



TERM 1 COURSES

For full details and fees view:
www.community1.com.au

INQUIRIES AND BOOKINGS PH: 5974 2092

ARTS AND CRAFT

CLAY SCULPTURE DISCOVERY

Learn to sculpt from the heart, using your own life experiences as inspiration. It's easier than you think! Your tutor will sculpt along with students.

Mondays, 15 February - 22 March, 7.00pm - 9.00pm

CRAFT GROUP

A Friday afternoon group of people who love creating beautiful craft items, helping each other with ideas and materials, over a cuppa and a good laugh! Every Friday 1.00-4.00pm

PASTELS AND OILS

Enjoy discovering your creativity through an interesting medium of art, in a friendly, supportive atmosphere for beginners and people with experience, using pastels or oils.

Mondays, 8 February - 22 March, 10.00am - 12.00noon

PATCHWORK QUILTING

Beginners to advanced. Create your own quilts, tote bags and cushions when you join our friendly classes, using either hand or machine quilting techniques. Every second Friday 9.00am-12 noon.

COMMUNITY SERVICES

CERTIFICATE III IN AGED CARE CHC30102

Students study to gain a national qualification from the Community Services Training Package. Targets those workers involved in interpersonal contact with clients or residents in aged care facilities either privately, in hostels or in supported residential services. Theory and practical training is offered in a local nursing home.

Tuesdays, Wednesdays & Thursdays, 2 February - 24 June, 9.00am - 4.00pm

Wednesdays, 3 February - 15 December, 9.00am - 4.00pm
Held at our Dromana Unit

CERTIFICATE III IN CHILDRENS SERVICES CHC30402

This course provides students with skills and knowledge to assist in occasional care, pre-school activities, long day care, children's services or in a nanny position.

Mondays and Tuesdays, 1 February - 22 June, 8.30am - 4.30pm

Mondays and Wednesdays, 1 February - 15 December, 6.00pm - 9.30pm. Held at our Dromana Unit

Wednesdays, 3 February - 15 December, 8.30am-4.30pm

DIPLOMA OF CHILDREN'S SERVICES CHC50302

This course enables students to become a qualified staff member, who develops and runs educational programs for children aged 0-12 years. On completion students are able to be employed as a Team Leader, Room Leader, Co-ordinator, or Director of a child care centre.

Fridays, starting 5 February, 12.00noon - 4.00pm.

This is an accredited program.

COMPUTERS AND BUSINESS

NEW START WITH PERSONAL COMPUTERS

An ideal starting point for beginners, seniors or simply for people who need to revisit computer fundamentals in order to acquire a practical understanding of: MS Windows - Desktop, Working with Text and Photos, Internet, Windows Mail and Distance Learning Tasks.

Wednesdays, 10 February - 24 March, 8.45am - 11.45am

Wednesdays, 10 February - 24 March, 7.00pm - 10.00pm

Fridays, 12 February - 26 March, 8.45am - 11.45am

BEGINNER TO WINNER - PERSONAL COMPUTERS

A comprehensive and practical introduction to MS Word 2007. Includes: saving files, finding files, using ribbons and commands, working with text, spell check, cut and paste, indent text, working with bullets, format text, shading text, using tabs, insert pictures, working with tables and backup files to a memory stick.

Mondays, 8 February - 22 March, 8.45am - 11.45am

WINNING WAYS WITH PERSONAL COMPUTERS

This program offers a thorough and practical overview of: MS Word, MS Excel, Managing Files and Folders, Backup files, Internet, Windows Mail and system security simplified, including access to security software at no cost.

Thursdays, 11 February - 25 March, 8.45am - 11.45am

INTRODUCTION TO BOOKKEEPING

Introduction to bookkeeping provides participants with the skills and knowledge needed to undertake basic bookkeeping. It is a pre-requisite to learning programs such as MYOB and QuickBooks. Participants will be able to demonstrate an understanding of basic bookkeeping, including double entry accounting, bank reconciliations, bookkeeping terminology, creation of P and L statements and balance sheets and the creation of simple bookkeeping reports.

Fridays, 5 February - 26 March, 9.30am - 12noon

MYOB AND DOUBLE ENTRY BOOKKEEPING

For users of MYOB who want to set up their business data file correctly. Learn how to set up your data file, accounts, tax codes, card files and inventory items for sale, process sales and purchases, payments and receipts, bank reconciliations and reports. Double Entry Bookkeeping principles. Includes manual and comprehensive notes.

Fridays, 5 February - 26 March, 1.00pm - 4.30pm

MICROSOFT EXCEL 2007

Learn how to create a spreadsheet and navigate work books. Create formulas that perform calculations. Print your data. Create a variety of graphs. Excel is a useful program for those involved in office administration and accounting.

Tuesdays, 2 February - 16 February, 9.00am - 12.20pm



Aged Care students in our new Dromana Education Unit

WEBSITE CREATION ONLINE TODAY

Design and publish your website and have it online today! Update your website anywhere. Basic computer skills required. Free online editor.

Tuesdays, 8 February - 2 March, 6.30pm - 9.30pm

ACHIEVING BETTER DIGITAL PHOTOGRAPHY

This is a good starting point for people to undertake the concept of achieving better photography, its just not point and shoot!

Mondays, 8 February - 15 March, 6.00pm - 8.00pm

DO IT YOURSELF

INTRODUCTION TO WELDING

An introductory course covering basic electric-arc and gas welding. Material thickness 1mm, 5mm, brazing of square tubing (RHS) and mild steel. All welding is done in the flat horizontal position. Includes repairing some broken metal objects from home. Covers use of hand tools, power tools and applying safe work procedures and conducting routine preventative maintenance.

Wednesdays, 10 February - 9 June, 6.30pm-9.30pm

CHINESE COOKING CLASS

Ron Ko will explain how you can prepare delightful and economical dishes.

Thursdays, 18 February - 11 March, 6.30pm - 9.30pm

HEALTH AND WELLBEING

CPR UPDATE / RE-ACCREDITATION

This course details the skills and knowledge required to perform CPR using the DRABCD Approach. First Aid Certificate is required to be current.

Wednesday, 27 January, 9.00am - 1.00pm

Thursday, 4 March, 9.00am - 1.00pm

FIRST AID LEVEL II - APPLY FIRST AID (HLTFA301B)

This course will enable you to achieve a First Aid Level 2 Certificate for work or to ensure that you know how to handle any unforeseen accident. This course has been updated!

Wednesday & Thursday, 27 & 28 January, 9.00am - 1.00pm

Thursdays, 4 and 11 March, 9.00 - 1.00pm

RHAPSODY BELLYDANCING

"Bellydance captivates the heart and inspires the spirit". Learn the basics of this beautiful and ancient dance form. Regardless of body shape, size or fitness level, bellydancing promotes grace and co-ordination, flexibility and muscle tone, strength and posture.

Mondays, 1 February - 1 March, 7.00pm - 8.15pm

WALK & TALK PROGRAM

Come along and walk to get fit, enjoy friendly company, stimulating conversation and perhaps a cup of coffee afterwards.

LOW-COST COUNSELLING

Community One provides low-cost, confidential counselling services to the general community, covering all issues.

Phone (03) 5974 2092 for an appointment.

HOSPITALITY

FOOD HYGIENE FOR FOOD HANDLERS SIT20307

For people who require a Food Hygiene certificate to work in the hospitality industry.

Friday, 29 January, 9.00am - 1.00pm.

Thursday, 18 March, 9.00am - 1.00pm

FOOD SUPERVISOR'S COURSE SIT30807 & SIT20307

Under State Government Regulations, all food businesses must be registered with the local council and submit a Food Safety Plan. All operators are required to be Food Safety Supervisors.

Thursday, 11 February, 9.00am - 4.00pm

Thursday, 25 March, 9.00am - 4.00pm

PROVIDE RESPONSIBLE SERVICE OF ALCOHOL SITHFAB009A

For people working in hotels, motels, licensed liquor stores and/or managing, or in control of a packaged liquor outlet, who now must complete an RSA course.

Wednesday, 24 February, 6.00pm - 9.30pm

Wednesday, 24 March, 6.00pm - 9.30pm

LANGUAGES

ITALIAN FOR TRAVELLERS - FIRST STEPS

Get the basic skills to travel & get by in Italy! We will cover food, accommodation, sightseeing, means of transport and anything else you wish to bring to the class in a relaxed and laid back atmosphere.

Monday, 8 February - 22 March, 4.00pm - 6.00pm

ITALIAN TRAVELLERS INTERMEDIATE 1

Conversation, grammar and focus on the practical side - personal experience and interests are welcome. Open to students with a very basic knowledge of the Italian language.

Tuesdays, 2 February - 23 March, 12.00noon - 2.00pm

Tuesdays, 2 February - 23 March, 6.30pm - 8.30pm. Held at our Dromana Unit

ITALIAN TRAVELLERS INTERMEDIATE 2

With emphasis on the practical side of mastering the language. Lessons are carried out in a relaxed environment.

Mondays, 8 February - 22 March, 6.30pm - 8.30pm

ITALIAN TRAVELLERS INTERMEDIATE 3

A sound grammar base and knowledge.

Tuesdays, 2 February - 23 March, 9.30 - 11.30am

FRENCH FIRST STEPS

Are you a beginner or studied years ago and would like to refresh your memory? This is the class for you, with a native tutor and in a relaxed atmosphere.

Fridays, 5 February - 26 March, 9.30am - 11.30am

FRENCH NEXT STEPS

You studied French in High School or in a previous course and loved it. Now you feel you have forgotten most of it. You wish to start again or to further your study.

Thursdays, 4 February - 25 March, 1.00pm - 3.00pm

FRENCH INTERMEDIATE

You speak some French, but the occasions to converse are rare. If you wish to improve your vocabulary, grammar and fluency while covering a range of topics that will help you when travelling, then this course is for you.

Fridays, 5 February - 26 March, 12.30pm - 2.30pm

FRENCH ADVANCED

You have an extended vocabulary and grammatical knowledge of the language but wish to have the opportunity to converse and improve your fluency further while discussing a range of subjects.

Fridays, 5 February - 26 March, 3.30pm - 5.30pm

GERMAN FIRST STEPS

Your tutor speaks four languages fluently and delights in teaching German.

Wednesdays, 3 February - 24 March, 9.30am - 11.30am

LITERACY

ADULT LITERACY CLASS

Personal advice on how to enhance your future. You may be eligible for subsidy.

SOCIAL

UP TOWN OP SHOP TOUR

Come and join our OP Shop tour. You never know you may find a bargain of a life time. 9 to 12 shops. BYO Lunch.

TRAINING AND ASSESSMENT

CERTIFICATE IV IN TRAINING AND ASSESSMENT TAA40104

This is an interactive course with a supportive tutor for people who want to pass on their skills and knowledge to others. You will learn many ways to effectively teach your trade or area of expertise. This qualification is required to teach in a TAFE or other registered training organisations.

Fridays, 5 February - 30 April, 9.00am - 4.00pm.

Held at our Dromana Unit.

YOUTH GENERAL EDUCATION

CGEA—CERTIFICATE IN GENERAL EDUCATION FOR ADULTS (YOUTH STREAM)

CGEA is designed for anyone wishing to improve and develop their English, Maths and general learning skills in a friendly, informal environment. The course caters to different needs and abilities, from beginners to more advanced and early school leavers.

This is an accredited program.

CHILDREN'S SERVICES

Childcare Hotline 5974 2966

OCCASIONAL CHILDCARE SESSIONS - 5 hours!

Bring your children to our Occasional Childcare sessions, where they will experience a range of good fun, challenging and educational activities. Childcare is available for parents attending our classes, participating in walking groups, or requiring care for their child/children for any other reason.

3 YEAR OLD PRE-SCHOOL ACTIVITY GROUP

Our group provides a structured educational program to develop the skills of three year old children.

VACATION CARE

School Holiday Programs for primary school aged children operate during all school holiday breaks. We offer a variety of good fun and stimulating excursions and activities.

FOR YOUR INFORMATION

* For regular updates on all of our programs please check our website

www.community1.com.au

Reg No: A0001300Z RTO No: 3971 ABN: 80 937 731 650

COMMUNITY ONE AT MOUNT MARTHA HOUSE

Corner Dominion Road & Esplanade,

or PO Box 251 Mount Martha 3934

Phone: 5974 2092 Fax: 5974 4513

Child Care Hotline: 5974 2966

Website: www.community1.com.au

Email: info@community1.com.au

Office Hours: Monday - Friday 8.30am-4.30pm

COMMUNITY ONE AT DROMANA 29 Pier Street, Dromana