased at the first class at the Hair & Beauty department.

Materials are non refundable once taken off campus.

**Sessions:** 6 x 3hrs

**Dandenong**

Mon, Tue 6pm - 9pm

Apr 16 - May 1



## Hairdressing Programs (WRH09)

If your dream has always been to become a Hairdresser, then Chisholm's nationally accredited courses are for you!

- WRH20109 Certificate II in Hairdressing (Pre-apprenticeship)
- WRH30109 Certificate III in Hairdressing (Qualified Hairdresser)
- WRH40109 Certificate IV in Hairdressing - (Pre-requisite: Certificate III in Hairdressing) Two elective streams available (specialist sessional stylist stream) and (specialist makeup stream)
- WRH50109 Diploma of Hairdressing (Salon Management)

Contact the Hair & Beauty department, Dandenong - 9212 5401 or Frankston - 9238 8515 for applications, enrolment process, timetables and costs.

We offer you the opportunity to apply for places ongoing in 2012. Applicants who have not studied Hairdressing in the past, entry is via 1 x one day assessment.

**Fee:** \$65 per assessment (GST Exempt)

**Concession Available:** No

**Sessions:** 1 x 6hrs (approx)



# CAREER DEVELOPMENT AND WORKSKILLS

## Fast-track your career with Chisholm - accredited qualifications

With flexibility in unit choices, we design courses that value your experience. Don't sit in class learning what you already know. We recognise your experience through Recognition of Prior Learning (RPL) programs. All classes are scheduled after hours recognising the importance of work life balance, with online and off campus options. They are designed for existing workers who are looking to build their career:

Graduate Certificate in Human Resources  
 Graduate Certificate in Management  
 Graduate Certificate in Management (Marketing)  
 Graduate Certificate in Management (Project Management)  
 Graduate Certificate in Vocational Education and Training  
 Diploma of Arts Therapy (part-time)  
 Advanced Diploma of Management  
 Advanced Diploma of Management (Human Resources)  
 Advanced Diploma of Business  
 Diploma of Human Resources Management  
 Diploma of Retail Management  
 Diploma of Management  
 Diploma of Business  
 Diploma of Sustainability

Nicole McHenry tel 5990 7242 or 0466 004 504  
 Nicole McHenry tel 5990 7242 or 0466 004 504  
 Nicole McHenry tel 5990 7242 or 0466 004 504  
 Nicole McHenry tel 5990 7242 or 0466 004 504  
 Michelle Harrex tel 9212 5019  
 Robyn Putt tel 9238 8216  
 Nicole McHenry tel 5990 7242 or 0466 004 504  
 Nicole McHenry tel 5990 7242 or 0466 004 504  
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## BUSINESS MANAGEMENT

### Basic Bookkeeping (S000037D)

Gain excellent skills in various accounting procedures. Maintain your books efficiently and effectively for the success of your small to medium sized business. You will learn manual single entry bookkeeping practices including: concepts and terms, business documents, journals, petty cash, bank reconciliation and payroll. Please bring a calculator.

**Fee:** \$485 (GST Exempt)  
**Concession Available:** No

**Sessions:** 8 x 3hrs

**Dandenong**  
 Thu 6pm - 9pm May 3 - Jun 21  
**Frankston**  
 Tue 6pm - 9pm Apr 17 - Jun 5

### Payroll Administration (Including MYOB) (S001692)

Do you need to update your skills and understand MYOB and payroll? Help your business benefit by expanding your knowledge and skills in the theory of MYOB and payroll processes. Topics include: the steps involved in the payroll process, implementation of the manual payroll system, Pay-As-You-Go, payroll deductions, employer obligations, eligible termination payments and other related issues such as superannuation, workcover and fringe benefits. You need: basic computer skills. Please bring own lunch, memory stick and calculator.

**Fee:** \$515 (GST Exempt)  
**Concession Available:** No

**Sessions:** 4 x 7hrs, 7 x 4hrs  
**Cranbourne**  
 Sat 9am - 4:30pm Jun 16 - Jul 7  
**Dandenong**  
 Wed 6pm - 10pm Apr 18 - Jun 6  
 No class held Apr 25

### Import/Export (S002916)

Are you overwhelmed at the prospect of importing and exporting? Obtain the knowledge and know-how from our experienced trainer to develop your skills in import/export documentation, delivery terms (INCOTERMS 2010), basic exchange risk management, basics of sales contracts, methods of payment including open account, documentary collections and letters of credit. Please bring own lunch for full day classes.

**Fee:** \$345 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 4 x 3hrs, 2 x 6hrs

**Berwick**  
 Wed 7pm - 10pm Jun 6 - Jun 27  
**Frankston**  
 Sat 9:30am - 4:30pm May 26 - Jun 2

### Improve Your English Oral Communication (S002963)

Are you tired of being misunderstood? This is the course for you! You will learn to converse in English with all people from all walks of life. Also suitable for those who would like to find or change jobs.

**Fee:** \$210 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 6 x 3hrs

**Dandenong**  
 Thu 6pm - 9pm May 3 - Jun 7



### Negotiate Successfully (S001759)

Give yourself the winning edge! Develop knowledge of the negotiating process in the workplace or your personal life and help build a range of behaviours that suit different negotiating scenarios. Topics include: understanding and planning different negotiating strategies and tactics, setting realistic targets, interpreting the behaviour of the other party, recognising the power of bargaining strategies and using win/win methods to achieve results.

Please bring own lunch.  
**Fee:** \$249 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 1 x 8hrs

**Frankston**  
 Thu 8:30am - 5pm May 17

### Resolving Conflict (S001754)

Develop your skills to recognise the warning signs and learn how to constructively manage conflict in the workplace and in your personal life. You can become the driving force for positive change by using your attitudes, strategies and behaviours required to resolve conflict effectively. Topics include: managing emotions by using appropriate assertiveness, responding effectively to negativity and anger in others, mapping the conflict to better understand the underlying needs and concerns of the other party and improving situations and relationships.

Please bring your own lunch.  
**Fee:** \$249 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 1 x 8hrs

**Dandenong**  
 Thu 8:30am - 5pm May 24

### Supervisory Skills (S000032D)

You can gain skills to become a more successful supervisor and leader. Lead others with confidence, efficiency and integrity. Topics include: workplace coaching and skills development, time management techniques, problem solving and decision making, delegation, discipline, handling grievances, performance management, giving and receiving feedback, effective and flexible communication, leadership skills, motivation and team building.

**Fee:** \$450 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 6 x 3hrs

**Frankston**  
 Mon 6:30pm - 9:30pm Apr 30 - Jun 4

### Winning Sales Techniques (S002918)

Revolutionise your selling techniques. Use cutting edge sales skills to develop yourself and keep up with today's competitive environment. Whether you operate in consumer sales or business to business sales, this innovative course will result in dramatic improvements to your overall sales performance. Topics include: the difference between selling and marketing, skills in opening, qualifying, handling objections and closing a sale.

**Fee:** \$295 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 4 x 3hrs

**Dandenong**  
 Mon 6:30pm - 9:30pm May 28 - Jun 25  
 No class held Jun 11

### NEIS UNEMPLOYED? WHY NOT START YOUR OWN BUSINESS?

- Free business training
- Free business mentoring
- Income support for up to 52 weeks

Are you are on Centrelink payments? Then you could be eligible. For further information and application forms: email [neis@chisholm.edu.au](mailto:neis@chisholm.edu.au) or phone: 1300 244 746 [www.chisholm.edu.au](http://www.chisholm.edu.au)



## Introduction to Digital Marketing (S003094)

Learn what role your website can play in this new world, how you can make your website stand out from the pack and how to generate traffic to your site. This course will introduce you to the world of digital marketing. Find out how Twitter, Facebook and other social media can help you market your products and services and provide opportunities for your business. You will also be introduced to mobile marketing and new ways to market your business via mobile phones.

**Fee:** \$195 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 2 x 3hrs, 1 x 6hrs

**Berwick**

Thu	6:30pm - 9:30pm	Apr 12 - Apr 19
Thu	6:30pm - 9:30pm	Jun 7 - Jun 14

**Frankston**

Sat	10am - 4:30pm	May 12
Sat	10am - 4:30pm	Jun 23

## Planning to Manage Your Own Small Business (S00028D)

Transform your dream into a reality of being your own boss and running a small business! You will gain assistance with this introductory course to understand the world of small business and decide whether your business idea could become a success. Topics include: types of business structures, fund sources, marketing, budgeting and record keeping, GST, business planning and managing others. Please bring your own lunch for day classes. A free book written by the trainer will be provided to each participant.

**Fee:** \$375 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 5 x 3hrs, 2 x 7.5hrs

**Frankston**

Tue	6:30pm - 9:30pm	Apr 24 - May 22
Sat	9am - 5pm	May 26 - Jun 2

## Free Small Business Information Session

Have you considered starting your own business but not sure if it's right for you? Attend this free 1.5 hour introductory session designed to provide basic advice on:

- what type of people suit small businesses
- which different business structures you should consider
- what government services you should utilise
- what websites and Chisholm courses are available for you to get started.

Existing small business owners will also guest present. Please note: Taxation issues will not be covered during this time.

Bookings are essential - register your attendance by calling 9212 5169. Please arrive five minutes prior to start time.

Please bring pen and paper.

**Sessions:** 1 x 1.5hrs

**Frankston**

Tue	6:30pm - 8pm	May 15
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## REAL ESTATE

### How to Assess the Value of Real Estate (S003201)

This course will show you the tricks of the trade when assessing the real value of your property. You will learn from a property professional in regards to the methods of appraisal and how you can apply basic tools to assess the real worth of the property prior to selling or buying. This course is ideal for people already in the real estate industry or those wanting to understand more when buying or selling.

**Fee:** \$105 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 1 x 3hrs

**Berwick**

Mon	6pm - 9pm	Jun 25
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**Dandenong**

Tue	6pm - 9pm	Apr 3
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### Training for Agents' Representative

This course enables you to take the first step in establishing a real estate career as an Agent's Representative. Provides participants with an overview of the real estate industry and encompasses three units from Certificate IV in Property Services (Real Estate).

Training for Agents' Representative is offered full-time (day), part-time (evening), and off campus. Regular classes commence throughout the year.

**Fees (all books included):** \$415\* for students eligible for government subsidisation or \$650 for ineligible students.

For further information come to our real estate information and enrolment night held on the first Monday of each month at 6pm at Chisholm Cranbourne or contact Wendy Munro on 03 9238 8320 or w.munro@chisholm.edu.au.

\*Eligible students hold Australian citizenship or permanent residency and must not hold a certificate IV or higher.

## BUSINESS ADMINISTRATION

### Essential Customer Service Skills (S001569)

It should be a matter of professional pride to give your clients the highest possible standard of customer service. Learn strategies to develop new communication and customer service skills to provide your clients with the essential information they require.

**Fee:** \$175 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 2 x 3hrs

**Cranbourne**

Tue	6pm - 9pm	Jun 19 - Jun 26
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### Essential Office Reception Skills (S003331)

NEW

A receptionist plays a vital role in representing the day to day running of a business as they are often the first point of contact for people both within and from outside the organisation. This course provides you with the basic skills, including organisational, managing customer relations, telephone and reception, mail and filing.

**Fee:** \$395 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 3 x 6hrs

**Cranbourne**

Sat	9am - 4pm	May 19 - Jun 2
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### Handling Difficult Customers (S002022)

Do you dread answering the telephone at work because you feel that everyone is a difficult customer? Now you can develop the necessary skills to be successful in managing difficult customers constructively and positively.

**Fee:** \$175 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 2 x 3hrs

**Dandenong**

Mon	6pm - 9pm	Apr 30 - May 7
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### Practical Terminology for the Medical Office Environment (S002277)

Do you want a career in the medical environment? Your chances of employment may be enhanced by completing this course, which concentrates on the level of medical terminology that an administration support person would find beneficial.

**Fee:** \$299 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 4 x 3hrs

**Frankston**

Thu	6pm - 9pm	Apr 19 - May 10
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### Medical Audio Transcription (S002826)

If you are interested in learning the highly sought after skill of audio transcription for specialist fields within the medical environment then this course is for you. You will learn accurate audio transcription, correct document layout for this industry and proofreading skills to set you apart in this highly competitive area.

**Fee:** \$295 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 4 x 3hrs

**Frankston**

Thu	6pm - 9pm	May 24 - Jun 14
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### Seeking a Career in Medical Administration?

NEW

Want to work in a medical practice or hospital? We can help!

Kick start your career now with nationally recognised study.

Classes are held at Chisholm Frankston.

Employment opportunities include: Medical Administrators, Secretaries, Receptionist or Assistants.

Register now - call Janice Clements on 9238 8230.



### Introduction to Your Retail Career (S003209)

How many times have you left a retail store and felt overwhelmed by the service you have just received? Then you know how important good customer service is. If you want to make retail your career path, you will need to have the skills to make yourself indispensable. You will gain lots of hands-on experience with equipment used in the retail industry along with people skills and communication skills.

**Fee:** \$395 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 3 x 6hrs

**Dandenong**

Sat	9am - 4pm	Apr 28 - May 12
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### Business Administration Traineeship Courses

NEW

Do you want to gain a nationally recognised qualification while working?

We have traineeships in the following courses:

- Certificate III in Business
- Certificate III in Business with Real Estate Agents' Representative electives
- Certificate III in Business Administration
- Certificate III in Customer Contact
- Certificate III in Business Administration (Medical)
- Certificate III in Retail
- Certificate III in Community Pharmacy
- Certificate IV in Business
- Certificate IV in Business Administration
- Certificate IV in Customer Contact
- Certificate IV in Retail Management
- Certificate IV in Property Services (Real Estate)
- Diploma of Business
- Diploma of Business Administration

If you would like more information on your options for training in the workplace please contact:

Lyn Luxmoore  
 9238 8512  
 Lyn.luxmoore@chisholm.edu.au

There are two ways of enrolling in the certificate courses.

1. You can enrol in the fourth building block which is the whole Certificate course and receive the discount on enrolment  
OR

2. You can enrol in the first three individual building blocks before each one commences. When you enrol in the final third building block this will make up the full Certificate and you will also receive the discount.

## CERTIFICATE IN MANAGEMENT FOR OFFICE PROFESSIONALS

### Time Management and Manage Meetings (S003071)

Are you time-poor at work? This course will help you to organise your tasks more efficiently and show you how to develop strategies to keep your time management on track. You will learn about the different types of meetings and how to manage meetings effectively by careful preparation and correct meeting procedures and document management.

**Fee:** \$285 (GST Exempt)  
**Concession Available:** Yes  
No classes are offered for April - June.



### Report and Business Writing (S003072)

Do you feel overwhelmed when having to write a business report or other business documentation as part of your job? This course breaks the task down to manageable pieces and shows you the correct way to format your reports. You will get tips on correct formatting and learn how to insert comments, strikeout/insert, headers and footers, footnotes and endnotes and many more.

Prerequisite: reasonable word processing skills.

**Fee:** \$285 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 4 x 3hrs

**Frankston**  
Thu 6pm - 9pm      Apr 19 - May 10



### Manage People Performance and Negotiation Skills (S003073)

The skills to manage team members well is an asset to any business. You will develop skills to build an effective working team, manage conflict by negotiation, identify issues and problems in the workplace, and develop negotiation skills to achieve an agreed outcome.

**Fee:** \$395 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 6 x 3hrs

**Frankston**  
Thu 6pm - 9pm      May 17 - Jun 21



### Certificate in Management for Office Professionals (S003070)

This intensive course is a culmination of the three Management for Office Professionals building blocks. You will learn how to manage meetings effectively, write business reports correctly, manage people within your team and negotiate successful outcomes with staff members.

**Fee:** \$795 (GST Exempt)  
**Concession Available:** Yes  
No classes are offered for April - June.

## CERTIFICATE IN MEDICAL OFFICE ADMINISTRATOR

### Medical Reception and Billing (S002017)

Do you want to work on the front desk of a medical office? In this course you will learn reception duties and discuss various software packages used in this industry. You will learn how to operate one of the software packages including making patient appointments and patient billing. You need: reasonable computing skills.

**Fee:** \$399 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 3 x 6hrs, 6 x 3hrs

**Berwick**  
Sat 9am - 4pm      Apr 28 - May 12  
**Dandenong**  
Wed 6pm - 9pm      May 23 - Jun 27



### Medical Secretary (S000180D)

This program gives students a general overview of medical skills including medical terminology, medical correspondence and audio typing. You need: competent typing skills.

**Fee:** \$399 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 3 x 6hrs, 6 x 3hrs, 4 x 4.5hrs

**Berwick**  
Sat 9am - 4pm      May 19 - Jun 2  
**Dandenong**  
Wed 6pm - 9pm      Jul 18 - Aug 22  
**Frankston**  
Tue 9:30am - 2:30pm      May 1 - May 22



### Advanced Medical Secretary (S001794)

This program is designed to enhance your skills so that you are able to work in many medical specialist fields. It covers advanced medical terminology, medical correspondence and audio typing as well as an overview of medical billing and working in a specialist office. You need: experience in a medical office or the Medical Secretary short course.

**Fee:** \$399 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 3 x 6hrs, 4 x 4.5hrs

**Berwick**  
Sat 9am - 4pm      Jun 16 - Jun 30  
**Frankston**  
Tue 9:30am - 2:30pm      May 29 - Jun 19



### Certificate in Medical Office Administrator (S002170)

This intensive course is a culmination of the three medical building blocks. You will gain the skills to work the front desk at a medical practice and many specialist fields, get hands on experience with specific software packages, and learn medical terminology, audio typing and medical correspondence and documentation requirements.

**Fee:** \$995 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 9 x 6hrs, 18 x 3hrs

**Berwick**  
Sat 9am - 4pm Apr 28 - Jun 30      No class held Jun 9  
**Dandenong**  
Wed 6pm - 9pm      May 23 - Oct 17  
No class held Jul 4, Jul 11, Sep 26 and Oct 3

## DISPENSARY ASSISTANTS CERTIFICATE

### Accept Prescriptions and Deliver Medicines (S003081)

This unit covers skills and knowledge required to accept prescriptions from the customer, confirm prescription information, communicate information to the pharmacist and deliver dispensed medicines to customers in a community pharmacy.

**Fee:** \$195 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 1 x 6hrs

**Frankston**  
Sat 9am - 4pm      Apr 28



### Support the Sale of Pharmacy and Pharmacist Only Medicines (S003082)

This unit covers skills and knowledge required to support the sale of pharmacy and pharmacist only medicine (S2 and S3). The course covers: identifying common medicine categories and schedules, storage allocations and requirements, relevant protocols and procedures when selling medicines, providing customers advice on medicines, identifying the responsibilities of the pharmacy assistant and recognising situations where referral to a pharmacist is necessary.

**Fee:** \$295 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 2 x 6hrs

**Frankston**  
Sat 9am - 4pm      May 5 - May 12



### Assist in Dispensary Operations (S003083)

You will cover skills and knowledge required to work in a dispensary to assist a pharmacist to prepare prescriptions and maintain records including reading and understanding common terms and abbreviations used in prescription writing, identifying prescribed medicine product categories, referring customer history to the pharmacist, record prescription and customer data, prepare labels, select prescribed medicines and maintain dispensary systems and records. This course comprises 18 hours of class time and 5 hours of on the job assignment.

Prerequisites:

1. Must be currently working in a community pharmacy with either six months full-time or 12 months part-time experience prior to the end of the course.
2. SIRPDIS001A Accept Prescriptions and Deliver Medicines
3. SIRPPKS001A Support the Sale of Pharmacy and Pharmacist Only Medicine

**Fee:** \$395 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 6 x 3hrs or 3 x 6hrs (18 hours of campus delivery and five hours of on the job delivery)

**Dandenong**  
Wed 6pm - 9pm      May 2 - Jun 6  
**Frankston**  
Sat 9am - 4pm      May 19 - Jun 2



### Dispensary Assistants Certificate (S003080)

The Pharmacy Board of Victoria stipulates that pharmacy assistants must undertake this approved training course prior to legally being able to assist a pharmacist in the dispensary. To gain this recognised qualification, pharmacy assistants will combine theory work with on the job training which is supervised by the pharmacist. This course comprises five hours of on-the-job assignment work.

Prerequisite: Must be currently working in a community pharmacy with either six months full-time or 12 months part-time experience prior to the end of the course.

**Fee:** \$795 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 6 x 6hrs (36 hours of classroom sessions and five hours of on the job assignment)

**Frankston**  
Sat 9am - 4pm      Apr 28 - Jun 2

# CERTIFICATE IN RETAIL MERCHANDISE DISPLAYS

## Coordinate Merchandise Presentation (S002991)

You will gain the skills to support frontline staff by ensuring they present price and label merchandise according to store requirements. You will also learn the importance of store merchandise presentation requirements for sales, promotions and special events and provide feedback to management to improve store marketing and promotional activities.

**Fee:** \$295 (GST Exempt)  
**Concession Available:** Yes  
 No classes offered for April - June

## Monitor In-store Visual Displays (S002992)

The aim of visual merchandising is to entice customers into the store and to attract customers to a particular product. A good display is invaluable and is vital to the success of a retail business. This course explains the different styles of displays and shows why it is so important to regularly monitor displays to ensure they meet the requirements of the merchandising plan as to cost, space and time effectiveness for the business.

**Fee:** \$295 (GST Exempt)  
**Concession Available:** Yes  
 No classes offered for April - June

## Manage Merchandise and Store Presentation (S002993)

Is it your responsibility to manage merchandise and store presentation? This course gives you all the practical hints and tips of merchandising to help you achieve the best results for your retail business. You will learn how to manage store layout and presentation for promotional activities in order to achieve maximum customer impact while managing store policies and procedures for merchandising.

**Fee:** \$295 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 4 x 3hrs  
**Frankston**  
 Tue 6pm - 9pm May 1 - May 22

## Certificate in Retail Merchandise Displays (S002990)

This intensive course is a culmination of the three building blocks. Good merchandising is vital to the success of any retail business. You will develop the knowledge to interpret a retail merchandise plan and the skills to coordinate merchandise presentation for sales, promotions and special events. You will learn to build and monitor the most appropriate visual merchandising display to suit the merchandising plan and manage promotions to achieve maximum customer impact.

**Fee:** \$795 (GST Exempt)  
**Concession Available:** Yes  
 No classes are offered for April - June

## POLICE, MILITARY AND NURSING ENTRANCE PREPARATION

### Defence Force Preparation Course (S003208)

Do you want to join the Defence Forces? Have Defence Recruitment referred you to TAFE to upgrade your skills? We can help you prepare for the VETASSESS test in Literacy/Numeracy and English writing skills. Please contact 9212 5148 for further information prior to enrolling. Students with Year 12 should not apply.

Enrolments for the examination as well as times, dates and costs can be organised by phoning 9212 5148.

**Fee:** \$400 (GST Exempt)  
**Concession Available:** No  
**Sessions:** Flexible delivery (Students may access modules and individual help from teaching staff up to 20 hours of their own choosing) OR 10 x 2hrs

**Dandenong**  
 Mon - Fri 10:30am - 2:30pm Apr 16 - Jun 22  
 Orientation is held on Monday April 16 at 2pm.  
 Tue 6pm - 8pm Apr 17 - Jun 19

**Frankston**  
 Mon - Fri 10:30am - 2:30pm Apr 16 - Jun 22  
 Orientation is held on Monday April 16 at 2pm.  
 Wed 6pm - 8pm May 2 - Jul 4

### Occupational Preparatory Program (S000945D)

This course is for people who are intending to apply for careers in the Police Force. It covers the areas that you will be assessed in the selection test for this service. These include: English skills such as spelling, punctuation, grammar and essay writing, reasoning ability (IQ tests), practice and strategies, problem solving skills, practice for mathematical sections, and workplace awareness. We recommend you have senior secondary skills in order to undertake the literacy and numeracy requirements of the course. Please contact 9212 5148 for further information prior to enrolling. Students with Year 12 should not apply.

The Victoria Police Education Entrance Examination (PL00001) is offered on the first Saturday each month alternatively at the Dandenong and Frankston campuses. Enrolments for the examination as well as times, dates and costs can be organised by telephoning 9212 5148.

**Fee:** \$400 (GST Exempt)  
**Concession Available:** No  
**Sessions:** Flexible delivery (Students may access modules and individual help from teaching staff up to 20 hours of their own choosing) OR 10 x 2hrs

**Dandenong**  
 Mon - Fri 10:30am - 2:30pm Apr 30 - Jul 6  
 Orientation is held on Monday April 30 at 1pm.

**Frankston**  
 Mon - Fri 10:30am - 2:30pm Apr 30 - Jul 6  
 Orientation is held on Monday April 30 at 1pm.  
 Wed 6pm - 8pm May 2 - Jul 4

### VETASSESS Nursing Test Preparation Course (S003030)

Do you want to work in nursing, aged care, welfare work or children's services? You may need to sit the VETASSESS test in Literacy/Numeracy and English Writing Skills. This Nursing Test Preparation short course may assist you in preparing for the test. Students with Year 12 should not apply. Please contact 9212 5148 for further information prior to enrolling.

Enrolments for the examination as well as times, dates and costs can be organised by telephoning 9212 5148.

**Fee:** \$400 (GST Exempt)  
**Concession Available:** No  
**Sessions:** Flexible delivery (Students may access modules and individual help from teaching staff up to 20 hours of their own choosing) OR 10 x 2hrs

**Dandenong**  
 Mon - Fri 10:30am - 2:30pm Apr 16 - Jun 22  
 Orientation is held on Monday April 16 at 2pm.  
 Tue 6pm - 8pm Apr 17 - Jun 19

**Frankston**  
 Mon - Fri 10:30am - 2:30pm Apr 16 - Jun 22  
 Orientation is held on Monday April 16 at 2pm.  
 Wed 6pm - 8pm May 2 - Jul 4



## TRAINING AND ASSESSMENT

### Certificate IV in TESOL - Fully Flexible (Self Study) Course

Teaching English - Teacher Training  
 Would you like to teach English as a second or foreign language (ESL/EFL) in Australia or overseas? The Certificate IV in TESOL is a nationally recognised training qualification designed to provide the practical skills and knowledge in teaching English to speakers of other languages. This qualification can assist you to teach in English Language centres overseas. Graduates with existing teaching qualifications are eligible to apply for roles in English training programs within Australia. We are offering the course, to be studied over 12 weeks, in a flexible way. The course includes observation of ELICOS classes conducted by experts in the field and six hours of supervised teaching practice.

**Course dates:** Monthly enrolments between February and November.  
**Fee\*:** \$2146.50 (plus \$60 materials fee); or \$543.65 (plus \$60 materials fee) for students eligible for a Government funded place; or \$213.50 (plus \$60 materials fee) for students eligible for a Government funded place who also have a Health Care Card or Pension Card  
 \* Fees are correct at the time of printing but are subject to change.

The course is conducted by:  
 International English Language Department  
 Located in Building B, 121 Stud Road,  
 Dandenong  
 Contact: 9212 5430 or 1300 244 746 or visit our website: [www.chisholm.edu.au](http://www.chisholm.edu.au) for further information.

### Training and Assessment

Chisholm offers a range of qualifications for new and experienced teachers in the Vocational Educational and Training (VET) Sector. The Certificate IV in Training and Assessment (TAE40110) is the minimum qualification required to teach in the VET sector.

- Day courses run one session per week over 12 weeks
- Evening courses (when available) are one evening a week over 24 weeks

Courses have a flexible blended delivery approach and Recognition of Prior Learning is also available.

Classes commence throughout the year and are offered during weekdays and Saturdays at Dandenong, Frankston and Berwick.

A course upgrade is also offered from the previous TAA40104 Certificate IV in Training and Assessment to the new TAE40110 Certificate IV Training and Assessment. For those who hold a BSZ40198 Certificate IV in Assessment and Workplace Training qualification, a Recognition of Prior Learning pathway may be appropriate.

Careers and facilitation skills advancement is also available in:

- Diploma of Training and Assessment (TAA50104)
- Diploma of VET Practice (21697VIC)
- Graduation Certificate in Vocational Education and Training (21852VIC)
- Vocational Graduate Certificate in Industry Engagement and Development (21973VIC)

For information and our class schedule  
 Call 9212 5015 or 9212 5050  
 Email [taatraining@chisholm.edu.au](mailto:taatraining@chisholm.edu.au)  
 Go to [www.chisholm.edu.au](http://www.chisholm.edu.au)







<b>Berwick</b>		
Sat	9am - 5pm	May 19
Thu	9am - 5pm	Jun 28
<b>Cranbourne</b>		
Wed	9am - 5pm	May 2
Sat	9am - 5pm	Jun 2
<b>Dandenong</b>		
Wed	9am - 5pm	Apr 18
Tue	6pm - 10pm	May 15 - May 22
Wed	9am - 5pm	May 23
Tue	9am - 5pm	Jun 5
Mon	9am - 5pm	Jun 18
<b>Frankston</b>		
Sat	9am - 5pm	May 5
Wed	9am - 5pm	May 16
Fri	9am - 5pm	Jun 15

## Distribute Meals and Refreshments to Clients (HLT21207DM)

Government funding is available for this course. If you are eligible you can study as many as three additional units for the cost of a workbook and you can save up to 75% off the full fee. Prior to enrolling, please contact the Culinary, Events and Hospitality department on 9212 5409 to see if you are eligible. This course is useful for people working in healthcare facilities. You will learn to receive, transport and store food in a safe and hygienic manner, in accordance to legal and business requirements, so that meals and refreshments in a health care facility are productively distributed and collected.

- Topics include:
- Receive and check food deliveries
  - Transport food safely and hygienically
  - Apply safe food hygiene practices
  - Deliver meals and/or beverages
  - Collect utensils and meal trays

This course is part of the Certificate II in Health Support Services.

**Fee:** \$250 or Government subsidised price: Between \$25 - \$156.00 subject to eligibility. (GST Exempt)

**Concession Available:** No

**Materials Fee Notes:** Fee includes \$25 for materials

**Sessions:** 2 x 6hrs

<b>Dandenong</b>		
Wed	9am - 4pm	May 2 - May 9
Fri	9am - 4pm	May 25 - Jun 1
Sat	9am - 4pm	Jun 16 - Jun 23

## FIRST AID

### Perform CPR Training (S002694)

It is recommended that general first aid training is updated every three years and CPR training is updated annually. If you want to undertake or update CPR training you can participate by enrolling in the first four hours of either First Aid - level 1 or level 2. Please refer to First Aid - level 1 or level 2 for further information in regards to dates and times.

**Fee:** \$65 (GST Exempt)

**Concession Available:** No

**Materials Fee Notes:** Fee includes \$5.00 inc GST for materials.

**Sessions:** 1 x 4hrs



## Food Safety Training in Community Languages - Mandarin, Vietnamese, Cantonese

	<b>SAFE FOOD HANDLING Food Processing (FDF20103SF) Health (HLT21207SF) Hospitality / Retail (SIT20307SF)</b>	<b>FOOD SAFETY SUPERVISORS Food Processing (FDF20103FS) Hospitality (SIT20307FS) Retail (SIR20207FS)</b>
Mandarin (Mondays 9am - 5pm)	Apr 2, May 7, Jun 4	Apr 9, Jun 18
Vietnamese (Saturdays 9am - 5pm)	Apr 14, May 12, Jun 16	Apr 21, Jun 23
Cantonese (Saturdays 9am - 5pm)	Apr 21, May 19, Jun 16	Apr 28, Jun 23

Chisholm has now introduced Safe Food Handling and Food Safety Supervisor classes in community languages. These will be offered on a regular basis throughout the year. Classes need a minimum number of students to proceed. Workplace assessment forms are part of the Food Safety Supervisor course and this will be conducted in the relevant community language at your workplace. Course content and costs are the same as for the Safe Food Handling and Food Safety Supervisors courses delivered in English. Enquiries can be made to the Culinary, Events and Hospitality department on 9212 5409 (English) OR messages can be left on the below numbers and the trainer will return the call in the relevant language.

Mandarin: 9212 4902 Vietnamese: 9212 4903 Cantonese: 9212 4901

### Provide Basic Emergency Life Support (First Aid - Level 1) (S002451)

You can gain the necessary first aid skills to help in a casualty situation until medical assistance is available. You will be required to demonstrate first aid skills during the course. For evening classes, the first session will run from 6pm - 10pm (CPR being 4 hours) and the second session will run from 6pm - 9pm.

**Fee:** \$95 (GST Exempt)

**Concession Available:** No

**Materials Fee Notes:** Fee includes \$5.00 inc GST for materials.

**Sessions:** 1 x 7hrs or 1 x 4hrs + 1 x 3hrs (The first session will run from 6pm - 10pm (CPR being 4hrs) and the second session will run from 6pm - 9pm.)

<b>Berwick</b>		
Sat	9am - 4:30pm	May 12
Tue	6pm - 10pm	Jun 5 - Jun 12
<b>Cranbourne</b>		
Sat	9am - 4:30pm	May 12
Tue	6pm - 10pm	Jun 5 - Jun 12
<b>Dandenong</b>		
Sat	9am - 4:30pm	May 12
Tue	6pm - 10pm	Jun 5 - Jun 12
<b>Frankston</b>		
Thu	6pm - 10pm	Apr 19 - Apr 26
Sat	9am - 4:30pm	Jun 23

### Apply First Aid (First Aid - Level 2) (S002452)

You will learn how to respond effectively and appropriately in both emergency and day-to-day first aid situations. Topics include: unconscious victims, burns, strokes, spinal injury, hypothermia, anaphylaxis awareness, asthma alerts and CPR. You will be required to demonstrate first aid skills during the course. Please note that First Aid Level 2 incorporates First Aid Level 1.

**Fee:** \$195 (GST Exempt)

**Concession Available:** No

**Materials Fee Notes:** Fee includes \$5.00 inc GST for materials.

**Sessions:** 3 x 6hrs

<b>Berwick</b>		
Fri	9am - 3:30pm	May 25 - Jun 8
Sat	9am - 3:30pm	Jun 16 - Jun 30
<b>Cranbourne</b>		
Fri	9am - 3:30pm	May 25 - Jun 8
Sat	9am - 3:30pm	Jun 16 - Jun 30
<b>Dandenong</b>		
Fri	9am - 3:30pm	May 25 - Jun 8
Sat	9am - 3:30pm	Jun 16 - Jun 30
<b>Frankston</b>		
Tue	9am - 3:30pm	Apr 17 - May 1
Sat	9am - 3:30pm	Apr 28 - May 12
<b>Mornington Peninsula</b>		
Fri	9am - 3:30pm	Jun 15 - Jun 29

### Apply First Aid Refresher (S003115)

This course allows you as the first aider to update your knowledge and skills gained, and to revise first aid procedures. You will be updated on new guidelines outlined by Australian Resuscitation Council. A textbook and work book will be handed out at enrolment, which must be completed prior to the commencement of the class. Prerequisite: Apply First Aid HLTFA301B - Level 2 (which has expired during the past 12 months) must be produced.

Assessment method: Completion of the workbook prior to commencement of the class, demonstration of practical skills, scenarios and a written test. On successful completion a certificate will be awarded which is valid for three years and includes the CPR unit: HLTCP201A.

**Fee:** \$160 (GST Exempt)

**Concession Available:** No

**Materials Fee Notes:** Fee includes \$5.00 inc GST for materials.

**Sessions:** 1 x 8.5hrs

<b>Berwick</b>		
Tue	8am - 5pm	Jun 19
<b>Cranbourne</b>		
Tue	8am - 5pm	Jun 19
<b>Dandenong</b>		
Tue	8am - 5pm	Jun 19
<b>Frankston</b>		
Wed	8am - 5pm	May 2



## OCCUPATIONAL HEALTH AND SAFETY (OHS)

### Construction Induction Training (Formerly Red Card) (S002580)

This course has replaced the Red Card and is now nationally accredited and recognised. You will cover the basic OHS Induction course which, under the OHS regulations, must be completed before commencing work on any construction site. You must produce a copy of photo identification on the day of your class in order for you to be issued with a Worksafe Construction Induction card within 60 days of your course completion. A range of conversational English skills are required including reading, writing and speaking. This will enable you to complete the assessment, read and interpret signs and procedures, and communicate clearly in the workplace. It is a WorkSafe Victoria directive that an interpreter must not be used.

**Fee:** \$160 (GST Exempt)

**Concession Available:** No

**Fee Notes:** Fee includes cost of workbook.

**Sessions:** 1 x 7hrs

<b>Dandenong</b>		
Tue	8:30am - 4pm	Apr 10
Tue	8:30am - 4pm	Apr 24
Tue	8:30am - 4pm	May 8
Tue	8:30am - 4pm	May 22
Tue	8:30am - 4pm	Jun 12
Tue	8:30am - 4pm	Jun 26
<b>Frankston</b>		
Thu	8:30am - 4pm	Apr 19
Thu	8:30am - 4pm	May 10
Thu	8:30am - 4pm	May 31
Thu	8:30am - 4pm	Jun 21
<b>Mornington Peninsula</b>		
Thu	8:30am - 4pm	May 10
Thu	8:30am - 4pm	Jun 14



## Excavator Operator (S003318)

NEW

This course is designed for novice or beginner operators. You will be trained and assessed in the national unit of competency: Conduct Civil Construction Excavator Operations - RIIMP0320A. This includes practical training and exercises, plant maintenance and safety procedures. Upon successful completion of the written and practical components, you will be issued with a certificate of competency and a photo ID card.

Fee: \$900 (GST Exempt)  
Concession Available: No  
Sessions: 4 x 8hrs

### Cranbourne

Tue, Wed, Thu, Fri 8am - 4:30pm Apr 10 - Apr 13  
Tue, Wed, Thu, Fri 8am - 4:30pm May 15 - May 18  
Tue, Wed, Thu, Fri 8am - 4:30pm Jun 12 - Jun 15

## Initial 5 Day OHS for Health and Safety Representatives, Managers and Supervisors (S003235)

This Victorian WorkSafe Authority approved course will provide Health and Safety Representatives (HSR), Managers and Supervisors with the knowledge, skills and attitudes required to effectively manage occupational health and safety in the workplace. Topics include: role of the HSR, purpose and provisions of the OHS Act and developing strategies to implement the Act in designated work groups. Section 67 of the OHS Act specifies that an HSR may request to attend an initial course of training after being elected. Basic conversational English required. Please note that a smart casual dress code applies for all classes that are scheduled off-site at Dandenong Club or Frankston RSL Club.

Fee: \$875 (GST Exempt)  
Concession Available: No  
Fee Notes: Fee includes cost of workbook.  
Sessions: 5 x 8hrs

### Dandenong

Thu 8:30am - 4:30pm Apr 12 - May 10  
Tue 8:30am - 4:30pm May 8 - Jun 5  
Thu 8:30am - 4:30pm May 17 - Jun 14  
Thu 8:30am - 4:30pm Jun 21 - Jul 19

### Frankston

Wed 8:30am - 4:30pm Apr 11 - May 16  
No class held Apr 25  
Wed 8:30am - 4:30pm Jun 6 - Jul 4

## Introduction to Occupational Health and Safety (S001630)

This course provides you with an overview and introduction of the Victorian OHS Act, OHS Regulations and Legislation. Topics include: consultative structures, Worksafe initiatives, issue resolution and risk assessment. Basic conversational English required.

Fee: \$195 (GST Exempt)  
Concession Available: No  
Materials Fee Notes: Fee includes cost of workbook.

Sessions: 1 x 6hrs

### Dandenong

Fri 9am - 4pm May 25

### Frankston

Fri 9am - 4pm Apr 20  
Fri 9am - 4pm Jun 15

## OHS Legal Compliance Requirements for Managers and Supervisors (S002440)

You will gain a solid understanding of responsibilities and duty of care pursuant to the OHS Act, Regulations and Compliance codes. Topics include: OHS legal brief and legislative requirements, contractor mitigation, statutory incident reporting, risk management and job safety analysis, manual handling, plant risk safety, noise awareness, working at height requirements, asbestos identification and management. You are required to complete competency tests during the course to demonstrate your understanding of the course content. Lunch and refreshments are provided. Please note that a smart casual dress code applies for all classes that are scheduled off-site at Dandenong Club.

Fee: \$450 (GST Exempt)  
Concession Available: No  
Materials Fee Notes: Fee includes cost of workbook.

Sessions: 1 x 7hrs

### Dandenong

Tue 8:30am - 4:30pm Apr 24  
Fri 8:30am - 4:30pm Jun 22

## OHS Refresher Course (S002281)

OHS representatives, managers and supervisors will gain an overview of the latest Worksafe approved initiatives, new regulations, codes of practice, latest industry practices and the impact of new legislation. Section 67 of the OHS Act specifies that a health and safety representative may request to attend an initial course of training after being elected. Basic conversational English required.

Fee: \$185 (GST Exempt)  
Concession Available: No  
Fee Notes: Fee includes cost of workbook.  
Sessions: 1 x 7hrs

### Dandenong

Thu 8:30am - 4pm Apr 12  
Wed 8:30am - 4pm May 9  
Mon 8:30am - 4pm Jun 4

### Frankston

Fri 8:30am - 4pm Apr 27  
Fri 8:30am - 4pm May 18  
Fri 8:30am - 4pm Jun 29

## BUILDING CONSTRUCTION AND DESIGN

### Architectural Plan Reading/Design (S003122)

This course is for individuals with limited experience in plan reading who intend to undertake Building Thermal Performance Assessment courses and also for those who are interested in learning how to understand the practice and discipline behind architectural plans together with basic good design principles. It will provide you with understanding of residential architectural documentation, architectural symbols and services together with basic local council documents.

Fee: \$382 (GST Exempt)  
Concession Available: No  
Materials Fee Notes: Fee includes \$10.00 for materials.

Sessions: 2 x 6hrs

### Frankston

Sat, Sun 9am - 3:30pm Apr 28 - Apr 29

## Building Thermal Performance Assessment (S002550)

Create more comfortable homes that cost less to run and minimise impact on our environment. Develop your skills in practical, cost effective building and design solutions. This course is made up of a total of three modules. Two online modules - Building Thermal Performance Theory and Professional Practice, and one on-campus module - Second Generation Software Operation (First Rate 5). You need: knowledge of residential building design and construction; be able to interpret plans and specifications, and be competent in the operation of computers.

Fee: \$850 (GST Exempt)  
Concession Available: No  
Fee Notes: On-line enrolments are not available for this course.

Sessions: 2 x 7hrs plus Online Modules

### Berwick

Sat, Sun 9am - 4:30pm Jun 2 - Jun 3  
On line modules 1 and 3 commence Mon 7 May 2012. These modules must be completed by Fri 1 June 2012.

### Frankston

Sat, Sun 9am - 4:30pm May 19 - May 20  
On line modules 1 and 3 commence Mon 23 April 2012. These modules must be completed by Fri 18 May 2012.

## Owner Builders (S003353)

You will learn theory and practical components for this course. Theory topics include: getting organised, compliance with regulations, finance, design, energy considerations, insurance, tax obligations, permits and site safety. Practical components consist of an individual project involving a complete take-off for materials and labour to estimate your costs. Other topics include: material selection, choosing tradespeople, quotes, making payments, job scheduling and cash flow.

Fee: \$385 (GST Exempt)  
Concession Available: No  
Fee Notes: Enrol your wife/husband/partner and receive 25% off second enrolment only.

Sessions: 2 x 6hrs

### Dandenong

Sat, Sun 9am - 4pm May 26 - May 27

## Owner Builders - Online Course (S001971)

You will be provided with everything you need to know from start to finish on building your own home and making additions or alterations. Topics include: legal requirements, contracts, project planning, good design, OHS and the building process with downloaded/printable help sheets, check lists and case studies. Study where you like and when you like (online), for the duration of the course. You will be given six weeks to complete the course. You need: Basic understanding of Windows and the Internet.

Fee: \$379.50 (GST Exempt)  
Concession Available: No

## AUTOMOTIVE

### Small Engines (S000880D)

This course gives you the knowledge and expertise to dismantle and assemble two and four-stroke engines. Emphasis is placed on the correct use of appropriate hand tools and special service tools, and the operation of the two and four-stroke cycle. Routine maintenance is also covered to include the servicing of sparking plugs, contact points, oil and air filters, cable adjustments, carburettor settings and frame maintenance including wheels, diagnosis and fault finding. Participants must be 16 years of age or over and wear automotive overalls and steel cap boots.

Fee: \$450 (GST Exempt)  
Concession Available: No  
Materials Fee Notes: Materials fee is included in price

Sessions: 10 x 3hrs

### Frankston

Tue 6pm - 9pm May 1 - Jul 3

## Bricklaying for Beginners (S003380)

NEW

This course is a hands-on and practical course for everyone who has an interest in learning more about bricklaying and paving.

You will have the opportunity to learn the skills required to work on a variety of small bricklaying projects. You will learn the terminology, the right tools and the bricklaying techniques to get a professional finish. Information about the bricklaying industry is also covered.

You must bring your own workboots, earmuffs/plugs, workpants, protective safety glasses, pen and paper.

Fee: \$340 (GST Exempt)  
Concession Available: No  
Sessions: 4 x 4hrs, 2 x 8hrs

### Berwick TEC

Tue 5:30pm - 9:30pm Apr 24 - May 15  
Sat 8:30am - 5:00pm May 5 - May 12  
Sat 8:30am - 5:00pm Jun 16 - Jun 23

## Carpentry Projects and Careers (S003381)

NEW

This course gives you the chance to work on a carpentry project of your choice to take home. You will learn new carpentry skills and gain employability skills while also gathering information about working in the carpentry and building industries.

Enrol with a parent, relative or friend, to be able to work as a team - 50% discount will apply for one of your partners.

You must bring your own workboots, earmuffs/plugs, workpants, protective safety glasses, pen and paper.

Fee: \$320 (GST Exempt)  
Concession Available: No  
Fee Notes: One parent, relative or friend will be entitled to a 50% discount and therefore their cost will be \$160.00. Online enrolments are not available if you would like to receive the discount.

Sessions: 5 x 3hrs

### Berwick TEC

Wed 5:30pm - 8:30pm Apr 18 - May 23  
No class held Apr 25  
Wed 5:30pm - 8:30pm May 30 - Jun 27

## Autocad Introduction - Building Design (S003133)

You can learn computer-aided drafting using AutoCAD software. The course uses practical exercises designed to increase your ability in sequential and logical steps. AutoCAD is ideal for all fields of drafting and requires little or no keyboard skills. A text book is provided in class. This is an approved course for the Building Commission's Continuing Professional Development Program. You need: Basic computer skills and familiarisation with MS Windows.

Fee: \$480 (GST Exempt)  
Concession Available: No  
Sessions: 8 x 3hrs

### Dandenong

Tue 6pm - 9pm Apr 24 - Jun 12

### Frankston

Wed 6pm - 9pm May 2 - Jun 20

## PLUMBING

### Commission and Maintain Backflow Prevention Devices (S002713)

The Chisholm Backflow Prevention Course is designed for licensed plumbers to achieve the competencies required to test, commission and maintain backflow prevention devices in water services. You will cover hazard assessment preparation for work, safe work practices, identification and commissioning procedures, the physical testing and commissioning of devices, the maintenance of devices, and documentation. You are required to contact the Plumbing Industry Commission ([www.pic.vic.gov.au](http://www.pic.vic.gov.au) or 1800 015 129 or 03 9880 6200) to organise and pay an additional fee of approximately \$45.00 for the assessment prior to attending this course. The assessment will need to be undertaken after the completion of this course.

Please bring pen, paper, AS3500 PART 0 and 1, and protective clothing including overalls and work boots. Funding for training assistance may be provided to eligible members by Incolink - contact David Beard on 03 9668 3062.

**Fee:** \$600 (GST Exempt)  
**Concession Available:** No  
**Fee Notes:** This fee does not include the additional assessment fee of approximately \$45.00.  
**Sessions:** 3 x 8hrs

**Cranbourne**  
Mon, Tue, Wed 8am - 4:30pm Apr 16 - Apr 18  
**Dandenong**  
Mon, Tue, Wed 8am - 4:30pm Jun 18 - Jun 20  
**Frankston**  
Mon, Tue, Wed 8am - 4:30pm May 14 - May 16

### Split Air-conditioning Systems (S003340)

Plumbers and electricians - upgrade your skills to include the installation of split air conditioning systems. This course is a part of the Certificate II in Engineering - Production (Air Conditioning) and is recognised by the Plumbing Industry Commission and the Australian Refrigeration Council. You will cover installation of refrigeration and conditioning plant and equipment, testing, evacuation and charging of refrigeration systems.

Holders of (MEM20105) Certificate II Engineering, can apply for a refrigeration handling or trading licence with the Australian Refrigeration Council to install and decommission Split Air Conditioning to 18kw.

**Important: Plumbers and Electricians must seek approval from the Plumbing Industry Commission ([www.pic.vic.gov.au](http://www.pic.vic.gov.au) or 1800 015 129 or 03 9880 6200) six weeks prior to commencing this course. Plumbers and electricians must obtain a trainee licence from the Australian Refrigeration Council ([www.arctick.org](http://www.arctick.org)), at an additional cost, before attending the course (this must be done two weeks prior to course commencement).**

Please note that electricians will be required to attend extra session/s to meet the full requirements of the course. Once this course is satisfactorily completed you must re-apply to the Australian Refrigeration Council for an endorsement on your licence.

Funding for training assistance may be provided to eligible members by Incolink - contact David Beard 03 9668 3062.

**Fee:** \$850 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 4 x 8hrs

**Cranbourne**  
Mon - Thu 8am - 4:30pm May 21 - May 24  
**Dandenong**  
Mon - Thu 8am - 4:30pm May 7 - May 10  
**Frankston**  
Mon - Thu 8am - 4:30pm Apr 16 - Apr 19

## WELDING

### Arc Welding Introduction (S000922D)

You will be provided with the basic skills and knowledge to join metals using the electric arc welding process. Please wear protective clothing and footwear as it is essential.

**Fee:** \$300 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 3 x 4hrs

**Dandenong**  
Tue 5:30pm - 9:30pm Apr 17 - May 1  
Sat 9am - 1pm May 5 - May 19

### Butt Welding PE Pipelines (S003316)

This course involves operation of a butt welding machine, practical exercise and welding techniques. You will be trained and assessed in the national unit of competency: Butt Weld Polyethylene Plastic Pipelines - PMBWELD301B. Upon successful completion of a practical and theory assessment, you will be issued with a certificate of competency, a photo ID card and a Welder ID stamp.

**Fee:** \$295 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 1 x 8hrs

**Cranbourne**  
Thu 8am - 4:30pm Apr 19  
Thu 8am - 4:30pm May 10  
Thu 8am - 4:30pm May 24  
Thu 8am - 4:30pm Jun 7  
Thu 8am - 4:30pm Jun 28

### Electrofusion Welding PE Pipelines (S003317)

This course involves the operations of fusion welding apparatus, procedures, joint preparation, heat settings and a practical exercise. You will be trained and assessed in the national unit of competency: Electrofusion Weld Polyethylene Pipelines - PMBWELD302B. Upon successful completion of a practical and theory assessment, you will be issued with a certificate of competency and a photo ID card.

**Fee:** \$295 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 1 x 8hrs

**Cranbourne**  
Wed 8am - 4:30pm Apr 18  
Wed 8am - 4:30pm May 9  
Wed 8am - 4:30pm May 23  
Wed 8am - 4:30pm Jun 6  
Wed 8am - 4:30pm Jun 27

### Mig Welding - Introduction (S000149D)

This course gives beginners and home welders an introduction to the Mig welding process and its applications. Please wear protective clothing and footwear as it is essential.

**Fee:** \$300 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 3 x 4hrs

**Dandenong**  
Sat 9am - 1pm Apr 21 - May 5  
Tue 5:30pm - 9:30pm May 8 - May 22  
**Frankston**  
Mon 5:30pm - 9:30pm May 14 - May 28

### Oxy/Acetylene Brazing and Cutting Processes Introduction (S001520)

You will be introduced to three operations of the oxy/acetylene process. You will learn silver brazing, bronze welding and flame cutting. Topics include: safe use of equipment and brazing materials, fluxes, terminology, application of processes and joining of different metals. Please wear protective clothing and footwear as it is essential.

**Fee:** \$300 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 3 x 4hrs

**Frankston**  
Mon 5:30pm - 9:30pm Apr 16 - Apr 30

### Quality Assurance/ Auditing Course for PE Welding (S003320)

This course is primarily for inspectors, supervisors and auditors of PE Welding Activities (Butt Welding and Electrofusion). You will not be qualified as a poly welder, but you will be given the knowledge of what relevant Australian standards apply, and the procedures for welding and general fault finding and testing.

**Fee:** \$175 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 1 x 4hrs

**Cranbourne**  
Thu 8am - 12pm Apr 26

### Tig Welding Introduction (S000151D)

You will be given hands-on instruction in basic Tig welding which is an ideal process used in industry on steel, aluminium and stainless metals. Please wear protective clothing and footwear as it is essential.

**Fee:** \$300 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 3 x 4hrs

**Dandenong**  
Sat 9am - 1pm Apr 21 - May 5  
Tue 5:30pm - 9:30pm May 8 - May 22  
**Frankston**  
Mon 5:30pm - 9:30pm Jun 4 - Jun 25  
No class held Jun 11

## SCIENCE

### Introduction to Chemistry (S002704)

This course is designed to prepare you for studies in chemistry. Topics include: atomic structure, equation writing and balancing, acids and bases, stoichiometric calculations, simple organic and inorganic compounds, and introduction to green chemistry. Please wear closed shoes to class and bring a scientific calculator. Completion of this course and the Introduction to Chemistry 2, may provide you with a prerequisite for university entry.

**Fee:** \$290 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 4 x 3.75hrs

**Frankston**  
Sat 9am - 12:45pm Apr 21 - May 12



### Introduction to Chemistry 2 (S003266)

This course is designed to prepare learners for further studies in chemistry. Subjects: acids and bases, volumetric calculations, titration techniques, intro to basic organic structures. Prerequisites: Introduction to Chemistry or some basic chemistry knowledge. Please wear closed shoes to class and bring a scientific calculator. Completion of Introduction to Chemistry and Introduction to Chemistry 2 may provide the prerequisite for university entry.

**Fee:** \$290 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 4 x 3.75hrs

**Frankston**  
Sat 9am - 12:45pm May 26 - Jun 23  
No class held Jun 9

## FORKLIFT TRAINING

### Forklift Four Day Course - Weekdays

This four-day course is timetabled regularly and is offered at Chisholm Dandenong from Monday - Thursday between 8am - 4pm. This course provides you with training in the safe operation of a forklift to national certification standards. A national Forklift Assessment guide, a competency based practical assessment and an interim licence is included. On successful completion, the applicant is required to pay \$60.00 to Worksafe Victoria for issue of the licence.

For course dates, enquiries and bookings, please phone 9212 5233.

**Fee:** \$340 (subject to eligibility) (GST Exempt)  
**Concession Available:** No

### Forklift Four Day Course - Weekends

This four day course is timetabled regularly and is offered at Chisholm Dandenong on consecutive weekends (Saturday and Sunday) from 8am - 4pm. This course provides you with training in the safe operation of a forklift to national certification standards. A national Forklift Assessment guide, a competency based practical assessment and interim licence are included. On successful completion, you are required to pay \$60.00 to Worksafe Victoria for issue of the licence.

For course dates, enquiries and bookings for this course, please phone 9212 5233.

**Fee:** \$340 (subject to eligibility) (GST Exempt)  
**Concession Available:** No

### Forklift National Assessment (Licence Test)

These assessments (licence tests) are conducted on alternate Fridays at Dandenong. An interim licence is included. To make an assessment booking please call 9212 5233.

Prerequisite: Forklift training or experience.

**Licence Fee:** Following successful assessment you will be required to pay \$60.00 to WorkSafe Victoria for issue of the licence.

**Fee:** \$260 (GST Exempt)  
**Concession Available:** No

## RENEWABLE ENERGY AND SUSTAINABILITY

### Renewable Solar Grid-connect

NEW

Successful completion of the appropriate units entitles qualified electricians (or electrical/electronic engineers or people who have completed a Certificate IV in Renewable Energy) to apply to the Clean Energy Council (CEC) for accreditation in: Design accreditation (only) - this includes units K025C and K035C; or Installation accreditation (only) - this includes units K025C and K026B; or Design and Installation accreditation - this includes units K025C, K026B and K035C. Please note that unit K025C needs to be successfully completed before starting units K026B or K035C. Please refer to the individual courses to complete your requirements for CEC accreditation.

**Fee:** \$300 per each unit (GST Exempt)  
**Concession Available:** No

### Renewable Solar Grid-connect 1 - K025C (S003171)

K025C - Solve Basic problems in Photovoltaic Energy Apparatus.

**Sessions:** Mon 2 x 4hrs + Sat 1 x 8hrs

**Benwick**  
Mon 5:30pm - 9:30pm +  
Sat 8am - 4:30pm Apr 16 - Apr 28  
No class held Apr 21

### Renewable Solar Grid-connect 2 - K026B (S003172)

K026B - Install and Set up Grid Connect Photovoltaic Power Systems.

**Sessions:** Mon 2 x 4hrs + Sat 2 x 8hrs

**Benwick**  
Mon 5:30pm - 9:30pm +  
Sat 8am - 4:30pm Jun 18 - Jun 30

### Renewable Solar Grid-connect 3 - K035C (S003173)

K035C - Design Grid Connected Power Systems.

**Sessions:** Mon 2 x 4hrs + Sat 2 x 8hrs

**Benwick**  
Mon 5:30pm - 9:30pm +  
Sat 8am - 4pm May 21 - Jun 2

## ELECTRICAL AND ELECTRONICS

### Clipsal C-Bus Basic Training (S002350)

This is a hands-on basic training course for electricians and programmers. Clipsal C-Bus is a fully programmable electrical energy management system for homes and buildings. It simplifies electrical installations in commercial, industrial and residential buildings. The system is used to control electrical lighting and electrical power to audio visual devices, motors, timers and pumps. C-Bus can be used to control virtually any type of electrical load. Once the C-Bus system has been installed, a laptop is used to initialise and program the system. Each C-Bus device has its own inbuilt microprocessor allowing units to be individually programmed. A laptop is provided for the duration of the course and lunch is provided for all full day classes.

**Fee:** \$750 (GST Exempt)

**Concession Available:** No

**Materials Fee Notes:** Optional Purchase: C-Bus Basic product kit - \$600 (recommended trade price \$1570). Only available to C-Bus Basic short course students.

**Sessions:** 3 x 8hrs, 6 x 4hrs

**Dandenong**  
Wed, Thu, Fri 9am - 5:30pm Apr 11 - Apr 13  
Mon, Wed 6pm - 10pm May 28 - Jun 18  
No class held Jun 11

**Frankston**  
Mon, Wed 6pm - 10pm Apr 30 - May 16

### Clipsal C- Bus touch Screen (S002853)

This hands-on course is for people who have completed the Clipsal C-Bus Basic course and would like to automate their system further with a Touch Screen (monochrome or colour). The Touch Screen provides you with an easy to use, graphical interface to a Clipsal C-Bus automation system. The display and controls are completely determined by the needs of the end user. Prerequisite: Clipsal C-Bus Basic Training course. Lunch is provided.

**Fee:** \$650 (GST Exempt)

**Concession Available:** No

**Materials Fee Notes:** Optional Purchase: C-Bus touch Screen kit - \$400 (recommended trade price \$1100). Only available to C-Bus Touch Screen students.

**Sessions:** 2 x 8hrs

**Dandenong**  
Fri, Sat 9am - 5:30pm Jun 22 - Jun 23

**Frankston**  
Fri, Sat 9am - 5:30pm May 18 - May 19

### Disconnect /Reconnect Workers Licence (S002265)

This course provides the training required by Energy Safe Victoria for people in industries allied to the electrical trade such as mechanical fitters, refrigeration mechanics and plumbers wishing to sit for the Disconnect/Reconnect Workers Licence (D licence) examination. You must have this licence to carry out restricted electrical work in Victoria such as disconnection, maintenance and reconnection of permanently connected electrical equipment. The course fee includes external exams, which are conducted after the course completion date. The assessment includes theoretical and practical tests. Important: check your eligibility for a licence with Energy Safe Victoria by calling 1800 815 721 prior to course commencement.

**Fee:** \$695 (GST Exempt)

**Concession Available:** No

**Sessions:** 7 x 8hrs, 14 x 4hrs

**Dandenong**  
Fri 8am - 4:30pm Apr 27 - Jun 8  
Wed 5:30pm - 9:30pm May 23 - Aug 22

### Electrical Contractors Registration Course - Commercial (S000193D)

This course meets the requirements set by Energy Safe Victoria for the Registered Electrical Contractors Licence. This 40 hour course covers the business component which is one of the requirements to obtain registration as an electrical contractor. An assessment is included in the course fee.

**Fee:** \$420 (GST Exempt)

**Concession Available:** No

**Sessions:** 10 x 4hrs

**Dandenong**  
Tue 5:30pm - 9:30pm Apr 17 - Jun 19

**Frankston**  
Thu 5:30pm - 9:30pm May 10 - Jul 26  
No class held Jul 5 and Jul 12

### Installation of Video Surveillance Equipment (IP Security Cameras) (S002489)

This hands-on course requires you to demonstrate and perform all the skills covered during the course.

This course is specifically designed for those with little or no practical knowledge/skills of the procedures involved in setting up and installing a video surveillance system. Topics include: selecting a camera best suited for a specific application, selecting the location to physically mount the camera, terminating the cables (coax (RG6 etc) and CAT5), and connecting the camera to a video monitor.

You will be required to set up an IP Camera that enables the client to view the camera output from any computer anywhere in the world via the internet. Lunch is not provided.

**Fee:** \$180 (GST Exempt)

**Concession Available:** No

**Sessions:** 1 x 8hrs

**Frankston**  
Sat 9am - 5:30pm May 26

### Installing Security Systems (S002158)

This hands-on course gets you to connect between the NESS D8 Alarm Control Panel and the various sensors, keypad, switches and siren. Ideally suited for registered cabling (or persons intending on obtaining registered cabling status). You will be taught how to program and test the NESS D8 Alarm Control Panel and how to select suitable sensors (PIR, Wireless, Dual or Pet Sensor) to meet client requirements. Topics include: best practice in running and terminating cables, sensor types, tools and equipment, legal requirements (eg police, security licence and registered cabling licence).

**Fee:** \$275 (GST Exempt)

**Concession Available:** No

**Sessions:** 3 x 4hrs

**Frankston**  
Wed 6pm - 10pm May 2 - May 16  
Wed 6pm - 10pm Jun 6 - Jun 20



### Licensed Electrical Assessment (LEA) (S003130)

This course prepares you for the Licensed Electrical Assessment examinations. There are three external assessments called SWP (Safe Working Practices), LET (Licensed Electrical Theory) and LEP (Licensed Electrical Practice). These are externally assessed for additional cost. You need: an electrical apprenticeship, Restricted Licence (L or class B), Unrestricted Licence, Energy Safe Victoria approval or Tradesman's Right Certificate (Electrical). Coaching sessions for individual assessments for SWP, LET and LEP are also available - contact the Electrical department for further information - Frankston 9238 8226 or Dandenong 9212 5327.

**Fee:** \$695 (GST Exempt)

**Concession Available:** No

**Fee Notes:** Individual assessments are SWP = \$120, LET = \$300 and LEP = \$300.

**Materials Fee Notes:** You must bring your own scientific calculator. Six booklets (as specified in the list provided upon enrolment) must be brought to class. These six booklets can be purchased from the Electrical department at Frankston (Building K) or Dandenong (Building V) during office hours for approximately \$70. Six booklets are as follows: 1. AS/NZS 3000:2007 Wiring Rules (Incorporating amendments No 1). 2. AS/NZS 3008.1.1:2009 Electrical Installation - Cable selection. 3. AS/NZS 3017:2007 Electrical Installation - Verification guidelines. 4. AS/NZS 3012:2010 Electrical Installation - Construction and Demolition Sites. 5. Code of Practice for Safe Electrical Work 1997. 6. Electrical Safety (Installations) Regulations 2009.

**Sessions:** 6 x 8hrs, 12 x 4hrs

**Dandenong**  
Fri 8am - 4:30pm Apr 27 - Jun 1  
Wed 5:30pm - 9:30pm May 16 - Aug 15  
No class held Jul 4 and Jul 11

**Frankston**  
Thu 5:30pm - 9:30pm May 31 - Aug 30  
No class held Jul 5 and Jul 12

**Frankston**  
Tue 5:30pm - 9:30pm Apr 24 - Jul 10  
Thu 5:30pm - 9:30pm May 17 - Aug 2

### Introduction to Basic Electronics (S001515)

This is a practical course, based on the building of simple electronic devices. Topics include: recognition and sourcing of electronic components, soldering and unsoldering, using multimeters and Ohm's Law for measurement.

**Fee:** \$229 (GST Exempt)

**Concession Available:** No

**Sessions:** 3 x 4hrs

**Dandenong**  
Thu 6pm - 10pm May 3 - May 17

**Frankston**  
Wed 6pm - 10pm Jun 13 - Jun 27

### More Basic Electronics (S001516)

This is a follow-on practical course based on the building and repair of simple consumer electronic devices. Topics include: recognition and sourcing of electronic components, unsoldering and adaptation of printed circuit boards and using multimeters, CROs and Ohm's Law for measurement and fault finding. Extension to more complex projects. Prerequisite: Introduction to Basic Electronics.

**Fee:** \$229 (GST Exempt)

**Concession Available:** No

**Sessions:** 3 x 4hrs

**Frankston**  
Wed 6pm - 10pm May 23 - Jun 6



## PLC's (Programmable Logic Controllers) (S001278D)

This course uses the Allen Bradley SLC500 series PLCs with the RSLogix500 software. You will gain skills in writing and solving a variety of realistic applications. Topics include: load programs, connect simulation equipment, monitor and test and debug programs. This course is tailored to the needs of individuals, whether you are a novice or have prior experience.

**Fee:** \$550 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 2 x 8hrs

**Dandenong**  
Sat 8am - 4:30pm Jun 23 - Jun 30

## Restricted Electrical Licence - Class 1 (S003382)

This course provides the accredited training in fault finding on electrical equipment that is relevant to the occupational areas of refrigeration and air conditioning, instrumentation and electronics (Unit: UEENE007). The examinations are conducted after the course completion date and the examination fees are included in the course fee. Prerequisite: Disconnect/Reconnect Workers licence (Restricted Electrical Licence - Class 2). Once you successfully complete this course you are then eligible to apply for the Restricted Electrical Licence - Class 1 with Energy Safe Victoria by calling 1800 815 721.

**Fee:** \$400 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 5 x 4hrs

**Dandenong**  
Thu 5:30pm - 9:30pm Jun 14 - Jul 12

## Plug Top Replacement (S003280)

The purpose of this course is to give you the knowledge and skills required to replace plugs and extension sockets for portable electrical equipment. A non-electrical person may replace plugs and extension sockets provided the person has been trained, assessed and found to be competent to fit plugs and sockets according to the manufacturer's instructions with this qualification. You will be given the wiring regulations, instructed how to strip, trim and terminate wires to correctly attach plugs and sockets, and then be assessed. During the course, you will wire single-phase plugs and sockets, materials, tools and installation instructions will be supplied.

Prerequisite: Successful completion of a nationally recognised Testing and Tagging course.

**Fee:** \$170 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 1 x 3hrs

**Dandenong**  
Mon 1pm - 4pm Apr 23  
Mon 5:30pm - 8:30pm Apr 23  
Mon 1pm - 4pm May 14  
Mon 5:30pm - 8:30pm May 14



## Testing and Tagging (UEE22010TT)

Government funding is now available for this course. Prior to enrolling, please contact Electrical, Electronics Engineering at Berwick 9212 4527, Dandenong 9212 5332 or Frankston 9238 8226, to see if you are eligible. This course provides you with the training to gain the skills to correctly test portable appliances such as drills, grinders and computers. Visual inspection together with the use of suitable appliance testers ensures electrical safety required by OH&S legislation.

Please note that this is also part of the Certificate II in Electrotechnology (Career Start).

**Fee:** \$195 (includes \$10.60 for materials) or Government subsidised price: Between \$10.60 - \$98.00 (includes \$10.60 for materials) subject to eligibility. (GST Exempt)

**Concession Available:** No  
**Sessions:** 1 x 8hrs, 2 x 4hrs

**Berwick**  
Mon 8am - 4:30pm Apr 16  
Mon 8am - 4:30pm May 7

**Dandenong**  
Tue 5:30pm - 9:30pm Apr 17 - Apr 24  
Tue 5:30pm - 9:30pm May 15 - May 22  
Wed 5:30pm - 9:30pm May 16 - May 23  
Tue 5:30pm - 9:30pm Jun 19 - Jun 26  
Wed 5:30pm - 9:30pm Jun 20 - Jun 27

**Frankston**  
Tue 5:30pm - 9:30pm May 1 - May 8  
Wed 5:30pm - 9:30pm May 2 - May 9  
Tue 5:30pm - 9:30pm Jun 5 - Jun 12  
Wed 5:30pm - 9:30pm Jun 6 - Jun 13

**Mornington Peninsula**  
Tue 5:30pm - 9:30pm Apr 17 - Apr 24  
Tue 5:30pm - 9:30pm May 15 - May 22  
Tue 5:30pm - 9:30pm Jun 19 - Jun 26

## Coaxial Cabling (ICT30310CC)

Government funding is now available for this course. If you are eligible for government funding, you may save over \$25. Prior to enrolling, please contact the Computer Engineering & Applied Science department on 9238 8485 to see if you are eligible.

This unit describes the performance outcomes, skills and knowledge required to install and terminate coaxial cable on customer premises in communications applications, including telephony, data and video, and computer networks. This work is essential in provisioning of National Broadband Network (NBN) infrastructure for high speed and high bandwidth transmissions. All customer cabling work in the telecommunications, fire, security and data industries must be performed by a registered cabler. All cablers are required to register with an Australian Communications and Media Authority (ACMA)-accredited registrar. Successful completion of this unit will qualify you for the 'Coaxial Cabling' endorsement on your Open Registration Licence. Please note that this course is part of the Certificate III in Telecommunications Cabling.

**Fee:** \$240 or Government subsidised price: Between \$0 - \$214.00 subject to eligibility. (GST Exempt)

**Concession Available:** No  
**Sessions:** 1 x 8hrs + 1 x 4hrs (First class 9am - 5:30pm, second class 9am to 1pm)

**Frankston**  
Sat 9am - 5:30pm May 12 - May 19

## Optical Fibre Splicing (ICT303100P)

Government funding is available for this course. If you are eligible for government funding, you may save over \$260. Prior to enrolling, please contact the Computer Engineering & Applied Science department on 9238 8485, to see if you are eligible. This course provides you with the skills and knowledge required to install and test optical fibre cable on customer premises for telecommunications applications. You will gain the knowledge and skills to work on the NBN Fibre to the Premises (FTTP) network rollout to the vast majority of Australian homes and businesses. Suitably qualified cablers will soon be in demand to help rollout the NBNCo fibre optic network. All customer cabling work in the telecommunications, fire, security and data industries must be performed by a registered cabler. All cablers are required to register with an Australian Communications and Media Authority (ACMA) - accredited registrar. Successful completion of this unit will qualify you for the 'Optical Cabling' endorsement on your Open Registration Licence.

Please note that this course is part of the Certificate III in Telecommunications Cabling.

**Fee:** \$480 or Government subsidised price: Between \$0 - \$214.00 subject to eligibility. (GST Exempt)

**Concession Available:** No  
**Sessions:** 3 x 8hrs

**Frankston**  
Sat 9am - 5:30pm Apr 21 - May 5

## Optical Fibre Splicing - Carriers (ICT303100C)

Government funding is available for this course. If you are eligible for government funding, you may save over \$340. Prior to enrolling, please contact the Computer Engineering & Applied Science department on 9238 8485, to see if you are eligible.

Technical staff who place, secure and terminate optical fibre cable can apply the skills and knowledge in this course. Types of termination include direct termination, fusion splicing and mechanical splicing for carriers and service providers. This course provides the skills and knowledge required to splice and terminate optical fibre cable within an optical telecommunications transmission environment. This work is essential in provisioning of National Broadband Network (NBN) infrastructure for high speed and high bandwidth transmissions. All customer cabling work in the telecommunications, fire, security and data industries must be performed by a registered cabler. All cablers are required to register with an Australian Communications and Media Authority (ACMA)-accredited registrar. Please note that this course is part of the Certificate III in Telecommunications Cabling.

**Fee:** \$560 or Government subsidised price: Between \$0 - \$214.00 subject to eligibility. (GST Exempt)

**Concession Available:** No  
**Sessions:** 1 x 4hrs + 3 x 8hrs (First class 1.30pm - 5.30pm, other classes 9am - 5.30pm)

**Frankston**  
Sat 9am - 5:30pm May 19 - Jun 16  
No class held Jun 9

## Restricted Cabling Registration Course (S001218D)

Restricted Cabling Registration is necessary for domestic cabling work including the installation of security and fire alarm panels in a typical home and small office environment, which is connected or intended to be connected to the carriers' network. This course provides you with the cabling training needed to register as a Restricted Cabler.

AS/ACIF S009:2006 - Installation Requirements for Customer Cabling (Wiring Rules) - needs to be brought to class. This is available from Standards Australia (Phone: 131 242) at an approximate cost of \$190.00, or alternatively you can download this free

from [http://www.commsalliance.com.au/Documents/Documents/Standards/s009 \(.pdf, 1030 KB\).](http://www.commsalliance.com.au/Documents/Documents/Standards/s009 (.pdf, 1030 KB).)

**Fee:** \$295 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 3 x 4hrs

**Frankston**  
Mon 5:30pm - 9:30pm May 14 - May 28

## Telecommunications Open Registration Course (Formerly Austel/BCL) (S000806D)

This course provides you with the cabler training needed and the assessment to gain Open Registration. You will cover the required competencies for registration. Open Registration is necessary for cabling work carried out in a typical commercial environment which is connected or intended to be connected to a carrier's network. It also allows the cabler to carry out typical domestic work.

The CCM Volume 1 - 2007 Communications Cabling Manual Volume 1 needs to be brought to class and is available from Standards Australia (Ph: 131 242), at an additional approximate cost of \$285.

**Fee:** \$810 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 15 x 4hrs

**Dandenong**  
Thu 5:30pm - 9:30pm May 17 - Aug 23

**Frankston**  
Wed 5:30pm - 9:30pm Jun 13 - Sep 19

## MANUFACTURING

### Competitive Manufacturing

Competitive Manufacturing is a philosophy that promotes competitive advantage through applying Manufacturing Practices such as: Competitive Manufacturing Principles Just in time and 5S. For any Production Business looking for a competitive edge or wanting an introduction to Competitive Manufacturing Principles the following two units are offered as an introduction: **5S**

Introduction to the Competitive Manufacturing Environment. Covering the 5S principles such as: Set in Order, Standardisation of processes, Sort, Shine and Sustaining of 5S Environment.

**Competitive Manufacturing Principles**  
Introduction to Competitive Manufacturing and the tools used within a Competitive Manufacturing Environment.

For further information please contact the Manufacturing, Engineering and Logistics Department on 03 9212 5233.

## SPORT, FITNESS AND RECREATION

### Fitness

Chisholm is now taking enrolments from potential students wishing to study the Certificates III and IV in Fitness for 2012. Conducted at Frankston and Berwick. Night classes also available.

To enrol or for general course enquiries please contact Pat on 9238 8263 or Maria on 9238 8219.

ADOBE

**Microsoft PowerPoint (ICA1011PO)**

You can learn and stand out from the rest! Microsoft Office Specialist certification can help you differentiate yourself. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers and clients, and can give you increased job satisfaction. You can come along to our Prepared 2 Pass classes. The MOS PowerPoint certification examination measures your ability to create and format presentation masters and templates, create and format slide content, work with dynamic visual content, and collaborate on and deliver presentations. We will provide you with a comprehensive kit with courseware, files, the successfully proven Certiprep online learning and assessment tool, and our qualified instructors that will prepare you for success.

This course is part of the Certificate I in Information, Digital Media and Technology. Please note that Microsoft PowerPoint 2010 is used, however 2007 is also available.

**Fee:** \$295 (includes \$40 for materials) or Government subsidised price: Between \$40 - \$171.00 (includes \$40 for materials) subject to eligibility. (GST Exempt)

**Concession Available:** No  
**Sessions:** 1 x 3hrs

**Frankston**  
Fri 1pm - 4pm Apr 13

**Adobe Photoshop (ICA3011PH)**

You can become an Adobe Certified Associate now! Adobe® Certified Associate is a certification program that validates the skills for those seeking employment and recognition for demonstrating the ability to use digital media needed to plan, design, build, and maintain effective communications. Whether it's a career in graphic design, Web marketing, video production, or more; becoming an Adobe® Certified Associate will help give you the inside track to work in these exciting new fields. Learn how to set up project requirements, identify design elements, understand Photoshop®, manipulate images and publish digital images. Our Prepared 2 Pass classes with our expert instructors will provide you with all the tools you need to pass today. This course is part of the Certificate III in Information, Digital Media and Technology.

Please note that you will use Adobe Photoshop CS5, however CS4 is also available.

**Fee:** \$295 (includes \$40 for materials) or Government subsidised price: Between \$40 - \$171.00 (includes \$40 for materials) subject to eligibility. (GST Exempt)

**Concession Available:** No  
**Sessions:** 1 x 3hrs

**Frankston**  
Fri 9am - 12pm Apr 13

**Adobe Dreamweaver (ICA3011ATD)**

Become an Adobe Certified Associate today! Adobe® Certified Associate is a certification program that validates the skills for those seeking employment and recognition for demonstrating the ability to use digital media needed to plan, design, build, and maintain effective communications. Whether it's a career in graphic design, Web marketing, video production, or more, becoming an Adobe® Certified Associate will help give you the inside track to work in these exciting new fields. Learn how to set up project requirements, planning site design and page layout, understand Dreamweaver® interface, adding content with Dreamweaver, organising and evaluating content and maintaining a site. Our Prepared 2 Pass classes with our expert instructors will provide you with all the tools you need to pass today.

This course is part of the Certificate III in Information, Digital Media and Technology.

Please note that Adobe Dreamweaver CS5 is used however CS4 is also available.

**Fee:** \$295 (includes \$40 for materials) or Government subsidised price: Between \$40 - \$171.00 (includes \$40 for materials) subject to eligibility. (GST Exempt)

**Concession Available:** No  
**Sessions:** 1 x 3hrs

**Frankston**  
Fri 1pm - 4pm May 11

**Adobe Flash (ICA3011AF)**

Become an Adobe Certified Associate today! Adobe® Certified Associate is a certification program that validates the skills for those seeking employment and recognition for demonstrating the ability to use digital media needed to plan, design, build, and maintain effective communications. Whether it's a career in graphic design, Web marketing, video production, or more, becoming an Adobe® Certified Associate will help give you the inside track to work in these exciting new fields. Learn how to setup project requirements, identify rich media design elements, understanding Flash® interface, building rich media elements and evaluating elements with Flash®. Our Prepared 2 Pass classes with our expert instructors will provide you with all the tools you need to pass today.

This course is part of the Certificate III in Information, Digital Media and Technology.

Please note that Adobe Flash CS5 is used however CS4 is also available.

**Fee:** \$295 (includes \$40 for materials) or Government subsidised price: Between \$40 - \$171.00 (includes \$40 for materials) subject to eligibility. (GST Exempt)

**Concession Available:** No  
**Sessions:** 1 x 3hrs

**Frankston**  
Fri 9am - 12pm Jun 15

BUSINESS AND PERSONAL COMPUTING

**Microsoft Office 2010 (S003096)**

This is the complete course for Microsoft Office. You will cover the core changes which include the Ribbon interface, file management, and the Backstage, as well as common tasks such as sharing files, printing, formatting, inserting and working with pictures and illustrations. You will learn new and enhanced features found in each of the four major applications (Word, Excel, PowerPoint and Outlook).

**Fee:** \$455 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 3 x 5hrs, 5 x 3hrs

**Berwick**  
Fri 10am - 4pm May 25 - Jun 8

**Dandenong**  
Fri 10am - 4pm Apr 13 - Apr 27  
Tue 10am - 4pm Jun 12 - Jun 26

**Frankston**  
Thu 6pm - 9pm May 3 - May 31

**Microsoft Office 2010 Upgrade (S003097)**

This is the perfect course for the Intermediate Microsoft Office user who needs to get a jump start on Office 2010. You will cover the essential common features such as the new Ribbon interface, printing, formatting and working with pictures. You will then delve into the 4 major applications (Word, Excel, PowerPoint and Outlook) covering new and enhanced features by exposing the user to 'real life' tasks and challenges in Office.

**Fee:** \$265 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 1 x 6hrs, 2 x 3hrs

**Dandenong**  
Thu 9am - 4pm May 10

**Frankston**  
Sat 10am - 1pm Apr 21 - Apr 28  
Mon 9am - 4pm May 21  
Thu 6pm - 9pm Jun 7 - Jun 14

**Windows 7, Word and Excel 2010 - Stage I (S003310)**

Build on your skills by investigating the internet and manage files and folders and identify areas that need to be secure and protected. Using Word you grow your understanding of multiple documents, autotext, advanced table features, and section breaks. Excel will allow you to learn more complex formulas, moving between workbooks, range formula techniques, statistical functions, charting and other intricate details.

**Fee:** \$535 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 3 x 6hrs, 6 x 3hrs

**Berwick**  
Fri 9am - 4pm Jun 15 - Jun 29

**Cranbourne**  
Tue 6pm - 9pm Jun 5 - Jun 10

**Dandenong**  
Fri 9am - 4pm May 18 - Jun 1

**Frankston**  
Wed 6pm - 9pm Jun 13 - Jun 18

**Windows 7, Word and Excel 2010 - Stage II (S003311)**

This course will build on skills learned in Windows 7, Word and Excel 2010 - Stage I (S003310). Build on your skills by further investigating the internet and manage files and folders and identify areas that need to be secure and protected. Using Word, you will grow your understanding of multiple documents, autotext, advanced table features, and section breaks. Excel will allow you to learn more complex formulas, moving between workbooks, range formula techniques, statistical functions, charting and other intricate details.

**Fee:** \$535 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 6 x 3hrs, 3 x 6hrs

**Dandenong**  
Mon 6pm - 9pm Jun 25 - Jun 30

**Frankston**  
Mon 9am - 4pm Apr 30 - May 14  
Mon 9am - 4pm May 28 - Jun 18

No class held Jun 11

DATABASES

**Microsoft Access Introduction (S003307)**

You will be able to use Access 2010 as a powerful visual tool to design and develop database applications. Through this hands-on course, you will gain the experience with the features and functionality of Access. Create and design lookup databases, manipulate and query data, design reports and forms.

**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 4 x 3hrs, 2 x 6hrs

**Berwick**  
Tue 6pm - 9pm Jun 19 - Jun 10

**Dandenong**  
Fri 9am - 4pm Jun 8 - Jun 15

**Frankston**  
Wed 9am - 4pm May 2 - May 9

**Microsoft Project Introduction (S003308)**

Do you have a project to manage? Learn how to use Project 2010 software that will assist you in achieving your project goals. You will learn about the project interface, creating projects, entering tasks, resources, constraints, tracking the project progress, reporting and many other essential features.

**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 4 x 3hrs, 2 x 6hrs

**Cranbourne**  
Mon 6pm - 9pm Apr 16 - May 7

**Dandenong**  
Fri 9am - 4pm May 4 - May 11

**Frankston**  
Tue 9am - 4pm Apr 3 - Apr 10  
Thu 9am - 4pm Jun 21 - Jun 28

AUTHORISED TESTING CENTRE



GOVERNMENT FUNDING MAY APPLY. Prior to enrolling, please contact the Business IT department via email to [businessitemails@chisholm.edu.au](mailto:businessitemails@chisholm.edu.au) to find out if you are eligible.

**INTERNET AND EMAIL**

**Microsoft Outlook 2010 Introduction (S003373)**

**NEW**

Outlook 2010 makes it easier for you to prioritise and control your time, allowing you to focus on the things that matter most. The skills and knowledge acquired in this level of Outlook will enable you to manage your e-mail, schedule your appointments and keep track of your contact information.

**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 2 x 6hrs

**Dandenong**  
Thu 9am - 4pm Jun 28 - Jul 5

**DESKTOP PUBLISHING**

**InDesign (S003306)**

**NEW**

InDesign is a product that has challenged old habits in the print, publishing and design sectors. This course brings you a clear, logical and informative learning sequence to this product, which is creative and exciting. Please note that you will use Adobe Indesign CS5.

**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 4 x 3hrs, 2 x 6hrs

**Cranbourne**  
Sat 10am - 1pm Jun 2 - Jun 23  
**Dandenong**  
Mon 9am - 4pm May 28 - Jun 4  
**Frankston**  
Tue 9am - 4pm Apr 17 - Apr 24

**Microsoft Publisher (S003309)**

**NEW**

You will learn all the skills and knowledge with Publisher 2010 to create and personalise professional-quality fliers, newsletters, brochures, calendars and much more. Easily communicate your message in a variety of publication types, saving you time and money. You will be able deliver high quality results without having graphic design experience. Get the job done right with Publisher 2010!

**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 4 x 3hrs, 2 x 6hrs

**Berwick**  
Tue 6pm - 9pm Apr 17 - May 8  
**Cranbourne**  
Thu 6pm - 9pm Jun 14 - Jul 5  
**Dandenong**  
Thu 9am - 4pm Apr 26 - May 3  
**Frankston**  
Mon 9am - 4pm Jun 25 - Jul 2

**Customised Computer Training**

Computer training solutions can be customised to your training requirements. We can bring our courses to you on our notebooks and at a convenient time and location for you. Call today for these great team building programs and enquire about any of our short courses. Prepared 2 Pass classes are also available for nationally and internationally recognised qualifications. Assessments can be conducted for Recognition of Prior Learning (RPL). Contact the Business IT department on (03)9238 8461 or BusinessITshortcourses@chisholm.edu.au

**SPREADSHEETS**

**Excel 2007 - Intermediate (S002486)**

You will learn to format charts, use functions in formulas, create linking formulas, consolidate data, use auditing features, create workspaces, apply named ranges, outline and summarise data. You need: completion of Excel Introduction course or equivalent knowledge.

**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 2 x 6hrs

**Frankston**  
Mon 9am - 4pm Apr 16 - Apr 23

**WEB DESIGN**

**Wordpress.com (S003312)**

**NEW**

With the help of Wordpress.com® (content management system) you can create a simple blog and website. Learn how to download, install and configure Wordpress.com®. Create posts, upload images and format content using simple code (HTML/CSS). Apply a theme and adjust your website to make it your own. This introduction to this online software will provide you with all the basics needed to create your own simple website.

**Fee:** \$265 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 2 x 3hrs or 1 x 6hrs

**Berwick**  
Wed 6pm - 9pm May 2 - May 9  
**Frankston**  
Mon 9:30am - 4:30pm Apr 2 - Apr 2  
Thu 6pm - 9pm Jun 21 - Jun 28

**COMPUTERISED ACCOUNTING**

**MYOB - The Complete Package (S002860)**

Move forward quickly with this very popular accounting program. Cover everything from introduction, advanced and payroll features. Topics include: setting up, processing, reconciliations and producing the reports you need. You need: Basic bookkeeping knowledge. Lunch is provided for full day classes (except weekends). Please bring USB/memory stick.

**Fee:** \$580 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 3 x 6hrs, 6 x 3hrs

**Berwick**  
Fri 9am - 4pm Jun 15 - Jun 29  
**Cranbourne**  
Wed 6pm - 9pm May 30 - Jul 4  
**Dandenong**  
Wed 9am - 4pm Apr 18 - May 9  
No class held Apr 25  
**Frankston**  
Tue 6pm - 9pm Apr 24 - May 29  
Thu 6pm - 9pm Apr 26 - May 31



**Quick Books - The Complete Package (S002864)**

Now is your chance to move forward quickly with this very popular accounting program. Covers everything from setting up, processing, reconciliations and producing the reports you need. You need: Basic bookkeeping knowledge. Lunch is provided for full day classes (except weekend classes). Please bring USB/memory stick.

**Fee:** \$580 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 3 x 6hrs

**Dandenong**  
Wed 9am - 4pm Jun 6 - Jun 20  
**Frankston**  
Fri 9am - 4pm Apr 20 - May 4

**COMPUTER HARDWARE**

**Advanced Hardware and Fault Finding (S000428D)**

This course will introduce you to the advanced techniques of locating faults in a modern computer. Tools such as Post Probe, microscope for hardware analysis, advanced I/O configs, SCSI chaining, BIOS Flashing, fault finding techniques. Multimeters will be used for electrical testing. This is a very hands-on course, enabling you to capably identify more complex faults. You need: Building your own PC for the Beginner course or some knowledge of computer hardware basics. Lunch is provided.

**Fee:** \$195 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 1 x 8hrs

**Berwick**  
Sat 9am - 5:30pm May 5  
Sat 9am - 5:30pm Jun 23

**Building Your Own PC for the Beginner (S001183D)**

This course concentrates on identifying the major components of a computer and the selection and use of tools used to construct a computer. You will learn the principles of building a computer and installing its own software. This is very much a hands-on course, where you will learn to save money and become familiar with building and maintaining your own computer. Some prior computer knowledge would be an advantage. Lunch is provided.

**Fee:** \$120 (GST Inclusive)  
**Concession Available:** No  
**Sessions:** 1 x 8hrs

**Berwick**  
Sat 9am - 5:30pm May 19

**COMPUTER NETWORKING**

**Building Your Own Computer Network for Business and Home (S001519)**

This course introduces the novice to building a simple network at home. You will cover cabling, computer and network configuration, wireless and sharing printers and files. Lunch is provided.

**Fee:** \$195 (GST Inclusive)  
**Concession Available:** No  
**Sessions:** 1 x 8hrs

**Berwick**  
Sat 9am - 5:30pm Apr 21  
Sat 9am - 5:30pm Jun 16

**Introduction to Network Infrastructure (S001518)**

This course will introduce you to the infrastructure behind a network such as routers, switches, hubs, DNS, DHCP and TCP/IP. This is a very hands-on course where you will configure routers, DHCP DNS and create a network between these devices. Lunch is provided.

**Fee:** \$195 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 1 x 8hrs

**Berwick**  
Sat 9am - 5:30pm Jun 2



There are two ways of enrolling in the certificate courses.

1. You can enrol in the fourth building block which is the whole certificate course and receive the discount on enrolment **OR**
2. You can enrol in the first three individual building blocks before each one commences. When you enrol in the final third building block this will make up the full Certificate and you will also receive the discount.

**CERTIFICATE IN BUSINESS INFORMATION TECHNOLOGY**

**Introductory Computer Skills (S000622D)**

This is an ideal course for beginners and those wishing to increase their confidence with computers. This course provides you with basic hands-on awareness of computers and computer terminology. Topics includes: Windows 7, e-mail and Internet.  
**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 3 x 4hrs, 2 x 6hrs, 4 x 3hrs

**Berwick**

Mon	6pm - 10pm	Jun 18 - Jul 2
<b>Cranbourne</b>		
Sat	9am - 1pm	Jun 30 - Jul 14
<b>Dandenong</b>		
Tue	6pm - 10pm	May 1 - May 15
Thu	9am - 4pm	May 17 - May 24
<b>Frankston</b>		
Fri	9am - 4pm	Apr 20 - Apr 27
Tue	6pm - 10pm	May 22 - Jun 5



**Word Introduction (S003303)**

You will learn to create and manage documents using Word 2010. You will gain an understanding on how to create documents, format text, add pictures/shapes and print. You will be able to create tables plus learn how to use time saving features such as building blocks, styles and templates. You will learn all the skills needed to get you started with document creation.  
**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 3 x 4hrs, 2 x 6hrs

**Berwick**

Thu	6pm - 10pm	Apr 19 - May 3
<b>Cranbourne</b>		
Sat	9am - 1pm	
Jul	21 - Aug 4	
<b>Dandenong</b>		
Tue	6pm - 10pm	May 22 - Jun 5
Thu	9am - 4pm	May 31 - Jun 7
<b>Frankston</b>		
Fri	9am - 4pm	May 4 - May 11
Tue	6pm - 10pm	Jun 12 - Jun 26



**Excel Introduction (S003301)**

Create and navigate spreadsheets using Excel 2010. Learn how to work with spreadsheets, create and use formulas and functions, understand font and cell formatting. Learn how to use fill operations, work with headers and footers plus create effective charts. Work with a range of formula techniques and understand conditional formatting. Learn all the skills needed to get you started with spreadsheets. You need: Basic computing knowledge.  
**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 3 x 4hrs, 2 x 6hrs, 4 x 3hrs

**Berwick**

Thu	6pm - 10pm	May 10 - May 24
<b>Cranbourne</b>		
Sat	9am - 1pm	Aug 11 - Aug 25
<b>Dandenong</b>		
Tue	6pm - 10pm	Jun 12 - Jun 26
Thu	9am - 4pm	Jun 14 - Jun 21
<b>Frankston</b>		
Tue	6pm - 9pm	Apr 3 - Apr 24
Fri	9am - 4pm	May 18 - May 25
Tue	6pm - 10pm	Jul 3 - Jul 17



**Certificate in Business Information Technology (S002850)**

This course is the culmination of the three core training programs. In the Introductory Computer Skills you will cover Windows, Internet and Email, then you will add Introduction to Word and Excel to get you started with computing skills you need to be in business. Please note that you will use Microsoft Office 2010.  
**Fee:** \$995 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 9 x 4hrs, 6 x 6hrs

**Berwick**

Mon	6pm - 10pm	Jun 18 - Aug 13
<b>Cranbourne</b>		
Sat	9am - 1pm	Jun 30 - Aug 25
<b>Dandenong</b>		
Tue	6pm - 10pm	May 1 - Jun 26
Thu	9am - 4pm	May 17 - Jun 21
<b>Frankston</b>		
Fri	9am - 4pm	Apr 20 - May 25
Tue	6pm - 10pm	May 22 - Jul 17

**CERTIFICATE IN MICROSOFT OFFICE**

**Word Intermediate (S003304)**

Build on your skills and knowledge with Word 2010. Use the time saving features such as building blocks, styles, templates, bookmarks and table creation to create and customise documents. Customise your work with pictures, headers and footers, page techniques, table of contents plus work with WordArt and SmartArt. Extend your skills to understand mail merge and electronic forms. You need: Word Introduction or equivalent knowledge.  
**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 2 x 6hrs, 3 x 4hrs

**Berwick**

Fri	9am - 4pm	Apr 13 - Apr 20
<b>Cranbourne</b>		
Wed	6pm - 10pm	May 2 - May 16
<b>Dandenong</b>		
Fri	9am - 4pm	Jun 22 - Jun 29
<b>Frankston</b>		
Fri	9am - 4pm	Jun 1 - Jun 8



**Excel Intermediate (S003302)**

Extend on your skills with Excel 2010. Work with logical functions and formulas techniques, formatting spreadsheets and using charting features. Learn how to create lookup functions, pivot tables and more. You need: Excel Introduction or equivalent knowledge.  
**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 2 x 6hrs, 3 x 4hrs

**Berwick**

Fri	9am - 4pm	Apr 27 - May 4
<b>Cranbourne</b>		
Wed	6pm - 10pm	May 23 - Jun 6
<b>Dandenong</b>		
Fri	9am - 4pm	Jul 6 - Jul 13
<b>Frankston</b>		
Fri	9am - 4pm	Jun 15 - Jun 22



**Powerpoint (S003305)**

PowerPoint 2010 provides you with the tools that will help you create and manage professional looking presentations that save you time and simplify your work. Create stunning graphics with SmartArt, captivate audience with animations and use the many features available to get started with PowerPoint. Start creating extraordinary presentations today!  
**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 2 x 6hrs, 3 x 4hrs

**Berwick**

Fri	9am - 4pm	May 11 - May 18
<b>Cranbourne</b>		
Wed	6pm - 10pm	Jun 13 - Jun 27
<b>Dandenong</b>		
Thu	9am - 4pm	Apr 12 - Apr 19
Fri	9am - 4pm	Jul 20 - Jul 27
<b>Frankston</b>		
Fri	9am - 4pm	Jun 29 - Jul 6



**Certificate in Microsoft office (S003300)**

This certificate is the culmination of the three office Intermediate level courses in Word, Excel and PowerPoint. These programs will give you confidence and develop your skills to produce dynamic documents quickly to impress the business world and save yourself time and frustration. You need: completion of Word Introduction, Excel Introduction or equivalent skills recommended. \*Assessment available for Recognition of Prior Learning (RPL)

Please note that you will use Microsoft office 2010.  
**Fee:** \$995 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 6 x 6hrs, 9 x 4hrs

**Berwick**

Fri	9am - 4pm	Apr 13 - May 18
<b>Cranbourne</b>		
Wed	6pm - 10pm	May 2 - Jun 27
<b>Dandenong</b>		
Fri	9am - 4pm	Jun 22 - Jul 27
<b>Frankston</b>		
Fri	9am - 4pm	Jun 1 - Jul 6



**I enjoyed this course and appreciated being able to do it in my own time, with two weeks to catch up when needed, as I unexpectedly had to move house in the middle of it. I was familiar with some parts of the course but still learnt new things and the parts I needed and wanted to learn were very informative and included useful tips and hints. Thanks.**





CERTIFICATE IN INTERNET STUDIES

**Social Media Tools for Business (S002976)**

Social media has grown to be one of the most effective mediums online. Use various social media networks to build an online community in which you can engage with, and who will talk about you and your business. This course explores social networks, terminology and ultimately will provide the necessary concepts on how to effectively introduce social media into your business.

**Fee:** \$265 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 2 x 3hrs

<b>Berwick</b>			
Wed	6pm - 9pm	Jun 13 - Jun 20	
<b>Frankston</b>			
Wed	6pm - 9pm	May 2 - May 9	



**Internet Marketing The Easy Way (S002977)**

Let us guide you into the internet marketing world. We look at services to help businesses succeed online as well as online business strategies, website design, search engine advertising and website analytics.

**Fee:** \$265 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 2 x 3hrs

<b>Berwick</b>			
Wed	6pm - 9pm	Jun 27 - Jul 4	
<b>Frankston</b>			
Wed	6pm - 9pm	May 16 - May 23	



**Search Engine Optimisation (S002978)**

Google is one of the biggest search engines online. Understand how to harness the power of Google to benefit your website. Learn about Google AdWords and Google AdSense. Understand the concepts of page ranking and site mapping. At the completion of this course you will have an understanding of search engine optimisation and other concepts used to optimize your business online.

**Fee:** \$265 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 2 x 3hrs

<b>Berwick</b>			
Wed	6pm - 9pm	Jul 11 - Jul 18	
<b>Frankston</b>			
Wed	6pm - 9pm	May 30 - Jun 6	



**Certificate in Internet Studies (S002975)**

This certificate is the culmination of the three Internet Studies courses. You will learn about social media tools for business and internet marketing in simple terms. Search Engine Optimisation (SEO) is a must for anyone wanting to promote online. This intensive course gives you the big picture in Internet studies as well as strategies and knowledge to go forward.

**Fee:** \$725 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 6 x 3hrs

<b>Berwick</b>			
Wed	6pm - 9pm	Jun 13 - Jul 18	
<b>Frankston</b>			
Wed	6pm - 9pm	May 2 - Jun 6	

CERTIFICATE IN DIGITAL DESIGN

**Enhance Digital Images Using Photoshop (S002951)**

Demystify digital photography! This course will show you how to use Adobe® Photoshop and demystify digital images. Learn the correct techniques for transforming, correcting, retouching and repairing digital images. You will be impressed with the results. Please note that you will use Adobe CS5.

**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 4 x 3hrs, 3 x 4hrs, 2 x 6hrs

<b>Berwick</b>			
Sat	10am - 1pm	Apr 14 - May 5	
<b>Cranbourne</b>			
Sat	9am - 1pm	Jun 2 - Jun 16	
<b>Dandenong</b>			
Tue	9am - 4pm	May 1 - May 8	
<b>Frankston</b>			
Thu	9am - 4pm	May 10 - May 17	



**Creating Images With Illustrator (S002952)**

Adobe® Illustrator is the industry leading software for creating vector graphics. This great program will ensure you enjoy learning about drawing techniques, using effects, patterns, special text effects, and 3D graphics creation. Take your abilities and creations to the next level.

Please note that you will use Adobe CS5.  
**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 4 x 3hrs, 3 x 4hrs, 2 x 6hrs

<b>Berwick</b>			
Sat	10am - 1pm	May 12 - Jun 2	
<b>Cranbourne</b>			
Sat	9am - 1pm	Jun 23 - Jul 7	
<b>Dandenong</b>			
Tue	9am - 4pm	Apr 3 - Apr 10	
Tue	9am - 4pm	May 15 - May 22	
<b>Frankston</b>			
Thu	9am - 4pm	May 24 - May 31	



**Get Ready for Print (S003091)**

Adobe® InDesign has a firm hold in the print, publishing and design sectors. This course brings a clear, logical and informative learning sequence to this product which is creative and exciting. Learn the basics to create exceptional looking documents like newsletters, corporate stationery, etc. Combine this with the power of Adobe® Acrobat and you will be able to create PDFs that will revolutionise the way you do business via print or the internet.

Please note that you will use Adobe CS5.  
**Fee:** \$385 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 4 x 3hrs, 3 x 4hrs, 2 x 6hrs

<b>Berwick</b>			
Sat	10am - 1pm	Jun 9 - Jun 30	
<b>Cranbourne</b>			
Thu	6pm - 9pm	Apr 19 - May 10	
Sat	9am - 1pm	Jul 14 - Jul 28	
<b>Dandenong</b>			
Tue	6pm - 9pm	Apr 3 - Apr 24	
Tue	9am - 4pm	Apr 17 - Apr 24	
Tue	9am - 4pm	May 29 - Jun 5	
<b>Frankston</b>			
Thu	9am - 4pm	Jun 7 - Jun 14	



**Certificate in Digital Design (S003090)**

This certificate is the culmination of the three Digital Design courses. You will learn to retouch and enhance digital images with Adobe® Photoshop, create logos and illustration in Adobe® Illustrator then put them together in Adobe® InDesign to generate exceptional looking documents like newsletters and corporate stationery. Be creative, the possibilities are endless. Combine this with Adobe® Acrobat and you will be able to create PDFs that will revolutionise the way you present and market yourself or your business via print or the internet. This is a fantastic course if you have little or no design experience and want to learn the basics of the Adobe® digital design software.

Please note that you will use Adobe CS5.  
**Fee:** \$995 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 12 x 3hrs, 9 x 4hrs, 6 x 6hrs

<b>Berwick</b>			
Sat	10am - 1pm	Apr 14 - Jun 30	
<b>Cranbourne</b>			
Sat	9am - 1pm	Jun 2 - Jul 28	
<b>Dandenong</b>			
Tue	9am - 4pm	May 1 - Jun 5	
<b>Frankston</b>			
Thu	9am - 4pm	May 10 - Jun 14	



CERTIFICATE IN ONLINE LEARNING

**Basics of Moodle (S003271)**

Understand the concepts and principles of Moodle®. Learn how to create and use profiles, how to upload file resources, add web links, and manage assignments, setting due dates and grade assignments. Learn how to add quizzes and questions plus manage forums and blogs. Communication with students via the messaging system will give you the confidence to use Moodle® in the teacher/student online environment.

**Fee:** \$265 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 1 x 6hrs

<b>Frankston</b>			
Wed	9:30am - 4:30pm	Jun 27	



**Teaching and Learning With Moodle (S003272)**

OK now you can use Moodle®, let's learn more about how to enhance Moodle® to ensure your courses are engaging and interactive for the students. Understand the online chat tool plus netiquette. Use and manage the calendar. Understand the management of assignments and quizzes plus configure the styles and formatting of the Moodle® page. Finally learn about the importance of course structure.

**Fee:** \$265 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 1 x 6hrs

<b>Frankston</b>			
Wed	9:30am - 4:30pm	Jul 4	



**Moodle Management and Organisation (S003273)**

Let's now learn the ins and outs of Moodle®! Managing modules and blocks, course management, user management plus language settings are all important aspects of the Moodle® experience. Get a grip on the user-course enrolment plus the user roles in Moodle®. Learn how to use the access logs and reports. Once you have completed this course you will be able to fully manage your teacher/student Moodle® experience.

**Fee:** \$265 (GST Exempt)  
**Concession Available:** Yes  
**Sessions:** 1 x 6hrs

<b>Frankston</b>			
Wed	9:30am - 4:30pm	Jul 11	



**Certificate in Online Learning (S003270)**

With the use of Moodle® (Learning Management System) create opportunities for rich interaction between teachers and students via this powerful online resource. Use Moodle® to add activities, assignments, quizzes, resources and modules plus collaborate, evaluate and communicate online. Get online with Moodle®! This certificate is the culmination of the three Moodle® courses that will give you all the skills needed to use this online teacher / student resource.

**Fee:** \$725 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 3 x 6hrs

<b>Frankston</b>			
Wed	9:30am - 4:30pm	Jun 27 - Jul 11	

CERTIFICATE IN WEBSITE DESIGN

**Build and Launch A Website Using Dreamweaver (S002846)**

Build your confidence and save yourself money when you learn how to build your own website to promote your business, product or name online. This course creates a website from the beginning so you can learn and understand how easy it is to plan, develop, create, launch and test a website from scratch using the industry leading software Adobe® Dreamweaver.

Please note that you will use Adobe CS5.

**Fee:** \$385 (GST Exempt)

**Concession Available:** Yes

**Sessions:** 4 x 3hrs, 2 x 6hrs, 3 x 4hrs

<b>Dandenong</b>	
Thu 6pm - 9pm	Apr 5 - Apr 26
Mon 9am - 4pm	Apr 16 - Apr 23
Sat 9am - 1pm	Jun 16 - Jun 30

<b>Frankston</b>	
Sat 9am - 1pm	May 5 - May 19
Wed 9am - 4pm	May 16 - May 23
Mon 6pm - 10pm	May 28 - Jun 18
No class held Jun 11	



**Update a Website Using Dreamweaver and Photoshop (S002957)**

This course will continue to build skills using Adobe® Dreamweaver and introduces Adobe® Photoshop so you can edit and save images for the web. Enhance your website today using the industry standard Adobe Creative Suite.

Please note that you will use Adobe CS5.

**Fee:** \$385 (GST Exempt)

**Concession Available:** Yes

**Sessions:** 3 x 4hrs, 2 x 6hrs, 4 x 3hrs

<b>Berwick</b>	
Mon 6pm - 10pm	Apr 16 - Apr 30
<b>Dandenong</b>	
Mon 9am - 4pm	Apr 30 - May 7
Thu 6pm - 9pm	May 3 - May 24
Sat 9am - 1pm	Jul 7 - Jul 21

<b>Frankston</b>	
Sat 9am - 1pm	May 26 - Jun 9
Wed 9am - 4pm	May 30 - Jun 6
Mon 6pm - 10pm	Jun 25 - Jul 9



**Enhance A Website Using Flash (S003216)**

Discover how to design fun, creative, interactive websites with Adobe® Flash. This multimedia platform is used to add animation, video, and interactivity to web pages. This structured course takes you through bitmap images, vector images, symbols and animation. Flash content can be displayed on various computer systems and devices. Please note that you will use Adobe CS5.

**Fee:** \$385 (GST Exempt)

**Concession Available:** Yes

**Sessions:** 3 x 4hrs, 2 x 6hrs, 4 x 3hrs

<b>Berwick</b>	
Mon 6pm - 10pm	May 7 - May 21
<b>Dandenong</b>	
Mon 9am - 4pm	May 14 - May 21
Thu 6pm - 9pm	May 31 - Jun 21
Sat 9am - 1pm	Jul 28 - Aug 11

<b>Frankston</b>	
Wed 9am - 4pm	Apr 11 - Apr 18
Wed 9am - 4pm	Jun 13 - Jun 20
Sat 9am - 1pm	Jun 16 - Jun 30
Mon 6pm - 10pm	Jul 16 - Jul 30



**Certificate in Website Design (S002830)**

This certificate is the culmination of the three website courses. You will learn how to build and launch a website plus edit and update a website using Adobe® Dreamweaver and Adobe® Photoshop. The next step is to enhance your website with Adobe® Flash for web animation. This exciting course brings you into the Website Design world as well as giving you great technical and creative skills.

Please note that you will use Adobe CS5.

**Fee:** \$995 (GST Exempt)

**Concession Available:** No

**Sessions:** 12 x 3hrs, 6 x 6hrs, 9 x 4hrs

<b>Dandenong</b>	
Thu 6pm - 9pm	Apr 5 - Jun 21
Mon 9am - 4pm	Apr 16 - May 21
Sat 9am - 1pm	Jun 16 - Aug 11

<b>Frankston</b>	
Sat 9am - 1pm	May 5 - Jun 30
Wed 9am - 4pm	May 16 - Jun 20
Mon 6pm - 10pm	May 28 - Jul 30
No class held Jun 11	

CERTIFICATE IN IT (EXPERIENCE+)

**Word User Documentation (ICA30111WO)**

You will look at the features of MS Word for the creation of documents and templates to meet business and user requirements. Creating, editing and modifying and the various features of the software will increase your ability to work with this industry standard program. You will have the opportunity for assessment and have these skills recognised with the Microsoft Office Specialist (MOS) program.

Please note that Microsoft Office 2010 is used.

\*Assessment for Recognition of Prior Learning (RPL) available. This course is part of the Certificate III in Information, Digital Media and Technology.

**Fee:** \$650 or Government subsidised price subject to eligibility. (GST Exempt)

**Concession Available:** No

**Sessions:** 2 x 6hrs

<b>Dandenong</b>	
Mon 9am - 4pm	Jun 18 - Jun 25



**Excel Applications (ICA30111EX)**

You will look at the features of MS Excel and build on your application skills. Work with shortcuts and linking and embedding features to increase personal productivity and data shared between applications. Working towards more advanced features of the software this will increase your ability to work with these industry standard programs. You will have the opportunity for assessment and have these skills recognised with the Microsoft office Specialist (MOS) program. Please note that Microsoft Office 2010 is used. \*Assessment for Recognition of Prior Learning (RPL) available.

This course is part of the Certificate in IT (Experience+) which is also part of the Certificate III in Information, Digital Media and Technology.

**Fee:** \$650 or Government subsidised price subject to eligibility. (GST Exempt)

**Concession Available:** No

**Sessions:** 2 x 6hrs

<b>Dandenong</b>	
Mon 9am - 4pm	Jul 2 - Jul 9

<b>Frankston</b>	
Thu 9am - 4pm	Apr 12 - Apr 19



**Microsoft Office Specialist Experience+ (MOS) (ICA30111MS)**

We prepare you to gain the internationally recognised Microsoft office Specialist (MOS) qualification. You receive a kit that has the courseware and access to the proven successful online Certiprep preparation that also evaluates your progress and gives you feedback to tell you when you are ready to sit a Microsoft (MOS) exam at 40 minutes. Please note that you will use Microsoft Office 2010. This course is part of the Certificate in IT (Experience+) which is also part of the Certificate III in Information, Digital Media and Technology.

**Fee:** \$650 or Government subsidised price subject to eligibility. (GST Exempt)

**Concession Available:** No

**Sessions:** 2 x 6hrs

<b>Dandenong</b>	
Mon 9am - 4pm	Jul 16 - Jul 23

<b>Frankston</b>	
Thu 9am - 4pm	Apr 26 - May 3



**Certificate in IT (Experience+) (ICA30111IT)**

This course combines our Certificate III Information Technology skill set together with our most popular industry short courses in Microsoft Word Intermediate and Microsoft Excel Intermediate and builds on these with certificate requirements and offers the challenge of our Authorised Microsoft Office Specialist (MOS) Testing program (optional). Build, grow and challenge your digital literacy in the MS Office suite including the use of our new technologies for core IT skills with an opportunity for a Chisholm Short Course Attendance Certificate.

Please note that you will use Microsoft Office 2010.

\*Assessment available for Recognition of Prior Learning (RPL)

This is part of a nationally recognised Certificate III in Information, Digital Media and Technology (skill set), or our Internationally recognised Microsoft Office Specialist (MOS) qualification – or all three.

**Fee:** \$1800 or Government subsidised price subject to eligibility. (GST Exempt)

**Concession Available:** Yes

**Sessions:** 6 x 6hrs

<b>Dandenong</b>	
Mon 9am - 4pm	Jun 18 - Jul 23



GOVERNMENT FUNDING MAY APPLY. Prior to enrolling, please contact the Business IT department via email to [businessitemails@chisholm.edu.au](mailto:businessitemails@chisholm.edu.au) to find out if you are eligible.

<http://www.deewr.gov.au/Employment/Programs/ExpPlus/Employers/Pages/TrainGuideandAppForm.aspx> (Certificate III and above)



CISCO



**CISCO CCENT 2  
(UEE40110C2)**

**NEW**

Government funding is now available for this course. If you are eligible for government funding, you may save over \$200. Prior to enrolling, please contact the Computer Engineering & Applied Science department on 9238 8485 to see if you are eligible. This course is the second of two units, which gives you fundamental networking skills and prepares you to sit the industry certification for CISCO Certified Entry Network Technician (CCENT). The CCENT certification is the 640-822 ICND1 exam, which is also the first part of attaining a CCNA certification. It teaches networking based on application, covering networking concepts within the context of network environments that may be encountered in daily life—from small office and home office (SOHO) networking to more complex enterprise and theoretical networking models later in the curriculum.

This course includes hands-on lab work with switches and routers and use of a sophisticated network simulation application (Packet Tracer). This CISCO training is ideal for participants wishing to enter the IT industry or those wishing to advance their careers by gaining a global certification.

For more information refer to datasheet at [http://www.cisco.com/web/learning/netacad/course\\_catalog/CCNADiscovery.html](http://www.cisco.com/web/learning/netacad/course_catalog/CCNADiscovery.html). Successful completion can gain credit for one competency in Certificate IV in Computer Systems. Please note that this course is part of the Certificate IV in Computer Systems.

**Fee:** \$500 or Government subsidised price: Between \$0 - \$247.00 subject to eligibility. (GST Exempt)

**Concession Available:** No  
**Sessions:** 8 x 4hrs

**Frankston**

Mon 6pm - 10pm May 14 - Jul 23  
No class held Jun 11, Jul 2 and Jul 9

**CISCO CCNA  
Security  
(UEE60410CC)**

**NEW**

Government funding is now available for this course. If you are eligible for government funding, you may save over \$200. Prior to enrolling, please contact the Computer Engineering & Applied Science department on 9238 8485 to see if you are eligible.

This training is ideal for participants wishing to enter the IT industry or those wishing to advance their careers and gain global certification in an additional CISCO CCNA qualification.

This course prepares you to sit the CISCO industry certification Implementing CISCO IOS Network Security (IINS) (640-553), which can be obtained after completion of the CCNA certification. This exam tests a candidate's knowledge of securing CISCO routers and switches and their associated networks. It leads to validated skills for installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices and develops competency in the technologies that CISCO uses in its security infrastructure. For more information refer to datasheet at [http://www.cisco.com/web/learning/netacad/course\\_catalog/CCNAsecurity.html](http://www.cisco.com/web/learning/netacad/course_catalog/CCNAsecurity.html). Successful completion can give participants a credit in one elective in the Advanced Diploma of Computer Systems Engineering.

**Prerequisite:** You must have CCNA knowledge or equivalent, prior to enrolling in this course.

Lunch is not provided.

**Fee:** \$950 or Government subsidised price: Between \$0 - \$405.00 subject to eligibility. (GST Exempt)

**Concession Available:** No  
**Sessions:** 7 x 8hrs

**Frankston**

Sat 9am - 5:30pm Apr 21 - Jun 2

**IT Essentials - PC  
Hardware and  
Software - Advanced  
(S003059)**

**NEW**

This training is ideal for participants wishing to enter the IT industry or those wishing to advance their careers and gain global certification in a Comp TIA qualification. This course utilises the latest CISCO Systems Academy Program and is designed to prepare participants for the industry recognised Comp TIA A+ Practical Application exam (220-702). It is recommended that students have completed the IT Essentials - PC Hardware and Software - Fundamentals short course prior to enrolling in this course. This course is an extension of the Fundamentals course and has more in-depth exposure to computer hardware, peripherals and operating systems. You will refine troubleshooting and tools used to resolve problems. Lunch is not provided.

**Fee:** \$460 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 4 x 8hrs

**Frankston**

Sat 9am - 5:30pm May 26 - Jun 23  
No class held Jun 9



“ Great Course! I learnt a lot over the last few weeks. I never found it to be too overbearing, just the right amount of knowledge presented. Highly recommended! ”

## PERSONAL DEVELOPMENT

### Assertiveness Techniques (S001642)

Do you often say "yes" when you want to say "no"? Do other people easily coerce you into doing things you're not comfortable with? Our ability to give and receive honest communication underpins the quality of all our relationships. Learn what your rights are - and how to calmly stand up for them. This course will provide you with information and practice opportunities to develop a variety of basic assertiveness techniques.

**Fee:** \$225 (GST Inclusive)  
**Concession Available:** No  
**Sessions:** 4 x 3hrs

**Dandenong**  
Wed 6pm - 9pm May 2 - May 30  
No class held May 23

### Introduction to Basic Counselling (S000940D)

This course is an introduction to counselling for anyone who is interested in exploring a counselling career or to enhance your work or private life. Topics include: basic skills in counselling, both theoretical and practical. Practice outside the classroom is encouraged.

An additional Saturday class is also required 9am - 4pm.

**Fee:** \$495 (GST Exempt)  
**Concession Available:** No  
**Sessions:** 8 x 3hrs + 1 x 7hrs (Sat)

**Dandenong**  
Thu 6pm - 9pm Apr 19 - Jun 7  
An additional Saturday class also included on June 23, 9am - 4pm.

### Manage My Time (S003176)

Are you suffering from the feeling that there just isn't enough time to do what you need to do, let alone what you want to do? Would you like to be more productive,? Be more focused and relaxed? Ensure you are getting the right things done? Feel more in control? Get to the end of the busy day and know you have achieved? We will provide practice strategies, techniques and tools so you can be balanced and effective and be able to make time for the people and activities that you love.

**Fee:** \$79 (GST Inclusive)  
**Concession Available:** No  
**Sessions:** 1 x 3hrs

**Berwick**  
Mon 6pm - 9pm May 21  
**Dandenong**  
Wed 6pm - 9pm May 23  
**Frankston**  
Thu 6pm - 9pm May 17

### Maximising Your Work and Life Relationships (S003315)

This class looks at the fundamentals of great relationships at work and in life. It will stretch you through interactive and experiential techniques. You will learn the different levels of listening and how to use this to your advantage by developing new skills and understandings. Learn to see the filters that block us with others and how to break through those barriers.

**Fee:** \$125 (GST Inclusive)  
**Concession Available:** No  
**Sessions:** 6 x 3hrs, 3 x 6hrs

**Frankston**  
Mon 6pm - 9pm Apr 16 - May 21  
**Mornington Peninsula**  
Sat 9am - 4pm Apr 21 - May 5

### Mind, Body, Success (S003230)

Reinvent yourself physically and mentally. Step off that treadmill and gain control, purpose and passion in your personal and professional life. You can make successful choices, build stronger relationships and eliminate fear and anxiety. Take this total approach to your personal success.

Particularly suited to women of all ages.

**Fee:** \$125 (GST Inclusive)  
**Concession Available:** No  
**Sessions:** 3 x 2hrs, 1 x 6hrs

**Dandenong**  
Mon 6:30pm - 8:30pm May 7  
Sat 10am - 4:30pm Jun 2

### Prepare for Work (S002806)

Are you trying to improve your skills on looking for work? We will help you prepare for work, from job application letters to preparing you for the job interview.

**Fee:** \$210 (GST Inclusive)  
**Concession Available:** No  
**Sessions:** 6 x 3hrs

**Frankston**  
Thu 6pm - 9pm May 17 - Jun 21

### Safe Operation of a Chainsaw (S003283)

This course aims to provide you with the underpinning knowledge and skills to be able to safely prepare, operate and maintain a chainsaw at cross-cut level, in agricultural, horticultural, conservation and land management sectors.

**Fee:** \$250 (GST Inclusive)  
**Concession Available:** No  
**Sessions:** 1 x 7.5hrs

**Mornington Peninsula**  
Mon 8:30am - 4pm Apr 16  
Mon 8:30am - 4pm May 28  
Mon 8:30am - 4pm Jun 25

## COOKING/ CULINARY

### Cakes to Make at Home (S003332)

You will experience a creative, hands-on workshop to make a chocolate sponge into a beautiful gateaux suitable for a table centrepiece. Also, learn how to make a gluten free orange cake using almond meal as well as produce individual butterfly cakes. You will be able to gain many tips and tricks from a professional chef instructor.

**Fee:** \$156 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee:** \$60  
**Sessions:** 1 x 4hrs

**Frankston**  
Sat 10am - 2pm May 26

### Cupcake Art (S002608)

You will learn how to decorate your cupcakes to perfection using a range of techniques, icing varieties and decoration ideas. A creative hands-on workshop to satisfy your artistic flair and impress your friends and family with your mini works of art.

Please bring your own cupcakes.

**Fee:** \$93 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee:** \$6  
**Sessions:** 1 x 3hrs

**Dandenong**  
Sat 10am - 1pm May 12  
Sat 10am - 1pm Jun 16

**Frankston**  
Sat 10am - 1pm Apr 28  
Sat 10am - 1pm May 26

### Gluten Free Cooking (S003334)

You will discover how easy and fun gluten free cooking and baking can be in this hands-on workshop. You can make mouth watering gnocchi and delectable chocolate fudge brownies as well as gain lots of helpful tips and advice from a professional chef instructor.

**Fee:** \$108 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee:** \$40  
**Sessions:** 1 x 3.5hrs

**Dandenong**  
Sat 10am - 1:30pm Jun 2

### Make Your Own Gingerbread House (S003276)

Delight your family with a hand made gingerbread house for a celebration table centrepiece, as a gift, or just take pleasure in learning the practical skills of baking and decorating your beautiful gingerbread house.

**Fee:** \$108 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee:** \$32  
**Sessions:** 1 x 4hrs

**Dandenong**  
Sat 9am - 1pm May 26  
**Frankston**  
Sat 9am - 1pm Jun 23

### Pastries to Make at Home (S003335)

You will learn how to create indulgent pastry products using a range of techniques during this hands-on workshop. Make an egg and bacon pie and exquisite vanilla slices with the expert guidance of a professional chef instructor.

**Fee:** \$156 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee:** \$60  
**Sessions:** 1 x 4hrs

**Dandenong**  
Sat 10am - 2pm Apr 28

### Sushi Making (S002967)

Discover the delicious Japanese art form of sushi making. Combine fish and rice into rolls or select ingredients of your choice - fish, seafood, egg or vegetable. This practical workshop, under the expert guidance of a professional chef instructor, will provide you with the confidence to create delicious sushi at home.

**Fee:** \$95 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee:** \$30  
**Sessions:** 1 x 3hrs

**Dandenong**  
Sat 10am - 1pm May 12

**Frankston**  
Sat 10am - 1pm Apr 21

### Taste of Thailand (S002029)

Revitalise or expand your culinary repertoire to include authentic Thai cooking. You will learn how to prepare and cook delicacies, which may include pickled vegetables, red curry prawns, larb gai, pad thai and other quick and easy dishes. This hands-on practical class includes some demonstrations, all recipes and lots of helpful hints provided.

**Fee:** \$95 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee:** \$30  
**Sessions:** 1 x 3hrs

**Frankston**  
Sat 10am - 1pm May 19

## PETCARE

### Dog Care and Grooming Workshop (S001444)

This exciting course is designed to help you understand how to care for and groom your dog. You will learn about grooming, washing and shampoo, clipping and thinning, diet and nutrition and problem solving. You need to bring your own dog for practical grooming and clipping techniques. You will also need to bring your own clippers. Due to time constraints no practical bathing or drying will be performed.

**Fee:** \$149 (GST Inclusive)  
**Concession Available:** No  
**Sessions:** 1 x 6hrs

**Cranbourne**  
Sat 9am - 4pm Apr 21  
Sat 9am - 4pm Jun 23



## ARTS AND CREATIVE WRITING

### Graduate Illustration Studio Program (S002702)

If you are a graduate art student specialising in illustrative processes, this will provide you with studio access to independently work towards creating an industry relevant folio and build appropriate networks to enter the illustration industry. The program is based on a mentoring process supported by professional teachers and art practitioners.

Interview and folio review is required before enrolling. Times and work plan are to be negotiated individually - details will be discussed during the interview. Flexible hours apply. Duration is one year. For further information, contact Robyn Putt on 9238 8216.

**Fee:** \$3000 (GST Exempt)  
**Concession Available:** No

### Graduate Studio Program (S002095)

If you are a graduate art student, this will provide you with studio access to work towards reinforcing studio practices with an intent towards establishing an exhibition. The program is based on a mentoring process supported by professional teachers and art practitioners.

Interview is required before enrolling. Times and work plan are to be negotiated individually - details will be discussed during the interview. Flexible hours apply. Duration 1 year. For further information, contact Robyn Putt on 9238 8216.

**Fee:** \$3000 (GST Exempt)  
**Concession Available:** No

### Beginners Guide to Drawing (S002746)

Come to this intensive five week drawing course and get your feet on the path to being artistic. You will cover still life, landscape, flowers, buildings and figures by using charcoal, pastels, pencils and more. This course assumes no previous experience and teaches the observational skills and techniques to draw anything.

Can lead into certificate/diploma course entry.

**Fee:** \$275 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee Notes:** Materials list will be provided on enrolment.  
**Sessions:** 5 x 2.5hrs

**Frankston**  
Wed 6:30pm - 9pm May 2 - May 30

### Beginners Guide to Painting (S003336)

Have you always wanted to be able to draw and paint but don't know where to begin? Would you like to go to an art class but feel too intimidated? If you love the idea of being arty and playing with paint, but haven't a clue how it's done, then this is the course for you! Using acrylic paints, you'll complete a painting each week. By the end of the term you'll have painted a landscape, seascape, flowers, buildings and more!

Can lead into certificate/diploma course entry.

**Fee:** \$275 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee Notes:** Materials list will be supplied on enrolment.  
**Sessions:** 5 x 2.5hrs

**Dandenong**  
Mon 6:30pm - 9pm Apr 30 - May 28  
**Frankston**  
Tue 6:30pm - 9pm May 1 - May 29

### Beginners Guide to Watercolour (S002747)

Have you always had a secret yearning to be able to paint but don't know which end of a brush is up? Would you dearly love to be able to paint but don't know how to draw? You'll leave all that behind when you come to this course. You'll actually go home with a completed painting after the very first class and you will cover lots of different subjects. The mystery of drawing will also be solved!

Can lead into Certificate/Diploma course entry.

**Fee:** \$270 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee Notes:** Materials list will be provided upon enrolment.

**Sessions:** 6 x 2hrs  
**Frankston**  
Sat 10am - 12pm May 5 - Jun 9

### Fashion Drawing (S003118)

Learn how to create a professional folio of fashion drawings using your design ideas and rough sketches. Fashion proportions, trade sketches, storyboards, watercolour and rendering techniques, illustrating fabrics, face and figure details are all included in the course. This course will suit you if you are wishing to develop a folio in the pursuit of further study in fashion, or wishing to develop drawing skills required for work in fashion design or illustration industries.

**Fee:** \$380 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee Notes:** Materials list will be supplied on enrolment.

**Sessions:** 8 x 3hrs  
**Dandenong**  
Thu 6:30pm - 9:30pm May 10 - Jun 28  
**Frankston**  
Thu 6:30pm - 9:30pm May 10 - Jun 28

### Floral Beginnings (S001544)

Try your hand at being creative and create special occasion floral arrangements. You will have fun making interesting designs while learning specialised skills and techniques. Includes weekly floral arrangements to take home.

This course can lead to pathways into personalised industries.

**Fee:** \$260 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee:** \$140  
**Materials Fee Notes:** For flowers/materials.

**Sessions:** 4 x 3hrs  
**Berwick**  
Thu 6:30pm - 9:30pm May 3 - May 24  
**Dandenong**  
Sat 10am - 1pm Apr 28 - May 19  
**Frankston**  
Mon 6:30pm - 9:30pm May 7 - May 28

### Floral Intermediate (S001657)

This course is a follow-on from Floral Beginnings. The trainer will welcome you back to continue your existing skills making interesting designs to take home. Newcomers are welcome. Includes weekly floral arrangements to take home.

This course can lead to pathways into personalised industries.

**Fee:** \$260 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee:** \$140  
**Materials Fee Notes:** For flowers / materials.

**Sessions:** 4 x 3hrs  
**Berwick**  
Thu 6:30pm - 9:30pm May 31 - Jun 21  
**Dandenong**  
Sat 10am - 1pm May 26 - Jun 16  
**Frankston**  
Mon 6:30pm - 9:30pm May 28 - Jun 25  
No class held Jun 11

### Interior Design and Decoration (S003337)

You will learn the basic principles of interior design and decoration, including spatial planning, decorative styles, colour lighting and window and floor coverings.

This course can lead into certificate/diploma course entry.

**Fee:** \$380 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee Notes:** Materials list will be provided on enrolment.

**Sessions:** 8 x 3hrs  
**Berwick**  
Mon 6pm - 9pm Apr 30 - Jun 25  
No class held Jun 11  
**Dandenong**  
Wed 6pm - 9pm May 2 - Jun 20  
**Frankston**  
Thu 6pm - 9pm May 3 - Jun 21

### Interior Design and Decoration Part II (S003338)

This course is a continuation, it is built on previous knowledge with greater emphasis on colour workshops, suitable for anyone interested in colour and decorating.

This course can lead into certificate/diploma courses.

**Fee:** \$380 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee Notes:** Materials list will be provided on enrolment.

**Sessions:** 8 x 3hrs  
**Berwick**  
Thu 6pm - 9pm May 3 - Jun 21

### Lighting Essentials Workshop (S003367)

This workshop will cover basic understanding of lighting styles, types of light sources, lighting terminology and directional lighting. You will gain an introduction to professional lighting techniques for portrait and still life photography with award winning photographer Linda Pottage. You will learn how to take professional looking photos of people, how to find the best angle and pose your subject correctly.

Please bring your own SLR camera.

**Fee:** \$100 (GST Inclusive)  
**Concession Available:** No  
**Sessions:** 1 x 3hrs

**Dandenong**  
Sat 10am - 1pm May 19

### Photography - "The Essential Elements" (S002409)

Understand your digital or film SLR camera, learn to use all the manual settings and master the basic principles of photography from the elements of composition to landscape, portrait, night photography and abstract.

Please bring your digital or film SLR camera (not a compact camera), instruction manual for your camera and a tripod.

**Fee:** \$350 (GST Inclusive)  
**Concession Available:** No  
**Sessions:** 8 x 2hrs

**Berwick**  
Mon 6pm - 8pm Apr 30 - Jun 25  
No class held Jun 11  
**Cranbourne**  
Tue 6pm - 8pm May 1 - Jun 19  
**Dandenong**  
Wed 6pm - 8pm May 2 - Jun 20

### Tattoo Design (S002920)

This course is an introduction to developing designs for tattoo production. You will learn the basic design principles leading to the process of ink application. Discover fundamental illustration techniques used when designing tattoos. This course is directed to the design characteristic of tattooing and can lead into the Diploma of Illustration.

**Fee:** \$310 (GST Inclusive)  
**Concession Available:** No  
**Materials Fee Notes:** Materials list will be provided on enrolment.

**Sessions:** 8 x 2hrs  
**Frankston**  
Thu 6:30pm - 8:30pm May 3 - Jun 21  
Fri 10:30am - 12:30pm May 4 - Jun 22

### Creative Writing - Starting Out (S000984D)

Do you have a story to tell but are unsure how to tell it? Who do you want to write it for? What style should you use? What voice? How are characters born, how do you make them live on the page? If you are a shy beginner, this course is designed for you. This is a hands-on course, in which small writing tasks are set and then analysed in a supportive environment. Great for family stories, fiction or to just flex and tone those stiff writing muscles.

**Fee:** \$245 (GST Inclusive)  
**Concession Available:** No  
**Sessions:** 6 x 2hrs

**Cranbourne**  
Wed 7pm - 9pm May 9 - Jun 13

### Write Your Life Story (S003368)

Everybody, no matter what their history, has both a unique voice and a story to tell. It may be a drama, a comedy, a tragedy, or, most likely, a combination of all three. Whether you intend your story to be an autobiography or a memoir, a family legacy or for broader publication, transforming your life into words can be a profound gift for yourself as well as others. This course will help you uncover your voice and learn the techniques necessary to do your story justice.

Please bring your own lunch.

**Fee:** \$250 (GST Inclusive)  
**Concession Available:** No  
**Sessions:** 2 x 6hrs

**Berwick**  
Sat 9am - 3:30pm May 19 - May 26  
**Frankston**  
Sat 9am - 3:30pm Jun 9 - Jun 16

### Certificate III in Visual Arts and Contemporary Craft (Folio Development)

This course is a preparatory program enabling you to produce a folio of art work including drawing, painting, illustration, sculpture and printmaking. Completion of this program ensures that you will be able to make informed decisions and actions in relation to career opportunities and you can gain the confidence to apply for higher level certificate and diploma courses.

Contact Robyn on 9238 8216 for more information.

## LANGUAGES

Language courses are offered at different levels. Please note that a text book may need to be purchased for most language courses. **If a language or level has not been advertised, please do not hesitate to send an email to [shortcourse@chisholm.edu.au](mailto:shortcourse@chisholm.edu.au) and express your interest – please include language and level preferences along with your contact details.**

### Level 1

Introductory courses for holiday makers, business people or those interested in learning a language for other purposes. It is designed for those who wish to acquire some skills in basic grammar, vocabulary and conversation. It also provides participants with an understanding of the country's culture and customs.

#### Chinese - Level 1 (Mandarin) (S001697)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs, 7 x 2.25hrs

<b>Dandenong</b>		
Tue	6pm - 8pm	Apr 24 - Jun 12
<b>Frankston</b>		
Mon	6pm - 8:15pm	Apr 23 - Jun 4

#### French - Level 1 (S000964D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Berwick</b>		
Mon	6pm - 8:15pm	Apr 23 - Jun 4
<b>Frankston</b>		
Thu	6pm - 8pm	Apr 26 - Jun 14

#### German - Level 1 (S000859D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 7 x 2.25hrs, 8 x 2hrs

<b>Berwick</b>		
Mon	6pm - 8:15pm	Apr 23 - Jun 4
<b>Frankston</b>		
Tue	6pm - 8pm	Apr 24 - Jun 12

#### Italian - Level 1 (S000970D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 7 x 2.25hrs, 8 x 2hrs

<b>Berwick</b>		
Mon	6pm - 8:15pm	Apr 23 - Jun 4
<b>Frankston</b>		
Wed	6pm - 8pm	May 2 - Jun 20

#### Japanese - Level 1 (S000973D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs, 7 x 2.25hrs

<b>Dandenong</b>		
Tue	6pm - 8pm	Apr 24 - Jun 12
<b>Frankston</b>		
Mon	6pm - 8:15pm	Apr 23 - Jun 4

#### Spanish - Level 1 (S000975D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Dandenong</b>		
Thu	6pm - 8pm	Apr 26 - Jun 14
<b>Frankston</b>		
Wed	6pm - 8pm	May 2 - Jun 20

### Level 2 - 5

#### Chinese - Level 2 (Mandarin) (S001745)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Frankston</b>		
Wed	6pm - 8pm	May 2 - Jun 20

#### French - Level 2 (S000965D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Berwick</b>		
Thu	6pm - 8pm	Apr 26 - Jun 14
<b>Frankston</b>		
Wed	6pm - 8pm	May 2 - Jun 20

#### German - Level 2 (S000091D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Berwick</b>		
Thu	6pm - 8pm	Apr 26 - Jun 14
<b>Frankston</b>		
Wed	6pm - 8pm	May 2 - Jun 20

#### Italian - Level 2 (S000971D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Berwick</b>		
Thu	6pm - 8pm	Apr 26 - Jun 14
<b>Frankston</b>		
Tue	6pm - 8pm	Apr 24 - Jun 12

#### Japanese - Level 2 (S000974D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Dandenong</b>		
Thu	6pm - 8pm	Apr 26 - Jun 14
<b>Frankston</b>		
Wed	6pm - 8pm	May 2 - Jun 20

#### Spanish - Level 2 (S000976D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Berwick</b>		
Thu	6pm - 8pm	Apr 26 - Jun 14
<b>Frankston</b>		
Tue	6pm - 8pm	Apr 24 - Jun 12

#### Chinese - Level 3 (Mandarin) (S002723)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Frankston</b>		
Tue	6pm - 8pm	Apr 24 - Jun 12



#### French - Level 3 (S001100D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Berwick</b>		
Tue	6pm - 8pm	Apr 24 - Jun 12
<b>Frankston</b>		
Tue	6pm - 8pm	Apr 24 - Jun 12

#### German - Level 3 (S001379)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Frankston</b>		
Thu	6pm - 8pm	Apr 26 - Jun 14

#### Italian - Level 3 (S001624)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Berwick</b>		
Tue	6pm - 8pm	Apr 24 - Jun 12
<b>Frankston</b>		
Thu	6pm - 8pm	Apr 26 - Jun 14

#### Japanese - Level 3 (S002622)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Frankston</b>		
Wed	6pm - 8pm	May 2 - Jun 20

#### Spanish - Level 3 (S001364)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs, 7 x 2.25hrs

<b>Berwick</b>		
Tue	6pm - 8pm	Apr 24 - Jun 12
<b>Frankston</b>		
Mon	6pm - 8:15pm	Apr 23 - Jun 4

#### French - Level 4 (S000966D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs, 7 x 2.25hrs

<b>Berwick</b>		
Wed	6pm - 8pm	May 2 - Jun 20
<b>Frankston</b>		
Mon	6pm - 8:15pm	Apr 23 - Jun 4

#### Italian - Level 4 (S000972D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs, 7 x 2.25hrs

<b>Berwick</b>		
Wed	6pm - 8pm	May 2 - Jun 20
<b>Frankston</b>		
Mon	6pm - 8:15pm	Apr 23 - Jun 4

#### Spanish - Level 4 (S001378)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs, 7 x 2.25hrs

<b>Dandenong</b>		
Wed	6pm - 8pm	May 2 - Jun 20
<b>Frankston</b>		
Mon	6pm - 8:15pm	Apr 23 - Jun 4

#### French Intermediate - Level 5 (S002875)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Frankston</b>		
Thu	6pm - 8pm	Apr 26 - Jun 14

### Sign Language

#### Sign Language (Auslan) - Level 1 - Introduction (S000216D)

You will be provided with an introduction to sign language used by members of the Australian Deaf community - Auslan. It includes basic principles of sign language, simple conversational skills and grammatical structure.

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 7 x 2.25hrs, 8 x 2hrs

<b>Berwick</b>		
Mon	6pm - 8:15pm	Apr 23 - Jun 4

#### Sign Language (Auslan) - Level 2 (S000217D)

Fee: \$210 (GST Inclusive)  
Concession Available: No  
Sessions: 8 x 2hrs

<b>Berwick</b>		
Tue	6pm - 8pm	Apr 24 - Jun 12
Wed	6pm - 8pm	May 2 - Jun 20

# Don't have the time? Learn online!



- Convenient access is via the internet
- Study lessons when you want and where you want
- Study at your own pace.

## HOW DOES IT WORK?

- Courses start monthly
- All courses run for 6 weeks - two lessons are released each week and you have two weeks to complete each lesson.
- Each lesson will be accompanied by a short, multiple-choice quiz, and some lessons may also include an assignment which you are expected to try and complete within two weeks.

## Interested? Want to learn more?

Visit the website: [www.ed2go.com/chisholm](http://www.ed2go.com/chisholm) for a full catalogue, course outlines and demonstration.

Start dates: Apr 19, May 17, Jun 21, Jul 19

Cost for all online courses: AUD\$195

### Computing:

Use your software better, faster and more efficiently. You will learn how to save time, access new features and work with confidence.

We have introductory to advanced courses in:

- Access
- Adobe
- Computer gaming
- Corel Draw
- Crystal Reports
- Dreamweaver
- Excel
- Flash
- FrontPage
- Illustrator
- MS Project
- MS Publisher
- Networking
- Outlook
- PC Security
- PC Troubleshooting
- Perl Programming
- Photoshop
- PowerPoint
- Quick Books
- Visual Basic
- Web 2.0: Blogs, Wikis, and Podcasts
- Windows XP
- Wireless Networking
- Word

### Skills for a successful business:

Learn how to be more effective in your business by expanding your existing skills or acquiring the ones you need.

- Building Teams That Work
- High Speed Project Management
- Project Management Fundamentals
- Supply Chain Management Fundamentals
- Understanding the Human Resources Function.

### Skills to Manage and Supervise your team:

Find insight and help with leadership, management, communication and other essential skills to become an effective and modern manager and leader.

- Fundamentals of Supervision and Management
- Managing Customer Service.

### Market your business effectively:

Discover marketing strategies and techniques to promote and uplift your business profile.

- Business & Marketing Writing
- Effective Selling
- Marketing Your Business on the Internet
- Professional Sales Skills.

### Internet:

Use the World Wide Web to your advantage. Learn how to design, create and post your very own site on the Internet or simply learn the tricks to navigate effectively and efficiently.

- Achieving Top Search Engines
- Creating Web Pages
- Introduction to ASPNET
- Introduction to Flash MX.

### Enhance quality of your life:

Reclaim power and creativity to develop your knowledge or a new skill. Try something you have always wanted to do.

- Goodbye to Shy
- Get Assertive
- Interpersonal Communication
- Photography.

### Personal and career development:

What can you do for the development and management of your career and for your own personal growth? These courses provide you with the opportunity to advance within yourself and your career.

- Achieving Success with Difficult People
- Effective Business Writing
- Individual Excellence
- Listen to your Heart and Success will Follow
- Merrill Ream Speed Reading
- Solving Classroom Discipline Problems
- Twelve Steps to a Successful Job Search
- Using the Internet in the Classroom.

### Creative writing:

Take your creative writing to a new and exciting level. Explore and develop new writing techniques and skills or try something different to enhance your already obtained knowledge.

- Breaking into Sitcom Writing
- Creating a Sense of Place
- Pleasures of Poetry
- Research Methods for Writers
- The Craft of Magazine Writing
- Writing Essentials
- Writeriffic: Creativity Training for Writers.

### Entertainment Industry:

Wondering what you can do if you can't sing or dance? Lots of things! Check out these entertainment courses to get your foot in the door. Your career in the entertainment industry could be right around the corner.

- Get Funny!
- Music Made Easy.

### Learn a new language:

Are you taking an overseas holiday? Do you need to communicate with overseas work colleagues? Take this opportunity to learn a new language and develop insight into a new culture.

- Conversational Japanese
- French, Beginning Conversational
- Instant Italian
- Speed Spanish
- Writing for ESL.

“ I am an overseas student and found this course applies to me too. It was insightful and very helpful in gaining the knowledge that I required. ”

“ This course was very helpful to me. I found myself learning the basics quite easily and quickly. I'm glad I invested the time I did in this course. Thank You. ”

# Short Course Application Form



## BY TELEPHONE

Register and pay by credit card  
Mon - Fri:  
8.30am - 5.00pm  
9238 8111



## BY FAX

Complete application form  
and attach company  
purchase order  
or fill in credit card details  
FAX: 9238 8555



## BY MAIL

Complete application and attach payment -  
all cheques and money orders made  
payable to Chisholm Institute.  
Chisholm Institute  
PO Box 684 Dandenong 3175



## IN PERSON

You may enrol in person at any  
Chisholm location.  
Mon - Fri:  
8.30am - 5.00pm

Chisholm Institute has made every effort to ensure that all details in this Course Guide are correct at the time of print. It reserves the right to change times/dates, fees and locations of courses if required. Enrolled students will be advised of any changes.

Please note that you will be required to provide further information upon attendance at your first class.

## PERSONAL DETAILS

Family Name  Given Names

The above name will appear on ALL Certificates and Statements of Results issued to the student.

Date of birth (dd/mm/yyyy)  /  /  Age on January 1, 2012  Gender  Male  Female

Student ID Number  (If current Chisholm student)

Do you have a Victorian Student Number? Yes, please specify   Yes, But unknown

No, I am new to the Victorian Education System. I have never attended a school, TAFE or other VET training provider in Victoria.

## POSTAL ADDRESS

Number and Street Name   
Suburb or town  State  Postcode   
Mobile  Home phone  Work Phone   
Email   If you would like to receive email updates on our courses please tick.

## EMERGENCY CONTACT DETAILS

Contact Name  Relationship   
Mobile  Home phone  Work Phone

## COURSE DETAILS

Course Name	Code	Start Date	Time	Campus	Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## PAYMENT DETAILS

Cheque/money order (made out to "Chisholm Institute")  Company invoice (please attach purchase order)  EFTPOS  CASH  
 VISA  MasterCard          Expiry date

Card Holder's Name

COMPANY DETAILS (If company funded)

Company Name   
Company Address   
  
P/Code  Signature

**Cancellation Statement** If you cannot attend: We must receive written notification two working days prior to course commencement. Refund requests will incur a \$40 administration fee. **Important: Strictly no refunds or transfers will be granted if notice is received after this time.** Please note courses with low enrolments may be cancelled or deferred. If this occurs we will contact you two working days prior to course commencement and a transfer or full refund will be offered.

OFFICE USE ONLY	Receipt No.	<input type="text"/>	Date Paid	<input type="text"/>
	Conc. Card No.	<input type="text"/>	Confirmed	<input type="text"/>

SC - LIN F02

Apr - Jun 2012

## CONCESSIONS

A concession discount of 10% is available on some courses to individuals who are paying for their own course and who hold a valid Pension card, Health Care card or are Chisholm Institute full-time students. A valid concession card must be presented in person at the time of enrolment.

## CAR PARKING

Parking spaces are limited, so it is highly advisable to arrive early for evening classes. Parking infringement notices are strictly enforced.

## CAFETERIA

Please contact the relevant campus for hours of operation.

## CERTIFICATES

For certain courses, upon satisfactory completion of course requirements and a minimum of 80% attendance, students will be issued a Chisholm Institute Statement of Attendance or Statement of Completion Certificate. For OHS courses, upon satisfactory completion of course requirements, students need a maximum 100% attendance, to be issued with a Chisholm Institute Statement of Attendance.