

# Old Courthouse Community Centre Casterton

## 2021 Courses

*Centre for Education & Learning*

31 & 79 Henty Street,

P.O. Box 118

Casterton. 3311

Course Code	Course	Course Dates
21VOCBASTECH	Intro to Basic Computing using New Technology	Flexible delivery dates/ Online and Face to face
21VOCREWRT	Creative Writing Skills	Expressions of Interest taken for Next Course
21VOCBAXERO	Basic Intro to Accounting Bookkeeping & XERO	18 July 2021
21VOCDRVBUSSM	Drive your Business through Social Media	Online Delivery / Date to be advised in May
21VOCBASSEW	Beginners Sewing & More	Expressions of Interest taken for Next Course
21VOCRTNEMP	Pathways to Employment	Flexible dates
21VOCLEARNOL	Learning to Learn Online	Expressions of Interest being taken
ACLICOFFEE	Intro to Coffee Making	July 2021
ACLCONFLICT	Introduction to Conflict Resolution	01 June 2021

## Adult Education



Phone: 03 55 812139

Email: [nh@ochcasterton.com.au](mailto:nh@ochcasterton.com.au)

Website <http://www.oldcourthousecommunitycentre.com.au>

# Introduction to Creative Writing Skills.

Expressions of interest being taken for next course  
with Amanda Jarrad, Online Delivery

Throughout the course Amanda introduces you to the fundamental skills and basic principles that underpin Creative Writing, offering various exercises, resources, tips to help you develop your own writing skills. You will be learning valuable writing techniques & tips, throughout the course Amanda demonstrates various writing techniques to help you with your own creative writing projects. You will work on developing your own portfolio, with various writing exercises & writing a short story, that demonstrate how you can start to put all of this knowledge together & get the most out of these techniques.



Cost \$65.00

Conc \$60.00

**FURTHER INFORMATION:** - Available on our Website  
[www.oldcourthousecommunitycentre.com.au/adult-education](http://www.oldcourthousecommunitycentre.com.au/adult-education)

**PREREQUISITES:** Basic Computer Skills, you may use your own computer or a laptop at the Community Centre, 79 Henty St, CASTERTON.

**SKILLS & CERTIFICATE OF PARTICIPATION:** Written Communication Skills, Technology Skills (Microsoft Office), Team Work & Communication Skills, Problem Solving Skills.

**ENROLMENTS:** Enrolment Form is available on our website:  
[www.oldcourthousecommunitycentre.com.au](http://www.oldcourthousecommunitycentre.com.au) , or Phone 0355812139 & fill out your enrolment at 31 Henty St, Casterton

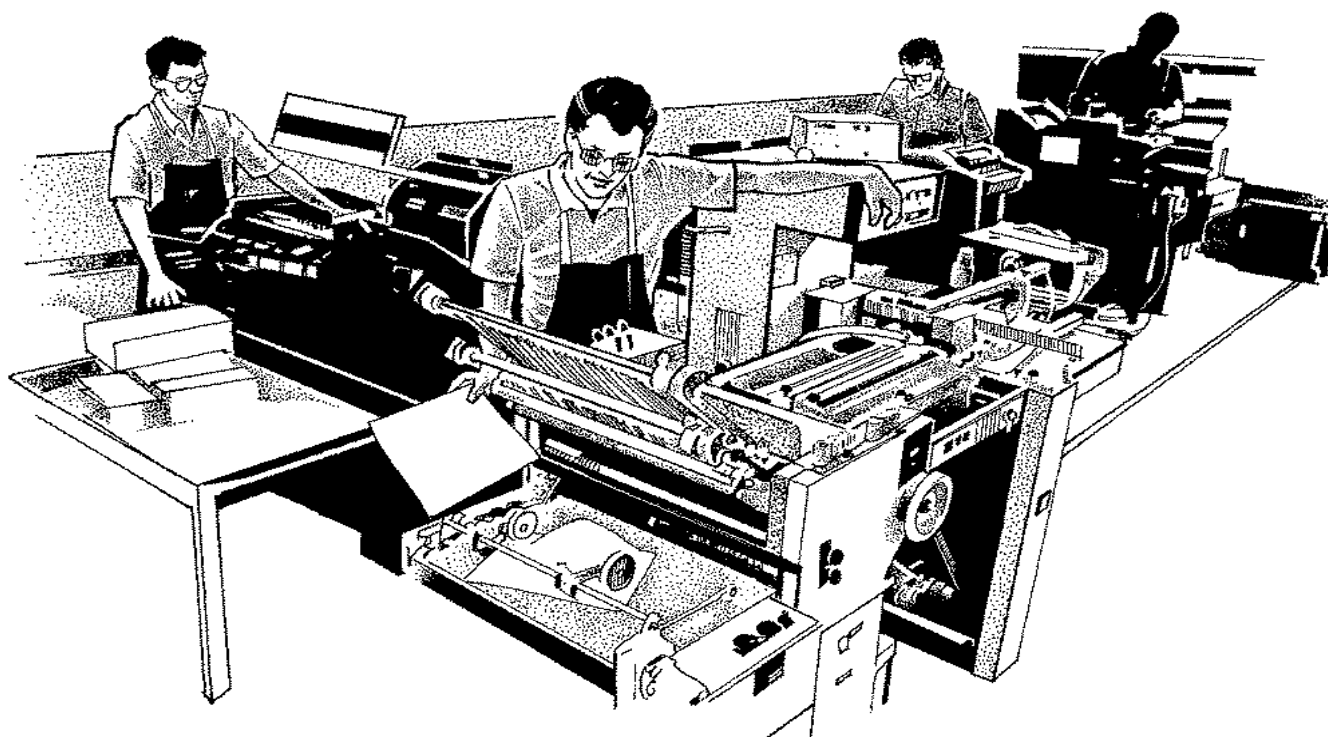


ACFE PRE-ACCREDITED COURSE 2021

# Drive Your Business Through Social Media

with Amanda Jarrad, Online Delivery

Throughout this course Amanda introduces you to the fundamental skills and basic principles that underpin Marketing your Business through Social Media, through two main platforms Facebook & Instagram. You will learn valuable skills & tools to maximise the impact of your online presence, throughout the course Amanda demonstrates the features of these sites & discusses the principles of creating posts with visual impact & creating your brand image. You will also work on identifying your target market & your competitors as well as learning how to determine the effectiveness of your marketing strategy and whether it is generating desired results.



**FURTHER INFORMATION:** - Available on our Website  
[www.oldcourthousecommunitycentre.com.au/adult-education](http://www.oldcourthousecommunitycentre.com.au/adult-education)

**SKILLS & CERTIFICATE OF PARTICIPATION:** Written Communication Skills, Technology Skills (Microsoft Office), Team Work & Communication Skills, Problem Solving Skills.

**ENROLMENTS:** Enrolment Form is available on our website:  
[www.oldcourthousecommunitycentre.com.au](http://www.oldcourthousecommunitycentre.com.au) , or Phone 0355812139 & fill out your enrolment at 31 Henty St, Casterton



ACFE PRE-ACCREDITED COURSE 2021

## Introduction to Coffee Making

A short course where you will lead you through introductory skills on how to make a delicious coffee and step you through what constitutes high quality espresso and other styles of coffee making. This course will start you on your path to becoming a professional barista.

Upon completion of this program, you will have basic knowledge and application skills in making speciality coffee making and be able to apply them to the workplace or go onto accredited hospitality training.

Daytime - 3 weeks - 1 day per week - 3 hours per day  
Starting in July



**FURTHER INFORMATION:** - Available on our Website  
[www.oldcourthousecommunitycentre.com.au/adult-education](http://www.oldcourthousecommunitycentre.com.au/adult-education)

**ENROLMENTS:** Enrolment Form is available on our website:  
[www.oldcourthousecommunitycentre.com.au](http://www.oldcourthousecommunitycentre.com.au) , or Phone 0355812139 & fill out your enrolment at 31 Henty St, Casterton



ACFE PRE-ACCREDITED COURSE 2021

## Leading you into Employment & Learning new skills in General Office Procedures.

This pre-accredited course is designed to help you update and gain new skills in the area of Office administration leading to employment or further studies.

You will be learning in a real life Office Environment from the team at the Old Courthouse Community Centre in Casterton.

You will learn how to deal with customers , answer the telephones , how to use modern office equipment plus other general office skills while building confidence to get back into the workforce.

The course also is ideal for those learners who might wish to gain a better understanding of English skills.

This course allows flexible enrolments and study days. .



**FURTHER INFORMATION:** - Available on our Website  
[www. oldcourthousecommunitycentre.com.au/adult-education](http://www.oldcourthousecommunitycentre.com.au/adult-education)

**SKILLS & CERTIFICATE OF PARTICIPATION:** Written Communication Skills, Technology Skills (Microsoft Office), Team Work & Communication Skills, Problem Solving Skills.

**ENROLMENTS:** Enrolment Form is available on our website:  
[www.oldcourthousecommunitycentre.com.au](http://www.oldcourthousecommunitycentre.com.au) , or Phone 0355812139 & fill out your enrolment at 31 Henty St, Casterton



ACFE PRE-ACCREDITED COURSE 2021

# Beginners Sewing Course and More

Expressions of interest being taken for next course

This is a beginners Sewing Course and more focuses on teaching participants the fundamentals of sewing with an electric machine, sewing techniques, following simple verbal and written directions, and sewing styles. It will also help develop understanding of fabric types and their uses.

Learners will gain employability skills which is embedded in the program. The course will be delivered to learners who are interested in pursuing further training, employment and possible business opportunities in this area.

Some components of this course may be offered online

Course will be 8 sessions x 3 hours a week



**FURTHER INFORMATION:** - Available on our Website  
[www. oldcourthousecommunitycentre.com.au/adult-education](http://www.oldcourthousecommunitycentre.com.au/adult-education)

**SKILLS & CERTIFICATE OF PARTICIPATION:** Written Communication Skills, Technology Skills (Microsoft Office), Team Work & Communication Skills, Problem Solving Skills.

**ENROLMENTS:** Enrolment Form is available on our website:  
[www.oldcourthousecommunitycentre.com.au](http://www.oldcourthousecommunitycentre.com.au) , or Phone 0355812139 & fill out your enrolment at 31 Henty St, Casterton



ACFE PRE-ACCREDITED COURSE 2021



# Business and Bookkeeping:- Everything you need to know to run your Business and keep your Bookkeeping and Accounting Fees Down.

Are you in Business or thinking about starting one?

This is a course and covers everything you need to know to run your business. Whether you are starting a new business OR already in business but need to have a better understanding, this is the course for you.

Partly run by Business mentor, qualified trainer and Accountant with 32 years experience, **Colin Thompson**, who has now presented this course in Hamilton and the Wimmera with Excellent feedback from attendees.

It is styled towards Farmers and Small Business Operators in the preparation of their Tax and how to keep records for presentation to their accountants. To be followed XERO Course Monday nights with Lisa Gartlan-Betinsky Cost \$75.00

Sunday 18 JULY

2 –5 pm

Cost—Free

XERO Course

Mondays Nights

Cost \$75.00



### Topics Covered

- What is a bookkeeper
- What registration do I need for Taxation?
- What Business Structure should I have?
- Do I need a Business name?
- What options are there for recording the income and Expenses of my business?
- What are the different financial reports and what do they mean.
- How can I keep my Bookkeeping accounting fees downs?
- What is a Business plan and do I need one?
- What do I need to consider if I need to engage workers?
- What other matters do I need to consider?

**FURTHER INFORMATION:** - Available on our Website  
[www. oldcourthousecommunitycentre.com.au/adult-education](http://www.oldcourthousecommunitycentre.com.au/adult-education)

**SKILLS & CERTIFICATE OF PARTICIPATION:** Written Communication Skills, Technology Skills (Microsoft Office), Team Work & Communication Skills, Problem Solving Skills.

**ENROLMENTS:** Enrolment Form is available on our website:  
[www.oldcourthousecommunitycentre.com.au](http://www.oldcourthousecommunitycentre.com.au) , or Phone 0355812139 & fill out your enrolment at 31 Henty St, Casterton



ACFE PRE-ACCREDITED COURSE 2021

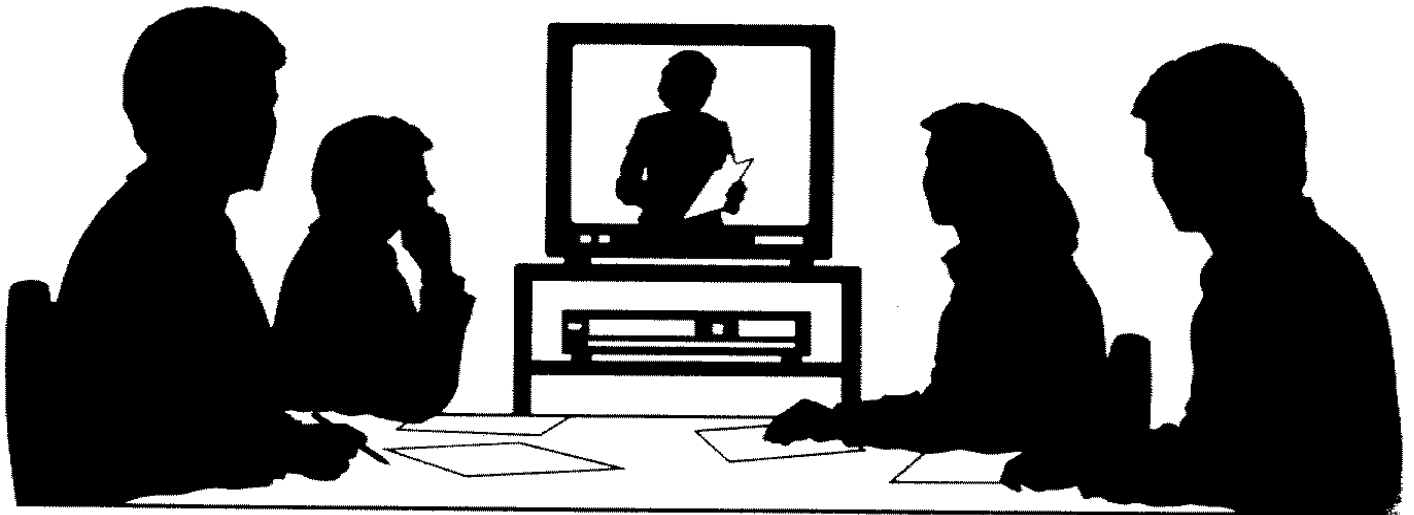
# Learning how to Learn (Again!) with Jeni James

Expressions of interest being taken. Cost \$65.00 Cons \$60.00

This course is being put together for those in the community whom may not have been exposed to learning for sometime.

The world we live in is now is ever changing and we are constantly having to learn new ways to keep up to date with the modern ways. Covid-19 has forced many of us to change the way we do things. We now constantly hear about using the Internet and going online to do our banking, make doctors appointments or shop online.

We will help you to become more proficient and keep up to date with new technologies in the changing world we live in.



**FURTHER INFORMATION:** - Available on our Website  
[www. oldcourthousecommunitycentre.com.au/adult-education](http://www.oldcourthousecommunitycentre.com.au/adult-education)

**SKILLS & CERTIFICATE OF PARTICIPATION:** Written Communication Skills, Technology Skills (Microsoft Office), Team Work & Communication Skills, Problem Solving Skills.

**ENROLMENTS:** Enrolment Form is available on our website:  
[www.oldcourthousecommunitycentre.com.au](http://www.oldcourthousecommunitycentre.com.au) , or Phone 0355812139 & fill out your enrolment at 31 Henty St, Casterton



ACFE PRE-ACCREDITED COURSE 2021



# Intro to Basic Computing using New Technology

Expressions of interest being taken.

This is an Introductory Course that we are offering in various ways.

You can take this class in a Face to Face Classroom where you will have a tutor to help you with your learning or you might prefer blended delivery where you can learn at your own pace and have some Online and Face to Face support.

The course will introduce you to the many types of new technologies that are part of the modern online world we now live in.

You might need to learn how to use a Tablet, iPad, computer or laptop. This is the course for you. It also covers how to send and receive emails, connecting to the Internet, using Zoom and modern online communication methods.

This course will introduce you to new technologies and open pathways for those who might go on to further accredited courses or move into employment.



**FURTHER INFORMATION:** - Available on our Website  
[www.oldcourthousecommunitycentre.com.au/adult-education](http://www.oldcourthousecommunitycentre.com.au/adult-education)

**SKILLS & CERTIFICATE OF PARTICIPATION:** Written Communication Skills, Technology Skills (Microsoft Office), Team Work & Communication Skills, Problem Solving Skills.

**ENROLMENTS:** Enrolment Form is available on our website:  
[www.oldcourthousecommunitycentre.com.au](http://www.oldcourthousecommunitycentre.com.au) , or Phone 0355812139 & fill out your enrolment at 31 Henty St, Casterton



ACFE PRE-ACCREDITED COURSE 2021

# Introduction to Conflict Resolution

01 June

An introductory level course on how to handle difficult situations and conflict.  
Day Workshop (10am—4PM)

Students will look at different personalities & behaviours styles.

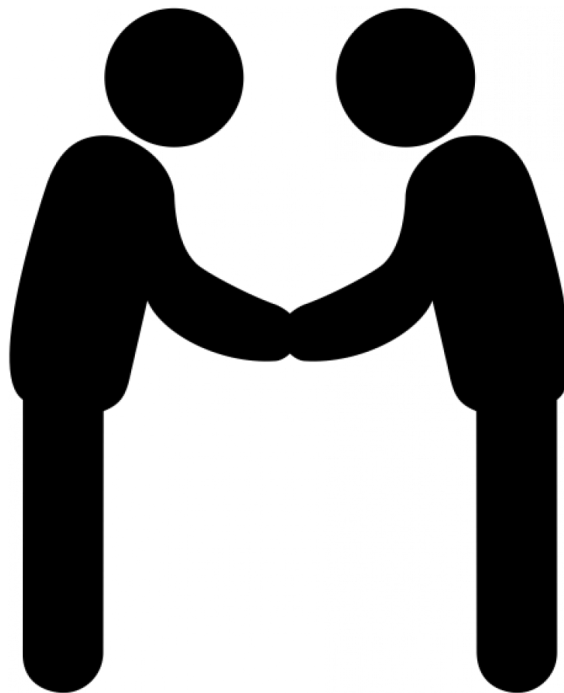
Discussion of area's where conflict or disagreements often occurs- workplace, meetings or Social Media.

You will learn how to listen and develop plans to deal with and help in the resolution of conflict.

Tutor Jenni James

Cost \$65.00

Conc \$60.00



**FURTHER INFORMATION:** - Available on our Website  
[www. oldcourthousecommunitycentre.com.au/adult-education](http://www.oldcourthousecommunitycentre.com.au/adult-education)

**SKILLS & CERTIFICATE OF PARTICIPATION:** Written Communication Skills, Technology Skills (Microsoft Office), Team Work & Communication Skills, Problem Solving Skills.

**ENROLMENTS:** Enrolment Form is available on our website:  
[www.oldcourthousecommunitycentre.com.au](http://www.oldcourthousecommunitycentre.com.au) , or Phone 0355812139 & fill out your enrolment at 31 Henty St, Casterton



ACFE PRE-ACCREDITED COURSE 2021