

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
21VOCCREWRT	Creative Writing Skills	Online Delivery / Date to be advised
21VOCBASXERO	Basic Intro to Accounting & Bookkeeping Software.	Planned for March 2021
21VOCDRVBUSSM	Drive your Business through Social Media	Online Delivery / Date to be advised February
21VOCBASSEW	Beginners Sewing & More	February 2021
21VOCRTNEMP	Pathways to Employment	Flexible dates
21VOCLEARNOL	Learning to Learn Online	Flexible dates
ACLICOFFEE	Intro to Coffee Making	May 2021

Adult Education



Phone: 03 55 812139

Email: nh@ochcasterton.com.au

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

Introduction to Creative Writing Skills.

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.



FURTHER INFORMATION: - Available on our Website
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:
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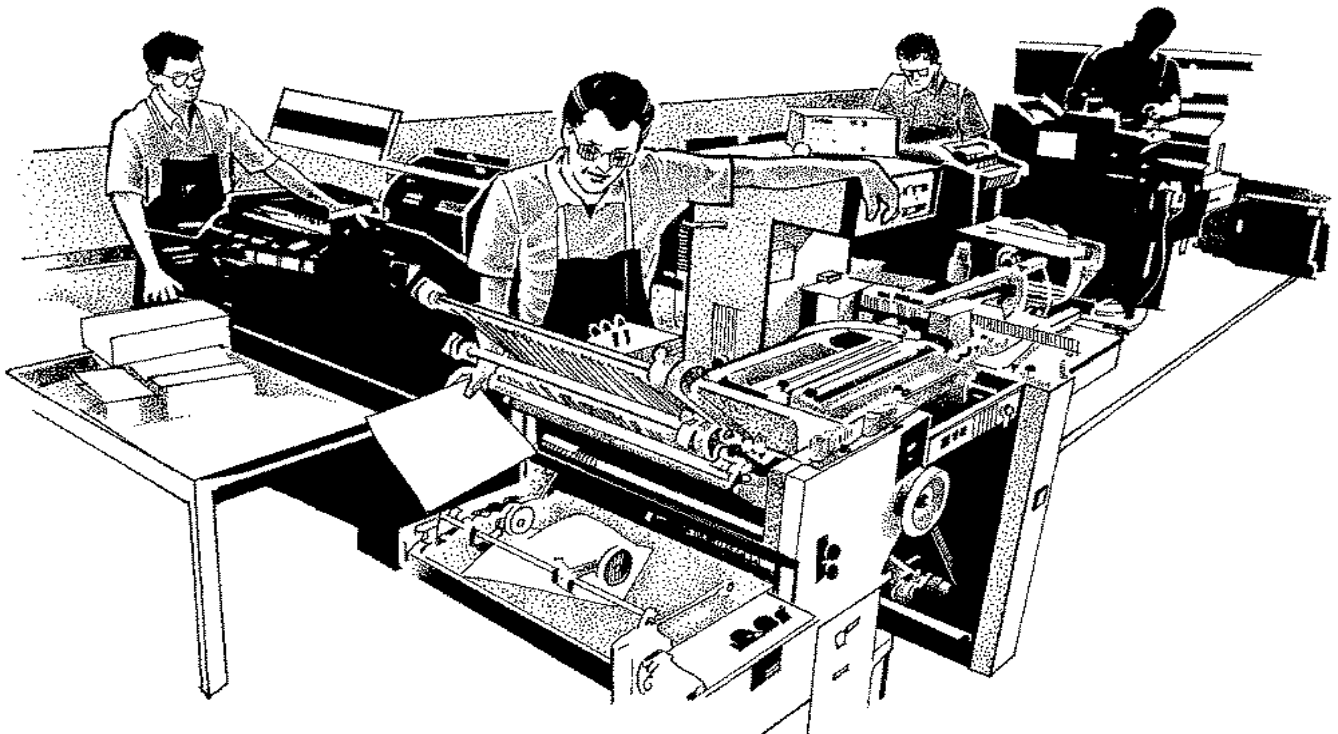


ACFE PRE-ACCREDITED COURSE 2021

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.



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ACFE PRE-ACCREDITED COURSE 2021

Introduction to Coffee Making

A short course where you will be led 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 - 11 Total Program hours



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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. .



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ACFE PRE-ACCREDITED COURSE 2021

Beginners Sewing Course and More

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 4 hours a week



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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 course 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.

Colin will explain the different accounting packages available and how to chose the one that best suit you.

Additional lessons with resident tutor, Lisa Garland will also give you exposure to XERO and QuickBooks and other Software.

Will be on a Saturday or Sunday allowing Business workers to attend.



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?

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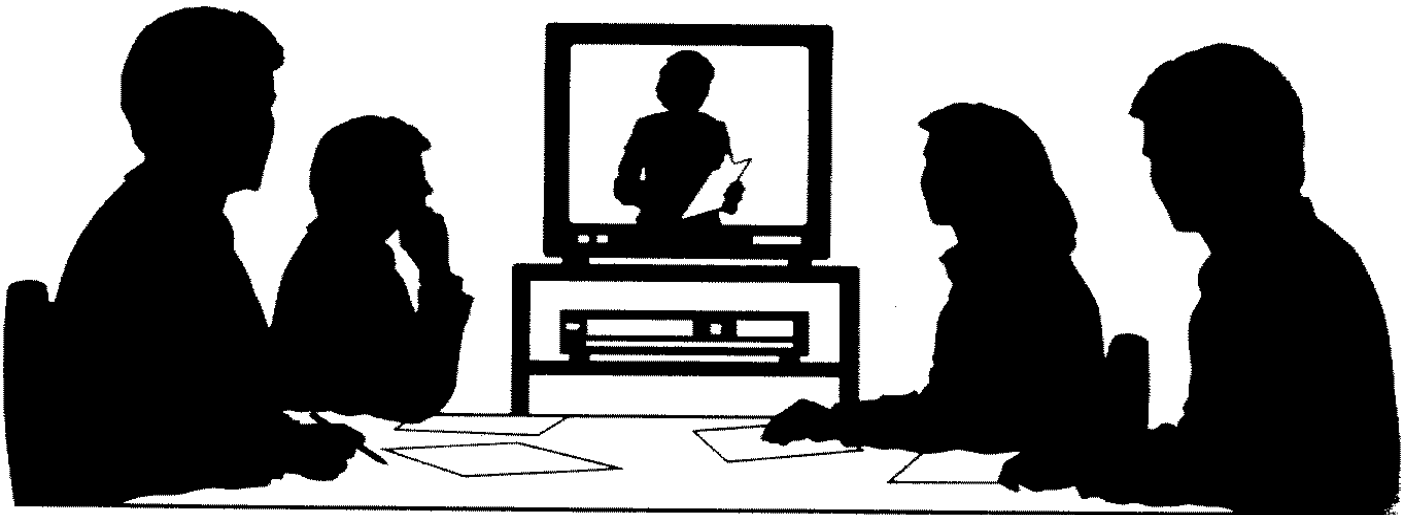
Learning how to Learn (Again!)

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.

An ideal course for senior learners.



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ACFE PRE-ACCREDITED COURSE 2021

Intro to Basic Computing using New Technology

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.



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