GROUP TRAINING

MSA Training and Professional Development 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.

GROUP TRAINING COURSES

- 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.

All the courses that are offered through MSA 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.

For more information, please contact Angela McGhee
angela.mcghee@monash.edu
(03) 9905 1074
Monash Student Association
TRAINING and PROFESSIONAL DEVELOPMENT

MSA Training and Professional Development is a not-for-profit service provided by the Student Association, located at Monash University in Clayton. Our courses are open to all, not just to 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.

Nationally Recognised Training

MSA Training and Professional Development is 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 goals. Government funding under the Skills First program is available for these courses, for eligible participants. For eligibility requirements, refer to page 4, see our website or contact us directly.

Citizenship/visa requirements also apply.

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

Online Courses

MSA 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 8–9.

Group and Specialised Training

MSA Training and Professional Development 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 1074.

Pricing

All prices in this guide are inclusive of GST where applicable. Prices marked with * are GST free. Discounts apply to 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.

MSA Training and Professional Development provides discounted course prices through MSA Rewards. For further information about MSA Rewards or to join the rewards program visit the MSA website: msa.monash.edu/msarewards.
MSA Training and Professional Development 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. For pricing and dates, please refer to monashtraining.com.

People with a disability are encouraged to apply.

RTO Number: 21526.

Credit card payment plans: Credit card payment plans are available at no additional cost, 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. Citizenship and visa requirements also apply. To find out if you are eligible for funding, please phone 9905 3180.

**VOCATIONAL EDUCATION and TRAINING**

**BUSINESS SERVICES**

**BSB30415 Certificate III in Business Administration**

This highly sought after qualification is designed to equip students with the necessary skills to conduct 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

**191ADMIA** Wed 6 Mar–3 Jul 9am–4pm
**191ADMIB** Fri 10 May–30 Aug 9am–4pm
Duration: 17 sessions

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

This qualification equips students with the necessary skills to conduct a 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

**191EDUCA** Wed 6 Mar–3 Jul 9am–4pm
**191EDUCB** Fri 10 May–30 Aug 9am–4pm
Duration: 17 sessions

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

This qualification is designed for people wishing to work in medical administration. Students will develop the skills necessary to exercise discretion and judgement using appropriate knowledge to provide technical advice and support to a team. This qualification allows students to work in the medical field, in roles such as:

- Medical Receptionist
- Medical Records Clerk
- Medical Secretary

**191BAMEA** Mon 4 Feb–21 May 9am–4pm
Duration: 15 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. Students 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

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<thead>
<tr>
<th>Unit Code</th>
<th>Course Details</th>
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<tbody>
<tr>
<td>191DCHCA</td>
<td>Tue &amp; Sat, 5 Feb-25 Jun, 9am-4:30pm</td>
</tr>
<tr>
<td>191DCHCB</td>
<td>Thur &amp; Sat, 2 May-7 Sep, 9am-4:30pm</td>
</tr>
</tbody>
</table>

MORWELL: Tue and Thur, 30 Jan-5 Jun, 9am-4:30pm

Duration: 37 day or 74 evening sessions

**CHC50113 Diploma of Early Childhood Education and Care**

We have teamed up with some of our local Childcare Centres 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 innovative 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 course 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.

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<tr>
<th>Unit Code</th>
<th>Course Details</th>
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<tbody>
<tr>
<td>191DCHCA</td>
<td>Tue &amp; Sat, 2 Apr-11 Feb 2020, 9am-4:30pm</td>
</tr>
<tr>
<td>191DCHCB</td>
<td>Thur &amp; Sat, 27 Jun-30 Apr 2020, 9am-4:30pm</td>
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</table>

MORWELL: Tue and Thur, 16 May-3 Mar, 9am-4:30pm

Duration: 37 sessions

**MANAGEMENT**

**BSB42015 Certificate IV in Leadership and Management**

This 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.

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<tr>
<th>Unit Code</th>
<th>Course Details</th>
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<tbody>
<tr>
<td>191SLMGA</td>
<td>Thur, 7 Mar-6 Jun, 9am-4:30pm</td>
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</tbody>
</table>

Duration: 13 sessions

**BSB51915 Diploma of Leadership and Management**

Diploma of Leadership and Management is designed to develop students’ leadership skills to management level. Under the guidance of our highly qualified and passionate trainers, this course will assist participants to develop initiative and judgement in planning, organising, and monitoring employee’s workloads as well as their 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.

<table>
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<tr>
<th>Unit Code</th>
<th>Course Details</th>
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<tbody>
<tr>
<td>191DLMGA</td>
<td>Fri, 15 Feb-2 Aug, 9am-4pm</td>
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</tbody>
</table>

Duration: 13 sessions

**TRAINING AND ASSESSMENT**

**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. Students’ attendance and assessment requirements will vary depending on which units have already been completed as part of TAE40110. Assessment will include in-class activities and written tasks to be completed outside of class time.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Details</th>
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<tbody>
<tr>
<td>191TAEA</td>
<td>Sat, 2 Feb-22 Jun, 9am-4:30pm</td>
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<tr>
<td>191TAEB</td>
<td>Mon, 18 Feb-8 Jul, 9am-4:30pm</td>
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<tr>
<td>191TAEC</td>
<td>Sat, 2 Mar-20 Jul, 9am-4:30pm</td>
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<tr>
<td>191TAED</td>
<td>Tue, 19 Mar-23 Jul, 9am-4:30pm</td>
</tr>
<tr>
<td>191TAEE</td>
<td>Tue &amp; Thur, 9 Apr-15 Aug, 6pm-9:30pm</td>
</tr>
<tr>
<td>191TAEF</td>
<td>Sat, 27 Apr-31 Aug, 9am-4:30pm</td>
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<tr>
<td>191TAEG</td>
<td>Thur, 2 May-29 Aug, 9am-4:30pm</td>
</tr>
<tr>
<td>191TAEH</td>
<td>Sat, 25 May-5 Oct, 9am-4:30pm</td>
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<tr>
<td>191TAEI</td>
<td>Fri, 21 Jun-28 Oct, 9am-4:30pm</td>
</tr>
<tr>
<td>191TAEJ</td>
<td>Sat, 29 Jun-9 Nov, 9am-4:30pm</td>
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</table>

Duration: 18 day or 36 evening sessions

**TAE40116 Certificate IV in Training and Assessment**

We are proud to announce the addition of this course to our scope of registration. We were the fourth 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. We are 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 with us and be among the first to gain this nationally recognised qualification from a prestigious provider with a reputation for quality.

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<tr>
<th>Unit Code</th>
<th>Course Details</th>
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<tbody>
<tr>
<td>191DLMGA</td>
<td>Thur, 16 May-19 Sep, 9am-4:30pm</td>
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<tr>
<td>191DLMGP</td>
<td>Thur, 29 Jan-12 Feb, 9am-4:30pm</td>
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FOOTSCRAY: Thur, 4-18 Apr, 9am-4:30pm

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<tr>
<th>Unit Code</th>
<th>Course Details</th>
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<tbody>
<tr>
<td>191DLMGB</td>
<td>Fri, 31 May-14 Jun, 9am-4:30pm</td>
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</table>

Duration: 3 day or 6 evening sessions

Please send your statement of attainment, upgrade and resume to msa-monashtraining@monash.edu to check your eligibility.
Understand is that this fear is easily overcome. One fear of most people. What people fail to apply for a job or funding and making your media releases, page layout and design, how to engage a wide audience in a clear and writing readable.

This course will equip participants 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.

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.

Develop Emotional Intelligence (EI)

We all experience emotions and whether unconsciously or consciously, these emotions constantly impact us and those around us. Our ability to better understand how emotions influence our thoughts, decisions, physiology and behaviour is critical to our wellbeing and success in our professional and personal lives. Credible research has demonstrated that EI can be improved over time through practice and a willingness to improve. This course provides practical strategies to practice and develop EI. The workshop will review the six skills of EI: self-awareness, awareness of others, authenticity, emotional reasoning, self-management and positive influence. Benefits of the Developing EI workshop may include improved stress management, wellbeing, performance and relationships.

First Aid—Level 1

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.

First Aid—Level 2

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 MSA 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 and Anaphylaxis.

COMMUNICATION AND WRITING

Professional Business Writing

This course will equip participants 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.

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—Perform Cardio Pulmonary Resuscitation (CPR) (HLTAID001)

CPR and CPR re-accreditation 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.

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<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>191CPR</td>
<td>2 Feb</td>
<td>9—11:30am</td>
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<tr>
<td>191CPRB</td>
<td>15 Feb</td>
<td>9—11:30am</td>
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<tr>
<td>191CPRC</td>
<td>2 Mar</td>
<td>9—11:30am</td>
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<tr>
<td>191CPRD</td>
<td>15 Mar</td>
<td>9—11:30am</td>
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<tr>
<td>191CPRE</td>
<td>27 Mar</td>
<td>9—11:30am</td>
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<tr>
<td>191CPRF</td>
<td>2 Apr</td>
<td>9—11:30am</td>
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<td>191CPRG</td>
<td>24 Jun</td>
<td>9—11:30am</td>
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<tr>
<td>191CPRH</td>
<td>29 Jun</td>
<td>9—11:30am</td>
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Price: Concession $60, Other $70*
Duration: 1 session
Requirements: Notepad, pen, comfortable clothes, Unique Student Identifier (USI).

Food Safety (SITXFSA001 Use Hygienic Practices for Food Safety)

This course covers the principles of basic food safety and their implementation in the workplace. It is suitable for all food handlers in the hospitality industry. This course covers cleaning and sanitising, food handling, temperature control, personal hygiene, pest control and waste disposal. This course is nationally recognised and satisfies the requirements of 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.

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<thead>
<tr>
<th>Code</th>
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<th>Time</th>
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<tbody>
<tr>
<td>191FOODA</td>
<td>23 Feb</td>
<td>9am—3.30pm</td>
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<tr>
<td>191FOOBD</td>
<td>6 &amp; 13 Mar</td>
<td>6—9pm</td>
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<tr>
<td>191FOODC</td>
<td>1 Apr</td>
<td>9am—3.30pm</td>
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<tr>
<td>191FOODD</td>
<td>27 Apr</td>
<td>9am—3.30pm</td>
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<tr>
<td>191FOODE</td>
<td>17 May</td>
<td>9am—3.30pm</td>
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<td>191FOODF</td>
<td>28 May</td>
<td>9am—3.30pm</td>
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<tr>
<td>191FOODG</td>
<td>22 Jun</td>
<td>9am—3.30pm</td>
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</table>

Price: MSA Rewards $74, Concession $76, Other $80*
Duration: 1 day or 2 evening sessions

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, a cup full of coffee that tastes amazing. This course will include the following:

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

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<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>191COFFA</td>
<td>6 Feb</td>
<td>5.30—9.30pm</td>
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<tr>
<td>191COFFB</td>
<td>11 Feb</td>
<td>5.30—9.30pm</td>
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<tr>
<td>191COFFC</td>
<td>19 Feb</td>
<td>5.30—9.30pm</td>
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<tr>
<td>191COFFD</td>
<td>25 Feb</td>
<td>5.30—9.30pm</td>
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<tr>
<td>191COFFE</td>
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<td>5.30—9.30pm</td>
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<tr>
<td>191COFFF</td>
<td>13 Mar</td>
<td>5.30—9.30pm</td>
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<td>191COFFG</td>
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<td>191COFFH</td>
<td>26 Mar</td>
<td>5.30—9.30pm</td>
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<td>191COFFF</td>
<td>2 Apr</td>
<td>5.30—9.30pm</td>
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<td>191COFFJ</td>
<td>10 Apr</td>
<td>5.30—9.30pm</td>
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<tr>
<td>191COFFK</td>
<td>17 Apr</td>
<td>5.30—9.30pm</td>
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<td>191COFFL</td>
<td>29 Apr</td>
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<td>191COFFM</td>
<td>7 May</td>
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<td>191COFFN</td>
<td>13 May</td>
<td>5.30—9.30pm</td>
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<td>191COFFO</td>
<td>22 May</td>
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<td>191COFFP</td>
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<td>5.30—9.30pm</td>
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<tr>
<td>191COFFQ</td>
<td>3 Jun</td>
<td>5.30—9.30pm</td>
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<tr>
<td>191COFFR</td>
<td>12 Jun</td>
<td>5.30—9.30pm</td>
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<td>191COFFS</td>
<td>18 Jun</td>
<td>5.30—9.30pm</td>
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<tr>
<td>191COFFT</td>
<td>24 Jun</td>
<td>5.30—9.30pm</td>
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Price: MSA Rewards $126, Concession $130, Other $137*
Duration: 1 session
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.

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<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>191EVENA</td>
<td>22 &amp; 29 Mar</td>
<td>9am—4pm</td>
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<tr>
<td>191EVENB</td>
<td>11 &amp; 18 Apr</td>
<td>9am—4pm</td>
</tr>
<tr>
<td>191EVENC</td>
<td>7 &amp; 14 May</td>
<td>9am—4pm</td>
</tr>
<tr>
<td>191EVEND</td>
<td>5 &amp; 12 Jun</td>
<td>9am—4pm</td>
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</table>

Price: MSA Rewards $233, Con $239, Other $252*
Duration: 2 sessions
Price: Concession $60, Other $70*
Duration: 1 session
Requirements: Notepad, pen, comfortable clothes, Unique Student Identifier (USI).

LANGUAGES

Beginners AUSLAN

AUSLAN (Australian Sign Language) is a visual-gestural language. It is based on the 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 the Deaf community and the class will be taught in the real world of Deaf people. This course focuses 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

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<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>191AUSLA</td>
<td>18 Mar–13 May</td>
<td>6—8pm</td>
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</table>

Price: MSA Rewards $292, Concession $299, Other $315
Duration: 8 sessions
Requirements: Participants are encouraged to purchase ‘AUSLAN Dictionary’ (available from the Monash Bookshop),

www.monashtraining.com

Prices marked with * are GST exclusive
EDUCATION AND TEACHING

Achieving Success with Difficult People
Achieving Top Search Engine Positions
Creating a Classroom Website
Creating Classroom Centers
Creating the Inclusive Classroom: Strategies for Success
Differentiated Instruction in the Classroom
Empowering Students with Disabilities
Enhancing Language Development in Childhood
Grammar for ESL
Grammar Refresher II
Guided Reading and Writing: Strategies for Maximum Student Achievement
Guided Reading: Strategies for the Differentiated Classroom
Homeschool With Success
Integrating Technology in the Classroom
Microsoft PowerPoint 2013 in the Classroom
Solving Classroom Discipline Problems
Solving Classroom Discipline Problems II
Spanish in the Classroom
Teaching Adult Learners
Teaching High School Students
Teaching Math: Grades 4–6
Teaching Preschool: A Year of Inspiring Lessons
Teaching Science: Grades 4–6
Teaching Smarter With SMART Boards
Teaching Students With ADHD
Teaching Students With Autism: Strategies for Success
Teaching Students With Learning Disabilities
Teaching Writing: Grades 4–6
Teaching Writing: Grades K–3
The Creative Classroom
Understanding Adolescents
Using the Internet in the Classroom
Writing Essentials
Writing for Children

BUSINESS

Building Teams That Work
Business and Marketing Writing
Business Finance for Non-Finance Personnel
Computer Skills for the Workplace
Creating a Successful Business Plan
Distribution and Logistics Management
Effective Business Writing
Effective Selling
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Fundamentals of Technical Writing
High Speed Project Management
How to Get Started in Game Development
How to Make Money From Your Writing
Human Anatomy and Physiology
Human Anatomy and Physiology II
Interpersonal Communication
Introduction to Adobe Acrobat X
Introduction to Biology
Introduction to Business Analysis

ONLINE COURSES

Online courses at MSA Training and Professional Development are highly interactive and done entirely on the internet. All of the courses 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 $220. Information and bookings at:
www.ed2go.com/r-monash
Introduction to Chemistry
Introduction to Crystal Reports
Introduction to Google Analytics
Resume Writing Workshop
Start a Pet Sitting Business
Start and Operate Your Own Home-Based Business
Start Your Own Arts and Crafts Business
Start Your Own Gift Basket Business
Start Your Own Online Business
Start Your Own Small Business
Starting a Consulting Practice
Starting a Nonprofit
Twelve Steps to a Successful Job Search
Understanding the Cloud
Understanding the Human Resources Function
Using Social Media in Business
Wireless Networking
Wow, What a Great Event!

INFORMATION TECHNOLOGY

Advanced PC Security
Advanced Web Pages
Creating Mobile Apps with HTML5
Creating Web Pages
Creating WordPress Websites
Designing Effective Websites
Intermediate C# Programming
Intermediate CSS3 and HTML5
Intermediate PHP and MySQL
Intermediate SQL
Introduction to C# Programming
Introduction to C++ Programming
Introduction to CSS3 and HTML5
Introduction to Database Development
Responsive Web Design
Write Effective Web Content

SOFTWARE

Advanced Microsoft Excel 2007
Advanced Microsoft Excel 2010
Advanced Microsoft Excel 2013
Advanced Microsoft Excel 2016
Intermediate Dreamweaver CS6
Intermediate InDesign CC
Intermediate Java Programming
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
Intermediate Networking
Intermediate Oracle
Intermediate QuickBooks 2013
Intermediate QuickBooks 2014
Intermediate QuickBooks 2015
Intermediate QuickBooks 2016
Intermediate QuickBooks 2017
Intermediate Visual Basic
Intermediate WordPress Websites
Introduction to Dreamweaver CS6
Introduction to Illustrator CS6
Introduction to InDesign CC
Introduction to InDesign CS6
Introduction to Java Programming
Introduction to JavaScript
Introduction to Lightroom 5
Introduction to Lightroom CC
Introduction to Microsoft Access 2010
Introduction to Microsoft Access 2013
Introduction to Microsoft Access 2016
Introduction to Microsoft Excel 2007
Introduction to Microsoft Excel 2010
Introduction to Microsoft Excel 2013
Introduction to Microsoft Excel 2016
Introduction to Microsoft Outlook 2010
Introduction to Microsoft Outlook 2013
Introduction to Microsoft PowerPoint 2010
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

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

Advanced CSS3 and HTML5
Advanced Fiction Writing
Become a Physical Therapy Aide
Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Become a Veterinary Assistant III: Practical Skills
Beginner's Guide to Getting Published
Beginning Conversational French
Beginning Writer's Workshop
Blogging and Podcasting for Beginners
Certificate in Brain Health
Certificate in Energy Medicine
Certificate in Food, Nutrition, and Health
Certificate in Global Healing Systems
Certificate in Healing Environments for Body, Mind, and Spirit
Certificate in Healthy Aging
Certificate in Infectious Diseases and Infection Control
Certificate in Meditation
Certificate in Mindfulness
Certificate in Nutrition, Chronic Disease, and Health Promotion
Certificate in Pain Assessment and Management
Certificate in Stress Management
Certificate in Violence Prevention and Awareness
Conversational Japanese
Discover Digital Photography
Genealogy Basics
Get Assertive!
Get Funny!
Happy and Healthy Pregnancy
Helping Elderly Parents
Individual Excellence
Instant Italian
Intermediate Photoshop CC
Intermediate Photoshop CS5
Intermediate Photoshop CS6
Introduction to Digital Scrapbooking
Introduction to Guitar
Introduction to Interior Design
Introduction to Internet Writing Markets
Introduction to Jounaling
Introduction to Photoshop CC
Introduction to Photoshop CS5
Introduction to Photoshop CS6
Photographing Nature with Your Digital Camera
Photographing People with Your Digital Camera
Photoshop CC for the Digital Photographer
Photoshop CC for the Digital Photographer II
Photoshop Elements 12 for the Digital Photographer
Photoshop Elements 12 for the Digital Photographer II
Photoshop Elements 13 for the Digital Photographer
Photoshop Elements 13 for the Digital Photographer II
Ready, Set, Read!
Research Methods for Writers
Response to Intervention:
Reading Strategies That Work
Romance Writing
Secrets of Better Photography
Speed Spanish
Speed Spanish II
Speed Spanish III
Start Your Own Edible Garden
The Craft of Magazine Writing
Travel Photography for the Digital Photographer
Travel Writing
Write and Publish Your Nonfiction Book
Write Your Life Story
Writerific: Creativity Training for Writers
Writing for ESL
Writing the Fantasy Novel
Writing Young Adult Fiction

www.monashtraining.com
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 MSA 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 contact 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 MSA 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 three 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 dates, times, location, and course details carefully before you enrol. Applications for refunds and 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 seven 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 membership. 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 REWARDS PRICE
MSA Training and Professional Development provides discounted course prices to those with Monash Student Association (MSA) Rewards access.

For further information about the MSA Rewards and how to sign up for a membership, visit the MSA website: msa.monash.edu/msarewards.
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

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

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 car park
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 or visit www.monash.edu/
person/transport-parking for more details
on parking on Campus.