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COURSE GUIDE Term 1 2011

Webpage:

www.ccwbool.vic.edu.au

Email:

reception@ccwbool.vic.edu.au

HOW TO ENROL

In Person: CCW, 71 Hyland Street, Warrnambool Cash/Cheque/Credit Card

Phone CCW for an enrolment form or visit our web site. www.ccwbool.vic.edu.au

By Phone: (03) 5562 6099

Credit Card enrolments

By Fax: (03) 5561 2049

Credit Card enrolments

ENROLMENTS MUST BE ACCOMPANIED BY FULL COURSE PAYMENT.

All enrolments need to be finalised at least ONE week prior to commencement of course

Courses will only proceed subject to gaining sufficient enrolments.

Office Hours: 9.00am – 4.30pm Monday to Friday

ACCREDITED COURSES

State and Nationally recognised qualifications

Places are limited so book early!

CERT III in AGED CARE WORK

CHC30208

CERT III in HOME and COMMUNITY CARE

CHC30308

CERT III in DISABILITY WORK

CHC30408

This program provides the skills to enter the workforce as a personal carer or support worker. The program covers Aged Care, Home and Community Care and Disability. If you successfully complete this program you will be issued with all three qualifications. Assessments take place in the classroom and also in the workplace. Work placement is a mandatory component of the program and all participants must complete the scheduled hours. This training is delivered with Victorian and Commonwealth Government funding

Tues & Thurs: 8 February — 24 November

Time: 9am to 4pm

Cost: Eligible (non concession) rate: \$1,250.00

Concession: \$187.50

Non-Eligible full fee: \$ 8,415.10

plus Student Amenity Fee: \$115.00

CERTIFICATE II in BUSINESS

BSB20107

CERTIFICATE II in INFORMATION TECHNOLOGY

ICA20105

This course combines modules from both Information Technology and Office Administration. The variety of modules will give you the opportunity to gain the skills you need for employment in a modern office workplace. This training is delivered with Victorian and Commonwealth Government funding

Tues & Thurs: 15 February to 13 October

Time: 9am - 4pm

Cost: Eligible (non concession) rate: \$1,079.65

Concession: \$105

Non-Eligible full fee: \$ 6,505.50

plus Student Amenity Fee: \$145.00

Eligibility criteria apply to accredited qualifications, please contact the Training Manager for more information

RESPONSIBLE SERVING OF ALCOHOL

SITHFAB009A

These courses meet the liquor licensing board, clubs, bottle shops and hotel association requirements; there is a choice of the following dates:

Tuesday:	18 January	5.30pm - 9.30pm
Thursday:	20 January	12.30pm - 4.30pm
Saturday	26 February	9.30am – 1.30pm
Wednesday	23 March	5.30pm - 9.30pm
Cost:	\$90	

APPLY FIRST AID

HLTFA301B

This course includes calling for help, the ability to respond to first aid situations, casualty assessment, decision-making, and basic life support functions cardiopulmonary resuscitation (CPR).

Tuesdays: 22 February to 15 March

Time: 6.30pm - 9.30pm

OR

Thursday & Friday 24 and 25 February

Time: 9am – 4pm

Cost: \$210

First Aid Refreshers are also available corresponding with the above courses.



FOOD SAFETY TRAINING – LEVELS 1 & 2

Units include:

Level 1

SITXOHS002A – Hospitality, HLTF207B – Health

FDFCORFSY1A - Food processing

Level 2

SITXFSA001A – Hospitality, HLTF310B + HLTF309B –

Health, FDFCORFSY2A - Food processing

Suitable for everyone involved in food preparation as well as Food Safety Supervisors.

Wednesday: 2 March or 27 April or 22 June

Time: 9am – 5pm

Cost: \$95 (Level 1)

\$115 (Level 2 – Hospitality/Food Processing)

\$180 (Level 2 – Health/Community Services)



FOOD & COFFEE

USING COMMERCIAL COFFEE MACHINES

Learn how to operate the machine including using programs, making different styles of coffees, how to froth milk, cleaning the machine, and how to grind good coffee.

Tutor: Sam Chait
Monday: 7 February or 4 April
Time: 6pm – 9pm
Cost: \$96

TRENDY TAPAS

This session will explore the history and myths surrounding the growing trend of Tapas as an eating phenomenon. The class will prepare and try a variety of inexpensive and tasty treats that they will feel confident of reproducing at home.

Tutor: Cecilia Clark
Thursday: 17 February
Time: 7pm – 9pm
Cost: \$84

TASTE OF SERIES... a cultural experience



Experience language, culture and food of the world with our Taste of ... classes. Over three sessions we will introduce you to the following countries:

Cost: \$199 per course

CHINA

Tutor: Anna Han
Tuesdays: 22 February to 8 March
Time: 7pm - 9pm

SPAIN

Tutors: Laura Rojas-Serrano & Cecilia Clark
Tuesdays: 15 to 29 March
Time: 7pm - 9pm

GREECE

Tutor: Emmanuel Alexandrou
Thursdays: 17 to 31 March
Time: 7pm = 9pm

FRANCE

Tutor: Phuong-Dung Hoang
Tuesdays: 17 to 31 May
Time: 6.30pm - 8.30pm

ITALY

Tutors: Norm Yodgee & Cecilia Clark
Thursdays: 16 to 30 June
Time: 7pm - 9pm

CHOCOLATE TREATS

Do you enjoy chocolate, get the most out of some simple recipes based around this tempting ingredient, and get some new ideas for Easter. Prepare easy to follow recipes to tempt your friends and family.

Tutor: Cecilia Clark
Thursday: 7 April
Time: 7pm – 9pm
Cost: \$84

TERM 2 COURSES - Wine and Food

Wine Appreciation
Gluten Free Cooking
Crepes – Sweet & Savoury
Coffee at Home
Other cooking workshops as required

LANGUAGES

Improve your understanding and learn basic conversational skills in these language courses. Our experienced tutors also offer an insight into the culture of the region, and the content can be tailored to suit your needs or interests. Perfect for travellers

FRENCH

Tutor: Phuong-Dung Hoang
Tuesdays: 15 February to 29 March
Time: 6.30pm – 8.30pm
Cost: \$300 6 sessions

ITALIAN

Tutor: Norm Yodgee
Wednesdays: 9 February to 30 March
Time: 7pm – 9pm
Cost: \$374 8 sessions

SPANISH

Tutor: Carlos del Rio
Thursdays: 12 May to 30 June
Time: 7pm – 9pm
Cost: \$374 8 sessions

GREEK

Tutor: Emmanuel Alexandrou
Thursdays: 12 May to 30 June
Time: 7pm – 9pm
Cost: \$374 8 sessions

AUSLAN (Australian Sign Language)

Auslan (Australian Sign Language) is the language of the Deaf Community in Australia. This course will give you an introduction to the language including finger spelling, numbers and basic conversation.

Tutor: Mark Gravolin
Tuesdays: 10 May to 28 June
Time: 7pm – 9pm
Cost: \$374 8 sessions

HEALTH & RECREATION

GOLF FOR BEGINNERS

Learn to play golf with skill and confidence. Course includes which clubs to use, when and why, swing techniques, correcting faults and other aspects of golf.

Tutor: Craig Bonney
Saturdays: 12 February to 2 April
(No class 12 March)
Time: 9.30am – 10.45am
Cost: \$150 7 sessions

BOAT LICENCE COURSE

All Victorians must have a licence if operating a recreational power boat. Includes Assessment and Certificate. No need to attend VicRoads exam. Marine Safety approved trainer.

Saturday: 12 February
Venue: Uniting Church Hall, Koroit St. Warrnambool
Time: 1.30pm – 5.30pm
Cost: \$110 plus \$30 PWC endorsement

SAILING

Learn to sail in the ocean under expert tuition. At the conclusion of the course, you will be able to steer a yacht around a set course in all wind directions without supervision. You will require an old pair of runners, full lightweight clothing or wetsuit and sun protection.

Venue: Warrnambool Yacht Club
Saturdays: 5 February to 19 March
(No classes on 19 February and 12 March)
Time: 10am – 12 noon
Cost: \$185 5 sessions

All sessions are weather dependant

TERM 2 COURSES – Health & Recreation

Massage Workshops
Yoga (depending on demand)
Tai Chi

COMPUTING

INTRODUCTION TO COMPUTERS

This beginner's level course is designed to introduce you to the use of computers and the internet.

Tuesdays: 8 February to 15 March
Time: 6.30pm – 9.30pm
Cost: \$50 Conc. \$50
Plus \$53 student amenity fee (**total cost: \$103**) (ACFE funded)

COMPUTERS – the NEXT STEP

If you have completed an introductory course in computing, take it to the next step. Learn about spreadsheets and databases as well as more about word processing and file management.

Fridays: 29 April to 1 July
Time: 9am - 12pm
Cost: \$50 Conc. \$50
Plus \$53 student amenity fee (**total cost: \$103**) (ACFE funded)

Limited concession places
available for
ACFE funded courses.



EBAY – BUYING AND SELLING

You will learn how to buy and sell on the first online Auction site for personal or home based business. This is an exciting way to purchase or sell goods and an effective way to market your items. Participants need to register with EBAY and have an email address prior to the course.

Tuesdays 15 February to 8 March
Time: 7pm – 9pm
Cost: \$232 4 sessions

DIGITAL CAMERA – taking and editing photos

Learn how to use your **COMPACT** digital camera and transfer images to your computer and other media devices. Use Windows Photo Gallery and Photoshop Elements to edit your photos. Basic computers skills are required.

Tutor: Anne-Maree Maguire
Thursdays: 17 February to 10 March
Time: 7pm – 9pm
Cost: \$232 4 sessions



OFFICE 2010 – An Update

Get the most of the new version of Office. This course will give you an update of the new features for users of Office 2007 and below.

Wednesdays: 23 February to 9 March
Time: 7pm – 9pm
Cost: \$190 2 sessions

MS OUTLOOK 2010 – More than just email

MS Outlook will not only send emails but provides a valuable tool for calendar and task management. Organise your appointments, meeting and tasks in an effective way.

Wednesdays: 16 to 30 March
Time: 7pm – 9pm
Cost: \$190 3 sessions

MAKING A MOVIE

(using Moviemaker & Adobe Premiere Elements)

Do you have lots of digital and scanned photos and not sure what to do with them? Use Moviemaker and Adobe Premiere Elements to produce a movie from photos and video.

Thursdays 17 to 31 March
Time: 7pm – 9pm
Cost: \$190 3 sessions

MS EXCEL 2010 – beyond basics

Know the basics of Excel; learn how to perfect advanced formulas, and functions. This course will cover logical functions, number and conditional formatting, applying borders, working with a worksheet, finding and replacing and sorting data

Tuesday 29 March to 5 April
Time: 6.30pm – 9.30pm
Cost: \$190 2 sessions

CREATIVE OPTIONS

DIGITAL SLR PHOTOGRAPHY

Have you purchased a digital SLR camera and want to know more? Conducted by an experienced photographer this course will show automatic and manual functions of the camera and how to produce professional looking images using these functions.

Tutor: Rob Gunstone
Mondays: 7 February to 4 April
(No class on 14 March)
Time: 7pm – 9pm
Cost : \$352 8 sessions



SHORT STORY WRITING

Under the guidance of a published author learn how to master the basics of creative short fiction. These friendly, supportive writing classes will allow you to develop imaginative short stories that appeal to readers and keep their interest. Jill will also give you tips to develop your stories to publishing stage.

Tutor: Jill Carter
Tuesdays: 15 February to 22 March
Time: 7pm – 9pm
Cost: \$300 6 sessions

SKETCHING A PORTRAIT

Learn the techniques of sketching a portrait from photographs or real life using charcoal, pastels or pencil

Tutor: Fiona Steel
Wednesdays 16 February to 19 March
Time: 7pm – 9pm
Cost: \$237 4 sessions

MOSAICS

Create your own mosaic masterpiece in this 5 week course. Explore the use of a variety of materials Use the materials to explore design principles and basic application techniques.

Tutor: Renee Broders
Thursdays 17 February to 17 March
Time: 7pm – 9pm
Cost: \$274 5 sessions

SEWING FOR BEGINNERS

Sewing is made easy with this introductory course covering the basics. Learn how to make simple garments, follow patterns and tackle finishing techniques.

Bring your own sewing machine, instruction manual, pencil, paper, basic sewing kit and a simple pattern.

Tutor: Pat Collisson
Mondays 21 February to 28 March
(No class on 14 March)
Time: 7pm – 9pm
Cost: \$263 5 sessions



SKETCHING THE CITY

Sketch the sights of Warrnambool, exploring the city's landscapes, waterways and gardens through observational drawing.

Tutor: Ian Carter-Paiton
Saturday: 5 March
Time: 9am – 4.30pm
Cost: \$171 1 day workshop

FURNITURE RESTORATION

Restore old pieces of furniture or give new furniture a great look. Learn the correct techniques of this age old craft from an experienced and expert tutor. Material list available at enrolment.

Tutor: Neville Beechey
Saturday & Sunday 2 and 3 April
Time: 9.30am – 4pm
Cost: \$277 2 day workshop

Term 2 Courses – Creative Options

Sketching and Painting
Painting Projects
Family History
Travel Journal Writing



SOUTH WEST TRAINING & ASSESSMENT

South West Training and Assessment offers the following services in Hamilton and Warrnambool:

Truck Licence Training and Testing

Learn to drive heavy vehicles via one on one training with industry experienced trainers

- *Light Rigid TO Multi Combination*

Plant Training & Licensing courses

Skid Steer, Front End Loader, Backhoe and Excavator

WARRNAMBOOL

Monday 31 January and Tuesday 1 February

Monday 7 and Tuesday 8 March

Monday 9 and Tuesday 10 May

HAMILTON

Monday 7 and Tuesday 8 February

Monday 18 & Tuesday 19 April

Training and licensing also available in Dozer, Roller, Grader, ATV and Tractor

Plant training for groups and industry available on request

Forklift Training & Assessment

(TLID1007C Operate a Forklift)

WARRNAMBOOL

Wednesday 9 February or 9 March or 6 April or 4 May

or 1 June or 29 June

8.30am – 4.30pm

HAMILTON

Thursday 10 March or 5 May or 30 June

8.30am – 4.30pm

Forklift and Forklift Refresher courses for groups and industry available on request

Nationally recognised qualifications:

- Certificate I to III in Transport and Logistics (Warehousing and Storage)
- Certificate II and III in Transport and Logistics (Road Transport)
- Certificate II and III in Driving Operations
- Certificate III in Civil Construction Plant Operations
- Fatigue Management for Drivers and Schedulers
- Construction Induction Training (previously Red Card)
- Traffic Management



Free call: 1800 810 393

