

Industry & Business

1st Floor 43 Hotham Street TRARALGON 3844
All courses 9.00am - 4.00pm
Course Fee includes
Morning Tea, Lunch & Comprehensive Text

EXCEL - Level 1 (Introduction)

The skills and knowledge covered in this course are sufficient for real-world applications such as budgeting, analysing sales, reports, charts, graphs and managing small lists.

Tuesday 02/06/09 OR 29/09/2009 (MS 2003) Fee: **\$195.00**

EXCEL - Level 2 (Intermediate)

This course shows you how to work more efficiently with workbooks and worksheets, enhance the appearance, performing analysis, sorting and filtering features to manage and analyse data. This program is intended for current Microsoft Excel users who wish to extend their knowledge and skills.

Tuesday 30/06/09 or 20/10/2009 (MS 2003) Fee: **\$195.00**

EXCEL - Level 3 (Advanced)

The course covers the use of Nesting functions, Advanced Filters, Data Tables, Macros, Data Analysis, Goal Seeking, Scenarios, Pivot Tables, Linking Workbooks, Previewing workbooks as Web pages and much more!

Tuesday 07/07/09 OR 10/11/2009 (MS 2003) Fee: **\$195.00**

WORD - Level 1 (Introduction)

The skills and knowledge covered in this publication are sufficient to create real-world documents including letters, memos, faxes, basic flyers, basic newsletters etc. Topics covered include: creating a document, formatting text, working with tabs and creating tables.

Tuesday 09/06/09 OR 14/10/2009 (MS 2003) Fee: **\$195.00**

WORD - Level 2 (Intermediate)

Level 2 concentrates on a number of document enhancement features for tables, pictures, drawings, mail merge, fields, document templates, styles, Headers and Footers and section breaks.

Tuesday 23/06/09 OR 27/10/2009 (MS 2003) Fee: **\$195.00**

WORD - Level 3 (Advanced)

Level 3 concentrates on multi page documents, automation features, perform advanced merges, tables, columns, outline a document, use fields, bookmarks, tables of contents and macros.

Tuesday 14/07/09 OR 17/11/2009 (MS 2003) Fee: **\$195.00**

POWERPOINT FOR BUSINESS PRESENTATIONS

Learn how to create eye-catching presentations and reports, combine text, graphics, charts and colours and develop an animated slideshow.

Tuesday 28/07/09 OR 1/12/2009 (MS 2003) Fee: **\$195.00**

ACCESS

The skills and knowledge covered in this program are sufficient to create real-world database applications that collect data, permit data to be queried, produce reports and display information in forms.

Tuesday 26 May (MS 2007) or 22/09/09 (MS 2003) - Level 1
 Tuesday 16/06/09 (MS 2007) or Tuesday 13/10/2009 - Level 2
 Fee: **\$195.00**

MS Project

This course is designed to introduce the techniques and concepts associated with effective project management and to get the participants up and running with Microsoft Project for Windows as quickly as possible.

2 Sessions Tuesdays 06/10/09 - 07/10/09 (MS 2005) Fee: **\$385.00**

PUBLISHER

This program will provide you with an understanding of the basic concepts of desktop publishing and how to quickly create effective and professional looking publications. Create flyers, brochures, business cards etc.

Tuesday 19/05/09 OR 4/08/2009 Fee: **\$195.00**

UPGRADE TO OFFICE 2007

This course is designed for people who are upgrading to Microsoft Office 2007 and need to understand the changes and new features. The skills and knowledge covered in this publication will allow you to become quickly proficient in the use and operation of Microsoft Office 2007.

Tuesday 21/07/09 OR 24/11/2009 Fee: **\$195.00**

CUSTOMISING ACCESS FORMS & REPORTS

Gain the skills and knowledge to perform various functions to create and produce reports in Microsoft Access effectively.

Tuesday 11/08/2009 OR 1/12/09 Fee: **\$195.00**

Education & Training

Computer Training

Computers for Absolute Beginners

This course covers everything from switching on through to the use of Windows, Word, Excel, Email and Internet.

12 Evening Sessions 6.00pm – 9.00pm
 Thursdays, 16/07/09-15/10/09

12 Afternoon Sessions 1.00pm - 4.00pm
 Wednesdays 13/05/09 - 12/08/09 or 26/08/09-25/11/09

12 Evening Sessions 6.00pm – 9.00pm
 Tuesdays 18/08/09—17/11/09

MYOB

Participants will begin with a software overview to allow easy navigation through MYOB. i-GAIN offers small class sizes which enables the tutor to tailor classes to meet your individual business requirements.

4 Sessions (Wednesdays) 6.00pm - 9.00pm
 5/08/09 –26/08/09

QUICKBOOKS

The skills and knowledge covered in this course enables the learner to set up a chart of accounts, create invoices and purchase orders, track accounts payable and receivable, reconcile accounts, and complete BAS requirements using QuickBooks. i-GAIN offers small class sizes which enables the tutor to tailor classes to meet your individual business requirements.

4 Sessions 6.00pm - 9.00pm
 Wednesdays, 07/10/09-28/10/09

Certificate In General Education for Adults (CGEA)

Participants are assessed prior to enrolment and start an appropriate Certificate level from Introductory through to Certificate III.

Tues. Wed & Thurs 9.30am –3.00pm, 14/07/09 - 26/11/2009
 ACFE full fee: **Price on application**

Language Classes

Italian for Beginners

15 Sessions 6-00-7.00pm
 03/08/09—30/11/09 Fee: **\$165.00**

Spanish for Beginners

15 Sessions 7-00-8.00pm
 03/08/09—30/11/09 Fee: **\$165.00**

Education & Training



ACCREDITED TRAINING

Certificate I in Information Technology –ICA10105 This accredited course will provide you with the skills and knowledge to effectively use software packages including Microsoft Word, Excel, Outlook, PowerPoint, Internet, and more. Gain your skills in a relaxed, informal environment. Fee includes course notes.
Mon & Fri 9.00am-3.00pm 10/08/09—23/11/09 (Traralgon)

Certificate II in Retail Operations - SIR20207 (Traralgon)

This course applies to those that wish to develop their skills and knowledge to begin a career in the retail industry. It involves communication, stock control, operating retail equipment and merchandising etc. This is an ideal way to formalise skills that have already been attained through working in a retail store or develop the skills needed to obtain work.
9.00am -3.00pm, Mon, Thur & Fri - 27/07/09-27/11/09

Certificate II in Business - BSB20107 (Traralgon)

Gain skills for employment in a modern office environment by completing this nationally recognised course. Units include computer applications, workplace communication, bookkeeping, office procedures and customer service.
9.00am –3.00pm, Tues, Wed, Thur 28/07/09-26/11/09

FIRST AID CPR UPDATE

Update your CPR skills with a course delivered by National First Aid.
1/2 Day Session 8.30am –12.00pm
Tuesday's —19/05/09, 16/06/09, 21/07/09, 18/08/09, 20/10/09, 17/11/09

First Aid - Level 1

Level 1 First Aid will equip you to deal with a life threatening emergency. This nationally recognised training delivered by National First Aid will cover a course in cardio-pulmonary resuscitation, dealing with an unconscious patient, major bleeding and first aid procedures at an emergency scene.
1 Day Session 8.30am - 5.00pm
Tuesday 's - 19/05/09, 16/06/09, 21/07/09, 18/08/09, 20/10/09, 17/11/09
OR 3 Evening Sessions 6.00-9.00pm
Tuesdays 21/07/09-4/08/09

First Aid - Senior Level 2

Learn how to deal with first aid emergencies. This nationally recognised training delivered by National First Aid covers emergency life support, CPR, bandaging, burns, head and spinal injuries, fractures, managing bleeding and other first aid emergencies.
2 Day Sessions 8.30am - 5.00pm
Tuesday & Wednesday
16/06/09-17/06/09, 21/07/09-22/07/09, 18/08/09-19/08/09,
20/10/09-21/10/09, 17/11/09-18/11/09
OR 6 Evening Sessions 6.00-9.00pm, Tuesdays 21/07/09-25/08/09

BEAUTY TRAINING

Certificate III in Beauty Services - WRB30104

Certificate III in Beauty Services is a nationally recognised course designed to develop the skills and knowledge of people wishing to work as beauty practitioners in a salon. Units include Gel Nails, Nail Art, Waxing, Manicure & Pedicure etc.
Monday to Friday 9.00am - 3.00pm 17/08/09 to 11/12/09

Certificate II in Nail Technology- WRB20104

A nationally recognised course suited to those wishing to develop the skills and knowledge to begin a career in the beauty industry.
Monday to Wednesday. 9.00am-3.00pm 17/08/09 to 09/12/09

Certificate III in Beauty Services - WRB30104 (8 Units Only)

Following on from WRB20104 Certificate II in Nail Technology, complete these units to gain WRB30104 Certificate III in Beauty Services.
Thursdays & Fridays: 9.00am - 3.00pm 20/08/09 to 11/12/09

HOSPITALITY TRAINING

Provide Responsible Service of Alcohol - THHBFB09B

The aim of RSA is to provide liquor staff with knowledge and awareness to responsibly serve alcohol on licensed premises.
1 Evening Session 6.00pm –9.30pm
Wednesday 24/06/09
Mondays: 20/07/09, 24/08/09, 26/10/09, 14/12/09

Follow Workplace Hygiene Procedures - THHGHS01B

This Nationally Recognised Training Is A Safe Food Handling program covering areas of safe food preparation. Suitable for everyone involved in food preparation.
1 Day Session 9.30am –3.30pm, Wednesday 20/05/09, 24/06/09
Mondays: 20/07/09, 24/08/09, 26/10/09, 14/12/09
OR 2 Evening Sessions 6.00pm - 9.00pm Tuesday 16/06/09 & 23/06/09
Monday 23/11/09 & 25/11/09

Implement Food Safety Procedures- THHBCC11B

This nationally recognised training complies with legislative requirements for food safety and the implementation of a food safety plan.
Prerequisite: Participants *must have* completed unit THHGHS01B, Follow Workplace Hygiene Procedures.
Expressions of Interest required

COMMUNITY SERVICES

Certificate III in Aged Care Work – CHC30102

Certificate III in Aged Care Work has been designed to develop the skills and knowledge of those employees who wish to be employed in the Aged Care industry. It will provide you with the skills to work with limited supervision in a safe working environment providing support and personal care to older people. A current Police Check and First Aid Certificate are required as part of this course.
Monday, Wednesday, Thursday, (plus one day of placement):
9.00am - 3.00pm, 24/08/09– 07/12/09

Certificate IV in Disability Work —CHC40302 (Traralgon)

Are you interested in working in the Disability field? This course is designed to deliver the skills & knowledge, understanding & attitude, work experience and know how that will equip you to work in the field of supported assistance for people with a disability. A current Police Check and First Aid Certificate are required as part of this course.
Mondays, Thursday & Fridays. 9.00am-3.00pm—20/07/2009-27/11/2009