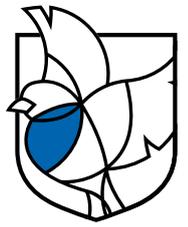


MONASH

TRAINING AND  
PROFESSIONAL  
DEVELOPMENT



JAN – JUL 2018

MONASHTRAINING.COM



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## GROUP TRAINING

Monash Training and Professional Development (MTPD) has a department that specialises in Group Training. We design programs and courses to suit your needs. These can range from Nationally Recognised Courses to Professional Development Courses. These courses can be delivered at your location and even be worked around a time that is suitable to you. We work with Monash Faculties to develop programs that will help students gain the employability skills needed when applying for work.

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All the courses that are offered through Monash Training and Professional Development can be tailored to your needs. We are also able to develop new programs if you have a desired training aspect in mind.

## GROUP TRAINING COURSES

FNS40215	Certificate IV in Bookkeeping
FNS40615	Certificate IV in Accounting
FNS50215	Diploma of Accounting
BSB30415	Certificate III in Business Administration
BSB30915	Certificate III in Business Administration (Education)
BSB31115	Certificate III in Business Administration (Medical)
BSB42015	Certificate IV in Leadership and Management
BSB51915	Diploma of Leadership and Management
TAE40116	Certificate IV in Training and Assessment
CHC30113	Certificate III in Early Childhood Education and Care
CHC50113	Diploma of Early Childhood Education and Care

RSA, Food Safety, Public Speaking, Barista essentials, First Aid and more.

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For more information, please contact Angela McGhee  
angela.mcgee@monash.edu  
(03) 9905 1074

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# WELCOME to MONASH TRAINING and PROFESSIONAL DEVELOPMENT

Monash Training and Professional Development (MTPD), formerly known as Monash Short Courses, is a not-for-profit service provided by the Monash Student Association, located at Monash University in Clayton. Our courses are open to all, not just to Monash students and staff. We have fast become recognised for our high standards in student services, facilities and specialised training programs. We are committed to delivering the best practice in our training and assessment, learning environments, learning materials and innovative trainers.

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## **Nationally recognised training**

Monash Training and Professional Development is also a Recognised Training Organisation (RTO) and as such offers a variety of nationally recognised qualifications from Certificate III to Diploma level. Our educational philosophy is to support our students from the moment they enrol until they graduate with a nationally recognised qualification. Our approach is to work with you one-on-one to help you achieve the qualifications needed to realise your employment dreams. Government funding under the Skills First program is available for these courses, for eligible participants. For eligibility requirements, refer to the relevant course in this guide. Citizenship/visa requirements also apply.

**A list of these courses can be found on pages 4–5.**

## **Courses are available online**

Monash Training and Professional Development provides a wide range of online courses in areas such as education, computer training, languages, and health and wellbeing. These courses are highly interactive and are completed entirely on the internet from the comfort of your own home or office, at a time most convenient to you. All of the courses are led by expert instructors, many of whom are nationally known authors or industry professionals. All courses run for six weeks and are composed of 12 lessons, representing 24 hours of instruction. You can ask questions, give feedback and receive advice at any time during the course. These courses are affordable, fun, fast and convenient, and geared just for you!

**A list of online courses can be found on pages 12–13.**

## **Group and specialised training**

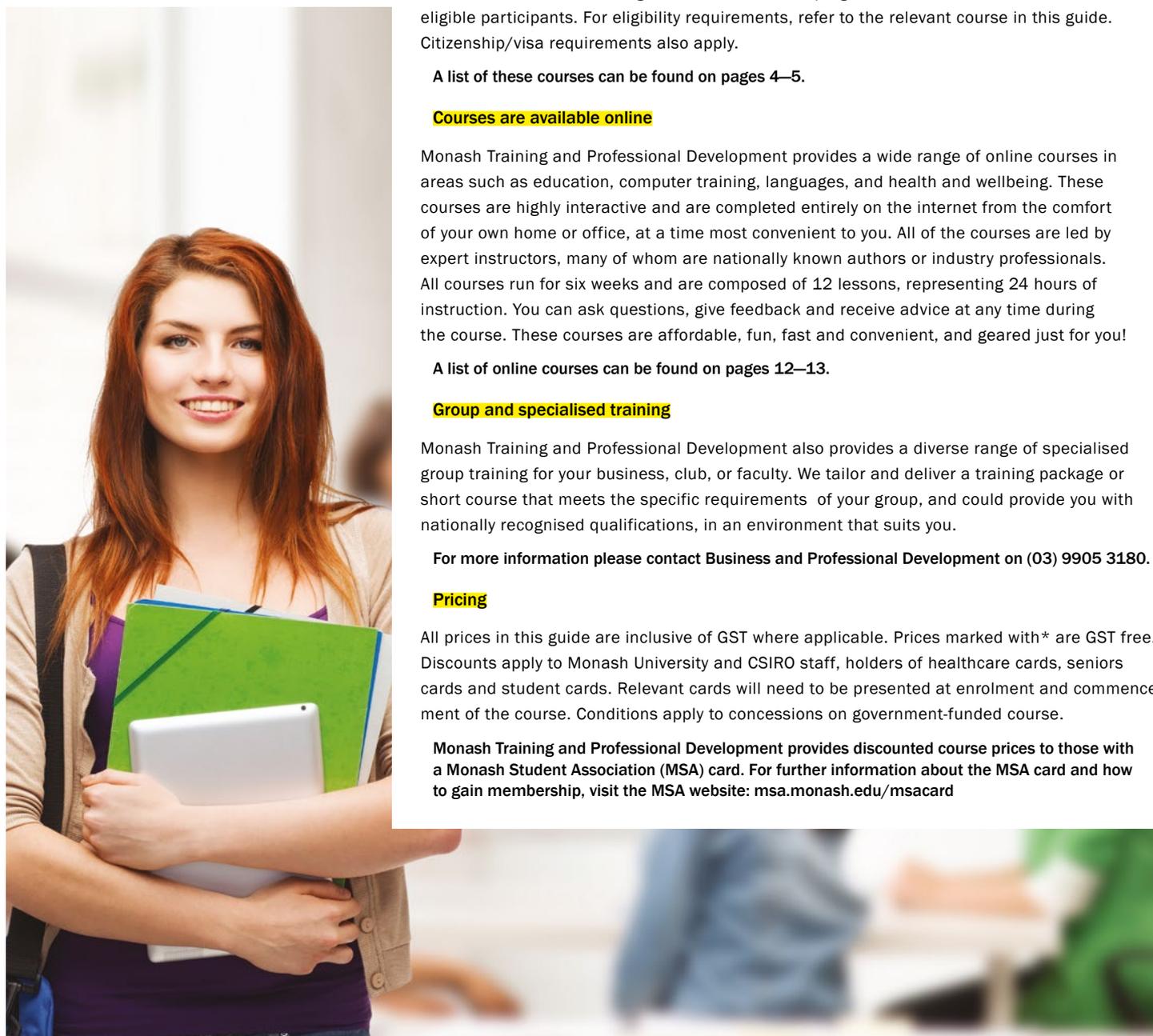
Monash Training and Professional Development also provides a diverse range of specialised group training for your business, club, or faculty. We tailor and deliver a training package or short course that meets the specific requirements of your group, and could provide you with nationally recognised qualifications, in an environment that suits you.

**For more information please contact Business and Professional Development on (03) 9905 3180.**

## **Pricing**

All prices in this guide are inclusive of GST where applicable. Prices marked with\* are GST free. Discounts apply to Monash University and CSIRO staff, holders of healthcare cards, seniors cards and student cards. Relevant cards will need to be presented at enrolment and commencement of the course. Conditions apply to concessions on government-funded course.

**Monash Training and Professional Development provides discounted course prices to those with a Monash Student Association (MSA) card. For further information about the MSA card and how to gain membership, visit the MSA website: [msa.monash.edu/msacard](http://msa.monash.edu/msacard)**



# VOCATIONAL EDUCATION *and* TRAINING

Monash Training and Professional Development (MTPD) is a Registered Training Organisation (RTO), with endorsement from the Victorian Registration and Qualifications Authority (VRQA) to deliver a range of nationally recognised qualifications and units of competency.

RTO Number: 21526.

People with a disability are encouraged to apply.

For pricing and dates, please refer to [monashtraining.com](http://monashtraining.com)

**Credit card payment plans:** Credit card payment plans are available, please contact us for more details. Prices subject to change.

**RPL/Credit Transfer:** Recognised Prior Learning and Credit Transfer are available for all qualifications. Please contact us if you would like to apply.

**Eligibility for Government funding:** Government funding under the Victorian skills first program is available for some courses for eligible participants. If you do not already hold a qualification at or above a Certificate III level, then you may be eligible. For more details, please visit: [education.vic.gov.au](http://education.vic.gov.au) Citizenship and visa requirements also apply. To find out if you are eligible for funding, please phone 9905 3180.



## FINANCE SERVICES

### **FNS30315 Certificate III in Accounts Administration—Online**

This course is designed for entry-level careers in processing payroll, providing customer service in financial transactions, producing GST reports, accounts payable and receivable and administration duties. You will learn how to write journals and ledgers, manage and reconcile petty cash, basic word processing skills and perform financial calculations. With highly experienced trainers to guide you in the right direction this could be the course to start your career.

Study online at a time that suits you, with the support and guidance of a helpful trainer. Enrolments open all year round.

### **FNS40215 Certificate IV in Bookkeeping and FNS40615 Certificate IV in Accounting (Dual Qualification)**

FNS40215 Certificate IV in Bookkeeping and FNS40615 Certificate IV in Accounting (Dual Qualification) are highly sought after qualifications. The course is designed to equip students with the skills to fulfil job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries. Under the guidance of our highly innovative and passionate trainers, this course provides students with theoretical and practical skills in bookkeeping/accounting and the associated administrative duties of such roles. This nationally recognised course is studied part time for 28 sessions and will include 16 units of competency.

Persons providing a Business Activity Statement (BAS) service must be registered by the Tax Practitioner's Board and this qualification is currently cited as meeting the educational requirements for registration. Other conditions apply including a designated period of experience. The primary pathway from this qualification is employment in a bookkeeping job role with functions that include:

- ✓ Establishing and maintaining manual and computerised accounting systems
- ✓ Completing Business Activity Statements (BAS) and other office financial statements
- ✓ Developing bookkeeping management systems for organisations
- ✓ General administration

After successful completion you may seek employment in a range of job roles in financial services and other industries requiring accounting support functions.

**181KEEPA** Tue, 13 Feb–28 Aug, 9am–4pm  
**181UBCKKEEPA\*\*** Wed, 7 Mar–19 Sep, 9am–4pm

Duration: 28 sessions

### **FNS50215 Diploma of Accounting**

FNS50215 Diploma of Accounting will provide students with a thorough understanding of accounting concepts. This course has been developed into a program, with Industry and Training specialists, to cover a full spectrum of accounting and financial practices relevant to professional and support roles in the financial services sector. This course meets the educational requirements for registration as a Tax Agent with the Tax Practitioner's Board. Students will focus on preparation for budgets and forecasts, the understanding of business tax, tax returns and interpreting and using financial statistics and tools. It is advised that all students have completed a Certificate IV in Accounting or Bookkeeping or have relevant industry experience before enrolling into the Diploma.

**181DACCA** Sat, 24 Mar–13 Oct, 9am–4pm

Duration: 28 sessions

\*\* Some courses are available at Upper Beaconsfield Community Centre. Please check [monashtraining.com](http://monashtraining.com) for details.

## **BUSINESS SERVICES**

### **BSB30415 Certificate III in Business Administration**

BSB30415 Certificate III in Business Administration is a highly sought after qualification designed to equip students with the necessary skills to apply a broad range of administration tasks in varied work contexts. Employability skills which are developed through this qualification include communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning and technology. After successfully completing the Certificate III students may seek employment in a range of administrative roles. This course provides students with theoretical and practical skills in business administration, these skills can be applied in job roles such as:

- ✓ Accounts Payable Clerk
- ✓ Accounts Receivable Clerk
- ✓ Receptionist
- ✓ Office Administrator

**181ADMIA** Sat, 7 Apr–7 Jul, 9am–3:30pm  
**181ADMIB** Mon and Fri, 27 Apr–8 Jun, 9am–3:30pm  
**181ADMIC** Mon and Wed, 30 Jul–24 Oct, 6pm–9pm

Duration: 13 day or 26 evening sessions

### **BSB30915 Certificate III in Business Administration (Education)**

BSB30915 Certificate III in Business Administration (Education) equips students with the necessary skills to apply a broad range of administration tasks in an educational or school support work context. Students will learn to provide technical advice and support a team with competency and efficiency. This course provides students with theoretical and practical skills in business administration, these skills can be applied in job roles such as:

- ✓ School Support Officer
- ✓ School Office Administrator
- ✓ Education Program Support Worker

**181EDUCA** Sat, 17 Feb–26 May, 9am–3:30pm  
**181EDUCB** Mon and Fri, 9 Apr–21 May, 9am–3:30pm  
**181EDUCC** Mon and Wed, 25 Jun–19 Sep, 6–9pm

Duration: 13 day or 26 evening sessions

### **BSB31115 Certificate III in Business Administration (Medical)**

BSB31115 Certificate III in Business Administration (Medical) is designed for people wishing to work in medical administration. Students will develop skills necessary to exercise discretion and judgement using appropriate knowledge to provide technical advice and support to a team. This qualification allows you to work in the medical field, in roles such as:

- ✓ Medical Receptionist
- ✓ Medical Records Clerk
- ✓ Medical Secretary

**181BAMEA** Sat, 30 Jun–13 Oct, 9am–3:30pm  
**181BAMEB** Mon and Fri, 4 Jun–27 Jul, 9am–3:30pm

Duration: 15 sessions

## **MANAGEMENT**

### **BSB42015 Certificate IV in Leadership and Management**

BSB42015 Certificate IV in Leadership and Management is a highly sought after qualification for individuals working as developing and emerging leaders and managers. This course will teach students how to take on responsibility as an individual as well as how to provide leadership and guidance to support others. Participants will learn how to apply solutions to a defined range of problems and analyse and evaluate information from a variety of sources while monitoring the output of their team.

**181CLMGA** Sat, 7 Apr–7 Jul, 9am–4pm  
**181CLMGB** Fri, 16 Feb–15 Jun, 9am–4pm  
**181CLMGC** Tue and Thur, 17 Jul–11 Oct, 6pm–9:30pm

Duration: 13 day to 26 evening sessions

### **BSB51915 Diploma of Leadership and Management**

BSB51915 Diploma of Leadership and Management is a highly sought after qualification designed to develop students' leadership skills to management level. Under the guidance of our highly innovative and passionate trainers, this course will assist participants to develop initiative and judgement in planning, organising, and monitoring employee's workloads as well as your own. Students will learn to communicate and support individuals and teams to meet organisational or enterprise requirements and strategies. Participants will learn to identify, analyse and synthesise from a variety of sources and transfer their knowledge to others through completing the course.

**181DLMGB** Fri, 22 Jun–14 Sep, 9am–4pm  
**181DLMGD** Wed and Fri, 21 Feb–6 Apr, 9am–4pm

Duration: 13 sessions



## TRAINING AND ASSESSMENT

### TAE40116 Certificate IV in Training and Assessment

MTPD is proud to announce the addition of TAE40116 Certificate IV in Training and Assessment to our scope of registration. We were the 4th RTO in Australia to be granted this approval and we were the first provider in Melbourne. The TAE40116 Certificate IV in Training and Assessment is intended for a variety of professionals in the Vocational Education and Training (VET) sector as well as workplace trainers and assessors. It has been designed to provide a broad range of delivery and assessment skills. MTPD is committed to delivering the best practice in training and assessment. Our unsurpassed dynamic learning environment, quality learning materials and highly innovative trainers will provide you with an outstanding education. You will have the opportunity to develop real-world skills through practical activities, applied learning and hands-on training and assessment. TAE40116 has replaced the TAE40110 which is now a superseded qualification. Study the TAE40116 Certificate IV in Training and Assessment at Monash and be among the first to gain this nationally recognised qualification from a prestigious provider with a reputation for quality.

181TAEA	Sat, 10 Mar–21 Jul, 9am–4:30pm
181TAEB	Mon, 30 Apr–17 Sep, 9am–4:30pm
181TAEC	Tue and Thu, 29 May–27 Sep, 6pm–9:30pm
181TAED	Mon and Wed, 30 Jul–3 Dec, 6pm–9:30pm
181TAEH	Mon and Wed, 5 Feb–20 Jun, 6pm–9:30pm
181UBCCTAEA**	Mon, 19 Mar–30 Jul, 9am–4:30pm

Duration: 18 day to 36 evening sessions

### TAE40116 Certificate IV in Training and Assessment – Upgrade program

This program is suitable for holders of TAE40110 who have current experience as a trainer and assessor within the VET sector. Your attendance and assessment requirements will vary depending on which units you have already completed as part of TAE40110. Assessment will include in-class activities and written tasks to be completed outside of class time.

181TAEGAPA	Mon, 12–26 Feb, 9am–4:30pm
181TAEGAPB	Mon and Wed, 19 Feb–12 Mar, 6pm–9:30pm
181TAEGAPC	Sat, 3–24 Mar, 9am–4:30pm
181TAEGAPD	Thu, 19 Apr–3 May, 9am–4:30pm
181TAEGAPE	Tue and Thu, 8–24 May, 6pm–9:30pm
181TAEGAPF	Sat, 28 Jul–11 Aug, 9am–4:30pm
181UBCCTAEGAPA**	Wed, 14–28 Feb, 9am–4:30pm

TAE40116 Upgrade\*\*. Please send your statement of attainment, upgrade and resume to [msa-monashtraining@monash.edu](mailto:msa-monashtraining@monash.edu) to check your eligibility.

Duration: 3 day to 6 evening sessions

## CHILDREN SERVICES

### CHC30113 Certificate III in Early Childhood Education and Care

This is the ideal qualification for anyone wishing to enter the early childhood industry. You will learn how to provide care for babies, toddlers and children while maintaining their safety and supporting their play and learning. Includes a 160 hour placement in a registered childcare centre, giving you hands-on experience to build your skills and confidence in a real workplace. Get qualified for these careers:

- ✓ Nanny
- ✓ Family Day Care Worker
- ✓ Assistant Early Childhood Educator
- ✓ Out of School Hours Care Assistant
- ✓ Occasional Care Assistant

181CCHCA	Tue and Thur, 6 Feb–21 Jun, 9am–4:30pm
181CCHCB	Mon and Sat, 9 Apr–20 Aug, 9am–4:30pm
181CCHCC	Fri and Sat, 6 Jul–17 Nov, 9am–4:30pm
181CCHCE	Mon and Wed, 5 Feb–31 Oct, 6pm–9:30pm

Duration: 37 day or 74 evening sessions

### CHC50113 Diploma of Early Childhood Education and Care

MTPD have teamed up with some of our local Childcare Centre's to create a course structure that will give you the best skills possible to start or further your career in the Childhood Education sector. The Diploma of Early Childhood Education and Care provides students with the skills and knowledge required to provide care for groups and individual children. This course introduces students to the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. Under the guidance of our highly innovated and passionate trainers, students learn to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard. This qualification qualifies successful participants to work in out of school hours care and in early childhood settings. Students will gain experience throughout the course during a work placement component of a minimum 260 hours in a licensed and registered early childhood service.

181DCHC11	Tue and Thur, 1 Apr–20 Sep, 9am–4:30pm
181DCHCA	Tue and Thu, 5 Apr–11 Dec, 9am–4:30pm



### Early Childhood Leadership Program

The Early Childhood Leadership Program has been specifically designed to equip students with the skills to gain leadership roles within early childhood education and care settings. MTPD has worked closely with industry leaders to bring you the skills and knowledge to embark on a career path to more senior positions in the early childhood sector. Learn to guide, support, motivate and inspire others and lead your team to excellence. This is a practical, engaging class with group discussions, activities and role plays. You will discover how to model high standards of performance and behaviour, enhance your organisation's image and how to make sound and effective decisions. This course will allow you to polish your communication skills and practice job interviews for success with that important next step in your career. Students who successfully complete this program will be awarded with a Certificate of Completion for this "Early Childhood Education Leadership Program" as well as a nationally recognised Statement of Attainment for 4 units from the BSB42015 Certificate IV in Leadership and Management.

181CHLEADA Wed, 9 May–6 Jun, 9am–4pm

Government funding under the "Skills First" program is available to eligible students. Please contact us to discuss your eligibility.

Duration: 26 hours (4 sessions)

\*\* Some courses are available at Upper Beaconsfield Community Centre. Please check [monashtraining.com](http://monashtraining.com) for details.





## SHORT COURSES

### BUSINESS AND FINANCE MATTERS

#### Event Management

Event management is designed for those needing the skills to run effective and successful events such as seminars, conferences, meetings, product launches, community events and more. It is the perfect course for anyone wishing to plan and implement exciting, memorable events. The course contains effective theory that can easily be translated into practice. Content covered includes concept development, event planning, design, budget setting, financing, event marketing, fundraising and more.

**181EVENA** Sat, 17 and 24 Mar, 9am–4pm

**181EVENB** Thu, 12 and 19 Apr, 9am–4pm

**181EVENC** Thu, 17 and 24 May, 9am–4pm

**Price:** MSA \$233, Conc \$239, Other \$252\*

**Duration:** 13 hours (2 sessions)

#### Introduction to Bookkeeping

Introduction to Bookkeeping gives students an understanding of basic accounting concepts, accounting jargon, business documents and basic transactions. This course covers the accounting equation, double – entry bookkeeping, the use of all major journals, posting entries in the general ledger and preparation of trial balance. Students will learn to understand and produce very basic profit and loss statements and balance sheets, to record the GST portion of transactions and about subsidiary ledgers. Introduction to Bookkeeping complements our online computerised bookkeeping courses on MYOB and QuickBooks. Successful completion of this course can contribute to students gaining Statements of Attainment for nationally recognised units of competency from the Certificate III in Accounts Administration.

**181BOOKA** Fri, 27 Apr–25 May, 9am–4pm

**Price:** MSA \$267, Conc \$274, Other \$289\*

**Duration:** 32.5 hours (5 sessions)

### INFORMATION TECHNOLOGY

#### Introduction to C Programming

This course introduces the problem-solving methodologies, and sets the foundation for solid programming practices for beginners using C language. Learners will be introduced to many well-structured sample programs, and will be trained to demonstrate their knowledge by writing their own programs.

**181CPROA** Tue, 10 Apr–8 May, 9:30am–3pm

**Price:** MSA \$400, Conc \$410, Other \$430

**Duration:** 25 hours (5 sessions)

#### Introduction to Java Programming

This course deals with basic programming, and sets the foundation for solid programming practices for beginners and provides a solid background for completing further programming studies. This introductory course is designed to prepare applicants to apply the algorithm development and problem solving techniques in programming and enable them to develop their own programs with Java.

**181JAVAA** Tue, 15 May–12 Jun, 9:30am–3pm

**Price:** MSA \$400, Conc \$410, Other \$430

**Duration:** 25 hours (5 sessions)

Students still learning English may be better suited to our EAL course. Please phone the office to discuss which course is right for you.

## COMMUNICATION AND WRITING

### Professional Business Writing

This course will equip you with some of the skills necessary for business writing. Learn how to engage a wide audience in a clear and precise manner. Topics include: sentence and paragraph construction, spelling and grammar tips, plain English writing style, writing simply and clearly, letter and email writing, writing media releases, page layout and design, how to apply for a job or funding and making your writing readable.

**181BUSWA** Fri, 23 Feb and 2 Mar, 9am–3pm

**181BUSWB** Thu, 21 and 28 Jun, 9am–3pm

Price: MSA \$169, Conc \$173, Other \$183\*

Duration: 11 hours (2 sessions)

### Public Speaking for Absolute Beginners

Public Speaking is often said to be the number one fear of most people. What people fail to understand is that this fear is easily overcome. All it takes is a few simple techniques and strategies. These sessions will help you overcome nervousness, get rid of the butterflies, stop the shaky hands, and eliminate the sweaty palms. Public Speaking for Absolute Beginners will help you feel as comfortable presenting to a group as you are talking to a friend in the office. Explore techniques to help you gain the power and confidence of an excellent communicator and public speaker. This course will help you identify and understand your own fears and find practical ways to overcome them, become calm and confident, eliminate performance anxiety, understand your internal state and your unconscious mind, gain and maintain empowering beliefs and prepare for your speech/presentation.

**181SPEAA** Thu, 26 Apr–17 May, 6–9:15pm

**181SPEAB** Fri, 22 and 29 Jun, 9am–4pm

Price: MSA \$189, Conc \$194, Other \$202\*

Duration: 12 hours (2 day or 4 evening sessions)

## HOSPITALITY, FOOD AND BEVERAGE

### Responsible Service of Alcohol (RSA)

The Responsible Service of Alcohol (RSA) course equips students with the skills to serve alcohol in a responsible manner in compliance with relevant liquor legislation. This course explains the problems associated with excessive alcohol consumption and provides strategies to refuse service and prevent problems before they occur. This course is accredited by Liquor Licensing Victoria and successful participants receive a manual and certificate. Please allow up to 4 weeks for certificate to be posted.

**181RSAA** Sat, 3 Feb, 9am–1pm

**181RSAB** Thu, 15 Feb, 5:30–9:30pm

**181RSAC** Tue, 6 Mar, 5:30–9:30pm

**181RSAD** Wed, 14 Mar, 5:30–9:30pm

**181RSAE** Sat, 24 Mar, 9am–1pm

**181RSAF** Sat, 7 Apr, 9am–1pm

**181RSAG** Thu, 12 Apr, 5:30–9:30pm

**181RSAH** Tue, 24 Apr, 5:30–9:30pm

**181RSAI** Sat, 5 May, 9am–1pm

**181RSAJ** Sat, 12 May, 9am–1pm

**181RSAK** Tue, 22 May, 5:30–9:30pm

**181RSAL** Thu, 14 Jun, 5:30–9:30pm

Price: MSA \$45, Conc \$48, Other \$50\*

Duration: 4 hours (1 session)

### Food Safety (SITXFSA001 Use Hygienic Practices for Food Safety)

This course covers the principles of basic food safety and their implementation in the work-place. Suitable for all food handlers in the hospitality industry. Covers cleaning and sanitising, food handling, temperature control, personal hygiene, pest control and waste disposal. This course is nationally recognised and satisfies the requirements from the unit of competency SITXFSA001 Use hygienic practices for food safety from the Hospitality Training Package. Upon successful completion students will be issued a Statement of Attainment for this unit.

**181FOODA** Fri, 9 Mar, 9am–3:30pm

**181FOODB** Thu, 5 Apr, 9am–3:30pm

**181FOODC** Tue, 1 and 8 May, 6–9pm

**181FOODD** Sat, 2 Jun, 9am–3:30pm

**181FOODE** Mon, 5 and 12 Feb, 6–9pm

Price: MSA \$74, Conc \$76, Other \$80\*

Duration: 6 hours (1 session)





### Barista Essentials (Coffee Making)

Want a job as a barista? Then you should do our barista course! Discover the secrets to making the perfect coffee – full body, magnificent aroma, well-established crema and a consistent, attractive presentation. Covers frothing, maintenance of commercial grinders and espresso machines and correct technique for making espressos, macchiatos, long blacks, cappuccinos and lattes. Suitable for job seekers. All our Clayton Campus Barista courses are completed at St-Ali.

<b>181COFFA</b>	Wed, 14 Feb, 5:30–9:30pm
<b>181COFFB</b>	Mon, 26 Feb, 5:30–9:30pm
<b>181COFFC</b>	Tue, 13 Mar, 5:30–9:30pm
<b>181COFFD</b>	Wed, 28 Mar, 5:30–9:30pm
<b>181COFFE</b>	Thur, 12 Apr, 5:30–9:30pm
<b>181COFFF</b>	Mon, 30 Apr, 5:30–9:30pm
<b>181COFFG</b>	Tue, 22 May, 5:30–9:30pm
<b>181COFFH</b>	Wed, 13 Jun, 5:30–9:30pm

**Price:** MSA \$126, Conc \$130, Other \$137\*

**Duration:** 4 hours (1 sessions)

**Requirements:** must wear enclosed shoes (no thongs or sandals)

### Event Management

Event management is designed for those needing the skills to run effective and successful events such as seminars, conferences, meetings, product launches, community events and more. It is the perfect course for anyone wishing to plan and implement exciting, memorable events. The course contains effective theory that can easily be translated into practice. Content covered includes concept development, event planning, design, budget setting, financing, event marketing, fundraising and more.

<b>181EVENA</b>	Sat, 17 and 24 Mar, 9am–4pm
<b>181EVENB</b>	Thu, 12 and 19 Apr, 9am–4pm
<b>181EVENC</b>	Thu, 17 and 24 May, 9am–4pm

**Price:** MSA \$233, Conc \$239, Other \$252\*

**Duration:** 13 hours (2 sessions)

The CPR and Level 1 courses are included within the Level 2 course, so these are not prerequisites for the Level 2 course. Level 1 and 2 certificates are current for three years, providing that the CPR component is renewed every 12 months. The certificates are accredited by Healthguard First Aid Training Services (RTO No. 21156).

## FIRST AID

### First Aid—Level 1 Provide Basic Emergency Life Support (HLTAID002)

First Aid Level 1 training and re accreditation will be provided using the mixed mode format. This course is completed by Healthguard (RTO number 21156) and upon successful completion, participants will be awarded a Statement of Attainment for the following unit of competency: HLTAID002 – Provide Basic Emergency Life Support.

<b>181AID1D</b>	Sat, 3 Feb, 9am–4pm
<b>181AID1B</b>	Thu, 1 Mar, 9am–4pm
<b>181AID1C</b>	Fri, 6 Apr, 9am–4pm
<b>181AID1E</b>	Tue, 8 May, 9am–4pm
<b>181AID1F</b>	Sat, 2 Jun, 9am–4pm
<b>181AID1A</b>	Sat, 30 Jun, 9am–4pm

**Price:** Conc \$100, Other \$110\*

**Duration:** 5 hours (1 session)

**Requirements:** Comfortable clothes, Unique Student Identifier (USI)

### First Aid—Level 2 Provide First Aid (HLTAID003)

Level 2 First Aid Training and re accreditation for all workplaces, including primary and secondary schools, will be provided using the mixed mode format. This format requires participants to complete a workbook theory component prior to attendance of the one day practical session. This workbook is provided to the students by Monash Training and Professional Development. Students will be assessed on a combination of practical activities and on the completion of the workbook theory component. This course is completed by Healthguard (RTO number 21156) and upon successful completion, participants will be awarded a Statement of Attainment for the following unit of competency: HLTAID003 Provide First Aid (includes two certificates – First Aid and Anaphylaxis)

<b>181AID2D</b>	Sat, 3 Feb, 9am–4:30pm
<b>181AID2B</b>	Thu, 1 Mar, 9am–4:30pm
<b>181AID2C</b>	Fri, 6 Apr, 9am–4:30pm
<b>181AID2E</b>	Tue, 8 May, 9am–4:30pm
<b>181AID2F</b>	Sat, 2 Jun, 9am–4:30pm
<b>181AID2A</b>	Sat, 30 Jun, 9am–4:30pm

**Price:** Conc \$170, Other \$180\*

**Duration:** 7 hours (1 session)

**Requirements:** Comfortable clothes, Unique Student Identifier (USI)

### First Aid—Level 2 Provide Emergency First Aid Response in an Education and Care Setting (HLTAID004)

This course applies ONLY to educators and support staff working within an early education and child care setting, who are required to respond to a first aid emergency, asthmatic and anaphylactic emergencies. Students will be assessed on a combination of practical activities and on the completion of the workbook theory component. This course is completed by Healthguard (RTO number 21156) and upon successful completion, participants will be awarded a Statement of Attainment for the following unit of competency: HLTAID004 Provide First Aid in an Education Care Setting.

<b>181AID4D</b>	Sat, 3 Feb, 9am–4:30pm
<b>181AID4B</b>	Thu, 1 Mar, 9am–4:30pm
<b>181AID4C</b>	Fri, 6 Apr, 9am–4:30pm
<b>181AID4E</b>	Tue, 8 May, 9am–4:30pm
<b>181AID4F</b>	Sat, 2 Jun, 9am–4:30pm
<b>181AID4A</b>	Sat, 30 Jun, 9am–4:30pm

**Price:** Conc \$170, Other \$180\*

**Duration:** 7 hours (1 session)

**Requirements:** Comfortable clothes, Unique Student Identifier (USI)

### First Aid—Perform Cardio Pulmonary Resuscitation (CPR) (HLTAID001)

CPR and CPR reaccreditation training will be provided in the classroom using a face to face format. No pre course reading is required and the course duration is two and a half hours. This course is completed by Healthguard (RTO number 21156) and upon successful completion, participants will be awarded a Statement of Attainment for the following unit of competency: HLTAID001 – Perform Cardio Pulmonary Resuscitation.

<b>181CPRD</b>	Sat, 3 Feb, 9am–11:30am
<b>181CPRB</b>	Thu, 1 Mar, 9am–11:30am
<b>181CPRC</b>	Fri, 6 Apr, 9am–11:30am
<b>181CPRE</b>	Tue, 8 May, 9am–11:30am
<b>181CPRF</b>	Sat, 2 Jun, 9am–11:30am
<b>181CPRA</b>	Sat, 30 Jun, 9am–11:30am

**Price:** Conc \$60, Other \$70\*

**Duration:** 2.5 hours (1 session)

**Requirements:** Notepad, pen, comfortable clothes, Unique Student Identifier (USI)



Level 2 and 3 language courses are available for groups of five or more people. Please contact us on (03) 9905 3180 or at the office for more information or bookings. Textbooks and dictionaries are available from the Monash University Book Shop.

## LANGUAGES

### EAL (English as an Additional Language)

English as an Additional Language (EAL) is a supportive environment aimed at people who need confidence and real practice using English as their additional language. Reading, writing and listening activities will be used to give students maximum opportunities to practice their conversation and interaction skills with other learners. All materials provided in class. Facilitated conversation groups can also be arranged. These are a great way for students to connect with other learners regularly to practice making connections and everyday language use in an informal setting.

**181EALA** Mon and Wed, 26 Mar–16 Apr, 6–8pm

**181EALB** Mon and Wed, 30 Apr–16 May, 6–8pm

**Price:** MSA \$292, Conc \$299, Other \$315

**Duration:** 12 hours (6 sessions)

### Beginners French

For complete beginners this course introduces speaking and listening skills in practical situations e.g. meeting people, accepting invitations, talking about yourself, likes and dislikes. Reading and writing skills are also introduced. Focus on conversation with other students.

**181FREN1** Thu, 29 Mar–17 May, 6–8:30pm

**Price:** MSA \$324, Conc \$332, Other \$350

**Duration:** 20 hours (8 sessions)

### Beginners Italian

Focusing mainly on speaking and listening skills this course covers vocabulary for common situations to enable participants to express themselves. Includes: asking for directions, explaining how you feel, giving personal information, travel, restaurants, shopping, describing daily activities and much more. Gain insight into a new culture to assist with travelling in Italy. Focus on conversation with other students.

**181ITAL1A** Tue, 27 Mar–22 May, 6–8:30pm

**Price:** MSA \$324, Conc \$332, Other \$350

**Duration:** 20 hours (8 sessions)

**Requirements:** Textbook "Contatto 1a"

### Beginners Mandarin

Provides an introduction to the sounds of Standard Chinese. Emphasis is on speaking and listening skills relating to practical situations such as greetings, introductions and talking about yourself. Pinyin Romanisation will be used, however a small number of characters will be taught. Focus on conversation with other students.

**181MAND1** Tue, 27 Mar–22 May, 6–8:30pm

**Price:** MSA \$324, Conc \$332, Other \$350

**Duration:** 20 hours (8 sessions)

### Beginners Spanish

Emphasis is on speaking and listening skills with limited reading and writing. Introduces travel survival skills and topics such as introducing yourself and meeting people. Focus on conversation with other students.

**181SPAN1** Mon, 26 Mar–21 May, 6–8:30pm

**Price:** MSA \$324, Conc \$332, Other \$350

**Duration:** 20 hours (8 sessions)

### Beginners Japanese

This Japanese course is designed for absolute beginners and incorporates the text book Japanese for Busy People with an emphasis on spoken Japanese and basic writing using hiragana. Focus on conversation with other students.

**181JAPA1** Wed, 18 Apr–13 Jun, 6–8:30pm

**Price:** MSA \$324, Conc \$332, Other \$350

**Duration:** 20 hours (8 sessions)

**Requirements:** Textbook "Japanese for Busy People"

### Beginners AUSLAN

AUSLAN (Australian Sign Language) is a visual-gestural language. It is based on English grammatical system but has its own grammar. AUSLAN is the native language of many Deaf people and the primary language of many others who have learned it later in life. It is part of the culture of the Deaf community and is recognised as a community language. The trainer is a member of Deaf community and the class will be taught in the real world of Deaf people. Focus on conversation with other students.

This course will include the following:

- ✓ Introducing oneself
- ✓ Exchanging personal information
- ✓ Talking about your family
- ✓ General numerical
- ✓ Talking about surroundings
- ✓ Cultural Interactions

**181AUSL1** Thu, 29 Mar–17 May, 6–8pm

**Price:** MSA \$292, Conc \$299, Other \$315

**Duration:** 16 hours (8 sessions)

**Requirements:** Participants are encouraged to purchase 'AUSLAN Dictionary' (available from the bookshop)

### Intermediate AUSLAN

AUSLAN (Australian Sign Language) is a visual-gestural language. It is not based on English grammatical system but has its own grammar. AUSLAN is the native language of many deaf people and the primary language of many others who have learned it later in life. It is a part of the cultural of the Deaf community and is recognised as a community language. The trainer is a member of Deaf community and the class will be taught in the real world of Deaf people at intermediate level. Focus on conversation with other students.

This course will cover:

- ✓ Telling about activities
- ✓ Giving Directions
- ✓ Cultural Interact lesson
- ✓ Describing Others
- ✓ Making Requests
- ✓ Talking about family and friends

**181AUSL2** Thu, 24 May–12 Jul, 6–8pm

**Price:** MSA \$292, Conc \$299, Other \$315

**Duration:** 16 hours (8 sessions)

**Requirements:** Participants are encouraged but not compulsory to purchase Dictionary of Auslan—Deaf Children Australia



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# ONLINE COURSES

Online courses at Monash Training and Professional Development are highly interactive and done entirely on the internet. All of the course are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient and geared just for you. Courses are subject to change, please view the website for the most up to date list. Starting from \$199. Information and bookings at: [www.ed2go.com/r-monash](http://www.ed2go.com/r-monash)

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## EDUCATION

### Classroom Computing

Blogging and Podcasting for Beginners  
Integrating Technology in the Classroom  
Teaching Smarter with SMART boards  
Creating a Classroom Website  
Microsoft PowerPoint 2013 in the Classroom  
Using the Internet in the Classroom

### Tools for Teachers

Teaching Students with Learning Disabilities  
A to Z Grant Writing  
Grammar Refresher  
Advanced Grant Proposal Writing  
Leadership  
Writing Effective Grant Proposals  
Introduction to Algebra  
Teaching Students with Autism:  
Strategies for Success  
Solving Classroom Discipline Problems II  
Empowering Students with Disabilities  
Get Grants!  
Solving Classroom Discipline Problems  
Guided Reading: Strategies for  
the Differentiated Classroom  
Teaching Students with ADHD  
Creating the Inclusive Classroom:  
Strategies for Success  
Spanish in the Classroom  
Differentiated Instruction in the Classroom  
Enhancing Language Development in Childhood  
The Differentiated Instruction and  
Response to Intervention Connection  
A to Z Grant Writing II: Beyond the Basics  
The Creative Classroom  
Guided Reading and Writing: Strategies  
for Maximum Student Achievement  
Understanding Adolescents  
Get Assertive!  
Teaching Preschool: A Year of Inspiring Lessons  
Teaching smarter with SMART Boards  
Creating a Classroom Website  
Teaching Adult Learners  
Grammar Refresher II  
Teaching High School Students  
Homeschool with Success

## BUSINESS

### Business Communication

Keys to Effective Communication  
Effective Business Writing  
Writing Essentials  
Interpersonal Communication  
Fundamentals of Technical Writing  
Building Teams that Work

### General Business Skills

Effective Selling  
Fundamentals of Supervision and Management  
Accounting Fundamentals  
Effective Business Writing  
Computer Skills for the Workforce  
Accounting Fundamentals II  
Administrative Assistant Applications  
Introduction to Windows 10  
Business Finance for Non-Finance Personnel  
Administrative Assistant Fundamentals  
Introduction to Business analysis  
Mastery of Business Fundamentals  
Purchasing Fundamentals  
Manufacturing Applications  
Manufacturing Fundamentals

### Non-profit

Marketing Your Non-profit  
Non-profit Fundraising Essentials  
Introduction to Non-profit Management  
Starting a Non-profit

### Project Management

High Speed Project Management  
Project Management Fundamentals  
Six Sigma: Total Quality Applications  
Project Management Applications  
Introduction to Microsoft Project 2013  
Total Quality Fundamentals  
Introduction to Microsoft Project 2010  
Project Management Fundamentals II

### Start your own business

Creating a Successful Business Plan  
Learn to Buy and Sell on eBay  
Start Your Own Small Business  
Real Estate Investing  
How to Make Easy Money From Your Writing  
Starting a Consulting Practice  
Becoming a Grant Writing Consultant  
Introduction to Internet Writing Markets  
Introduction to Interior Design  
Start and Operate Your Own Home Based Business  
Marketing Your Business on the Internet  
Start a Pet Sitting Business  
Secrets of the Caterer

### Management and Leadership

Achieving Success with Difficult People  
Creating a Successful Business Plan  
Fundamentals of Supervision and Management  
Fundamentals of Supervision and Management II  
Understanding the Human Resources Function

### Leadership

Business Finance for Non-Finance Personnel  
Mastering Public Speaking  
Building Teams that work  
Individual Excellence  
Employment Law Fundamentals  
Supply Chain Management Fundamentals  
Distribution and Logistics Management  
Managing Customer Service

## INFORMATION TECHNOLOGY

### Computer fundamentals

Blogging and Podcasting for Beginners  
Computer Skills for the Workplace  
Keyboarding  
Introduction to Windows 10  
Introduction to Windows 8  
Introduction to Windows 7  
Introduction to PC Troubleshooting

### Computer programming

Introduction to PHP and MySQL  
Introduction to Java Programming  
Introduction to Visual Basic  
Introduction of Python 3 Programming  
Mac,iPhone and iPad Programming  
Introduction to C++ Programming  
Responsive Web Design  
Intermediate Java Programming  
Introduction to Programming  
How to Get Started in Game Development  
Intermediate C# Programming  
Intermediate PHP and MySQL  
Intermediate Visual Basic  
Introduction to XML  
Introduction to ASP.NET  
Introduction to Python 2.5 Programming  
Introduction to C# Programming

### Networking & communications

Introduction to Networking  
Understanding the Cloud  
Wireless Networking  
Intermediate Networking

### Database Management

Introduction to PHP and MySQL  
Introduction to MySQL  
Intermediate SQL  
Introduction to Oracle  
Introduction to Crystal Reports  
Intermediate PHP and MySQL  
Introduction to Database Development  
Intermediate Oracle

### Web Technology

Introduction to PHP and MySQL  
Creating Webpages  
Blogging and Podcasting for Beginners  
Creating WordPress Websites  
Introduction to CSS3 and HTML5  
Creating Mobile Apps with HTML5  
Intermediate WordPress Websites  
Mac,iPhone and iPad Programming  
Introduction to Google Analytics  
Designing Effective Websites  
Responsive Web Design  
How to Get Started in Game Development  
Achieving Top Search Engine Positions  
Marketing Your Business on the Internet  
Introduction to Dreamweaver CS6  
Advanced Web Pages  
Intermediate PHP and MySQL  
Intermediate CSS3 and HTML5  
Write Effective Web Content  
Advanced Css3 and HTML5

## COMPUTER SOFTWARE

### Adobe Software

Introduction to InDesign CC  
Introduction to InDesign CS6  
Intermediate InDesign CC  
Introduction to Photoshop CC  
Introduction to Photoshop CS5  
Intermediate Photoshop CC  
Intermediate Photoshop CS6  
Intermediate Photoshop CS5  
Introduction to Illustrator CS6  
Introduction to Lightroom CC  
Introduction to Lightroom 5  
Introduction to Dreamweaver CS6  
Intermediate Dreamweaver CS6  
Introduction to Adobe Acrobat X

### Microsoft Software

Advanced Microsoft Excel 2007  
Advanced Microsoft Excel 2010  
Advanced Microsoft Excel 2013  
Advanced Microsoft Excel 2016  
Intermediate Microsoft Access 2007  
Intermediate Microsoft Access 2010  
Intermediate Microsoft Access 2013  
Intermediate Microsoft Access 2016  
Intermediate Microsoft Excel 2007  
Intermediate Microsoft Excel 2010  
Intermediate Microsoft Excel 2013  
Intermediate Microsoft Excel 2016  
Intermediate Microsoft Word 2007  
Intermediate Microsoft Word 2010  
Intermediate Microsoft Word 2013  
Intermediate Microsoft Word 2016  
Introduction Microsoft Access 2007  
Introduction Microsoft Access 2010  
Introduction Microsoft Access 2013  
Introduction Microsoft Access 2016  
Introduction Microsoft Excel 2007  
Introduction Microsoft Excel 2010  
Introduction Microsoft Excel 2013  
Introduction Microsoft Excel 2016

Introduction to Microsoft Outlook 2010  
Introduction to Microsoft Outlook 2013  
Introduction to Microsoft PowerPoint 2010  
Introduction to Microsoft PowerPoint 2013  
Introduction to Microsoft PowerPoint 2016  
Introduction to Microsoft Project 2010  
Introduction to Microsoft Project 2013  
Introduction to Microsoft Project 2016  
Introduction to Microsoft Publisher 2010  
Introduction to Microsoft Publisher 2013  
Introduction to Microsoft Word 2007  
Introduction to Microsoft Word 2010  
Introduction to Microsoft Word 2013  
Introduction to Microsoft Word 2016  
Microsoft Excel – Pivot Tables

### Other Computer applications

Introduction to Quickbooks online  
Introduction to Quickbooks 2014  
Introduction to Quickbooks 2015  
Performing Payroll in Quickbooks 2015  
Performing Payroll in Quickbooks 2014  
Performing Payroll in Quickbooks 2013  
Intermediate Quickbooks 2006  
Introduction to Crystal Reports  
Introduction to Quickbooks 2013  
Intermediate Quickbooks 2013  
Intermediate Quickbooks 2014  
Intermediate Quickbooks 2015  
Quickbooks 2013 for Contractors  
Quickbooks 2014 for Contractors  
Quickbooks 2015 for Contractors

## PERSONAL DEVELOPMENT, D.I.Y. AND PRACTICAL SKILLS

### Digital Photography

Photographing Nature with your Digital Camera  
Photographing People with your Digital Camera  
Secrets of Better Photography  
Mastering your Digital SLR Camera  
Discover Digital Photography  
Travel Photography for the Digital Photographer  
Photoshop CC for the Digital Photographer  
Photoshop Elements 13 for the Digital Photographer  
Photoshop Elements 13 for the Digital Photographer II  
Photoshop Elements 12 for the Digital Photographer  
Photoshop Elements 12 for the Digital Photographer II

### Health and Wellness

Introduction to Natural Health and Healing  
Human Anatomy and Physiology  
Handling Medical Emergencies  
Medical Math  
Introduction to Chemistry  
Lose Weight and Keep it off  
Introduction to Biology  
Start Your Own Edible Garden  
Luscious, Low-Fat, Lightning Quick Meals  
Happy and Healthy Pregnancy

### Web Design

Creating Web Pages  
Creating WordPress Websites  
Intermediate WordPress Websites  
Advanced Web Pages  
Responsive Web Design  
Designing Effective Websites

### Art

Drawing for the Absolute Beginner  
Music Made Easy  
Introduction to Guitar  
Introduction to Digital Scrapbooking

### Creative Writing

Mystery Writing  
Write Your Life Story  
Beginning Writer's Workshop  
The Keys to Effective Editing  
Writing Essentials  
Write Fiction like a Pro  
How to Make Money from Your Writing  
Writing for Children  
Research Methods for Writers  
The Craft of Magazine Writing  
Writing for ESL  
Introduction to Journaling  
Publish and Sell your E-Books  
Introduction to Internet Writing Markets  
Introduction to Screenwriting  
Write and Publish Your Nonfiction Book  
Writing Young Adult Fiction  
Travel Writing  
Writing the Fantasy Novel  
Romance Writing

### Languages

Speed Spanish  
Speed Spanish II  
Speed Spanish III  
Discover Sign Language  
Spanish for Medical Professionals  
Beginning Conversational French  
Instant Italian  
Writing for ESL  
Grammar for ESL  
Conversational Japanese

# ENROL ONLINE



## **WHEN TO ENROL**

Early enrolment is advisable to avoid disappointment. Enrolments should be received at least one week before the start of a class. Please contact the office if you would like to submit a late enrolment. Please phone to check enrolment details if an email of confirmation has not been received.

Enrolments for Certificate III—Diploma courses must be done in person at the Monash Training and Professional Development office.

## **CERTIFICATES**

Certificates of completion are available, pending attendance and/or assessment requirements being met. Please ensure you enrol with the name you would like printed on your certificate reprinting of certificates will incur a fee. If you change address before you receive your certificate please ensure you update the office to ensure your certificate is posted to the correct address

## **LOCATION**

All courses are held on the Monash University Clayton Campus, unless specified otherwise.

## **CONDUCT**

All enrolments and classes are conducted in accordance with Monash Training and Professional Development policies.

## **COURSE CANCELLATIONS**

As we are a non-profit organisation, classes with low enrolments may be cancelled. Enrolled students will be given at least 3 days notice in the event of a course being cancelled or postponed. In the event of this happening, enrollees will be eligible for a full refund.

## **REFUND AND TRANSFER POLICY**

Please check all dates, times, location, and course details carefully before you enrol. Applications for Refunds & Transfers must be received in writing at least 7 days prior to the date of course commencement. An administrative charge of \$35.00 applies to all transfers. All transfers must be taken within a 12 month period. An administrative charge of \$60.00 applies to all refunds. All refund and transfer fees and conditions apply to each and every course from which you withdraw.

Please note: With less than 7 days written notice, transfers or refunds will not be issued under any circumstances.

## **CODE OF BEHAVIOUR**

Participants who do not comply with our Code of Behaviour may be excluded from class. In such instances, refunds or transfers will not be available.

## **CONCESSION PRICE**

The discounted concession price applies to Monash University and CSIRO staff, holders of healthcare cards, seniors cards, student cards and HEN. Relevant cards will need to be presented at enrolment and commencement of the course.

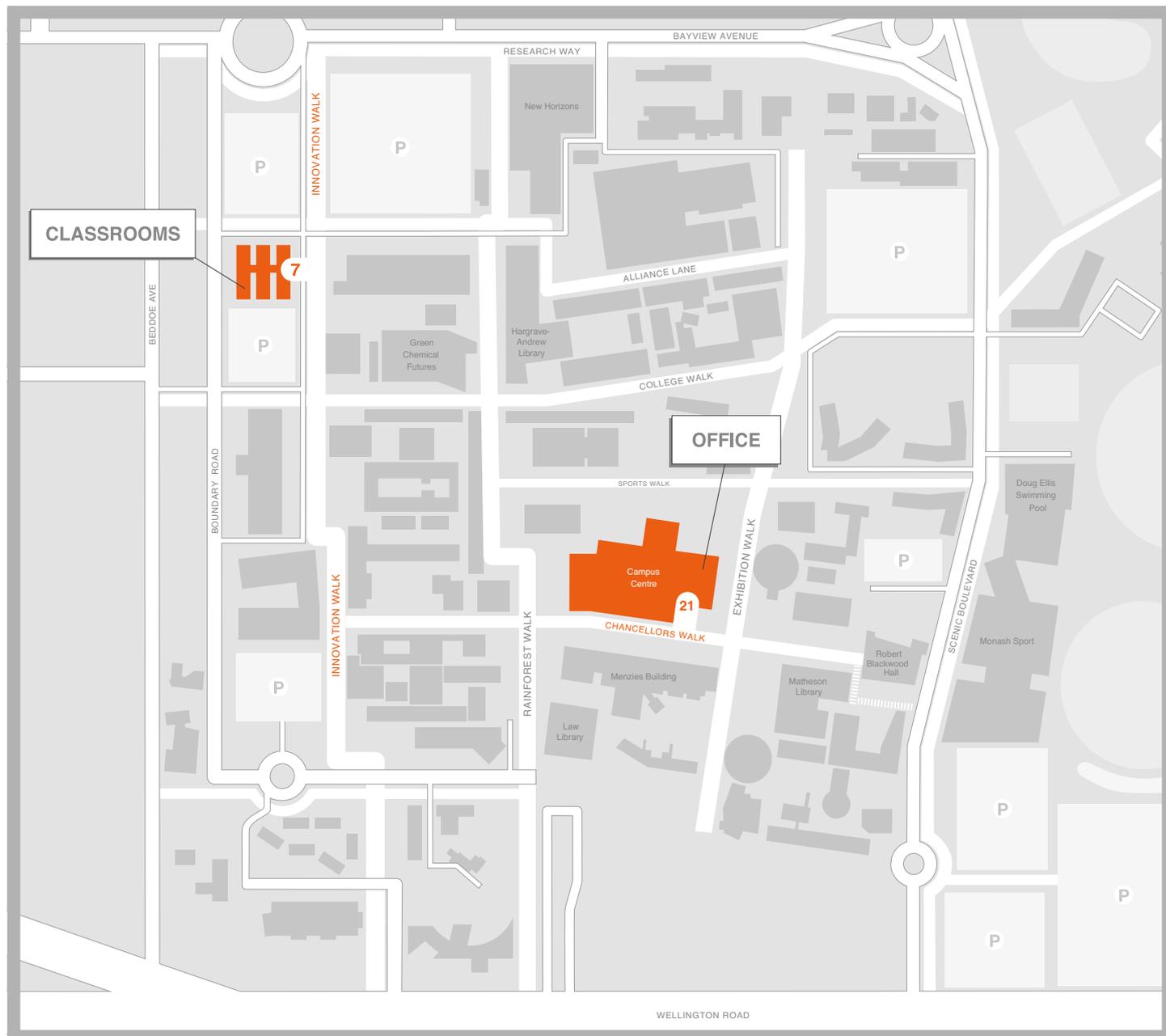
To receive concession pricing while enrolling, please fill in your eligible concession type and relevant ID number.

## **MSA CARD PRICE**

Monash Training and Professional Development provides discounted course prices to those with an MSA Card. MSA Card is the Monash Student Association membership card.

For further information about the MSA Card and how to sign up for a membership, visit the MSA website: [msa.monash.edu](http://msa.monash.edu)

# GETTING HERE



## OFFICE

Level 1, Campus Centre  
21 Chancellors Walk,  
Monash University,  
Clayton Campus

## CLASSROOM

7 Innovation Walk,  
Monash University,  
Clayton Campus

## CONTACT

(03) 9905 3180  
msa-monashtraining@monash.edu  
www.monashtraining.com  
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## OPENING HOURS

Monday 9am–5pm  
Tuesday 9am–5pm  
Wednesday 9am–5pm  
Thursday 9am–5pm  
Friday 9am–3pm  
Saturday 10am–12pm

Closed on public holidays  
and long weekends

## PUBLIC TRANSPORT

There are many public transport options available to Monash University. More details at [www.ptv.vic.gov.au](http://www.ptv.vic.gov.au)

## PARKING

To avoid any unnecessary fees or fines, please read the following carefully:

No parking restrictions on weekends or after 5pm on weekdays. Parking in permit areas before 5pm on weekdays may result in fines. No parking at any time in disabled zones.

We suggest parking in the N1 carpark on the corner of Innovation Walk and Research Way.

A number of ticketed parking spaces are available on campus.

Phone the Security and Parking Office on 9905 3059 for more details on parking on Campus.

