

ACS DISTANCE EDUCATION

ESTABLISHED 1979



# HAND BOOK 2007/08

**Affiliated with:** Australian Correspondence Schools (est. 1979)  
Warnborough College (Ireland & UK)  
Health Schools Australia  
Acseduamerica

**Member of:** British Learning Association  
Institute of Horticulture (UK) Careers Advisory Bureau  
Complementary Medicine Association (U.K.)



**Recognised by:** The International Accreditation  
& Recognition Council (IARC)

[www.acs.edu.au](http://www.acs.edu.au)

## CONDITIONS OF ENROLMENT

ACS Distance Education operates a refund policy which is fair and equitable.

\*Notification of withdrawal from a course must be received in writing within 14 days of enrolment to qualify for a refund (less postage, handling and administration costs - minimum of \$100, more if overseas).

\*Deferments and Extensions: You may apply to the office manager in writing for a deferment or extension.

\*Disclaimer: Every attempt is made to ensure that information from the school is accurate, and that the student has attained the competencies taught in a course, at the point of their assessment. Beyond this point, the graduate is responsible to maintain their acquired competencies, and apply acquired knowledge and skills in a way which is appropriate to the unique characteristics of each application. This releases the school and its staff from any liability, action and claims of whatever nature, whether directions given during the course are followed or not.

\*Courses, course notes and materials are not to be sold, loaned, copied, or used in any way outside of the pursuit of studying the course by the person who is enrolled in the course.

### AUSTRALIAN FEE SCHEDULE – JULY 2007

| COURSE                  | Fee Code | HOURS   | Payment Plans |            |            |
|-------------------------|----------|---------|---------------|------------|------------|
|                         |          |         | Plan A        | Plan B     | Plan C     |
| (in Australian Dollars) |          |         |               |            |            |
| Fee Level 1             | S1       | 100     | \$583         | 2 X \$319  |            |
| Fee Level 2             | S2       | 100     | \$649         | 2 X \$352  |            |
| Fee Level 3             | S3       | 100     | \$715         | 2 X \$396  |            |
| Fee Level 4             | S4       | 100     | \$814         | 2 X \$451  |            |
| Proficiency Award       | PA       | 500     | \$1617        | 2 X \$880  | 3 X \$649  |
| Certificate             | CT       | 600-700 | \$2706        | 2 X \$1430 | 4 X \$759  |
| Advanced Certificate    | AC       | 700-900 | \$3509        | 2 X \$1892 | 3 X \$1364 |
| Associate Diploma       | AS       | 1500    | \$6050        | 2 X \$3278 | 3 X \$2343 |
| Diploma                 | DI       | 2100    | \$8118        | 3 X \$2926 | 6 X \$1584 |
| Advanced Diploma        | AD       | 2650    | \$10901       | 3 X \$3927 | 6 X \$2123 |



ACN: 006 249 276

#### OFFICE USE ONLY

Date Received  
 Payment Received: \$.....  
 Chq ( ) Bank Transfer ( ) M.O ( )  
 AMEX ( ) Credit Card ( ) Cash ( )  
 Auth No.....  
 Course Package by.....  
 Course Sent.....  
 On Computer file.....  
 On Card File.....  
 Billed.....

**Examination Fees \$49.50 per exam**

**Overseas Surcharge is applied to enrolments outside Australia.**

**Recognition for Prior Learning Submission - Minimum of \$100 for**

**Certificates, \$150 for Diplomas.**

### ENROLMENT FORM

(PLEASE PRINT)

Surname: ..... First Names: .....

Address: .....

..... Post Code: ..... Country: .....

Phone: ( ) .....h/w .....

Fax: ( ) ..... E-mail: ..... Age: .....

Occupation: ..... Sex: **M** or **F** (circle)

Employer: .....

Relevant Experience: .....

Previous Education: .....

Where did you first hear of the School? .....

**I WISH TO ENROL IN THE FOLLOWING:**

..... Course Code: ..... Fee Code: .....

**PAYMENT IN AUSTRALIAN DOLLARS ONLY. Prices include 10% GST.** (Overseas students are GST exempt)

**Payment enclosed/authorised = AUD\$.....** (NB: Please include overseas surcharge if applicable).

I agree to complete payments for all stages received. Signed.....

For Payment by Credit Card: Please debit my MasterCard/Visa/AMEX (Delete which is not applicable.)

Name On Credit Card (please print): .....

Card Number: .....

Card Verification Number (3 digits on back of card): .....

Expiry Date: ..... /..... **Signed:** .....

**SEND ENROLMENTS TO: ACS DISTANCE EDUCATION**

PO Box 2092, Nerang MDC, Queensland, 4211 Fax: (07) 5562 1099 or alternatively, to enrol online  
 visit [www.acs.edu.au](http://www.acs.edu.au). For more information telephone (07) 5562 1088

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[www.acsedu.co.uk](http://www.acsedu.co.uk)

Email: [admin@acsedu.co.uk](mailto:admin@acsedu.co.uk)

Office hours are Monday-Friday 9am-4pm. You are welcome to visit our staff in Queensland or England (by appointment).

# ABOUT THE SCHOOL

- \* Established in 1979, ACS has educated thousands of students in over 70 countries.
- \* Around 4,000 students are currently enrolled, serviced by tutors from the United Kingdom, Australia, New Zealand and the USA.
- \* On the register of Education and Training Providers (U.K. Department of Education & Skills)
- \* Administration centres are located in Australia and the U.K.
- \* We offer courses designed to be globally relevant, a characteristic we believe important in today's world.
- \* Courses are also conducted under licence to affiliated institutions in five different countries. ACS is well established and highly respected throughout the world. Most qualifications are accredited through the International Accreditation and Recognition Council (see [www.iarcedu.com](http://www.iarcedu.com)).
- \* Exceptional tutors all hold a 3 year degree or diploma, 5 years industry experience and remain active in industry. Most tutors hold post graduate qualifications.
- \* We believe that good education must address current and future needs. Today's world is different and rapidly changing: hence today's education must be different and rapidly changing.
- \* ACS gives priority to student service, frequent review and updating of courses, application of studies to real world problems and developing a capacity to solve problems rather than simply regurgitate information. Issues such as government funding and recognition and bureaucratic planning processes which often overwhelm other institutions are assigned low priority. This has enabled ACS to respond more quickly to the needs of the 21st century, and has resulted in graduates high rates of career success.
- \* ACS does not aim to cater to everyone. It aims to provide a high quality and cost effective alternative in post secondary education for anyone who is primarily concerned with developing knowledge and skills that distinguish them from the crowd in tomorrow's world.

ACS operates as two companies. In Australia the ACN is 006 249 476. In the UK the company No is 004624913  
ACS Courses are also delivered through a network of reputable affiliated institutions around the world.

## School Web Sites

Australasia Web Site [www.acs.edu.au](http://www.acs.edu.au)  
UK & Europe Web Site [www.acsedu.co.uk](http://www.acsedu.co.uk)  
International Web Site [www.acsedu.com](http://www.acsedu.com)  
Online Training Site [www.acseduonline.com](http://www.acseduonline.com)  
Horticulture Website [www.hortcourses.com](http://www.hortcourses.com)

## Our Other Sites

Garden Ezine [www.acsgarden.com](http://www.acsgarden.com)  
Careers Guide [www.thecareersguide.com](http://www.thecareersguide.com)  
Mail Order Bookshop [www.acsbookshop.com](http://www.acsbookshop.com)  
Stock Photos & Articles Website (for purchase or contra-deals):  
[www.webphotos.com.au](http://www.webphotos.com.au)



Australian Office  
Eastside Robina

## STAFF

A key philosophy of the school has always been that tutors are not only tertiary qualified but also actively working in industry. This ensures that students benefit from professional, up to date knowledge and experience that is relevant to industry.

- All tutors:
1. Hold a tertiary qualification (3 years full time study or equivalent).
  2. Have a minimum of 5 years of industry experience (most in excess of 10 years).
  3. Are trained in teaching skills.
  4. Are still involved in industry beyond education.

Our tutors have distinguished themselves as leaders in their respective fields. They include former presidents and secretaries from professional associations, former and current managers and department heads (both private enterprise and government) and successful owner operators of a wide variety of businesses.

## THE PRINCIPAL

**John L. Mason** Dip.Hort.Sc., Sup'n Cert., Adv.Cert.App.Mgt, MAIH, FIOH, FPLA, MACHPER, MASA

Mr Mason has over 30 years experience in the fields of Horticulture, Recreation, Education and Journalism, and 27 years as Principal of this Australian owned school. He has held positions ranging from Director of Parks and Recreation (City of Essendon, Victoria) to magazine editor, and has authored more than 40 books and published over 1500 periodical articles. Mr Mason travels widely and frequently and is well respected by colleagues across the world. He currently holds the position of president of the International Accreditation and Recognition Council, a body supported by colleges and universities from around the world.

## TUTORS AND ACADEMIC DEPARTMENT STAFF

**Dr Valeria Astorga** PhD (Life Sc), B.Biol, Dip. Nutrition

**Dr Mark Berman** BA, MA (Anthropology), PhD (Psychol)

**Rosemary Brown** B.Bus.

**Maggi Brown** C.Env.

**Alison Bundock** Ass.Dip.Hort., B.A., Grad.Dip.Hort., MHMA

**Gavin Cole** B.Sc., Psych.Cert., Cert. Garden Design, MACA

**Corrine de Mestre** BSc(hons) Zoology/Environmental Science

**Peter Douglas** Dip.Animal Husb.

**Dr James Euclid** B.Vsc.(Hons), B.VBiol(Hons), PhD

**Rebecca Gater** BA (Hons), QTS

**Kate Gibson** BSoc.Sc, PostGrad Dip Org Behaviour

**Stephen Henderson** B.I.T.

**Shane Holborn** Ass.Dip.Hort,Dip.Perm.Design, MAIH

**Adriana Fraser** Cert.Hort., Cert.Child Care, Adv.Cert.Hort, Adv.Cert.App.Mgt., Adv.Dip.Hort.

**Pam Fricker** Dip Sport, Cert Education,Cert Physical Education

**Bob James** Dip.Animal.Husb., B.App.Sc., Grad.Dip.Mgt.,PDC, M.Env.Sc

**Tracey Jones** B.Sc, M.Soc.Sc., PCET, Cert Teach, Cert Proofreading

**Ian Kerr** Dip.Photog. ABIPP

**Simon Lennard** M.Hort.Sc

## ACADEMIC STAFF... continued

**Dr Lynette Morgan** B.Hort.Sc.,PhD

**Vahini Panda** B.Sc (Dietetics), Master in Information Technology, MCSE

**Toby Pierpoint** B.Ed.(Media)

**Lynn Schloemann** B.S.(Psych & Bus), AA (Early Childhood), A.D.(Naturopathy), B.Sc.(Health)

**Rachel Syers** B.Journalism

**Max Tay** MBA, IDPM Diploma, Dip. Comm.Mgt., MACS, MMIM

**Alison Tranter** B.Eq.Sc.

**Lyn Quirk** MProfEd., Adv.Dip. Compl. Med. (Naturopathy), Adv.Dip. Sports Therapy, Ad Cert.Mgt

**Tosca Zraikat** B.A. (Writing), B.Teach.

## ADMINISTRATION DEPARTMENT

Leonie Mason Administration Director

Melissa Denton Quality Control Manager

Jolene Cross

Kerri Smith

Elaine Wilson

Angus Thompson I.T



### DISTANCE EDUCATION IS OFTEN BETTER THAN THE CLASSROOM!

In the past, classroom education had advantages over distance education; but that is no longer the case. Classroom education is so costly today. It is not uncommon for corners to be cut and service to suffer. Technology has at the same time, made services through distance education bigger and better than ever; without increasing costs.

In today's world, distance education often provides better opportunities than the classroom education, for interacting with tutors, and quickly accessing student support and information services.

ACS Distance Education now offers a range of online courses which are highly interactive and feature self assessment quizzes, online videos and fast tutor access. For more information about online learning see [www.acseduonline.com](http://www.acseduonline.com)

**Enrol online at [www.acs.edu.au](http://www.acs.edu.au) or [www.acsedu.co.uk](http://www.acsedu.co.uk) and get your enrolment processed much quicker. Our site is SSI secured**



# WHAT MAKES ACS UNIQUE

Our courses are UNIQUE : We believe that the customer comes first, and we are here to serve you! Sadly, this may not always be the case in other schools.

## HOW OUR COURSES ARE DEVELOPED:

### INDUSTRY INPUT

The courses at this school are the result of continuous input from tutors, students and industry over a period of more than 25 years. This input has come through both formal channels (eg. advisory committees, industry reports, student and employer surveys, etc), and informally, by alterations/improvements being made to course notes whenever a problem is detected.

## WHY CHOOSE ACS?

### COURSES ARE CONTINUALLY UPDATED

Courses at ACS are continually updated. We continually update courses because:

- \* We're always learning new things, from conferences, magazines and journals, internet searches, colleagues and feedback from student assignments.
- \* Staff at the school are continually researching and writing new books, magazine articles and video scripts that are relevant to courses.
- \* We encourage feedback from students through newsletters and questionnaires. If a student has suggestions, we take them very seriously.
- \* Our course content can be rapidly updated and improved without the red tape and bureaucracy experienced by many other educational institutions.

### FLEXIBILITY IS NUMBER 1

At ACS, we believe that flexible courses are better able to meet the needs of modern students. Courses are developed so that they will be applicable to students anywhere in the world. If students experience problems due to assignment questions being inappropriate for their culture or locality, we have alternative assignment questions available.

STUDENTS CAN STUDY ACS COURSES FROM ANY LOCATION IN THE WORLD. Workshops only apply for Diplomas and higher courses, and even those can be undertaken locally (additional fees may apply).

Assignments are designed so that students can focus on their particular areas of interest. If students contact the school, tutors are available to provide extra information on assignment questions.

If you find a course difficult, you can choose to work slowly, and to get more help from the school. There are no time limits on courses. TAKE AS LONG AS YOU NEED TO UNDERSTAND EACH PART OF THE COURSE. We also encourage students to contact the school for help in selecting the correct course, and for help with assignment questions.

**Check out page 10 to see how you can design your own course**

# HOW COURSES WORK

## Four main ways to learn:

### 1. Distance Education Courses

All courses offered by ACS can be taken by traditional distance education. Basically, students work through notes, practical tasks and assignments. The student is guided by a printed study guide and accompanying materials as well as advice and feedback from tutors. Assignments are submitted to tutors for feedback, and exams can be taken anywhere in the world.

### 2. Online Courses

Around 33% of ACS courses are now offered online. Online students require a reliable internet connection. Many of the modules offered by traditional distance education are now offered online. This means that students can earn credit toward larger qualifications such as Certificates and Diplomas by completing modules online. In addition, a number of shorter courses are available online.

Online students can watch videos, read notes and study illustrations on the computer screen, then complete self assessment quizzes to gauge their learning. Students are encouraged to contact the school with problems. Alternatively, the online Student Room offers a forum for students to post questions for tutors and fellow students to respond. Check out [www.acseduonline.com](http://www.acseduonline.com)

### 3. E-learning/CD Courses

All Online course can be studied by CD, giving students maximum flexibility. CD courses have all the benefits of the Online courses but cost 10% less. They are also great for people who have a computer but do not have internet or have a slow internet connection.

### 4. Video Education

ACS produces a number of training videos and maintains a video library for students. Watching these intensive training videos repeatedly can reinforce important knowledge and skills, helping students to gain a deeper understanding; and to improve their memory. Videos are normally used to supplement and support other studies. They are by no means essential; but they can be useful.

## COURSE STARTING DATES AND DURATION

Enrolments are accepted **all year** - students can commence study at **any time**. All study is self paced, and ACS does not set assignment deadlines. If a student is being assisted by someone else (e.g. an employer or government subsidy), the body offering the assistance may require a student finish within a specified period. Students in such situations are advised to check with their sponsor prior to enrolling.

The nominal duration of a course is approximately how long a course takes to complete. A course with a nominal duration of 100 hours is expected to take roughly 100 hours of study time to complete. However, this will vary from student to student.

If a student cannot submit their assignments for 6 months to ACS, they should advise the school to avoid cancellation of their student registration.

## PROBLEM BASED LEARNING

PBL is a relatively new, student centred approach in education which is gaining momentum worldwide. International research has shown graduates of PBL courses have been more successful in careers. ACS is now incorporating a PBL approach into courses wherever appropriate.

See <http://www.acs.edu.au/pbl/pblhome.asp>

## RESEARCH PROJECTS, INDUSTRY MEETINGS AND WORK EXPERIENCE

A number of courses require that students complete work experience, industry meetings, workshops or research projects. The requirements are as follows:

**Work Experience:** Where a student is required to complete work experience, it must be relevant to the qualification, as well as a valuable learning experience. Work that is menial or not challenging may not be approved. A reference from an employer, client or colleague must be supplied, describing both the nature and duration of the work. If a student has difficulty obtaining work experience, they are advised to contact ACS for assistance.

**Workshops:** Some courses have workshop requirements. Workshop I, II, & III each involve a series of PBL projects, worked through in liaison with other people. These modules develop the same competencies which would otherwise be achieved through face to face workshops. These modules work for any discipline, teaching you how to effectively deal with practical problems within well defined specifications in ANY INDUSTRY.

**Research Projects:** Research Projects I, II, III and IV are generic 100 hour modules. Each module involves some formal studies to learn about research methods and techniques, followed by conducting real research into a subject relevant to the discipline being studied.

**Workplace Project:** We will accept any of the above three categories as a workplace project.

**Industry Meetings:** To meet this requirement, you must attend meetings such as conferences, seminars, trade shows, exhibitions, study tours, committee meetings, or any other industry events which might be considered as contributing toward their awareness and education of the relevant industry. Proof of attendance must be shown. This may be references or letters from the event organisers, by supplying a written report and photographs; or by any other reasonable method.

## HOW EXAMS ARE TAKEN BY CORRESPONDENCE

Students can sit exams in their own locality. The exam is sent to the adjudicator, who supervises the student during the exam, and then sends it to the school for marking. Many exams attract a fee separate to the course fee.

## What you receive when you complete a course

### **Letter of completion**

On satisfactory completion of all assignments in a course, on request you will be issued with an official "Letter of Completion"

### **Statement of Attainment**

To formally complete a course, you must complete all assignments and successfully complete one or more examinations.

### **Certificates and Diplomas**

Your official certificate or diploma is awarded when you successfully complete all course requirements. The official document is yours to display. As a graduate you are also entitled to use an appropriate abbreviation of your qualification after your name.

## WHAT YOU RECEIVE AS A STUDENT

All materials essential for course completion are included in the cost of the course fee.

Upon enrolment, students receive:

- \* Course notes and required reading materials
- \* Tuition as needed
- \* Access to our Resource Libraries
- \* Bookshop and Workshop discounts
- \* Free listing on an internet site directory (upon request)
- \* Free Online Library Subscription
- \* Opportunity to update course notes if a major revision is undertaken
- \* International Visibility (beyond many nationally focussed institutions)

### Online Student Room

This is an area on the internet which only students can enter (with a personal access code). Once in, you can communicate with other students or tutors, access our exclusive library, make secure payments, list yourself on a job board etc.

### Online Bookshop

A large range of books and videos are now available at [www.acs.edu.au/shop](http://www.acs.edu.au/shop) - titles include recommended reading for courses, and a number of titles by ACS staff. Current students receive a 10% discount on books purchased from the school.

### Video Loan Library

Videos and CDs can be loaned (for a fee) to students all over the world. Enrolled students may contact the school for a list of titles.

### Online Library

A sophisticated facility with thousands of pages of searchable information including many articles, books and books by staff and outstanding projects by students which are not available readily anywhere else. The information is included because it is reliable and useful for one or more ACS courses.

## WHAT OUR STUDENTS HAVE TO SAY:

"...This course has just helped me get a job as a proof reader...cheers"  
Jacqui Eyley, Freelance Writing

"Thank you so much...we can only hope that 'one day' our business world might be a little closer to being as efficient, prompt and courteous as ACS has demonstrated to me over these past months since taking up my studies." Malcom Dorey, Certificate in Horticulture

"[ACS] has been a truly invaluable learning experience for me. I want you to know that I have learnt so much from all of your constructive input and guidance throughout each lesson of the course. I am very appreciative of you sharing your knowledge, explaining to me and helping me to think and write more in depth, to express myself clearly and to be concise. You have helped me to understand where my strengths and weaker aspects lie. Thank-you for getting my assignments back to me as promptly as you have and Thank-you for making this course so enjoyable"

Jenelle Heidi, Child Psychology

"It is an extremely convenient way to study. It lets me juggle a business, home, baby and study. The range of topics is great. No one has an excuse for not completing their higher studies with this option available."

Debbie Ryan, Training Skills II

# QUALIFICATIONS OFFERED AND HOW TO DESIGN A COURSE

ACS offers two ways to complete Certificates and other higher qualifications:

1. Enroll in a standard course. The structure of these courses is fully laid down, and students may only need to elect a major area of study. Standard courses are listed throughout the handbook.
2. Design your own course. This gives students who have a very specific goal in mind the flexibility to put together a program that meets their needs. Details on designing courses are given below:

## **Proficiency Award (Prof.Awd.)**

A specialist qualification for people who already have a "foundation" knowledge of a subject; but wish to undertake limited, but more in depth specialised study in that field. Proficiency Awards are not accredited through the International Accreditation and Recognition Council, though the individual modules may be credited toward higher, accredited qualifications.

\*Requirements: Completion of 3 related modules (combined nominal duration of 300 hours); PLUS 200 hours of work experience or industry meetings.

\*Prerequisites: A certificate or higher qualification of 200 hrs duration or more; or at least 2 years of appropriate work experience; or over 21 years of age.

## **Certificate (Cert.)**

This would be generally considered equal to or higher than a trade level qualification. Accredited through the International Accreditation and Recognition Council.

\*Requirements: Completion of 6 modules (combined nominal duration of at least 600 hours).

\*Prerequisites: Year 10, or 1 year of relevant full time work following year 9; or over 21 years of age.

## **Advanced Certificate (Adv.Cert.)**

This would normally be considered equal to, or higher than a supervisory qualification. Accredited through the International Accreditation and Recognition Council.

\*Requirements: Completion of 8 modules (combined nominal duration of at least 800 hours); PLUS 100 hours of industry meetings.

\*Prerequisites: Year 11, or 1 year of full time work, following year 10; or a vocational certificate (of 600 hrs); or over 21 years of age.

## **Associate Diploma (Assoc.Dip.)**

This would normally be considered appropriate training for lower levels of management or technician training. Accredited through the International Accreditation and Recognition Council.

\*Requirements: Completion of 14 modules (combined duration of at least 1400 hours); normally including Research Project I; PLUS 100 hours of industry meetings.

\*Prerequisites: Year 11, or 1 year of full time work following year 10; or a vocational certificate (of 600 hrs); or over 21 years of age.

## **Diploma (Dip.)**

This would normally be considered a management or professional qualification. This is accredited through the International Accreditation and Recognition Council.

\*Requirements: Completion of 20 modules (combined nominal duration of at least 2000 hours) normally including Research Project I and II; PLUS 100 hours of industry meetings

\*Prerequisites: Year 12; or a vocational certificate (of 600 hrs); or over 21 years of age.

## **Advanced Diploma (Adv.Dip.)**

This may in some situations be considered similar to a foundation degree or associate degree.

\*Requirements: Completion of 24 modules (combined duration at least 2400 hours) including Research Projects I, II PLUS 100 hours of work experience or industry meetings

\*Prerequisites: Year 12 plus; or a vocational certificate (of 600 hrs); or over 21 years of age.

\*NB: Students through our UK school or affiliate institutions may undertake additional qualifications other than those listed above. For more information, see the ACS Distance Education (UK) web site at [www.acsedu.co.uk](http://www.acsedu.co.uk).

# ACS RECOGNITION AND COURSE ACCREDITATION

ACS has an excellent reputation as a college that delivers quality courses and provides efficient service. Over the years, ACS has received formal recognition from different organisations in a variety of countries. Our current policy is to develop recognition which is most significant to employers and business clients on a global basis.

## The International Accreditation and Recognition Council (IARC)

With few exceptions, Certificates and higher qualifications offered by ACS are accredited through IARC. IARC was established by professional educators as a global system to provide students and employers with an easy way of distinguishing highly reputable post secondary colleges and universities. IARC has grown considerably to encompass both vocational colleges and universities, spread across America, Europe, Asia and Australia. For more information, see [www.iarcedu.com](http://www.iarcedu.com)

## Further Registrations and Recognition

Various programs have achieved other forms of recognition through various bodies across a number of countries, for example:

\*The Diploma in Psychology and Counselling is recognised through the Australian Counselling Association.

\*Royal Horticultural Society Courses delivered by the school lead to qualifications accredited through the Qualifications Curriculum Authority in the UK.

\*Courses have been registered under the Enhanced Learning Credits Scheme (ELCAS) through the U.K. Department of Defence. Provider Reference No: 1853

\*The school has been registered in Washington State: Dept Social Security, USA. Our Federal Tax Number is # 9999999999-20

\*ACS is on the register for Education and Training providers in the UK. "The register is a list of genuine education and training providers in England, Wales, Scotland and Northern Ireland. Genuine providers are defined as those assessed and validated by the Department of Education and Skills (DfES) as part of the registration process"

\* ACS is a CYQ Centre Approved (centre code ACS523) with YMCA in the UK

\* ACS (Australia) is an Accredited Training Centre by the "Certified Institute of Bookkeepers"

\* ACS is accredited by the accreditation board of Maldives

\* Health Science courses achieve formal accreditation through established agreements with Affiliates Health Schools Australia and Warnborough College.

## University Qualifications

Studies with ACS have been accepted for credit toward university qualifications within Australia and overseas. ACS does have some formal credit arrangements in place, but for most universities, credit is granted on a case by case basis, and the decision is one for the university.

ACS will of course supply any information requested by a university in making an assessment.

## How Can I Assess the Credibility of a College?

Most people still assume that words such as 'accredited' or 'recognised' are a guarantee that a course is credible and worthwhile. This is not necessarily always the case. By comparing institutions on the basis of the following criteria, you may gain an insight into credibility:

\*How many hours does it take to complete a course?

\*Does the course focus on content and delivery, or assessment?

\*Are detailed course outlines available?

\*What minimum qualifications do teaching staff have?

## What do people think of the school?

Don't take our word for it, see what our students say in the testimonials section at [www.acs.edu.au](http://www.acs.edu.au)

## CHOOSING YOUR COURSE

The task of choosing a course can be daunting. ACS is happy to assist when you are trying to decide upon a course of study. We can provide you with detailed course outlines upon request. We also offer free course counselling for people considering studying with us. A qualified tutor will answer any questions you have and help recommend the appropriate course for you. Course counselling requests can be faxed in or completed and submitted online at the school's website (see front of handbook for details). Potential students are also welcome to telephone the school to discuss their options.

The index at the front of this handbook lists courses according to subject area. Look through the subject areas that interest you - be sure to look both at the short courses and the Certificates and Diplomas in your area of interest. You may choose one of our standard courses, or you may prefer to design your own program of study.

It is possible to start off by doing a short course, and then later move on to a larger program of study. In general, ACS will give you credit for the short course toward the larger program of study. If you are unsure of whether you are ready to commit to a long program of study such as a Diploma, you might prefer to start with a short course, and later upgrade to a Diploma. Just keep the school informed of your intentions, as there are fee considerations.

## RECOGNITION OF PRIOR LEARNING

Through either previous course work or work experience you may feel you are entitled to a credit toward your chosen course, eliminating the need to repeat material you have already studied. Credit can be obtained in two ways:

1. If you have a very simple case, where you have carried out study (not work experience, volunteer activities, etc), and you feel that the course you have previously studied is sufficient to exempt you from part of a course with us - then simply provide us with a transcript from your previous course and we will make an assessment. This must be done PRIOR to enrolling with us. There is generally no fee in cases like this. We may grant credit, or we may not.

2. If you want credit for work experience, volunteer activities, or more obscure studies, then you should lodge a formal "Recognition of Prior Learning" (RPL) application BEFORE commencing your course. To apply for Recognition of Prior Learning, contact the school for an application form. Complete the form and submit it together with photocopied documentation (Course outline, results, letters from employers, etc.) to support your application and an RPL assessment fee. The school will contact you to tell you whether you have been granted credit or not.

A standard fee is charged to make a standard RPL assessment. A higher fee may apply for complex submissions involving large exemptions. The RPL fee will be deducted from the total cost of your course, plus discounts for exempted study, upon enrolment. However, if you complete an RPL and choose to NOT enroll in a course, this fee is non-refundable.

NOTE: Regardless of how you apply for credit, make note of the following:

\*ACS may grant credit for up to 66% of required study on the basis of things you have learned through work or study elsewhere (on the basis of documentary evidence you supply).

\*ACS will not grant more than 33% credit from one qualification on the basis of studies which have been used to gain credit in another qualification (such as a Certificate or Diploma) awarded previously by this or another institution.

\*The minimum fee payable for any qualification, after assessing applications for credit is 50% of the standard fee.

## HOW TO ENROL

1. Forward the completed enrolment form with the appropriate fee to the school. Enrolment forms can be obtained by contacting the school directly or they can be downloaded from ACS websites, or you may use an automated online form.

2. When a new enrolment is received for a traditional correspondence course the course notes are printed, compiled, bound, and, along with any other relevant texts, posted to you. (This normally takes up to 28 days).

3. When you receive the package, commence work at your own pace. The subject guide shows you what to do. If you have any difficulty, write, phone, fax or visit the school, (whichever is convenient) for help. Guidance and further information are provided as needed. As you complete written and practical assignments, submit work to the school for comment. Your tutor provides guidance where needed and returns the work for you to keep.

## PREREQUISITES

Anyone can enroll in short courses, but prerequisites apply to higher courses. See page 10 for the prerequisites for specific courses. The ability to be able to read and write in English is a requirement for any course.

## FEES

- Fees listed cover all notes and tuition.

THERE MAY BE ADDITIONAL EXAM FEES, SO CHECK WITH THE SCHOOL.

- Each course has a fee code (e.g. S1, S2, AC, etc) - this is listed alongside the course description in this handbook. To find out the price of the course, look up the fee code on the current enrolment form or check the ACS website.

- Fees can be paid by cheque, money order, bank to bank transfer, Bankcard, Visa, Mastercard or American Express.

- If paying by credit card, for prompt service, it is best to enroll online at our website (see front of handbook for website details). You may also telephone, fax or email ACS with your credit card details.

If you email your credit card details in, our advice is to send two separate emails, each containing only half of your card details for added security.

- You may arrange for your bank to do a bank to bank transfer of funds into our account. Email/fax us for our bank details.

## PAYMENT PLAN OPTIONS

You can either pay your fee up front or in instalments (see the enrolment form). If you pay the full fee on enrolment, you pay less. The payment plans work as follows:

- **S1, S2, S3, S4 Short courses**

You pay in two parts - the first when you enroll, the second payment is due 60 days later.

- **Certificates (CT)**

Option 1: Pay each stage as you commence it.

Option 2: Each stage can be paid in two parts; the 1st payment on commencement of stage 1 and the 2nd payment 60 days later; 3rd payment on commencement of stage 2 and the 4th payment 60 days later. The payable fee for each stage may increase, depending how long you take to move on to the next stage

- **Other Qualifications (AC, PA, DI, AS, AD, etc)**

Split fees into stages (as shown on the fee schedule). Each stage or part is to be paid when you commence that part of the course. The payable fee for each stage may increase, depending how long you take to move on to the next stage.

## Discounts

5% for multiple course enrolments per student

5% when two people enrol together per student

\* Goods and Services Tax (GST): A 10% GST is applicable to all services and courses studied in Australia, International students do not incur GST.

# AGRICULTURE

\*Courses for farmers, hobby farmers or anyone who just likes the rural lifestyle.

\*Learn modern methods of animal care and farm production.

\*Develop practical skills for the large farm or small acreage.

\*Visit [www.acs.edu.au/agriculture](http://www.acs.edu.au/agriculture)

## ANIMAL ANATOMY AND PHYSIOLOGY

(Animal Husbandry I) BAG101

A sound foundation course in the anatomy and physiology of animals; with particular relevance to domestic animals (eg. Dogs, Cats, Horses, Sheep, Cattle, Pigs, Poultry, etc).

There are eleven lessons:

1. Introduction, Cells & Tissues.
2. The Digestive System
3. The Circulatory System
4. The Urinary System
5. The Nervous System
6. Respiration
7. The Reproductive System
8. Muscles & Meat
9. The Skeleton
10. Animal Growth, Development and the Endocrine system
11. Comparing Different Animals

Fee: S2 Duration: 100 hrs

## ANIMAL HEALTH CARE VAG100

Develops understanding of veterinary and animal health care practices. This course provides a starting point for someone seeking to develop a career in the veterinary industry, or a broad grounding for the health care of domestic pets or farm animals. The module covers topics such as various pest and disease problems, their symptoms, and treatments in a variety of animals; animal behaviour and handling; materials and methods used in professional animal healthcare; legal and administrative considerations.

There are twelve lessons in this module as follows:

1. Introduction to Animal Health Care
2. Common health problems in farm animals and pets
3. Animal behaviour
4. Signs of ill health
5. Veterinary facilities
6. Safety procedures
7. Administration of animal health
8. Animal first aid
9. Preventative health care
10. Routine health treatments
11. Health problems in domestic pets
12. Rehabilitation care

Fee: S2 Duration: 100 hrs

## ANIMAL BEHAVIOUR BAG203

There are eight lessons in this module as follows:

1. Introduction: Influences and motivation
2. Genetics & Behaviour
3. Animal Perception and Behaviour
4. Behaviour and the Environment
5. Social Behaviour
6. Instinct & Learning
7. Handling Animals
8. Behavioural Problems

Fee: S3 Duration: 100 hrs



## PET CARE AAG100

(Different Types of Pets)

This course complements Animal Health Care. It provides useful training, both for people working with animals, or for keen pet owners.

There are eight lessons covering: Introduction to Animal Care; Cats; Dogs; Birds; Fish; Rabbits; Reptiles & Amphibians; Guinea Pigs, Hamsters & Mice.

Fee: S1 Duration: 100 hrs

## ANIMAL HUSBANDRY III BAG202

(ANIMAL FEED AND NUTRITION)

Provides a solid introduction to animal feeding, with ten lessons as follows:

1. Introduction to Animal Foods
2. Food Components: Carbohydrates, Fats
3. Food Components: Proteins, Minerals and Trace Elements
4. Evaluating Foods & Digestibility
5. Classifying Foods Part A
6. Classifying Foods Part B
7. Classifying Foods Part C
8. Calculating Rations Part A
9. Calculating Rations Part B
10. Calculating Rations Part C

It is advisable to complete Animal Husbandry I before attempting this course.

Fee: S2 Duration 100hrs

## **HORSE CARE I** BAG102

Learn to manage the daily requirements of a horse at grass.

The course aims to develop:

- \*The ability to handle horses using a range of different procedures
- \*Skills to evaluate a horse's conformation
- \*An understanding of diet
- \*Knowledge of grooming procedures
- \*An ability to develop appropriate management procedures for a specific situation.
- \*Knowledge of commercial opportunities in the horse industry, including how to buy and sell horses.

The course includes most of the subject material in the course "Keeping a Horse" plus more. It covers Terminology; Horse Psychology; Using tack; Parts of the body; The digestive system; Evaluating the value of a paddock; Grooming for different purposes (eg. dressage, shows, stock work); Business applications (eg. racing, riding schools, breeding, stock agent, etc).

Students need to provide proof that they have ridden and handled a horse prior to completing this course.

Fee: S2

Duration 100hrs

## **HORSE CARE II** BAG204

This course develops skills in the management of horses in a wide range of situations, including in stables. There are seven lessons:

1. Feeds - Roughage, Concentrates, Green feed, etc
2. Stabling - Stalls, Stables, Barns, etc
3. Bedding and Mucking Out
4. The Foot and Shoeing
5. Exercise and Conditioning
6. Tack and Tack Fitting
7. Horse Facility Design

Fee: S2

Duration 100hrs

## **HORSE CARE III** BAG302

This course concentrates on problems of health and poor condition, and covers:

1. Blankets, Bandages and Boots
2. Maintaining the Health of Horses
3. Clipping, Trimming & Plaiting
4. Travelling & Horse Care Away from Home
5. Organising & Managing a Horse Event
6. Managing a Horse Enterprise

Fee: S2

Duration: 100hrs

## **ANIMAL HUSBANDRY II** BAG201

(ANIMAL HEALTH)

A solid introduction to animal health with ten lessons:

1. Introduction to Animal Health
2. Signs & Symptoms of Diseases
3. Disease Classification
4. Causes and Diagnosis of Disease
5. Treatment of Disease
6. Inflammation
7. Fever and Immunity
8. Tissue Repair
9. Wounds
10. Cell changes - death, cancers etc.

It is advisable to complete Animal Husbandry I before attempting this course.

Fee: S2

Duration 100hrs



## **PASTURE MANAGEMENT** BAG212

Dealing primarily with grasses and legumes, there are five lessons, covering:

- \*Botany of Grasses & Clovers
- \*Pasture Varieties
- \*Site Considerations - soil, climate, etc.
- \*Determining Quality and Appropriate use
- \*Establishing New Pasture
- \*Repairing Degraded Pasture
- \*Sustainable Grazing Practices
- \*Managing Stock use of Pasture

Fee: S2

Duration 100hrs

## **EQUINE BEHAVIOUR** BAG216

Develop your understanding of equine behaviour and your ability to apply that to the welfare and training of the horse.

1. Introduction: Influences and motivation
2. Genetics and Behaviour
3. Equine Perception and Behaviour
4. Communication and Social Behaviour
5. Sexual and Reproductive Behaviour
6. Learning and Training
7. Behavioural Problems

Fee: S3

Duration: 100hrs

## AQUACULTURE BAG211

A course primarily concerned with culture and care of fresh water fish and crayfish. Topics covered include water (e.g. source, purity, flow, temperature, dissolved oxygen), stocking rates, spawning, checking stock, stripping, fertilisation, hatching, growth stages, & feeding.

Ten lessons as follows:

1. Introduction: Advantages and Disadvantages, References, Applications and Potential.
2. Production Systems: Defining and comparing extensive and intensive production.
3. Species to Grow: Trout, Mullet, Marron, Bass, Barramundi, Yabbies, Red Claw & more.
4. Trout: Trout & water, Determining water flow, Temperature, Dissolved oxygen, Stocking rates, Spawning, Checking fish & stripping technique, Fertilisation and hatching.
5. Barramundi: Industry perspective, Breeding & growth rates, Fry maintenance, After care, Pod rearing, Costs.
6. Bass - Australian and other species
7. Marron, Red Claw and Yabbies: Habitat requirements, Water, Temperature, pH, Salinity, Pond size, Organic loading, Water clarity, Feeding, Harvesting.
8. Setting up a Farm: Land and water needs, Pond construction, Cages, Biological filtration, Clearing turbid water, Improving quality, Protecting stock.
9. Foods & Feeding: Pellets, Live food, Fishmeal, Lights, Importance of food.
10. Harvesting: Seine nets, Gill nets, Traps, Flyke trap, Long lines, Marketing produce.

Fee: S3

Duration 100hrs

## BEEF CATTLE BAG206

There are ten lessons in this course:

1. Introduction to Beef Production & Breeds
2. Beef Cattle Production Systems
3. Beef Cattle Breeding
4. Diseases in Beef Cattle (Viral & Bacterial)
5. Diseases in Beef Cattle (Parasites, etc).
6. Nutrition for Beef Cattle
7. Commercial Herd Management
8. Feed Lot Management
9. Stud Herd Management
10. Management, Economics & Marketing

Fee: S2

Duration 100hrs



## CALF REARING BAG207

This course develops your ability to manage the rearing of calves for different agricultural purposes. It covers all aspects of calf rearing including Calf selection; Birth; Calf Diseases; Rearing Systems; Calf Housing; Weaning and Post Weaning.

Fee: S2

Duration 100hrs

## PIGS BAG209

Develops skills in all aspects of pig management, including:

1. Introduction: Terminology, Breeds, etc.
2. Breeding & Selection
3. Feeding
4. Pig Diseases
5. Managing the Boar
6. Managing the Sow & Litter
7. Managing Fattening Pigs
8. Economics & Records
9. Managing A Piggery

Fee: S2

Duration 100hrs



## SHEEP BAG210

Covers all aspects of sheep care and management, including:

1. Introduction, Terminology & Breeds
2. Selection & Breeding
3. Nutrition of Sheep
4. Diseases of Sheep
5. General Management of a Flock of Sheep
6. Care of the Lamb
7. Wool
8. The Marketing of Sheep & Sheep Products

Fee: S2

Duration 100hrs

## POULTRY BAG208

Covers all aspects of poultry care and management, including:

1. Introduction, Terminology & Breeds
2. Nutrition
3. Diseases in Poultry
4. Layers
5. Broilers
6. Incubation
7. Brooding
8. Record Keeping, Economics & Marketing.

Fee: S2

Duration 100hrs

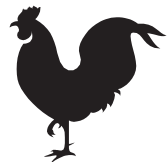
## DAIRY CATTLE BAG205

Nine lessons:

1. Dairy Breeds
2. Dairy Products
3. The Lactation Cycle
4. Health of Dairy Cattle
5. Feeding the Dairy Cow
6. Managing Dairy Cattle
7. Breeding Dairy Cattle
8. Managing Dairy Facilities
9. Dairy Business Planning.

Fee: S2

Duration 100hrs



## WEED CONTROL BHT209

Learn to identify and effectively control weeds, using both chemical and non-chemical control methods (e.g. mulching, burning, slashing). Also covers the use of spray equipment and safety procedures which should be followed.

Fee: S2

Duration 100hrs

## SOIL MANAGEMENT

(AGRICULTURAL) BAG103

A general soil management course involving: Introduction to Soils; Nutrition; Soil Physics; Chemistry; Testing; Problems; Land Degradation; Soil Management in Farms; and Crops. The eight lessons include a special project on soil management for a site of your choosing.

Fee: S2

Duration: 100hrs

## IRRIGATION (AGRICULTURAL) BAG213

Learn to design, install and operate manual and automatic irrigation systems for agricultural & horticultural situations. There are ten lessons, plus one special project:

1. Introduction - The Value and Feasibility of Irrigating, Understanding Soils and Water .
2. Soil Characteristics and Problems - pH, Sodicity, Salinity, Physical features.
3. Estimating Plant Needs and Irrigation Scheduling - Testing moisture, Root depth, When to irrigate.
4. Drainage - Drainage systems.
5. Types of Irrigation Systems - Systems, Travellers and Conventional.
6. Trickle Systems - Microjets, Maintenance.
7. Design Specifications
8. Pumps & Filters - Centrifugal, Axial flow, Mixed flow and Pistons.
9. Selecting the Right System for the Plant - Flood, Sprinkler or Trickle irrigation.
10. Design and Operation of Systems

Fee: S2

Duration 100hrs

## SUSTAINABLE AGRICULTURE BAG215

1. Introduction: Scope and nature of sustainability
2. Soils
3. Water
4. Land Care: Weed control, tree management, pest and disease, fire, etc.
5. Financial Sustainability
6. Broad Management Strategies
7. Enterprise Selection and Management: Plants
8. Enterprise Selection and Management: Animals

Fee: S2

Duration: 100 hrs

## ORGANIC FARMING BAG305

This course provides the student with a solid understanding of the systems and management techniques of organic farming for both crops and livestock. Field trips for research purposes are required. Content includes:

1. Introduction to Organic Farming: scope, nature, history, types (biodynamic, etc)
2. Organic Soil Management & Crop Nutrition
3. Systems: Rotation design, cash crops, managing waste (eg. manure, slurry)
4. Weed Management
5. Pest and Disease Management
6. Livestock Management I
7. Livestock II
8. Pasture
9. Broad Acre Crops
10. Organic Certification, Politics, Environmental Concerns, Marketing, PR

Fee: S3

Duration: 100 hrs

## ANIMAL BREEDING BAG301

This course provides a broad understanding of animal breeding and its application. in farming. The course has 7 lessons covering:

1. Introduction to Genetics - Cell division, Mitosis and Meiosis.
2. Genetics: Genes, Dominance, Sex determination, Mutations, Lethal genes, Hybrid vigour.
3. Selection: Animal breeding programmes, Natural selection, Artificial selection, Regression.
4. Pure Breeding - Inbreeding, Close breeding, Line breeding, Advantages and Disadvantages of inbreeding.
5. Introduction to Cross Breeding
6. Cross Breeding
7. Livestock Improvement

Fee: S2

Duration 100hrs

## IRRIGATION MANAGEMENT

(AGRICULTURAL) BAG303

Develops skills needed to manage the design and operation of large scale irrigation systems.

This course covers:

- \*Ways to optimise water efficiency
- \*Scheduling irrigation for crops and pasture
- \*Drainage system design
- \*Operating irrigation controllers
- \*Managing system maintenance
- \*Managing fertigation
- \*Evaluating irrigation designs
- \*Design of different systems

Fee: S3

Duration 100hrs

## FARM MANAGEMENT BAG104

Learn to analyse, diagnose and make decisions related to management of a farm business. The course relates to managing all resources, including: Production; Staff; Physical Resources; and Natural Resources. You learn strategic planning, whole farm planning, and how to prepare a business plan.

Fee: S3

Duration 100hrs

## AGRICULTURAL MARKETING BAG304

Develops the ability to analyse and manage marketing problems in an agricultural enterprise. There are eight lessons covering:

- \*Marketing and Economic theories
- \*Target marketing
- \*Promotions techniques (including advertising)
- \*Handling (ie. transport and storage)
- \*Market Research methods
- \*Customer service

Fee: S2

Duration 100hrs

# CERTIFICATES AND DIPLOMAS IN AGRICULTURE

It is possible to undertake Proficiency Awards, Certificates, Diplomas and other formal qualifications with ACS. With these formal qualifications, exams are compulsory, and they attract exam fees which are separate to the course fee. Contact the school to determine how many exams you need to complete for your course.

## You have two choices:

1. Choose a standard course or
2. A Design Your Own Course

## How do you choose which type of course?

1. If you like the sound of a standard course, do it!
2. If you cannot find a standard course that suits, design your own course!

## STANDARD COURSES OFFERED

These courses have been designed to meet specific needs. The combination of subjects has been balanced to provide a sound foundation in a core area.

### CERTIFICATE IN AGRICULTURE VAG001

Modules (six): Farm Management , Agricultural Marketing and Animal Health Care

Plus any three of the following: Pigs , Sheep , Beef Cattle ,

Dairy Cattle , Aquaculture , Poultry ,

Soil Management , Horse Care or Calf Rearing

Fee: CT

Duration: 600 hrs

### ADVANCED CERTIFICATE IN APPLIED MANAGEMENT (HORSE MANAGEMENT)

VBS001

Modules (eight): Horse Care I, II & III; plus the core subjects: Communications, Office Practices, Business Operations,

Management, Marketing. To complete the course, the student undertakes a Workplace Project. This course is delivered in three stages, as outlined on page 77.

Fee: AC

Duration: 900 hrs

### ASSOCIATE DIPLOMA IN ANIMAL HUSBANDRY VAG002

Modules (fifteen): Animal Husbandry I, II and III; Aquaculture, Animal Breeding, Beef Cattle, Calf Rearing, Pigs,

Sheep, Poultry, Dairy Cattle, Wildlife Management, Research Project I, Industry Meetings

Plus either Marine Studies or Ornithology

Fee: AS

Duration: 1500 hrs

### ADVANCED DIPLOMA IN AGRICULTURE VAG005

Compulsory Modules (eight): Biochemistry, Business Studies,

Instructional Skills, Workplace Health and Safety, Research Project I, II

Elective Modules (sixteen) chosen from agriculture or crops horticulture modules

Workshops (three)

Industry Meetings (100 hours)

Fee: AD plus workshop fees

Duration: 2400 hrs

## DESIGNING YOUR OWN COURSE

You can choose any combination of subjects offered within the guidelines on page 10. Once you select, your selection must be approved by an academic officer or tutor before the enrolment is accepted.

Your approval letter should be submitted with your enrolment form.

### Example:

Certificate in Farm Management

Farm Management plus any five other 100 hour long modules from the previous pages.

# ORGANICS, PERMACULTURE & SELF SUFFICIENCY

Become more self sufficient; reduce your dependence on money and processed products; Move towards a healthier and more environmentally friendly lifestyle! study Permaculture, Organics or Self Sufficiency at ACS.

## SELF SUFFICIENCY I ASS100

Ten lessons develop your understanding of self sufficiency, food and nutrition, and making the right decisions about changes in lifestyle; as well as showing you how to do a whole range of practical things such as mud brick building, making crafts, growing fruit, vegetables, herbs, and other crops; raising poultry, sheep & goats, extending the life of clothing, conserving energy, recycling, simple home medical care and first aid, and lots more. Lessons:

1. Understanding the possibilities
2. Health, Nutrition and Clothing
3. Horticulture - Fruit and Vegetables
4. Horticulture - Herbs
5. Animal Husbandry - Poultry and Bees
6. Animal Husbandry - Grazing Animals & Pigs
7. Building - Earth & Mud Buildings
8. Appropriate Technology/Alternative energy
9. Craft & Country Skills
10. Making Decisions - Small Scale Production,

Fee: \$2 Duration 100hrs

## SELF SUFFICIENCY II ASS101

Learn to be self sufficient with your food.

You learn about nutrition and how to balance your diet, as well as how to produce, process, store and use all types of food; including berries, nuts, milk, cheese, eggs, bread making, preserves, & dried foods. Cookery, freezing, drying, bottling, making bread, planning a vegetable garden to give produce all year round; and lots more are covered over 10 lessons.

Fee: \$2 Duration 100hrs

## ALTERNATIVE ENERGY VSS102

The eight lessons are as follows:

1. Introduction : The Problems and the Energy Sources.
2. Understanding Energy
3. Generating Electricity
4. Storage and Using Electricity
5. Non-Electric Systems
6. Energy Consumption
7. Energy Conservation
8. Converting to Alternative Systems

Fee: \$1 Duration 100hrs

## OTHER OPTIONS

Other courses that may be of interest include Herbs, Aquaculture, Home Vegetable Growing, Fruit Production and Environmental Studies.

## MUD BRICK CONSTRUCTION ASS103

If you've thought of building a mud brick building, this course can be an excellent starting point. It's very practical, with some hands on work to get you started; helping you begin experimenting and planning ongoing projects, whether they are a modest garden wall, or more complex buildings. Learn to test soil suitability for mud building, how to make a quality brick & how to test its strength. The course takes you step by step through the building process, showing how to plan a building, sorting through permits and other legalities, doing the site works & foundations, different construction techniques, laying bricks, frames & roofs, installing services, wall finishes and more.

Fee: \$1 Duration 100hrs

## HEALTHY BUILDINGS I BSS200 (BUILDING CONSTRUCTION & HEALTH)

Develops skills to determine the impact of building construction characteristics upon human health, and to recommend innovations in building design to improve habitability. It covers building materials, construction techniques, electrical wiring, temperature & light control, ventilation, plumbing, ergonomics and psychological factors.

Fees: \$2 Duration 100hrs

## HEALTHY BUILDINGS II BSS300 (BUILDING ENVIRONMENT & HEALTH)

Develops skills to evaluate, describe and explain how physical characteristics of a building and its surrounds have an impact upon human health. Topics include:

- \*Macro environment (location)
- \*Garden impact on interior environments
- \*Managing interior environments
- \*Furniture
- \*Paint & finishes
- \*Pesticides and alternatives.

Fees: \$2 Duration 100hrs



## PERMACULTURE SYSTEMS BHT201

This course develops your ability to prepare plans for permaculture systems. This course was developed in liaison with established permaculture experts and the Queensland Rural Industry Training Council. In addition to the schools qualification, graduates are awarded a permaculture certificate by the tutor Shane Holborn PDC, Dip. Perm.

Areas of study include:

- \*concepts of natural systems
- \*permaculture techniques
- \*animal management in permaculture
- \*plant selection & culture
- \*appropriate technology applications
- \*drawing plans.

Several plans will be prepared by the student, including one major design. This is an ideal starting point for anyone who already has professional training in a related field such as agriculture or horticulture.

Fee: S3                      Duration 100hrs

## ORGANIC PLANT CULTURE BHT302

This course shows you how to grow plants naturally, developing a solid understanding of the principles and procedures underlying the cultivation of plants by natural methods, working with the environment and without the use of artificial fertilisers or sprays.

There are ten lessons as follows:

1. Introduction -organic philosophy and techniques, organic vs. other types of gardening, resources.
2. Plant Culture Techniques -Cultivating, hand weeding, pruning, planting, etc.
3. Understanding Soils - Structure, pH, etc.
4. Fertilisers and Plant Nutrition.
5. Soil Management.
6. Pest & Disease - Identification, Natural vs. chemical treatments, biological control, companion plants, etc.
7. Mulching & Mulches
8. Seeds - Collecting, storing and sowing.
9. Vegetable Growing in your locality.
10. Fruit Growing in your locality.

Fee: S2                      Duration 100hrs

## ORGANIC FARMING BAG305

This course provides a solid understanding of systems and management techniques of organic farming; for both crops and livestock. Content includes:

1. Introduction to Organic Farming
2. Organic Soil Management & Crop Nutrition
3. Systems: rotation design, cash crops, managing waste
4. Weed Management
5. Pest & Disease Management
6. Livestock Management I
7. Livestock II
8. Pasture
9. Broadacre Crops
10. Organic Certification, Politics, Environmental Concerns, Marketing, PR

Fee: S3                      Duration: 100 hrs

## ADVANCED PERMACULTURE BHT301

For people with prior experience and qualifications in permaculture; this is a more in depth and academically advanced study of various aspects of permaculture.

It covers:

- \*Analysing different systems
  - \*Other sustainable systems (eg. Biodynamics, Organic farming, Integrated Pest Management, etc)
  - \*Determining appropriate planning strategies for a site.
  - \*Natural patterns (eg. seasons)
  - \*Borders - transition zones
  - \*Sustainable water management
  - \*Determining earthworks
  - \*Designing for different climates
  - \*Comprehensive planning, including preparing costings
- PREREQUISITE: Another permaculture course (eg. Permaculture Systems, or the Permaculture Institute Certificate- PDC)

Fee: S3                      Duration 100hrs

## COMMERCIAL ORGANIC VEGETABLE GROWING VHT241

The demand for organically grown vegetables is currently a major growth area in commercial horticulture. This course is a good starting point in learning all aspects of organic vegetable production. There are twelve lessons covering an introduction to organic growing, cultivation, planting, soils & nutrition, soil management (composting, organic fertilisers, improving soil structure), a review of major vegetable varieties, pests & diseases, identification & natural control methods, seed selection, storage, propagation, greenhouse growing, lesser grown vegetables and herbs, irrigation, mulching & natural weed control, harvesting & marketing.

Fee: S3                      Duration 100hrs

### GREEN HARVEST ORGANIC SUPPLIES

For mail order permaculture & organic supplies.  
52 Crystal Waters, MS 16, Maleny, Qld, 4552.  
[www.greenharvest.com.au](http://www.greenharvest.com.au)



# CERTIFICATES AND DIPLOMAS IN ORGANICS, PERMACULTURE, AND SELF SUFFICIENCY

It is possible to undertake Proficiency Awards, Certificates, Diplomas and other formal qualifications with ACS. With these formal qualifications, exams are compulsory, and they attract exam fees which are separate to the course fee. Contact the school to determine how many exams you need to complete for your course.

You have two choices: 1. A Standard Course  
2. Design Your Own Course from Electives Offered

How do you choose which type of course?

- 1.If you like the sound of a standard course, do it!
- 2.If you cannot find a standard course that suits, design your own course!

## STANDARD COURSES OFFERED

### CERTIFICATE IN HORTICULTURE (PERMACULTURE) VHT002

This course provides training for people working or wishing to work in horticulture with a particular emphasis on the design, development and management of productive natural garden systems. Graduates may find employment in either general horticulture, or in areas servicing permaculture or natural gardening (eg. Garden/system design, plant nurseries, teaching, consulting). Half of the course involves Permaculture Systems, Advanced Permaculture, and ONE Relevant elective (Eg: Organic Plant Culture or Poultry) and the other half provides a broad, general foundation in horticultural practices. Upon completing the course the tutor, as a Permaculture Institute graduate, will award you a Permaculture Design Certificate in addition to anything awarded by ACS.

#### RECOGNITION

\*This course was developed in liaison with both the Permaculture Institute and the Queensland Rural Industry Training Council and in addition to the schools qualification, graduates are awarded a permaculture certificate by the tutor Shane Holborn PDC, Dip. Perm.

\*Graduates are also registered with the Permaculture Institute to work towards their diploma.

\*This course is accredited with the International Accreditation and Recognition Council (IARC).

#### COURSE STRUCTURE

The course has a core, as outlined on page 26. The stream studies, which constitute around 50% of the course, are made up of Permaculture Systems, Advanced Permaculture and relevant elective.

Fee: CT Duration: 700 hrs

### CERTIFICATE IN HORTICULTURE (ORGANIC PLANT GROWING) VHT002

A course designed to teach the principles and practices of growing plants using organic methods. This course is similar to other C12CN002 horticulture certificates in the core units, which are listed on page 26. The second half of the course involves three other modules.

\*Organic Plant Culture

\*Plus 2 of the following modules:

Commercial Organic Vegetable Growing

Organic Farming

Permaculture systems

Berry Production

Mushroom Production

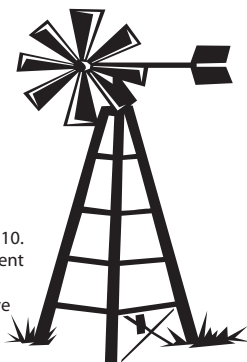
Fruit Production

Fee: CT Duration: 700 hrs

## DESIGNING YOUR OWN COURSE

You can choose any combination of subjects offered within the guidelines on page 10.

Your selection must be approved by an academic officer or tutor before the enrolment is accepted. To enroll, simply tell us the modules you propose studying, when you submit the enrolment application. For Example: to design a Certificate in Alternative Horticulture, you might choose the following six modules: Horticulture I, Horticulture II, Sustainable Agriculture, Permaculture Systems, Organic Plant Culture and Advanced Permaculture.



These are courses for the hobbyist or home gardener. These courses are particularly suitable for:

- \* New home owners with little previous gardening experience
- \* Home gardeners who want to get "deeper" into their hobby
- \* People wanting to learn more about gardening without getting too serious

Each home garden course involves around 100 hours of study, though this can vary considerably, according to your own interests.

## LANDSCAPING HOME GARDENS AHT103

Learn how to plan, lay out and construct your own home garden. Whether you want a garden which you can work in, play in or simply look at and feel proud of, then this course is for you. Topics covered include:

designing gardens, styles of gardens, drawing plans, understanding soils, basic landscape construction, weeds and pests, planting & pruning, lawns and other surfacings, garden features, plus a special project to help you develop your own garden.

Fee: \$1

Duration 100hrs

## HOME GARDEN EXPERT COURSE AHT101

Become the gardening expert of your family with this comprehensive home gardening course.

There are eight units each comprising 2 or 3 lessons, with each lesson involving both reading and practical work. You will learn:

- \*How to identify plants - indoor plants, trees, shrubs, herbs, flowers, etc.
- \*How to grow healthy vigorous plants - planting, transplanting, feeding, watering, weed control, pest & disease identification & control using both chemical & natural non-chemical methods.
- \*How to propagate your own plants - from seed, cuttings, & division.

\*Soils - how to name a soil type, identifying nutritional and other problems, making top quality compost, fixing drainage problems.

\*Landscaping - to design or renovate a garden, building a rockery.

\*To grow "perfect" indoor plants.

\*To grow and maintain a quality lawn - turf varieties, establishing a lawn, maintenance, renovation.

\*How you can grow your own fresh, chemical free fruit, vegies and herbs.... and lots more.

Fee: \$1

Duration 100hrs

## OTHER OPTIONS

Other courses often studied by keen home gardeners include:

Propagation, Cottage Garden Design, Organic Gardening, Herbs, Orchids, Home Hydroponics, Australian Natives, Permaculture, Roses and Fuchsias.

## HOME FRUIT GROWING AHT104

Grow fresh fruit, berries and nuts efficiently and economically. Learn how to raise soil fertility, choose the best fruits for your situation, and grow them in a way which controls pests and diseases without using dangerous chemicals. Both cool and warm climate fruits are covered, and throughout the course you are given the option to concentrate your study on the types of fruits which are of more interest to you.

Fee: \$1

Duration 100hrs

## HOME VEGETABLE GROWING AHT102

Learn how to grow delicious, fresh, healthy vegetables simply at home. You will learn such things as:

- \* How to build a vegie garden.
- \* Cultivation and planting.
- \* The main types of vegetables.
- \* How to make great compost.
- \* Pest, disease and weed control.
- \* Hydroponic and greenhouse growing.
- \* Herbs and uncommon vegetable varieties.
- \* Watering and irrigation systems.
- \* Harvesting, storing and using vegetables.

Fee: \$1

Duration 100hrs

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# GENERAL HORTICULTURE

## HORTICULTURE I BHT101

The ideal course for the beginner, this is a basic yet thoroughly practical course which gives you a sound, broad, technical grounding in horticultural principles and practices. A section of each lesson involves plant identification. YOU WILL LEARN:

\*To identify, propagate and care for 120 different types of plants.

\*The systematic way plants are classified.

\*Structure and parts of a flower.

\*To identify different leaf shapes.

\*Different ways to control weeds.

\*Simple soil tests.

\*To make propagating and potting mixes.

\*To identify pest and disease problems.

\*How and why to prune different plants.

\*How to draw a simple garden sketch plan.

\*To plant or repair a lawn; and lots more.

There are twelve lessons as follows:

1. Plant Identification
2. Planting and Establishing plants
3. Soils
4. Plant Nutrition
5. Water Management
6. Pruning
7. Weeds And Weed Control
8. Pests, Diseases And Their Control
9. Landscaping
10. Propagation
11. Lawns
12. Arboriculture.

Fee: S3

Duration 100hrs

## HORTICULTURAL RESOURCE MANAGEMENT BHT203

Ten lessons, covering planning for efficient and economical management in horticulture: including such things as work procedures and programming, budgeting and staff supervision. The course is relevant to all areas of horticulture including nurseries, parks, private gardens, market gardening and fruit production.

Fee: S2

Duration 100hrs

## HORTICULTURAL MARKETING BHT304

In any business, including horticulture, success depends upon good marketing of your product. This subject covers the theoretical and practical importance of marketing in the horticultural industry, including topics such as advertising, promotions, signs, customer relations, pricing strategy, labelling, transport, product presentation, and more.

Fee: S2

Duration 100hrs

## HORTICULTURE II BHT102

This course is a natural progression from Horticulture 1, but can be taken as a subject in it's own right.

It concentrates on the identification, care and use of plants in a systematic way. Lessons cover: systematic classification (incl. a study of major plant families), plant selection and planting techniques, natives, exotic trees and shrubs, indoor plants, flowers & vegetables, fruit & nuts, herbs and growing techniques (baskets, terrariums, hydroponics, tubs, etc).

Fee: S2

Duration 100hrs

## PRACTICAL HORTICULTURE I BHT238

(Available online or on CD)

To enrol see [www.acseduonline.com](http://www.acseduonline.com)

This complements Horticulture I and other courses.

Ten lessons, as follow, develop very practical skills:

1. Soil Analysis
2. Seed Propagation (including seed identification)
3. Vegetative Propagation
4. Potting up and After Care of young plants
5. Planting
6. Maintenance of Established Plants
7. Practical Plant Identification
8. Pest and Disease Identification
9. Weed Identification
10. Risk Assessment

Fee: S3

Duration: 100hrs

## PRACTICAL HORTICULTURE II

BHT323

Develops practical skills in the management of a variety of horticultural situations.

There are 10 lessons in this module as follows:

1. Materials and Equipment
2. Horticultural Calculations
3. Practical Risk Management
4. Machinery and Equipment: assessment & care
5. Propagation Management
6. Hard Landscape Maintenance
7. Soft Landscape Maintenance
8. Practical Plant Identification Techniques
9. Pest, Disease and Weed Control
10. Identifying plant tissues
11. Planning - identifying needs for management of horticultural sites.

Fee: S2

Duration: 100 hrs

## SOIL MANAGEMENT (HORTICULTURE)

BHT105

Good soil conditions are critical to the healthy growth of most plants. This course develops an understanding of physical and chemical properties of soils, the ability to carry out simple tests and determine soil characteristics, and to decide ways of treating a soil to improve its ability to grow plants. The course is specifically designed for ornamental gardens, landscaping, container growing, and turf situations. "This course not only provides a credit in ACS qualifications, accredited through IARC; but it also prepares you to sit for RHS modules and acquire credits in the RHS advanced certificate or diploma"

Fee: S2

Duration 100hrs

## HORTICULTURE III (PLANT HEALTH)

BHT116

Develops a firm understanding of plant health, the identification of health problems in plants, and the techniques for control of those problems. Ten lessons:

1. Introduction To Plant Health
2. Overview Of Preventative Controls
3. Insecticides
4. Other Pesticides
5. Spray Equipment
6. Insect Biology
7. Fungal Biology
8. Environmental Problems
9. Virus
10. Molluscs, Crustaceans and Nematodes.

This course provides credit toward RHS modules.

Fee: S2

Duration: 100hrs

## PLANT PATHOLOGY BHT206

This course develops your understanding of all types of plant diseases (fungal, viral, bacterial, non-infectious), their life cycles, and ways they can be controlled, both with and without chemicals.

Topics involved in the eight lessons are:

disease terminology, diagnosis of diseases, types of diseases, disease life cycles, control techniques, selected pathogen diseases in ornamentals and crops, & non-infectious diseases.

Fee: S2

Duration 100hrs

## PLANT PROTECTION BHT207

Learn to identify diseases, insects and weeds, and to select and use appropriate treatments. Control techniques and safety are both covered in detail. Ten lessons:

1. Introduction - scientific names, terms, diagnosing problems.
2. Control Techniques - natural and chemical.
3. Chemicals - characteristics.
4. Identifying Diseases.
5. Disease Control - life cycle of fungi.
6. Insect Classification and biology.
7. Insect Control - how to control pests.
8. Other Pests - nematodes, snails, millipedes.
9. Weed Identification and chemical control.
10. Non-chemical Weed Control.

Fee: S3

Duration 100hrs

## WEED CONTROL BHT209

Learn to identify and effectively control weeds.

Over eight lessons you learn about both chemical and non-chemical control methods (mulching, burning, mowing), and the use of spray equipment and safety procedures which should be followed.

This course covers: Weed Identification, Control Methods (chemical & natural), Control in Specific situations, Control Programming, etc.

Fee: S2

Duration 100hrs

## GARDEN MAINTENANCE VHT100

Over ten lessons, you learn how to effectively maintain a garden while reducing the amount of time, labour and costs involved.

Ten lessons:

1. Introduction -Planning and managing a garden.
2. Furnishings and Machinery.
3. Feeding Plants - Nutrition and improving soils.
4. Weed Control - Identification and control.
5. Weedicides - Types of chemicals.
6. Natural Pest Control
7. Chemical Pest Control - Safety, pesticides.
8. Turf Management - Varieties and maintenance.
9. Irrigation - System selection and use.
10. Maintenance of Plants.

Fee: S2

Duration 100hrs

## IRRIGATION (GARDENS) BHT210

Learn to design, install and operate manual and automatic irrigation systems for parks, home gardens and other ornamental garden areas.

There are ten lessons, plus one special project as follows:

1. Value and feasibility of irrigating, soils & water.
2. Soil Characteristics and Problems - pH, sodicity, salinity, physical features.
3. Estimating Plant Needs & Irrigation: Scheduling -testing moisture, root depth, when to irrigate.
4. Drainage - drainage systems.
5. Types of Irrigation Systems.
6. Trickle Systems - micro jets, maintenance.
7. Design Specifications.
8. Pumps and Filters -centrifugal, axial or mixed flow etc.
9. Selecting the Right System for a Plant - flood, sprinkler or trickle irrigation.
10. Design and Operation of Systems.

Fee: S2

Duration 100hrs

## IRRIGATION MANAGEMENT (HORTICULTURE) BHT305

Develops skills to manage the design and operation of larger scale systems.

This course covers:

- \*Ways to optimise water efficiency
- \*Scheduling irrigation for nurseries, gardens, turf and horticultural crops.
- \*Drainage system design
- \*Operating irrigation controllers
- \*Managing system maintenance
- \*Managing fertigation
- \*Evaluating irrigation designs
- \*Design of different systems

Fee: S3

Duration 100hrs

## **HORTICULTURAL RESEARCH I** BHT118

'Accredited part of RhS course'

The course contains seven lessons:

1. Determining Research Needs
2. Searching for Information
3. Research Methods
4. Using Statistics
5. Conducting Statistical Research
6. Research Reports
7. Reporting on a Research Project

Fee: \$3

Duration: 100 hrs

## **HORTICULTURE RESEARCH II** BHT241

'Accredited part of RhS course'

There are 7 lessons in this module as follows:

1. Identifying research issues & determining research priorities.
2. Acquisition of technical information
3. Specialised research techniques
4. Research planning and designing
5. Statistics
6. Conducting research
7. Writing reports

Fee: \$3

Duration: 100 hrs

## **AMENITY HORTICULTURE I** BHT324

'Accredited part of RhS course'

There are 7 lessons in this module as follows:

1. Nature and Scope of the Amenity Industry
2. Global Variations: Nature and Scope of the Amenity Industry in Different Countries
3. Benefits of Amenity Horticulture
4. Amenity Horticulture Management Options
5. Influences (Legal, Social etc)
6. Determining Best Practice
7. Preparing for the Future: PBL

Fee: \$3

Duration: 100 hrs

## **AMENITY HORTICULTURE 2** BHT325

'Accredited part of RhS course'

There are 7 lessons in this module as follows:

1. Adapting Amenity Horticulture to Changing needs
2. Macro Planning for Amenity Land Provision
3. Resources and Information.
4. Environmental impacts
5. Economic Impacts
6. Community Involvement
7. Developing a Management Plan

Fee: \$3

Duration: 100 hrs

## **OPERATIONAL BUSINESS MANAGEMENT I**

BHT326

'Accredited part of RHS course'

There are 8 lessons in this module as follows:

1. The Economic Environment
2. External Influences on Horticultural Enterprise
3. Information Management for Horticulture
4. Strategic Planning in Horticulture
5. Implementing Strategies
6. PBL Project: Developing a Business Plan
7. Business Control Systems for Horticulture
8. Evaluating Horticultural Marketing
9. Marketing Strategies for Horticulture

Fee: \$3

Duration: 100 hrs

## **OPERATIONAL BUSINESS MANAGEMENT 2**

BHT327

'Accredited part of RhS course'

There are 7 lessons in this module as follows:

1. The Law and Horticulture
2. Contract Law
3. Employment Law
4. PBL Financial Management
5. Staff Performance Management
6. Motivating Employees in Horticulture
7. PBL Management Case Study

# **CERTIFICATES AND DIPLOMAS IN GENERAL HORTICULTURE**

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How do you choose which type of course ?

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## STANDARD COURSES OFFERED

These courses have been designed to meet specific needs. The combination of subjects has been balanced to provide a sound foundation in a core area.

### CERTIFICATE IN HORTICULTURE VHT002

This is an excellent start to a career in horticulture. It provides specialised training for employment in the horticultural industry, and at a level which other certificates don't always attain in today's world. Graduates of this course have been extremely successful in finding employment or developing businesses in horticulture.

There are two parts to this certificate:

A. CORE UNITS - to develop broad general skills in horticultural practices, and plant knowledge. All students undertaking this certificate will complete these units. The core units comprise approximately 50% of the course content. The core units consist of the following lessons:

- |   |   |
|---|---|
| 1. Introduction To Plants                   | 9. Other Techniques                               |
| 2. Parts of the Plant                       | 10. ID and Use of Plants - Landscape Application  |
| 3. Plant Culture - Planting                 | 11. ID and Use of Plants - Problems               |
| 4. Plant Culture - Pruning                  | 12. ID and Use of Plants - Indoor/tropical plants |
| 5. Plant Culture - Irrigation and Machinery | 13. Pests   |
| 6. Soils and Media                          | 14. Diseases                                      |
| 7. Soils and Nutrition                      | 15. Weeds   |
| 8. Seeds and Cuttings                       |   |

B. STREAM UNITS - to develop specific skills in one specialised area of horticulture. This comprises the remainder (approximately 50%) of the course. Stream units are currently available in the following areas.

Choose one from the following list.

- |                         |                                 |
|-------------------------|---------------------------------|
| * Organic Plant Growing | * Arboriculture                 |
| * Propagation           | * Landscaping and Garden Design |
| * Viticulture           | * Horticultural Technology      |
| * Herbs                 | * Horticultural Science         |

FEES: CT

Duration: 700 hrs

### PROFICIENCY AWARD IN HORTICULTURE BHT007

A Proficiency Award is a specialist qualification made up of three related modules (each 100 hours long). A Proficiency Award allows you to study subjects in a highly specialised area. In addition, you must complete 200 hrs of relevant work experience before receiving the award. Approval of course structure must be obtained before enrolling.

Fees: PA

Duration: 500 hours

### ADVANCED DIPLOMA IN HORTICULTURE VHT009

The Advanced Diploma in Horticulture provides training for people to work at a technician or management level in horticulture.

#### COURSE STRUCTURE

1. There are 21 MODULES to be studied. These are all available by correspondence study.

a) COMPULSORY CORE MODULES (5)

Biochemistry (Plants), Business Studies, Instructional Skills, Workplace Health and Safety

b) STREAM CORE MODULES (8)

You are able to choose from five different streams: "Ornamental Horticulture", "Parks and Recreation", "Nursery", "Landscaping" or "Crops". Accordingly, there are eight prescribed modules which relate to the topic you choose to specialise in.

c) ELECTIVES (8)

You may choose from many advanced diploma modules (not studied as core modules), such as: Turf Care, Arboriculture I, Landscaping I, Landscaping II, Landscape Construction, Advanced Propagation, Irrigation, Australian Native Plants, Herb Culture, Orchid Culture, Roses, and more. (NB: Other options will be added progressively). Outlines of these modules are found throughout this handbook.

2. WORKSHOPS - Two industry focussed, PBL based modules.

3. 100 HOURS OF INDUSTRY MEETINGS/SEMINARS.

4. RESEARCH PROJECTS - Three projects (2 X 100 hrs), dealing with different aspects of the workplace.

FEES: AD Duration: 2400 hours

NB: Fees cover all tuition and "essential" texts. They do not include fees for any workshops, industry conferences or seminars which are attended).

## ROYAL HORTICULTURAL SOCIETY (RHS) QUALIFICATIONS

The RHS is arguably the most prestigious and largest horticultural organisation in the world. The RHS headquarters are in the UK.

The RHS conducts exams and awards qualifications in a range of horticulture courses. In essence, you prepare for the RHS exam by studying with us, then you apply to the RHS to sit exams. Exams are then marked by RHS examiners in the UK. RHS exams are conducted twice annually. You can sit them under our supervision, but the application for the exam is made to the RHS, not ACS. You can also sit ACS exams with ACS (if you wish) - in which case you will also be awarded a qualification with ACS.

### RHS CERTIFICATE II IN HORTICULTURE VHT003

The RHS Certificate is available to anyone who passes two exams set by the RHS. If you wish to prepare for these exams, ACS offers the Certificate in Horticulture (VHT002) with a stream in Horticultural Science. Students will be well equipped to undertake the RHS exams after completing this course. Students who have completed other streams of the VHT002 are advised to enroll in the RHS bridging course (see page 26) prior to the exams.

Fee: CT (RHS exam fees are separate) Duration: 150 hours

### RHS ADVANCED CERTIFICATE IN HORTICULTURE VHT004

Accredited qualification with the Qualifications Curriculum Authority in the UK, this course replaces the long established and highly regarded RHS Certificate in Horticulture. Graduates should be able to demonstrate a broad range of horticultural knowledge; communicate clearly and coherently in writing on horticultural matters; and relate horticultural science to its practical application. The course covers The Plant Kingdom, Plant Propagation, Outdoor Food Production, Garden Planting, The Root Environment and Plant Nutrition, Protected Cultivation, Plant Selection, Establishment and Maintenance and Plant Health.

To complete this you must undertake all modules listed below.

The Practical Horticulture module may be studied on line from anywhere in the world; but the RHS Exam for this can only be taken in the UK. (An alternative option is to undertake the practical exam through this school's exam system - anywhere in the world - in which case an Advanced Certificate will be awarded by ACS instead of the RHS)

| RHS Module | Corresponding ACS Subjects   |
|------------|--|
| Module A   | Plant Propagation I, Soil Management (Horticulture)                      |
| Module B   | Botany I, Horticulture II  |
| Module C   | Practical Horticulture I   |
| Module E   | Landscaping I, Plant Establishment & Maintenance, Landscape Construction |

*Outlines of each of these modules can be found in this handbook*

Examinations

- Three written exams; each 2 hours duration (may be sat in any country)
- One 3.5 hour practical exam

Fee: AC (plus exam fees set by and payable to the RHS)

Duration: 800 Hours

Note: Exam fees are additional. To obtain official passes and the award from the RHS, you must apply directly to the RHS in England, and sit exams with them. ACS will accept a pass with the RHS as credit with ACS.

### RHS DIPLOMA IN HORTICULTURE VHT005

The RHS Advanced Certificate constitutes the first half of the diploma (see above). It is essential that you complete and pass the first half before undertaking the second half, which is outlined below.

| RHS Module | Corresponding ACS Subjects                           |
|------------|--|
| Module F   | Plant Ecology, Resource Management                   |
| Module G   | Plant Breeding & Genetics, Botany II                 |
| Module H   | Practical Horticulture II (Exam only in the UK)      |
| Module D   | Outdoor Plant Production, Protected Plant Production |

## TURF CARE BHT104

A comprehensive introduction to the identification, selection, culture and management of turf for commercial, recreational or home use.

This course is suitable as a basic course for people working with turf, such as on a golf course or bowling green, or for keen amateurs who wish to make the most of their home lawns. Topics covered include:

- \* Introduction To The Turf Industry - Turf varieties, using turf, terminology.
- \* Turfgrass Physiology - How grass grows, plant structure and function.
- \* Turf Establishment - Step by step procedures, different planting methods.
- \* Soils - Understanding and improving soils, drainage techniques.
- \* Turf Weed Problems - Weed identification, control methods.
- \* Turf Pests and Diseases - Identification, control, using pesticides.
- \* Turf Maintenance Techniques - Renovation, mowing, maintenance programs.
- \* Irrigation - Types of systems, timing of irrigation.
- \* Playing Fields - Gradients and dimensions, problem solving, construction
- \* Greens - Construction, maintenance.

Fee: S3 Duration: 100 hrs



## CERTIFICATE IN TURF CARE VHT022

To obtain this certificate you must complete 6 modules as follows:

- Part 1: Horticulture I, Turf Care and Machinery & Equipment
- Part 2: Sports Turf Management, Turf Repair & Renovation & Irrigation

Fee: CT plus exam fees Duration: 600 hrs

## ASSOCIATE DIPLOMA IN TURF VHT011

The Associate Diploma in Turf is made up of the following:

- \* Horticulture I, Horticulture II, Turf Care, Sports Turf Management, Soil Management, Turf Repair and Renovation, Irrigation (Gardens), Irrigation Management, Plant Protection, Weed Control, Horticultural Management, Playground Design, Park and Playground Design II, Research Project I.

\* 100 hrs of either work experience (following studies) or attendance at industry meetings (eg. Seminars, conferences, committees, conferences, trade exhibitions etc).

This course is Internationally Accredited through the International Accreditation and Recognition Council

Fee: AS Duration: 1500 hrs

## SPORTS TURF MANAGEMENT BHT202

Develops your ability to manage the maintenance of sports turf. There are ten lessons as follows:

1. Turf Variety Selection
2. Mowing -equipment and techniques
3. Cultivation techniques-spiking, coring, thatch removal etc.
4. Preparing for play on Sports grounds - rolling, marking, dew removal etc.
5. Preparing for play on greens - rolling, marking, dew removal etc.
6. Turf protection and preservation.
7. Irrigation and drainage.
8. Soil Treatments and Sprays (Chemicals, fertilisers, lime etc).
9. Evaluate maintenance of facilities.
10. Develop a management plan.

Fee: S3 Duration: 100 hrs

## TURF REPAIR AND RENOVATION BHT303

Develops your ability to diagnose and treat problems in turf. Ten lessons as follows:

1. Understanding Turf Deterioration
2. Repair & Renovation Equipment
3. Turf Cultivation Techniques
4. Health Improvement-feeding, pests etc.
5. Optimising Turf Usage
6. Replacing Damaged Turf -Topdressing, sodding, plugging, etc
7. Renovation of Degraded Turf (eg. end of season, after a party etc.
8. Eradicating Turf Weeds
9. Aeration and Drainage Problems
10. Managing a Turf nursery

Fee: S3 Duration: 100 hrs



## Other courses of interest to Turf Managers and Greenkeepers:

See Irrigation, Soil Management, Plant Protection and Weed Control on page 24.

# ARBORICULTURE

## ARBORICULTURE I BHT106

In eight lessons, this course develops your skills and understanding in diagnosis and treatment of tree disorders, whether pests, diseases, nutritional or water problems, or something else. You learn about the standard tree surgery practices, to prune and train both young and established trees, and safety measures:

Topics covered:

\*Introduction - tree problems, especially in urban areas; tree surgery techniques.

\*Tree Physiology - how trees grow.

\*Soils in Relation To Trees-nutrients, soil structure & soil problems.

\*Diagnosing Problems - pests, diseases, nutrition, environmental, etc.

\*Tree Surgery - tools, safety procedures, introduction to tree surgery techniques.

Fee: \$2 Duration 100 hrs

## CERTIFICATE IN ARBORICULTURE VHT090

To obtain this certificate you must complete 6 modules as follows:

Part 1. Horticulture I, Arboriculture I, Trees for Rehabilitation

Part 2. Arboriculture II, Plant Selection & Establishment, Plant Protection

Fee: CT plus exam fees Duration: 600 hrs

## ARBORICULTURE II BHT208

Develops your ability to manage trees, including:

\* Planting Techniques - all sizes of trees.

\* Treating Problems - pests, disease, nutritional and environmental problems (fertilising, tree injection, spraying etc).

\* Tree Surgery to strengthen a tree -cabling, bolting, bracing etc.

\* Dealing with tree damage -blocked pipes, cracked paving or structures, changed water tables, etc.

\* Felling and Stump Removal.

\* Tolerant Species - selecting trees resistant to wind, frost, pollution, wet sites, etc.

\* Establishing Tree Plantations

Fee: \$2 Duration 100 hrs

## ADVANCED CERTIFICATE IN APPLIED MANAGEMENT (ARBORICULTURE)

VBS001

This Advanced Certificate is aimed at supervisors or managers of small teams who work with tree care. Studies cover both general management as well as tree care. Subjects studied are divided into three stages as follows:

Stage 1 = Arboriculture I, Management & Office Practices

Stage 2 = Arboriculture 2 & Business Operations

Stage 3 = Trees for Rehabilitation& Marketing Foundations

The 200 hour Workplace project will also be completed (eg. Work experience or approved research projects) before the qualification is awarded.

Fee: AC plus exam fees

Duration: 900 hrs

## TREES FOR REHABILITATION BHT205

(LANDCARE REAFFORESTATION)

This course develops an understanding of environmental systems and the rehabilitation of degraded landscapes. You learn about seed collection, storage and germination, propagation, plant selection, establishment techniques, controlling pest & disease after planting.

Lessons cover:

\*General landcare principles and practices

\*Understanding Plant Health

\*Soils and Ecology

\*Basic Seed Propagation Techniques

\*Relevant Nursery Management and Propagation

\*Plant Care During Establishment

\*Plant Establishment Methods

\*Dealing with Chemical Degradation (Salinity, pesticides, waste, fertility decline, etc).

\*Dealing with Structural Problems

(Waterlogging, erosion, organic content, etc).

Fee: \$2

Duration 100 hrs



Landscaping involves both the practical approach of a tradesman and the artistic flair of a designer. It is a highly creative and challenging field; for both amateur gardeners and professional landscapers.

## LANDSCAPING I BHT109

This course provides a sound introduction to landscape design. It is an ideal starting point for anyone wishing to get serious about this subject.

It covers everything found in Landscape Design, but is pitched at a higher level, and assumes some prior exposure to horticulture, landscaping or design.

This course will develop the student's ability to:

- \* Use different landscape concepts to create various effects in a garden
- \* Determine pre planning information for designs
- \* Determine appropriate garden styles in order to satisfy specified design requirements
- \* Use graphic skills to illustrate a design
- \* Determine earthworks, surface treatments and furnishings for a landscape design
- \* Prepare planting designs
- \* Design both public & private landscapes

This course is articulated with RHS modules and may help gain credit in the RHS advanced certificate or diploma.

Fee: S2 Duration: 100 hrs

## PLANNING LAYOUT & CONSTRUCTION OF ORNAMENTAL GARDENS BHT242

There are 10 lessons in this module as follows:

1. Site Appraisal, Interpretation and Risk Assessment
2. Preparing Site Plans and Specifications
3. Influence of Site Characteristics
4. The Use of Hard Landscape Features
5. Setting out a Site to Scale Plans and Drawings
6. Soil Handling and Storage
7. Land Drainage Systems
8. Ground Preparation Techniques
9. Construction of Paths and Patios
10. Construction of Steps, Ramps, Dwarf Walls and Fences.

Fee: S3 Duration: 100 hrs



## LANDSCAPING II BHT214

A natural progression from Landscaping I, but a self contained study unit in it's own right, that concentrates on the detail of creating individual components in a landscape. You learn to design and build such things as walls, rockeries, steps, ponds, and paving; and you develop skills to create specific effects in a garden.

There are twelve lessons as follows:

1. The Garden Environment
2. Landscape Materials: furniture, timber, mulch, etc
3. Using Bulbs and Annuals
4. Landscaping With Trees
5. Landscaping With Ground Cover Plants
6. Walls and Fences
7. Paths and Paving: Pavers, stone and gravel
8. Treatment of Slopes & other Problem Areas
9. Garden Features: buildings and structures, outdoor living areas, rockeries
10. Designing for Low Maintenance
11. Development of a Landscape Plan
12. Management of Landscape Projects.

Fee: S3 Duration: 100 hrs

## RESTORING ESTABLISHED ORNAMENTAL GARDENS BHT243

There are 8 lessons in this module as follows:

1. Landscape History & Design Styles
2. Surveying the Site
3. Assessment of Plantings and Features
4. Selecting Components for Retention
5. Work Programming and Risk Management
6. Drainage
7. Hard Landscape Feature Restoration
8. Planting Restoration and Maintenance.

Fee: S3

Duration: 100 hrs



## LANDSCAPE STYLES (Landscaping III) BHT235

Learn to design a range of different types of gardens. There are ten lessons:

1. Creating the mood.
2. Historic Gardens.
3. Formal Gardens.
4. Oriental Gardens.
5. Middle Eastern and Spanish Style.
6. Mediterranean Gardens.
7. Coastal Gardens.
8. Modern Gardens.
9. Eclectic Gardens.
10. Other Styles.

Fee: S2 Duration: 100 hrs

## NATURAL GARDEN DESIGN BHT215

After developing an understanding of the workings of natural environments you learn to create innovative plans for low maintenance natural gardens. This course develops your ability to design a garden with only native, or using a mixture of both indigenous and other plants.

There are eight lessons as follows:

1. Introduction To Natural and Bush Gardens: Plant naming, soils, nutrition
2. History Of Bush Gardens: History, landscape designers, copying nature.
3. Developing Plans: Design principles and procedures, pre planning information.
4. Plants For Natural Gardens.
5. Planting Design In Natural Gardens: Planting, rainforests, plant health, natural weed control.
6. Features: Rockwork, water, terraces, landscape construction.
7. Natural Gardens Today: Birds in the garden, landscaping with ferns, more native plants.
8. Bringing It All Together - preparing a detailed landscape design.

Fee: S3 Duration: 100 hrs

## WATER GARDENING BHT307

There are eight lessons as follows:

1. Introduction: Scope and Nature of water features water quality, plants and animals in water, etc.
2. Construction
3. Equipment: Pumps, Lights, Filters etc.
4. Ponds, watercourses, bog gardens, dams Design and after care.
5. Spas and Swimming Pools Design & After care
6. Water Features Indoor and Outdoor Fountains, Waterfalls, Fish tanks, ponds, etc.
7. Water Plants
8. Aquatic Animals

Fee: S3 Duration: 100 hrs

## PARK DESIGN - A NEW MODULE BEING DEVELOPED

## LANDSCAPE CONSTRUCTION BHT111

Learn to construct or build a garden the "right" way. A comprehensive course which starts by teaching you about tools and machinery (what to use where, equipment maintenance, etc), developing an understanding of earthworks (ie. levelling, mounding, drainage, soil building, etc.), and then teaches you how to build or construct a variety of major garden features (eg. decking, gazebos, masonry and stone work, irrigation systems, ponds, bbq's, lawns, plantings). A good grounding for someone entering the landscape industry, this course may help gain credit in Royal Horticultural Society qualifications.

Fee: S3 Duration: 100 hrs

## COTTAGE GARDEN DESIGN BHT110

Learn what a cottage garden is, and how to apply the principles of this concept to garden design and garden renovation.

The course involves eight lessons as follows:

1. Introduction: Garden components, preplanning information, design principles.
2. History of Cottage Gardens.
3. Designing a Cottage Garden: Landscape drawing (graphics), design procedure.
4. Plants for Cottage Gardens.
5. Planting Design in Cottage Gardens.
6. Landscape Features and Components: Arches, furniture, lattice, sundials, barriers and walls.
7. Cottage Gardens Today.
8. Designing a Complete Cottage Garden.

Fee: S3 Duration: 100 hrs

## PLAYGROUND DESIGN BHT216

This eight lesson course emphasises the design and construction of playgrounds and small community parks. It develops an understanding of park design, and provides a grounding for Park and Playground Design II.

This is a valuable course for parks managers or designers. It includes playground philosophy, design of play structures (for function and safety), materials selection, community participation and park design.

Fee: S2 Duration: 100 hrs

## HOME LANDSCAPING AHT105

Free online to see and do. A charge only applies if you submit the assignments. For more information, go to <http://www.acsgarden.com>

## PLANT SELECTION AND ESTABLISHMENT BHT107

This course provides a firm grounding in the selection, establishment and maintenance of a range of commonly used garden plants. Topics covered include: Woody plants, Hedges and screens, Alpine and water plants, Annual and herbaceous, plants, Turf, Maintenance, Pest and disease Control, Weed control, and Risk assessment. This course is articulated with RHS modules and may help gain credit in the RHS advanced certificate or diploma.

Fee: S2 Duration: 100 hrs

# CERTIFICATES AND DIPLOMAS IN LANDSCAPING

It is possible to undertake Proficiency Awards, Certificates, Diplomas and other formal qualifications with ACS. With these formal qualifications, exams are compulsory, and they attract exam fees which are separate to the course fee. Contact the school to determine how many exams you need to complete for your course.

If you want to study anything higher than a short course, you have two choices:

1. A Standard Course
2. A Design Your Own Course

## STANDARD COURSES OFFERED

These courses have been designed to meet specific needs. The combination of subjects has been balanced to provide a sound foundation in a core area.

### CERTIFICATE IN GARDEN DESIGN VHT012

This course is similar to the VHT002 course (see below), but has a little less emphasis on horticulture and a greater focus on design. A well established course that has operated since the mid 1980s, providing effective training for people working, or wishing to work, in the landscape industry, either in their own business or at a supervisory level for someone else. There are thirty lessons as follows:

- |   |  |
|---|--|
| 1. Introduction To Landscaping                    | 16. Plant Establishment Techniques     |
| 2. Plant Identification and Culture               | 17. Pool and Pond Construction         |
| 3. History of Gardening - styles of gardening     | 18. Rockwork and Masonry               |
| 4. Drawing Plans - an introduction                | 19. Lawn Design and Establishment      |
| 5. Soils and Nutrition                            | 20. Irrigation Design and Installation |
| 6. Understanding The Environment - basic ecology  | 21. Bush Garden Design                 |
| 7. Earthworks and Surveying                       | 22. Cottage Garden Design              |
| 8. Landscape Construction - an introduction       | 23. Playground Design                  |
| 9. Surfacing                                      | 24. Garden Bed Design                  |
| 10. Design and Placement Of Garden Structures     | 25. Managing a Landscape Department    |
| 11. Park Design - park types, analysis of designs | 26. Land Rehabilitation Techniques     |
| 12. Home Garden Design                            | 27. Drainage                           |
| 13. Costing and Specifications                    | 28. Post Construction Maintenance      |
| 14. Trail Design                                  | 29. Dealing With Clients               |
| 15. Tools and Machinery Used By The Landscaper    | 30. Major Design Project               |

Fee: CT

Duration 600 hrs

### CERTIFICATE IN HORTICULTURE (LANDSCAPING AND GARDEN DESIGN) VHT002

This course involves 50% core studies in broad horticulture and 50% in landscaping.

Core units are listed on page 26. Stream units are as follows:

- |  |                                     |
|--|-------------------------------------|
| 1. History of Landscaping                        | 9. Equipment                        |
| 2. Principles of Design and Planning Information | 10. Water Features                  |
| 3. Drawing and Costs                             | 11. Statues, Sundials and Figurines |
| 4. Irrigation                                    | 12. Sports                          |
| 5. Garden Designs                                | 13. Landscape Management            |
| 6. Surveying and Drainage                        | 14. Unions and Workers              |
| 7. Materials                                     | 15. Maintenance                     |
| 8. Paths, Walls and Fences                       |                                     |

Fee: CT

Duration: 700 hrs

### ADVANCED DIPLOMA IN HORTICULTURE (LANDSCAPING) VHT009

This course provides comprehensive training to a professional level for employment as a garden designer, landscape technician, contractor or manager. It is internationally recognised by the International Accreditation and Recognition Council. Whilst it varies, it normally takes 3 years full time or 5-7 years part time to complete. More details available on request.

Fee: AD

Duration: 2400 hrs

## DESIGNING YOUR OWN COURSE

You can choose any combination of subjects offered within the guidelines on page 10. Your selection must be approved by an academic officer or tutor before the enrolment is accepted. To enroll, simply tell us the modules you propose studying, when you submit the enrolment application. For example, to design an Advanced Certificate in Garden Design, you might choose any eight 100 hour modules from those on pages 31 and 32, plus complete 100 hours of industry meetings/work experience.

# NURSERY AND PROPAGATION

## NURSERY GROWERS COURSE VHT101

### (Starting a Small/Home Nursery)

An introductory course which shows the beginner how to get started in the nursery business.

You learn how to propagate plants, decide what to propagate, how to start a small inexpensive operation, and to go about selling what you grow.

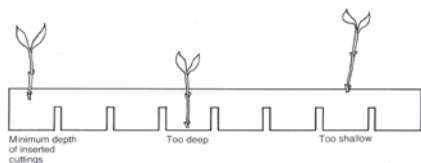
Part of every lesson is devoted to the important area of building up your knowledge of plants.

Through six lessons you will learn how many established nurseries have started out slowly as a small part time operation, and how you can follow the same path.

(For those intending to study propagation and wholesale nursery management, this course is not necessary).

Fee: 52

Duration 100 hrs



## HOME PROPAGATION AHT106

This is a starter course, designed for people who have no prior experience in propagation. Starting from the basics, this course covers all aspects of propagating plants and shows you what's involved in starting and running your own propagation nursery, including: seed, cuttings, grafting, division, layering, materials and equipment. A course for the true beginner! The ten lessons cover:

1. Methods of Propagation
2. Propagating Structures and Techniques
3. Propagating Materials
4. Seed Propagation
5. Propagation by Cuttings
6. Miscellaneous Propagating Techniques
7. Budding and Grafting
8. Propagation of Specific Plants
9. Propagation Management
10. Layout and Organisation of a Propagating Area

Fee: 51

Duration: 100 hrs

## CUTTING PROPAGATION BHT211

This is a skill which is in high demand the world over.

The ability to know what to propagate, and how to achieve a high rate of success, is a major factor in the economic viability of most commercial nurseries. With cutting propagation being the way most varieties of plants are grown, this course is highly desirable for anyone working in a production nursery.

There are eight lessons, as follows:

1. Introduction
2. Stem Cuttings
3. Non Stem Cuttings
4. Materials and equipment
5. Growing Media
6. Factors Affecting Growth
7. Setting up a Propagation Area
8. Managing Cutting Crops

Fee: 53

Duration: 100 hrs

## PROPAGATION I BHT108

There are ten lessons as follows:

1. Introduction to Propagation
2. Seed Propagation
3. Cuttings
4. Potting Media
5. Budding and Grafting
6. Rockwool and Tissue Culture
7. Layering and Other Techniques
8. Propagation Structures and Materials
9. Nursery Management A
10. Nursery Management B

This course not only provides a credit in ACS qualifications, accredited through IARC, but it also prepares you to sit for RHS modules and acquire credits in the RHS advanced certificate or diploma.

Fee: 53

Duration: 100 hrs

## WHOLESALE NURSERY MANAGEMENT

BHT212

The nursery industry currently has a real need for people with skills and knowledge in managing wholesale plant nurseries! This course provides a solid grounding for those interested in running a wholesale nursery.

There are eight lessons as follows:

1. Nursery Site Organisation - Establishing or reorganising.
2. Management - Work programming, staffing, management structures, etc.
3. Nutrition & Pest Management - Fertiliser application, deficiencies, diseases, etc.
4. Growing Media - Soil vs. soilless, growool, soil tests.
5. Irrigation - Methods and equipment.
6. Modifying Plant Growth - Flower forcing, hormones, quality, etc.
7. Marketing - Advertising, promotions, pricing, finding opportunities.
8. Selection of Nursery Crops - Alternatives, profitability and marketability, etc.

Fee: \$3

Duration 100 hrs

## TISSUE CULTURE BHT306

Tissue culture involves growing plants from very small sections (sometimes microscopic) in a laboratory. It is a propagation method which is being increasingly used. Tissue culture is not appropriate for many plants, but for others such as orchids, some indoor plants and in particular, many new plant varieties, it is a very popular propagation method.

There are nine lessons as follows:

1. Introduction - Basic plant nutrition, definitions, applications & uses.
2. Plant Nutrients.
3. The Laboratory & Equipment - Costs and equipment that is needed.
4. Micropropagation Methods - More details on the techniques.
5. Plant Hormones - IBA, IAA, etc.
6. Culture Environments - Light, heat etc.
7. Commercial Applications - Breeding, biotechnology, pollination technology.
8. Taking Plants out of Culture
9. Culture of Selected Species - Ferns, Orchids, Gloxinia, Daphne, Begonia, Anigozanthus, etc.

Fee: \$3

Duration 100 hrs

## GARDEN CENTRE MANAGEMENT BHT255

Designed in 1986 in conjunction with State Garden Department Manager of a major retail chain store, this course has been very successful in training both staff and managers of retail nurseries and garden centres across Australia. It continues to be updated at least annually, and continues to be used by small nurseries through to major chain stores across the country.

There are twelve lessons as follows:

1. Plant Classification - Identifying plants, plant requirements.
2. Plant Health - Diagnosis & treatment
3. Stock Maintenance - Quality control, caring for plants in the nursery.
4. Display & Display Techniques - Sales area layout, product location, etc.
5. Garden Product Knowledge I - Containers, labels, soil mixes, garden tools, etc.
6. Garden Product Knowledge II - Chemicals, fertilisers, cut flowers, etc.
7. Indoor Plants - Identification & care.
8. Container Stock - Trees & shrubs
9. Seedlings, Bulbs, Herbs & Perennials
10. Deciduous Trees, Fruit & Nuts, Seed
11. Marketing - Pricing, advertising, promotions, transport etc.
12. Management - Work programming, staff control, nursery layout, etc.

Fee: \$3

Duration 100 hrs

## NURSERY HANDS COURSE VHT102

This is a course designed in collaboration with nursery hands at the Greening Australia Hamel Nursery, south of Perth. It teaches the skills for day to day work in a production nursery. There are eleven lessons involving:

The Nursery Industry - operational flow charts, nursery standards, plant variety rights, transport regulations; plant identification, nursery structures, buildings, heating & cooling systems; potting mixes, seed propagation, cutting propagation, other propagation techniques, plant nutrition, pest & disease control, other nursery tasks and marketing and sales.

Fee: \$2

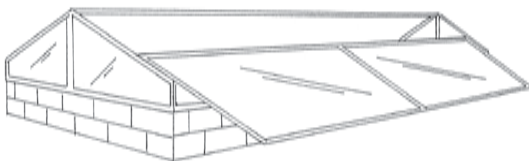
Duration 100 hrs

## NURSERY SALES ASSISTANT VHT103

This course was developed in 1999 in response to a request from a retail nurseryman who was finding it difficult to find staff with appropriate skills. As he put it, job applicants were usually either over qualified, or else lacked the basic skills needed: to be able to identify plants, advise customers on their use, and to understand some basic sales techniques and procedures.

This course covers those things; no more, and no less.

Duration 100 hrs



# CERTIFICATES AND DIPLOMAS IN NURSERY AND PROPAGATION

It is possible to undertake Proficiency Awards, Certificates, Diplomas and other formal qualifications with ACS. With these formal qualifications, exams are compulsory, and they attract exam fees which are separate to the course fee. Contact the school to determine how many exams you need to complete for your course.

If you want to study anything higher than a short course, you have two choices:

1. A Standard Course
2. A Design Your Own Course

## STANDARD COURSES OFFERED

These courses have been designed to meet specific needs. The combination of subjects has been balanced to provide a sound foundation in a core area.

### CERTIFICATE IN HORTICULTURE (PROPAGATION) VHT002

The Core Units of this Certificate are listed on page 33.

The Propagation stream is divided into the following:

1. Methods of Propagation
2. Seed Propagation A
3. Seed Physiology and Germination
4. Seed Propagation B
5. Propagation by Cuttings A
6. Propagation by Cuttings B
7. Efficiencies in Cutting Propagation
8. Miscellaneous Propagation Techniques
9. Budding and Grafting
10. Tissue Culture
11. Layering
12. Propagating Structures and Equipment
13. Propagating Materials
14. Nursery Management A
15. Nursery Management B

Fee: CT Duration: 700 hrs



### ADVANCED CERTIFICATE IN APPLIED MANAGEMENT (RETAIL NURSERY) VBS001

A 700 hr course that develops skills required to manage a retail business, and knowledge in identification, care and handling of plants and other products sold through retail nurseries. There are eight units plus a 200 hr workplace project in this course. These are the five core units common to all Advanced Certificates (see page 78), plus three specialist units of study relating to the management and operation of a retail nursery.

Fee: AC Duration: 900 hrs

### ADVANCED CERTIFICATE IN APPLIED MANAGEMENT (PRODUCTION NURSERY) VBS001

This is very similar to the Advanced Certificate in Applied Management (Retail Nursery), except for the stream studies which are, in this case, Production Nursery modules. **See page 77 for more.**

Fee: AC Duration: 900 hrs

### ADVANCED DIPLOMA IN HORTICULTURE (NURSERY) VHT009

This course provides training for people wishing to work in nurseries at a technician or management level; in positions such as nursery managers, technical representatives or consultants. It is accredited by the International Accreditation and Recognition Council.

Fee: AD Duration: 2400 hrs

## DESIGNING YOUR OWN COURSE

You can choose any combination of subjects offered within the guidelines on page 10. Your selection must be approved by an academic officer or tutor before the enrolment is accepted. To enroll, simply tell us the modules you propose studying, when you submit the enrolment application. For example, to design a Certificate in Nursery Management, you might choose any six modules from pages 34 and 35 excluding Home Propagation and Nursery Growers Course.

## HOME HYDROPONICS AHT107

This is a good starting point for those who have little experience in horticulture or hydroponics, whose main interest is in growing AT HOME. Unlike our other courses, this course is NOT intended for commercial growing. Learn the theory behind hydroponic culture and gain first-hand practical experience setting up your own basic hydroponic system. The ten lessons cover: Basic Chemistry and Nutrition; Nutrient Solutions; Types of Systems and Media; Plant Problems in Hydroponics; How a Plant Grows; Plant Culture in Hydroponics; Vegetables; Cut Flowers; and Comparison of Solid Media versus Water Culture.

Fee: S1

Duration 100 hrs

## CERTIFICATES AND DIPLOMAS IN HYDROPONICS

If you want to study anything higher than a short course, you have two choices:

1. A Standard Course
2. A Design your own Course

## CERTIFICATE IN HYDROPONICS VHT013

This course provides an understanding of modern technology and its application to growing plants, with an emphasis on hydroponic production. The course involves thirty (30) lessons with 2 exams, covering:

Introduction to Hydroponic Technology; Plant Growth Needs (Light); Growth Requirements (Nutrition); Growth Needs (Temperature); Hydroponic Growing Systems; Growing Media (types, properties etc); Hydroponic Nutrient Solutions; Hydroponic Equipment; Growing Structures (Design/Construction); Environmental Control(Heat and Cooling); Environmental Control (Light and Shading); Environmental Control (Gases); Plant Culture in Hydroponics (2 lessons); Aggregate Culture; Nutrient Film Technique; Rockwool Culture; Other Systems (wick, flood and drain etc); Irrigation; Irrigation Systems; Plant Propagation (Tissue Culture); Market Gardening (Cut Flowers); Market Gardening (Vegetables); Other Plants (herbs, grasses, indoor plants); Pests and Diseases; Weeds (identification and control); Managing a Farm (Crop scheduling etc); Management (Financial, Staff control etc); Marketing in Hydroponics; Special Project.

Fee: CT

Duration: 600 hrs

## CERTIFICATE IN HORTICULTURE (HORTICULTURAL TECHNOLOGY)

VHT002

Develops knowledge and skills in the application of modern technology in horticulture with particular emphasis on hydroponics. This course has the same core units as all other VHT002 horticulture certificates, devoting the stream units (50% of the course) to topics specifically related to horticultural technology.

Fee: CT

Duration: 700 hrs

## HYDROPONICS I BHT224

This course was formerly known as Advanced Hydroponics and assumes some prior knowledge of hydroponics, even if only through reading. It is more in depth than AHT107. The main areas of study include:

- \*Introduction/Foundation studies
- \*How a Plant Grows
- \*Hydroponic Systems
- \*Nutrition and Nutrition Management
- \*Pest and Disease Management
- \*Hydroponic Vegetable Production
- \*Hydroponic Cut Flower Production
- \*Greenhouse Operation and Management

Fee: S3

Duration 100 hrs

## HYDROPONIC MANAGEMENT (HYDROPONICS II) BHT213

Develop your capacity to make informed decisions regarding the management of commercially significant hydroponic crops. There are eleven lessons as follows:

1. How the Crop Plant Grows
2. How to Run a Small Evaluation Trial
3. Harvest and Post Harvest
4. Tomatoes
5. Capsicum
6. Lettuce, Salad Greens and Foliage Herb Crops
7. Cucurbits (Cucumber and Melons)
8. Strawberries
9. Roses
10. Carnations
11. Orchids

Prerequisite: Hydroponics I or significant experience.

Fee: S2

Duration: 100 hours

## ADVANCED CERTIFICATE IN APPLIED MANAGEMENT (HORTICULTURAL TECHNOLOGY) VBS001

A management-oriented course to train managers of horticultural operations which utilises an advanced level of technology. See page 77 for core modules Stream Studies:

1. Hydroponics 1
2. Hydroponic Management (Hydroponics II)
3. Protected Plant Production
4. Project

Fee: AC

Duration: 900 hrs

## DESIGNING YOUR OWN COURSE

You can choose any combination of subjects offered within the guidelines on page 10.

Your selection must be approved by an academic officer or tutor before the enrolment is accepted.

To enroll, simply tell us the modules you propose studying, when you submit the enrolment application.

To design a Certificate in Hydroponics, for example, you might select Hydroponics I and II with related subjects such as Protected Plant Production, Berry Production, Cut Flower Production and Commercial Vegetable Production.

# CUT FLOWERS

## CUT FLOWER PRODUCTION BHT221

Cut flower growing has experienced rapid expansion in recent years, resulting in increased demand for training in the skills and knowledge required by this industry. This course provides a thorough, basic training for the commercial cut flower grower. There are ten lessons:

1. Introduction To Cut Flower Growing.
2. Soils and Nutrition.
3. Cultural Practices.
4. Flower Initiation and Development.
5. Pest & Disease Control.
6. Australian Natives and Related Plants.
7. Greenhouse Culture.
8. Harvest and Post Harvest.
9. Developing a Production Plan.
10. Export Marketing of Flowers.

Most types of flowers are covered including: Perennials; Annuals; Bulbs and Relatives; Fillers; Natives and other plants.

Fee: S3 Duration: 100 hrs

## CUT FLOWER BULBS BHT317

A course for the enthusiast or commercial bulb grower, with ten lessons:

1. Introduction - Parts of the flower, Understanding soils, Hydroponics.
2. Cultural Practices.
3. Flower Initiation and Development
4. Pest and Disease Control.
5. Managing Yield, Greenhouse Culture
6. Management, Harvest and Post-Harvest
7. Gladioli and Lilium.
8. Narcissus.
9. Iris.
10. Other Bulbs - Dahlia, Freesia, Hyacinth, Tulip, Alstroemeria, Amaryllis.

Fee: S3 Duration: 100 hrs

## CERTIFICATE IN CUT FLOWER PRODUCTION

Part 1. Cut Flower Production, and any two of the following: Hydroponics I, Protected Plant Production or Practical Horticulture I

Part 2. Horticultural Resource Management, plus any two of the following: Cut Flower Bulbs, Carnations, Roses, Orchid Culture, or Perennials.

Fee: CT Duration: 600 hrs



## GREENHOUSE CUT FLOWERS VHT239

A course for commercial cut flower growers who are concerned exclusively with greenhouse production. There are twelve lessons:

1. Introduction.
2. Cultural Practices.
3. Flower Initiation and Development.
4. Pest and Disease Control in Greenhouses.
5. Greenhouse Management A.
6. Greenhouse Management B.
7. Management, Harvest and Post Harvest.
8. Herbaceous Perennials.
9. Annuals and Biennials.
10. Bulbs Corms and Tubers.
11. Filler Plants.
12. Roses, Orchids, etc.

Fee: S3 Duration: 100 hrs

## CUT FLOWER ORCHIDS VHT240

Learn how to produce orchid flowers for the cut flower trade with ten lessons as follows:

1. Introduction - Plant classification, Naming of plants, Parts of the flower.
2. Culture - Basket, Epiphytes, Media.
3. Propagation A - Methods, Materials, Equipment.
4. Propagation B (Tissue Culture) - Techniques, Application, Culture nutrients.
5. Greenhouse Management A - Environmental controls, Beds & benches, Carbon dioxide.
6. Greenhouse Management B - Temperature, Irrigation, Cooling, Ventilation, etc.
7. Pest and Disease Control and Identification
8. Management, Harvest and Post-Harvest - Harvesting, Post harvest, Standards, Layout, Production costs.
9. Marketing - Marketing the product, Valuable orchids, International markets.
10. Detailed study of one species or group of orchids.

Fee: S3 Duration: 100 hrs

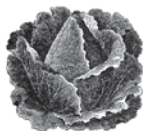


## OUTDOOR PLANT PRODUCTION

### (Crops 1) BHT112

Twelve lessons cover site, crop selection, soil management, cut flowers, vegetables, berries, nuts, herbs, tree fruits, other crops, managing a market garden and more. This course not only provides a credit in ACS qualifications, accredited through IARC, but it also prepares you to sit for RHS modules and acquire credits in the RHS advanced certificate or diploma.

1. Crop Production Systems
2. Organic Crop Production
3. Soils and Nutrition
4. Nursery Stock Production
5. Tree Fruit Production
6. Soft Fruits Production
7. Vegetable Production
8. Cut Flower Production
9. Herbs, Nuts and Miscellaneous Crops
10. Crop Production Risk Assessment



Fee: S2      Duration 100 hrs

## COMMERCIAL VEGETABLE PRODUCTION

### BHT222

An eight lesson course for commercial vegetable growers covering the different types of vegetables, planting, training, watering, pruning, propagation, pest and disease control, fertilising and soil testing. Various growing techniques are studied including row cropping, greenhouse production and hydroponics. Sections are included on the lesser known crops (e.g. oriental vegetables and herbs), and harvesting and marketing procedures (e.g. causes of price variation, preparing produce for market, presentation).

1. Introduction.
2. Cultural Practices for Vegetables.
3. Pests, Disease and Weed Control.
4. Hydroponic and Greenhouse Growing.
5. Growing Selected Vegetable Varieties.
6. Irrigating Vegetables.
7. Harvesting and Post Harvest treatments.
8. Marketing Vegetables.

Fee: S3      Duration 100 hrs

## SOIL MANAGEMENT (CROPS) BHT303

In this course you learn about:

- \* Soil properties
- \* How to simply test soil characteristics
- \* Planning soil improvement programs

This course is similar to our other soil management courses, but relates specifically to crops.

Fee: S2      Duration 100 hrs

## IRRIGATION (CROPS) BHT304

A ten lesson course which examines the design, installation and operation of irrigation systems for row crops (eg. vegetables & cut flowers) and orchards.

1. Introduction
2. Soil Characteristics And Problems
3. Estimating Plant Needs and Irrigation Scheduling
4. Drainage - Drainage systems, Dams, etc.
5. Types Of Irrigation Systems
6. Trickle Systems
7. Design Specifications
8. Pumps and Filters
9. Selecting The Right System For The Plant
10. Design And Operation Of Systems

Fee: S2      Duration 100 hrs

## MUSHROOM PRODUCTION BHT310

A comprehensive 8 lesson course covering how to grow mushrooms on either a small or large scale. Emphasis is placed on the Agaricus species, though other commercially important edible fungi are also considered. Growing, harvesting, marketing, storage and even ways of cooking and using mushrooms are covered. There are eight lessons covering:

- \* Introduction
- \* Mushroom Culture
- \* Spawn Production
- \* Making & Casing Beds
- \* Growing Conditions For Mushrooms
- \* Growing Outside
- \* Harvesting, Storage and Using Mushrooms
- \* Special Assignment

Fee: S2      Duration 100 hrs

## PROTECTED PLANT PRODUCTION BHT223

This course consists of 10 Lessons:

1. Structures For Protected Cropping
2. Environmental Control
3. Cladding Materials And Their Properties
4. Irrigation
5. Nursery Nutrition
6. Relationship Between Production Techniques And Horticultural Practices
7. Horticultural Management In A Greenhouse: Pests And Diseases
8. Harvest & Post Harvest Technology
9. Greenhouse Plants
10. Risk Assessment

The course also prepares you to sit for Royal Horticultural Society (RHS) modules and acquire credits in the RHS advanced certificate or diploma.

Fee: S2      Duration: 100 hrs

# FRUIT AND NUTS

## FRUIT PRODUCTION (TEMPERATE CLIMATE) BHT218

An eight lesson course that introduces the fruit growing industry, and moves through most of the skills needed for successful fruit growing in a serious way. Topics covered include: Management; Soils; Planting; Irrigation; Pruning; Cultural Practices (including pest control); Pome and Stone Fruits; and Various Vines, Fruit Trees and Nuts.  
Fee: \$2      Duration: 100 hrs

## FRUIT PRODUCTION (WARM CLIMATE) BHT217

Similar to the temperate fruit course, but adapted to cover tropical and sub-tropical conditions. The course includes sections on Avocados, Pineapples, Macadamias, Paw Paws and Cashews. Eight lessons cover:

1. Introduction and Resources
2. Soils, Site Preparation and Planning
3. General Cultural Practices
4. Tree Fruits
5. Nuts and Vines
6. Berries - Strawberry culture
7. Citrus and Other Fruits
8. Farm Marketing and Management

Fee: \$2      Duration: 100 hrs



## NUT PRODUCTION BHT219

For the enthusiast or commercial grower. A detailed study on nut growing with the opportunity to specialise, to some degree, according to your interests. Nine lessons cover culture, site selection & planning, common and uncommon nut varieties, propagation, soils, pests and diseases, harvesting, and more.

1. Introduction & Resources
2. Most Commonly Grown Varieties -Cashews, Peanut, Almond, Hazelnut, Macadamia, Walnut.
3. Culture - Planting, Watering, Pests.
4. Less Common Varieties - Brazil nut, Pecans, Chestnuts, Pistachio nuts and Rare varieties.
5. Propagation.
6. Harvest and Post Harvest.
7. Marketing Nuts.
8. Workplace Health and Safety
9. Special Assignment

Fee: \$2      Duration: 100 hrs

## WARM CLIMATE NUTS BHT308

The content of this course is very similar to the "Nut Production" course, except this deals exclusively with nuts grown in the tropics and sub-tropics.  
Fee: \$2      Duration: 100 hrs



## VITICULTURE BHT220

An introductory course covering the history of viticulture, the current state of the industry, wine and table grapes, dried grapes, cultural practices (trellising, soils, planting, pruning, irrigation, pests and diseases), vineyard design, improving quality, harvest and post harvest procedures, winemaking, marketing and more. There are ten lessons:

1. Introduction
2. Climate and Soils
3. Planting Material
4. Vineyard Establishment
5. Training and Pruning
6. Weed, Disease And Pest Control
7. Irrigation and feeding
8. Improving Grape Quality
9. Harvesting and Selling Grapes
10. Wine

Fee: \$2      Duration: 100 hrs

## BERRY PRODUCTION BHT309

For the enthusiast or commercial grower, covering all aspects of the care and cultivation of common, and uncommon, berry fruit, with the opportunity to specialise to some degree in one type of berry. Eight lessons cover:

1. Introduction - Types of berries, Information sources, etc.
2. Which Varieties to Grow.
3. Lesser Grown Varieties of Berries.
4. Cultural Methods.
5. Propagation.
6. Weed Identification and Control in Berries.
7. Harvesting and Marketing Berries.
8. Commercial Berry Growing.

Fee: \$2      Duration: 100 hrs



# CERTIFICATES AND DIPLOMAS IN CROPS

It is possible to undertake Proficiency Awards, Certificates, Diplomas and other formal qualifications with ACS. With these formal qualifications, exams are compulsory, and they attract exam fees which are separate to the course fee. Contact the school to determine how many exams you need to complete for your course.

If you want to study anything higher than a short course, you have two choices:

1. A Standard Course
2. A Design Your Own Course

How do you choose?

1. If you like the sound of a standard course, do it!
2. If you cannot find a standard course that suits you, then design your own course!

## STANDARD COURSES OFFERED

These courses have been designed to meet specific needs. The combination of subjects has been balanced to provide a sound foundation in a core area.

### CERTIFICATE IN HORTICULTURE (CROPS) VHT002

A general certificate. The first part of the course involves undertaking the standard Core Studies from the generic certificate (see page 26). To complete the course, the student must complete three additional Crops related modules, selected and approved in liaison with a tutor.

Fee: CT plus exam fees Duration: 600 hrs

### ADVANCED CERTIFICATE IN APPLIED MANAGEMENT (CROPS) VBS001

This course trains people to be managers or owner-operators of horticultural farms (eg. market gardens, orchards). Ask or check our web site for detailed outlines.

Fee: AC Duration: 900 hrs

### ADVANCED DIPLOMA IN HORTICULTURE (CROPS) VHT009

This course provides professional training for work at a management or technical level with horticultural Crops. Ask or check our web site for detailed outlines. See page 28 for information.

Fee: AD Duration: 2400 hrs

## DESIGNING YOUR OWN COURSE

You can choose any combination of subjects offered within the guidelines on page 10.

Your selection must be approved by an academic officer or tutor before the enrolment is accepted.

To enroll, simply tell us the modules you propose studying, when you submit the enrolment application. For example, to design a Certificate in Crop Production you might choose Horticulture I plus any five other 100 hour courses from pages 37,38,39,40 (excluding Home Hydroponics)



# HERBS

## HERBS (Basic Course) AHT108

A broad-based six lesson course for beginners to herb growing, covering the history of herb use, herb culture, and identification of the major herbs. As a hobby course, this overlaps on other herb courses and should not be combined with them in a certificate. Thirty different herbs are studied in detail and a systematic method of identifying herbs is emphasised.

The six lessons are as follows:

1. Introduction to Herbs: Definitions, history of herbs, accurate identification.
2. Herb Gardening: Herbs in containers and indoors, soil, nutrition & feeding, propagating, growing.
3. Companion Planting: Designing herb gardens, interrelationships between herbs, composting.
4. Growing and Harvesting: Uses of herbs, selling herbs you grow.
5. Cooking with Herbs: Drinks, sweets, teas, vinegars, oils.
6. Herbs for Fragrance, Health and beauty: collecting herbs, pot pourri, baths, candles, sachets....& more.

Fee: S1 Duration 100 hrs

## LAVENDER BHT228

Ten lessons for the lavender enthusiast, or anyone interested in starting commercial lavender production; as follows:

1. Introduction, Classification & Resources.
2. Soils and Fertilisers For Lavender.
3. Cultural Techniques.
4. Lavender Propagation.
5. Commercial Alternatives.
6. Plant Variety Selection & Breeding.
7. Developing Plant Knowledge.
8. Harvest, Treatment and Storing Product.
9. Processing And Making Lavender Products.
10. Marketing Lavender Produce.

Fee: S2 Duration 100 hrs

## AROMATHERAPY VHT104

There are 8 lessons as follows:

1. Plant Identification
2. Introduction to Aromatherapy
3. Essential Oils
4. Safe Use of Essential Oils
5. Carriers
6. Growing and Harvesting Herbs for Essential Oil
7. Methods of Extraction
8. Hazardous Herbs and Oils

Fee: S2 Duration 100 hrs

## HERB CULTURE BHT114

Develop a solid grounding in herb growing and the herb industry. An average student will take around 100 hrs. Half of the course deals with general herb culture, including identification, soils, mulching, feeding, watering, propagation, pest & disease control, harvest, storage, processing, companion planting, nursery management and herb farming. The remainder of the course involves detailed studies of major groups of herbs such as: mints, thymes, lavenders, scented geraniums, garlic, roses, artemisias and parsley. The lessons cover the following:

1. Introduction and Herb Identification
2. Culture (Soil, mulch, planting, feeding etc)
3. Propagation (Seed, cuttings, division etc.)
4. Plant Health
5. Processing And Using Herb Products
6. Harvesting and Storage
7. The Mints (*Mentha* spp.)
8. Lavenders and Thymes
9. Other Lamiaceae Family Herbs (e.g. Sage, Balm)
10. The Artemisias
11. Compositae (Asteraceae) - The Daisy Herbs
12. Umbelliferae Herbs (Apiaceae) - The Parsley Family
13. Onion Herbs (Liliaceae) - (e.g. Chives, Aloe vera)
14. Garlic
15. Rosaceae Herbs (eg. Rose & Strawberry)
16. Miscellaneous Herbs
17. Scented Geraniums
18. Native Herbs (eg. Boronia, Tea Tree)
19. Companion Planting
20. Natural Pest Control
21. Designing Herb Gardens
22. Home Herb Gardens
23. Public Landscaping With Herbs
24. Herb Nursery Management
25. Herb Farming

Fee: S3 Duration 100 hrs

## MEDICINAL HERBS BHT227

This eight lesson course is not designed to train naturopaths, but will teach you the basics of how to identify and correctly administer herbs for medicinal purposes. The eight lessons are as follows:

1. Identification, Taxonomy, Resources.
2. Growing and Propagating Medicinal Herbs.
3. History Of Medicinal Herbs.
4. Main Medicinal Herbs.
5. Herbal Remedies.
6. Preparing Herbal Remedies.  
Infusions, decoctions, poultices, etc
7. Poisonous Plants (including herbs).
8. Developing a Production Plan.

Fee: S2 Duration 100 hrs

## CULINARY HERBS

VHT242

Learn how to identify and successfully grow dozens of common and uncommon edible herbs. Develop your skills and experience the delights of cooking adventurous new recipes with herbs. Learn drying and other methods of preserving the flavour (eg. herb oils, salts, vinegars). Eight lessons as follows cover common and less common herbs used for cooking.

1. Identifying Herbs
  2. Plant Care
  3. Propagation & Creating a Kitchen Garden
  4. Cooking With Herbs: How to dry and preserve herbs, Making butters, Oils, Vinegars, Salts, Teas, & Biscuits.
  5. Common Culinary Herbs: A close study of 20 of the most commonly grown culinary herbs.
  6. Important Culinary Herbs: The Mint family
  7. Lesser Grown Culinary Herbs
  8. Special project - on one type of culinary herb.
- Fee: S2      Duration: 100 hrs



## SCENTED PLANTS BHT229

Learn to identify, grow (propagation and culture), and use different types of scented plants. You will find out how to harvest and dry scented plants, and through practical assignments actually make a whole range of exciting herb crafts (e.g. pot pourri, soaps, candles). Learn also how to landscape a scented garden and expand your knowledge of dozens of different scented plant species.

There are eight lessons as follows:

1. Plant Identification: Taxonomy, uses for scented plants (e.g. landscaping, crafts, perfumery).
  2. Culture Of Scented Plants: Growing, propagating, harvesting, drying.
  3. Crafts From Scented Plants: Soaps, candles, pot pourri, etc.
  4. Harvesting And Processing: Oils, perfumes, dried products, etc.
  5. Commonly Grown Scented Plants
  6. Less Commonly Grown Scented Plants
  7. a/ Designing A Scented Garden  
b/ Commercial Farming Of Scented Plants
  8. Special Assignment -a selected plant group
- Fee: S2      Duration: 100 hrs

## CERTIFICATE IN HORTICULTURE (HERBS) VHT002

The Certificate in Horticulture (Herbs) has the same core units as the VHT002 listed on page 26. The stream studies, which make up 50% of the course include the following lessons:

- |                             |                                       |
|-----------------------------|---------------------------------------|
| 1. The Herb Industry        | 9. Principals of Landscaping          |
| 2. Local Herbs              | 10. Materials, Construction and Costs |
| 3. Processing               | 11. Designs                           |
| 4. Crafts                   | 12. Lamiaceae family                  |
| 5. Culinary and Medicinal   | 13. Asteraceae family                 |
| 6. Cultivation of Herbs     | 14. Apiaceae family                   |
| 7. Herb Farming             | 15. Garlic and other Herbs            |
| 8. Marketing and Management |                                       |
- Fee: CT      Duration: 700 hrs

## CERTIFICATE IN HERBS VHT014

This course has been operating for many years, and is well accepted in industry. This is a course designed for people involved, or wishing to become involved in the business of herbs. There are numerous opportunities in such things as herb nurseries, craft businesses, commercial herb farms and processing businesses which produce various types of herb products.

This certificate is designed to provide you with a broad background to run a business or work for someone else in any of these areas. Internationally accredited by the International Accreditation and Recognition Council (IARC)

Fee: CT plus 2 exam fees      Duration: 600 hrs

## DESIGN YOUR OWN HERBS COURSE

In addition to the Certificate and Advanced Certificate in Herbs listed above, it is possible to take other higher courses in herbs by combining a number of different short courses (known as modules). You can choose any combination of subjects offered within the guidelines on page 10. Your selection must be approved by an academic officer or tutor before the enrolment is accepted. To enroll, simply tell us the modules you propose studying, when you submit the enrolment application.

# PLANT VARIETIES

- \*The widest range of "specialist" plant variety courses offered.
- \*Opportunity to develop in depth knowledge of a particular type of plant.
- \*For the hobby gardener wanting to develop a specialist interest.
- \*For those wanting to work in the industry (Nurseries and other employers often place a lot of importance on plant identification and specialist knowledge).
- \*For the horticulturist wanting to brush up or broaden their plant knowledge.

## AFRICAN VIOLETS VHT105

Designed for the African Violet enthusiast, this course covers everything from potting and feeding, to pests and propagation. You learn how African Violets are classified, and cover the exciting range of varieties available. Here's your chance to achieve outstanding results with African Violets.

Fee: 52      Duration: 100 hrs

## AZALEAS AND RHODODENDRONS

VHT106

Considered by many to be the very best plants a garden can offer, azaleas and rhododendrons are some of the most popular plants grown anywhere. The course shows how to grow them to perfection, and builds your knowledge of varieties available, to give you a long lasting display of colour in the garden. Soils, weed control, feeding, pest and disease control, watering, landscape design and lots more are included over eight lessons.

Fee: 52      Duration: 100 hrs

## GROWING ANNUALS BHT115

Become an expert with annual flowers. Learn to identify and grow them, to produce a continual blaze of colour through the seasons. This eight lesson course reveals the secrets of what to grow, when to grow each variety, building up the soil, controlling pests and diseases, designing floral displays, and how to bring a display to the peak of perfection.

1. Introduction -Identification, resources
2. Culture -Planting, staking, mulching, watering, feeding, pruning etc
3. Propagation Of Annuals
4. Hydroponics -Types of systems, annuals for hydroponics.
5. Pests & Diseases -Diagnosis & control.
6. Irrigation -Alternative systems, selection and operation.
7. a/ Greenhouse Growing Of Annual Flowers.  
b/ Flower Bed Layout
8. Harvest, Post Harvest & Quality.



## BONSAI BHT320

Join the many who have learnt the ancient oriental art of bonsai through this practical and comprehensive course. Eight lessons cover the selection of plants suited to bonsai, understanding the history and classic shapes which form the basis of the art, techniques of planting, training, pruning, watering & feeding and ways of using bonsai both indoors and outdoors. You will create several bonsai of your own during the course and receive constructive criticism from your tutor, as they help you develop your own personal bonsai style and techniques.

Fee: 52      Duration: 100 hrs

## CARNIVOROUS PLANTS VHT107

These fascinating plants provide entertainment and stimulation to the enthusiast. Nine lessons cover a range of cultivated carnivorous plants, paying particular attention to the Pitcher Plants (Nepenthes) and Sundews (Drosera).

1. Introduction -characteristics and classification, resources, etc.
2. Culture -soils, watering, pests, diseases.
3. Propagation And Container Growing
4. Pitchers (Nepenthes) and Sundews (Drosera)
5. Other Important Groups - (e.g. Bladderworts).
6. Lesser Grown Varieties of Carnivorous Plants
7. Australian Droseras
8. Growing and Using Carnivorous Plants -in containers, in the ground, as indoor plants.
9. Special Assignment

Fee: 52      Duration: 100 hrs

## CACTI AND SUCCULENTS VHT108

It's been said that people either love cacti or hate them. For lovers of cacti and succulents, this comprehensive eight lesson course is a must. The course studies major cacti & succulent groups and the differences in how to treat plants from each; in terms of soils, feeding, watering, pruning, pest control, planting procedures and more. It will stimulate your interest, and set you on the path to becoming an expert with these unique plants.

Fee: 52      Duration: 100 hrs

## GROWING CAMELLIAS VHT109

Beautiful camellias require little attention, once established, and yet there is so much to know about them. This course is a wonderful way of learning about the different groups of camellias (eg. japonicas, sasanquas, reticulatas), their special characteristics, and their culture. Develops your understanding of soils, feeding, watering, pruning, planting methods, pest & disease control, propagation, & more. Improve your ability to identify different varieties (both common and uncommon), and how to use camellias to achieve desired landscape effects.  
Fee: S2 Duration: 100 hrs

## GROWING CARNATIONS VHT110

A serious course equally valuable to the home enthusiast or the commercial cut flower grower. You learn about growing quality carnations (planting, watering, pest & disease control, fertilising), different ways of growing them (eg. as row crops in soil, in hydroponics, in a greenhouse); and harvesting, post-harvest treatments, and quality control.  
Fee: S2 Duration: 100 hrs

## CONIFERS BHT230

Nine lessons provide you with a systematic understanding of the way conifers are classified, show you how to identify the differences between types, and develop your understanding of cultural requirements common to the whole group and differences in cultural techniques needed for specific types of conifers. Sections of this course look in detail at trees (eg. Pines, Cedrus, Spruce), small shrubs, medium shrubs, native conifers, rarer varieties, landscaping, bonsai and other uses.  
Fee: S2 Duration: 100 hrs

## GROWING IRIS VHT111

This is a valuable course for anyone with a serious interest in irises either as a commercial grower or an enthusiastic home collector. You will gain an in-depth appreciation of the iris, how to grow them to achieve optimum results, and how to identify the different varieties of irises. Significant sections are included on landscaping with irises, hybridisation and propagation, harvest, post-harvest treatments, achieving and assessing quality, and exhibiting the flowers.  
Fee: S2 Duration: 100 hrs



## FERNS BHT314

A detailed look at the identification and culture of ferns. You learn to propagate (spores, division) different groupings (eg. epiphytes, ground ferns, tree ferns, maidenhairs, Asplenium, Blechnum, Nephrolepis, Pteris, etc.) - both common & uncommon species. Growing techniques (baskets, indoor/outdoor containers, terrariums) and cultural methods (soils, watering, pest & disease control) are also examined. There are eight lessons as follows:  
1. Introduction -classification & resources  
2. Culture -planting, mulching, watering, pest & disease, feeding, pruning, etc.  
3. Propagation -spore, division.  
4. Growing Specific Ferns.  
5. Other Important Fern Genera.  
6. Specialised Cultural Techniques: eg. indoor plants, showing, growing to sell etc.  
7. Designing a Fern Garden.  
8. Special Assignment -On one genera of ferns.  
Fee: S2 Duration: 100 hrs

## FUCHSIAS VHT112

Learn everything you ever wanted to know about fuchsias, from soil management & feeding to pruning and propagation. Learn how fuchsias are classified into several major groups, the characteristics of those groups & how/where to grow different types to achieve the best results. There are eight lessons as follows:  
1. Introduction  
2. Culture -Planting, staking, mulching, watering, pest & disease, feeding, etc.  
3. Propagation  
4. The Most Commonly Grown Varieties.  
5. Other Important Groups.  
6. The Lesser Grown Varieties  
7. Using Fuchsias -hanging baskets, topiary, container plants, tubs, espaliers, etc.  
8. Special Assignment - On one selected plant or group.  
Fee: S2 Duration: 100 hrs

## GERANIUMS & PELARGONIUMS VHT113

A wonderful course for enthusiasts. After an introductory section dealing with classification, physiology and information resources, you move on to develop an understanding of how to grow geraniums & pelargoniums to achieve best results. Throughout the course you make an in depth study of almost 50 different varieties, giving you a firm grasp on the subtle differences between the different cultivars in this group of plants.  
Fee: S2 Duration: 100 hrs

## ROSES BHT231

A unique, comprehensive course for rose enthusiasts, whether professionals or amateur growers. Over eight lessons you will study the following:

1. Introduction - identification & classification (modern and species roses are considered).
2. Culture - pruning, nutrition, pests & diseases, planting, watering, etc.
3. Propagation - seed, cuttings, layering, budding & grafting, etc.
4. Hybrid Teas and Floribundas.
5. Old World Roses.
6. Climbers, Miniatures, Standards & Weepers.
7. Using Roses - cut flowers, tubs, hydroponics.
8. Growing a Commercial or Flower Rose Crop.

Fee: S2 Duration: 100 hrs



## INTERIOR PLANTS BHT315

This is a course equally applicable to the professional interior plantscaper, or the home owner (or interior decorator) who aspires to achieve the very best results with their indoor plants. You will learn about the main family groups most indoor plants fall into, the cultural requirements and general characteristics of each of those groups, and from there develop the ability to select the right plant for the right situation. Many types of growing methods are covered (in pots, baskets, hydroponics, terrariums, greenhouses), as well as soil mixes, propagation, pest control, feeding and lots more.

Fee: S2 Duration: 100 hrs

## ORCHID CULTURE BHT232

Discover what orchids are all about, learn how to improve your results, and grow flowers which will be the envy of all who see them. This eight lesson course covers the following:

1. Introduction - classification, identification, plant structure.
2. Culture - potting mixes, watering, feeding, temperature, light, etc.
3. Propagation - seed, division, cuttings, tissue culture.
4. Cymbidiums And Dendrobiums.
5. Cattleyas, Vandas And Other Commonly Grown Orchids.
6. Australian Native Orchids.
7. Growing Orchids As Cut Flowers, Baskets, Epiphytes, Greenhouse Culture, etc.
8. Special Project On One Group Of Orchids.

Fee: S2 Duration: 100 hrs

## PERENNIALS BHT316

Over eight lessons you will learn what perennials are, the main types of perennial plants in fashion today, the cultural requirements of each (ie. feeding, watering, soil requirements, pruning, pest control), and how to utilise them to get the best out of them in the landscape. This is a course equally valuable to landscapers, nurserymen, cut flower growers and garden enthusiasts.

Fee: S2 Duration: 100 hrs

## PALMS & CYCADS BHT233

A wide variety of genera are covered, including Washingtonia, Phoenix, Howea & Macrozamia. An eight lesson course covering the following:

1. Introduction - identification, general characteristics of palms & cycads.
2. Culture.
3. Propagation.
4. Selecting Suitable Palms & Cycads
5. Pests & Diseases Of Palms & Cycads.
6. Using Palms & Cycads - growing indoors, landscaping with palms.
7. Commercial Applications.
8. Special in-depth Study Of One Group.

Fee: S2 Duration: 100 hrs

## PROTEAS BHT318

Learn where and how to grow one of the most stunning groups of plants in the world. With the right cultural techniques (e.g. proper drainage, soil treatments, irrigation methods, feeding, pruning, weed control), you can achieve top quality, large blooms in what might otherwise be considered poor horticultural conditions. There are eight lessons as follows:

1. Introduction
2. Culture -planting, staking, watering, feeding, pruning, soils etc.
3. Propagation
4. Commonly Grown Varieties -(eg. *P. cynaroides*, *P. mellifera* and *P. repens*).
5. Pests, Diseases and Problems  
Protea botany, pest, diseases, drainage.
6. Other Proteas to Grow.
7. Using Proteas -landscaping plants, cut flowers, harvest and post-harvest.
8. Special Assignment

Fee: S2 Duration: 100 hrs

## TROPICAL PLANTS BHT234

Learn where and how grow to plants that originate in or are suited to the tropics. It provides valuable instruction for both growing plants in warm places, or in protected places such as greenhouses.

There are ten lessons in this module as follows:

1. Introduction to Tropical Plants
2. Plant Cultural Practices
3. Tropical Annuals, Perennials and Bulbous Plants
4. Gingers and Heliconias
5. Cordylines and Palms
6. Climbers, Shrubs and Trees
7. Orchids, Ferns and Bromeliads
8. Tropical Herbs, Vegetables & Fruits
9. Growing Tropical Plants outside the Tropics
10. Landscaping with Tropical Plants

Fee: S2 Duration: 100 hrs

# AUSTRALIAN NATIVES

## AUSTRALIAN NATIVES I BHT113

Develop a broad understanding of Australian native plants; their identification, culture and use. Emphasis is placed on horticulturally important genera. There are nine lessons as follows:

1. Introduction - plant identification, characteristics of Australian flora.
2. Cultural Techniques.
3. Eucalypts.
4. Native Trees - Casuarina, Lophostemon, Angophora, Callitris, etc.
5. Acacias.
6. Melaleucas, Callistemons & Leptospermums.
7. Grevilleas.
8. Ground Covers And Small Shrubs.
9. Commercial Applications for Natives.

On successful completion of this course, you will be able to:

- Classify most significant cultivated native plants, to the family level.
  - Identify one hundred different species of native, inc. names & characteristics.
  - Determine cultural practices to maintain healthy native plants.
  - Explain the identification and culture of native trees, in particular Eucalyptus.
  - Explain the identification and culture of native shrubs, incl. Acacia, Melaleuca, Callistemon and Leptospermum.
  - Explain the identification and culture of different Proteaceous native plants, with emphasis on the genus Grevillea.
  - Explain the identification and culture of a range of ground covers and small shrubs.
  - Determine commercially viable applications for different native plants.
  - Prepare detailed planting designs using Australian native plants.
- Fee: S2 Duration: 100 hrs

## AUSTRALIAN NATIVES II BHT225

Focuses on smaller growing natives (eg. wildflowers, clumping plants, etc).

1. Introduction.
2. Growing Conditions - planting, feeding, pests & diseases, etc.
3. Heaths And Similar Plants. (eg. Thryptomene, Bauera, Astartea)
4. The Daisy Family (eg. Helichrysum, Helipterum, Celmisia).
5. The Legumes (Pultenaea, Kennedy, etc.)
6. Other Groups (Boronias, Crowea, etc.)
7. The Monocots (Native grasses, Native iris, Anigozanthus).
8. Commercial Applications for Wildflowers.

Fee: S2 Duration: 100 hrs

## ACACIAS VHT114

Learn about the identification, botany and culture (planting, watering, feeding, propagation) of wattles. Around 50 species are studied in detail. You also learn about the commercial uses of Acacias as building materials, food plants, for tanning, craft, etc

Fee: S2 Duration: 100 hrs

## AUSTRALIAN NATIVE TREES VHT115

This course first teaches you about different types of Australian flora, plant identification, information sources, planting, feeding, soils, pests and diseases, watering, propagation and transplanting. The remaining lessons deal with selected varieties of trees, windbreak planting, agroforestry, tree maintenance and tree selection.

Fee: S2 Duration: 100 hrs

## AUSTRALIAN NATIVE FERNS VHT116

Learn which ferns occur naturally in Australia, how to identify them, where to obtain accurate information, propagation, growing and using ferns in baskets, terrariums and gardens.

Fee: S2 Duration: 100 hrs

## EUCALYPTS VHT117

An introduction to the genus Eucalyptus, covering identification, culture (propagation, soils, landscape uses, feeding). Throughout the course you build both a knowledge of the group as a whole, and of the range of species you can identify.

Fee: S2 Duration: 100 hrs

## GROWING GREVILLEAS VHT118

Become an expert on Grevilleas through this eight lesson course. It provides a thorough grounding in identifying, growing and using grevilleas.

Fee: S2 Duration: 100 hrs



## ENVIRONMENTAL STUDIES VEN100

This course is an excellent introduction to environmental studies. It will give the student a broad based grounding in environmental and conservation issues, and can serve as a course in its own right or as a platform for higher learning. There are six lessons in this course as follows:

1. Living Things - Classification of plants and animals; identifying living organisms; using identification keys.
2. Basic Ecology - Populations; communities; ecosystems; constituents of ecosystem; the ecosphere; the web of life; habitats and niches; humans in the environment.
3. Global Environmental Systems - The Earth's structure; the atmosphere; climatic systems; Gaia theory; the carbon dioxide cycle; El Nino.
4. Environmental Problems - Deforestation; loss of agricultural land; loss of biological diversity; loss of water; loss of non renewable resources; environmental weeds; the Greenhouse Effect; Ozone depletion and ozone as a Greenhouse gas.
5. Conservation - The definition and goals of conservation; the history of conservation; natural resources (renewable and non renewable).
6. Acting Locally: Thinking Globally - Humans and water; how to minimize water usage; energy use in the home; reducing household waste; domestic transport and its effect on pollution; building materials and their environmental impact.

Fee: \$1 Duration: 100 hrs

## INTRODUCTION TO ECOLOGY BEN101

An introductory course covering living organisms, the places they live, and the relationships that occur between them. It covers the general principles of ecology and is suited to anywhere on our planet. There are seven lessons:

1. Ecosystems and Populations
2. The Development of Life
3. Animals, Parasites and Endangered Species
4. Fungi, Tundra, Rainforests and Marshes
5. Mountains, Rivers and Deserts
6. Shallow Waters
7. The Greenhouse Effect and the Environment

Fee: \$1 Duration: 100 hrs

## EARTH SCIENCE BEN204

Earth Science presents an all round introduction to the Earth, its structure and Earth processes.

Lessons cover the following areas:

- \* The Solid Earth
- \* Composition of the Earth
- \* The Earth's Magnetic Field
- \* Continental Drift, Volcanism and Earthquakes
- \* Rocks and Minerals
- \* The Oceans, Air and Weather
- \* The Greenhouse Effect, El Nino and Global Weather
- \* Patterns
- \* Modern Environmental Issues

Fee: \$3 Duration: 100 hrs

## ENVIRONMENTAL ASSESSMENT BEN301

This course covers the basics of what Environmental Scientists need to know to conduct Environmental Assessment. Lessons cover the following:

- \* Introduction to Environmental Practice
- \* Environmental Law around the Globe
- \* Types of Environmental Assessments
- \* Environmental Reports and Data Presentation
- \* Case Studies
- \* Research Project

Fee: \$3 Duration: 100 hrs

## ENVIRONMENTAL WASTE MANAGEMENT BEN202

A dynamic course that looks at how waste is disposed of in natural cycles and how to manage waste disposal. Lessons include:

1. Domestic Waste
2. Street Cleaning and Disposal of Refuse
3. Industrial Waste
4. Toxic and Nuclear Waste
5. Water Quality and Treatment
6. Recycling Waste

Fee: \$2 Duration: 100 hrs



## WILDLIFE MANAGEMENT BEN205

This course develops both a theoretical and practical understanding of how to manage animals in their natural environments. It covers ecology, wildlife management principles, population dynamics, wildlife censuses, carrying capacity, wildlife habitats, relevant legal and administrative concerns, and more. It is relevant to a broad range of wildlife types.

Fee: \$3 Duration: 100 hrs

## VERTEBRATE ZOOLOGY BEN104

Develops your ability to distinguish between types of vertebrate animals, with a particular emphasis on mammals. Ten lessons:

1. Vertebrate Taxonomy, Physiology and Diversity
2. Fishes
3. Ectotherms. Amphibians, Reptiles
4. Birds
5. Overview of Mammals: Physiology & Taxonomy (Differentiate Marsupials & Eutherians; Monotremes, Therians, etc)
6. Gillres and Insectivora
7. Carnivores (Order: Ferae)
8. Ungulata
9. Marsupials (Order Marsupialia)
10. Archonta-Primates, bats, lemurs, shrews

Fee: \$3 Duration: 100 hrs

## NATURE PARK MANAGEMENT 1 BEN120

The student will develop a sound understanding of the natural environment and basic ecological principles and learn a variety of skills ranging from basic gardening and nature park design to erosion control, weed control and tree surgery.

Topics are as follows:

- \* The Environment: Plants and Animals - Basic ecology, interrelationship between living and non-living components.
- \* Introduction to Native Plants
- \* Soils - Different types of soils, soil properties, improving soils, compost making
- \* Gardening Skills and Techniques
- \* Basic Landscape Design Procedure - Landscape principles and elements, pre-planning information, preparing a landscape plan
- \* Landscape Drafting and Contraction - Basic drawing skills, Introduction to Contracts and Specifications
- \* Design of Nature/Wilderness Areas - for minimising human impact and providing for different activities
- \* Weed Control - chemical and non-chemical methods
- \* Pest and Disease Management in Plants - Identifying the problem and control methods
- \* Culture of Native Plants - Cultural methods and plants for problem areas
- \* Plant Nutrition - Plant nutrient requirements, types of fertilisers, nutrient problems
- \* Pruning and Tree Surgery - Techniques to overcome problems
- \* Turf Care - Varieties, preparing a lawn, maintenance, equipment and turf problems
- \* Rehabilitation: Problems and Solutions - Soil degradation and rehabilitation techniques

Fee: \$3 Duration: 100 hrs

## NATURE PARK MANAGEMENT II BEN207

This course is a natural progression from Nature Park Management I, but can be taken in its own right. It concentrates more on native plants and using them to create natural balanced ecosystems. You also learn to create nature trails, build rockeries and pathways, construct ponds and watercourses, design picnic grounds and animal enclosures and market a nature park. The following areas are covered:

- \* Creation and Maintenance of Australian Ecosystems - Plant associations and earthworks.
- \* Rockeries - Types of rock grouping and plants.
- \* Propagation - Techniques, seed, cuttings, etc.
- \* Marketing - Advertising, brochures, etc.
- \* Eucalyptus - An introduction to the use of Eucalypts.
- \* Proteaceae Australian Natives - An introduction to Mimosaceae (eg: Acacia), Caesalpiniaaceae (eg: Cassia) and Fabaceae (eg: Kennedyya).
- \* More Australian Native Plants - An introduction to other Australian plant genera; eg: ferns, conifers, Melaleuca and Callistemon.
- \* Wildlife Park Management - Keeping animals: legislation, enclosures and permits.
- \* Picnic Areas - Facilities, litter, etc.
- \* Playground Design - Equipment, materials, safety, costing, etc.
- \* Water Landscapes - Water features, pools, maintenance, etc.
- \* Park Interpretation - Techniques, program design, etc.
- \* Trail Design and Construction - Fun and fitness trails, surfacing materials and design.

Fee: \$3 Duration: 100 hrs

## WATER CONSERVATION AND MANAGEMENT BEN302

1. Introduction to water conservation
2. Water conservation at home
3. Water conservation in the workplace
4. Water management
5. Water conservation in Primary Production I
6. Water conservation in Primary Production II
7. Water conservation in Services industries
8. Water conservation and Health
9. Water conservation in other sectors
10. Water treatment, reuse and recycling

Fee: \$3 Duration: 100 hrs



## TREES FOR REHABILITATION BHT205 (LANDCARE REAFFORESTATION)

This course develops an understanding of environmental systems and the rehabilitation of degraded landscapes with an emphasis on trees. The lessons are:

1. Approaches to Land Rehabilitation
2. Ecology of Soils and Plant Health
3. Introduction to Seed Propagation Techniques
4. Propagation and Nursery Stock
5. Dealing with Chemical Problems
6. Physical Plant Effects on Degraded Sites
7. Plant Establishment Programs
8. Hostile Environments
9. Plant Establishment Care
10. Rehabilitating Degraded Sites

Fee: \$2 Duration: 100 hrs

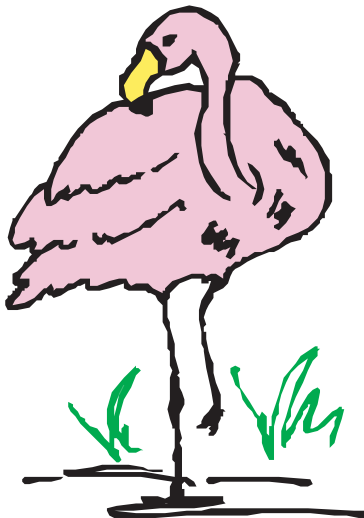
## CONSERVATION AND ENVIRONMENTAL MANAGEMENT

BEN201

An excellent course to follow "Introduction to Ecology" with 8 lessons as follows

1. Introduction to Ecology
2. Environmental Problems
3. Pollutions and Effects of Industry
4. Water and Soil
5. Vegetation and Conservation Management
6. Animal Conservation and Management
7. Marine Conservation and Management
8. The Future

Fee: \$2 Duration: 100 hrs

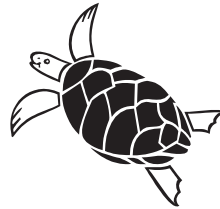


## MARINE STUDIES I BEN103

A comprehensive course for anyone wanting to develop their knowledge of marine life and ecology, whether for work or general interest. The course covers:

1. Marine Ecology
2. Shallow Waters
3. Shell Fish
4. Squid, Octopus, etc
5. Fishes Part A
6. Fishes Part B
7. Marine Mammals
8. Turtles, Sea Snakes, Sea Birds, etc

Fee: \$2 Duration: 100 hrs



## MARINE STUDIES II BEN203

This course follows on from Marine studies I, extending your knowledge of a wide variety of marine organisms, including:

- \* Simple Organisms (Protists, Sponges etc)
- \* Marine Plants
- \* Cnidarians and Worms: Anemones, Jellyfish, etc
- \* Arthropods I: Spiders, Shellfish, Octopus, Crabs, Shrimp, Prawns, Lobsters
- \* Echinoderms and other Animals, including Starfish, Sea urchins, Sea cucumbers
- \* Non Bony Fishes: Lampreys, Hagfishes, Sharks and Rays
- \* Bony Fishes
- \* Marine Mammals

Fee: \$2 Duration: 100 hrs

## ORNITHOLOGY BEN102

A course for amateurs or anyone working with birds. Nine lessons develop your ability to identify and understand the habits of different birds from water birds to parrots, to town birds and birds of prey.

1. Classification & Introduction to Birdwatching
2. The Biology of Birds
3. Common and Widespread Land Birds
4. Giant Birds & Long Legged Birds
5. Seabirds & Waterbirds
6. Hunters
7. Birds of Prey, Owls, Kingfishers
8. Other Birds
9. Attracting, Feeding & Keeping Birds

Fee: \$1 Duration: 100 hrs

## ACADEMIC STAFF ... continued

**Dr Lynette Morgan** B.Hort.Sc., PhD

**Carmen Locke** B.App.Sc. (hons)

**Lyn Quirk** MProfEd., Adv.Dip. Compl. Med. (Naturopathy), Adv.Dip. Sports Therapy, Ad Cert.Mgt

**Yvonne Sharpe** RHS Cert. Hort., Cert.Ed., Dip.Mgt., M. Hort., M.Ed. (Part)

**Katrina Spark** B.Photo., B.Int.Des.

**Alison Sweet** BSc., PhD

**Rachel Syers** B.Journalism

**Max Tay** MBA, IDPM Diploma, Dip. Comm.Mgt., MACS, MMIM

**Tracey Winning** B.Bus (Acc.), Adv.Dip.Arts (Media), Cert.Mort.Lend.

## ADMINISTRATION DEPARTMENT

Leonie Mason Administration Director

Melissa Denton Quality Control Manager

Jolene Cross

Kerri Smith

Elaine Wilson

Angus Thompson I.T



### **DISTANCE EDUCATION IS OFTEN BETTER THAN THE CLASSROOM!**

In the past, classroom education had advantages over distance education; but that is no longer the case. Classroom education is so costly today. It is not uncommon for corners to be cut and service to suffer. Technology has at the same time, made services through distance education bigger and better than ever; without increasing costs.

In today's world, distance education often provides better opportunities than the classroom education, for interacting with tutors, and quickly accessing student support and information services.

ACS Distance Education now offers a range of online courses which are highly interactive and feature self assessment quizzes, online videos and fast tutor access. For more information about online learning see [www.acseduonline.com](http://www.acseduonline.com)

**Enrol online at [www.acs.edu.au](http://www.acs.edu.au) or [www.acsedu.co.uk](http://www.acsedu.co.uk) and get your enrolment processed much quicker. Our site is SSI secured**



# CERTIFICATES AND DIPLOMAS IN ENVIRONMENTAL STUDIES

It is possible to undertake Proficiency Awards, Certificates, Diplomas and other formal qualifications with ACS. With these formal qualifications, exams are compulsory, and they attract exam fees which are separate to the course fee. Contact the school to determine how many exams you need to complete for your course.

You have two choices: 1. A Standard Course      2. Design Your Own Course from Electives Offered  
How do you choose which type of course ? 1. If you like the sound of a standard course, do it!  
2. If you can't find a standard course that suits, design your own course!

## STANDARD COURSES OFFERED

These courses have been designed to meet specific needs. The combination of subjects has been balanced to provide a sound foundation in a core area.

### PROFICIENCY AWARD IN ENVIRONMENTAL MANAGEMENT VEN001

This is awarded on completion of:

- a/ Three Environmental Courses:  
(including passes in three examinations)
- b/ A workplace project or work experience  
(approved by a tutor and equal to 200 hours)

Fee: PA      Duration: 500 hrs

### CERTIFICATE IN NATURE PARK MANAGEMENT VHT002

A certificate for anyone interested in working in Zoos, Wildlife Parks, Nature Reserves, National Parks or similar locations.

Six modules must be completed including:

- \* Nature Park Management I and II

Plus four electives must be chosen from the following list:

- \* Ecotour Management
- \* Ecotour Tour Guide Course
- \* Introduction to Ecology
- \* Weed Control
- \* Wildlife Management
- \* Conservation and Environmental Management
- \* Ornithology
- \* Practical Horticulture I
- \* Marine Studies I
- \* Vertebrate Zoology
- \* Animal Health Care
- \* Environmental Assessment
- \* Workplace Health & Safety

Fee: CT      Duration: 600 hrs

### ADVANCED DIPLOMA IN HORTICULTURE (PARKS AND RECREATION) VHT009

This course provides training for people to work in the management and development of recreation and park facilities and services. It is relevant to all types of situations including municipal parks, national parks, tourist facilities (eg: resorts), etc. It is currently the only Advanced Diploma in this field which is nationally accredited.

Ask for more details.

## DESIGNING YOUR OWN COURSE

You can choose any combination of subjects offered within the guidelines on page 10.

Your selection must be approved by an academic officer or tutor before the enrolment is accepted.

To enroll, simply tell us the modules you propose studying, when you submit the enrolment application.

# ECOTOURISM

Ecotourism is one of the fastest growing sectors in the travel industry world wide. It involves providing people with holiday or leisure experiences in natural areas (eg: mountains, forests and sea). With this rapid growth in ecotourism, there is also a rapid growth in job opportunities, managing ecotour facilities or planning and conducting ecotour activities. The following courses may be taken to enhance job opportunities, or simply to develop skills and interests for your own personal wellbeing.

## JOINT STUDIES WITH NEEF

The following Ecotourism courses are open to all students. For those wishing to progress on to higher qualifications, ACS is offering a series of qualifications that can be studied in part through this school; and in part through the National Ecology and Environment Foundation (NEEF). NEEF is a highly reputable non profit, non government body operating throughout India with highly qualified and reputable experts from the fields of engineering, science, economics and policy. Under an arrangement between NEEF and Saint Mary of the Woods College in the USA, ACS graduates can undertake further studies to attain Post Graduate Degree/Diploma or Ph.D qualifications.

## ECOTOUR MANAGEMENT BTR101

This course develops your ability to establish and operate an ecotourism enterprise. The nine lessons are as follows:

1. Nature and Scope of Ecotourism
2. Management Issues
3. Industry Destinations
4. The Tour Desk/Office
5. Accommodation Facilities
6. Catering Facilities
7. Legal Considerations
8. Safety
9. Planning an Ecotourism Activity

Fee: S2 Duration: 100 hrs

## BUSHCRAFT AND WILDERNESS ACTIVITIES BTR201

This course develops skills in bushcraft, while building an understanding of wilderness skills and an ability to manage the needs of a group of people while in a wilderness area. The ten lessons are as follows:

1. Understanding Wilderness Areas
2. Equipment
3. Protection from the Elements
4. Natural Resources
5. Navigation
6. Dealing with Emergencies
7. Camping
8. Passive Land Based Activities
9. Water Based Adventure Activities
10. Active Land Based Adventure Activities

Fee: S2 Duration: 100 hrs

## ECOTOURISM TOUR GUIDE COURSE

### BTR301

This course develops your ability to organise and conduct ecotourism services including tours and activities. The course is divided into the following ten lessons as follows:

1. Ecotourism Basics
2. Interpretive Services in Ecotourism
3. Ecology and Conservation
4. Plant and Animal Classification and Identification
5. Geology/Geomorphology
6. Interpreting Aquatic Environments
7. Interpreting Land Environments
8. Planning an Ecotour
9. Ecotour Displays
10. Leading an Ecotour

Fee: S2 Duration: 100 hrs

## ADVENTURE TOURISM BTR302

This exciting course covers the scope and nature of adventure tourism in today's market and looks at the sources and types of opportunities available. Other topics include: outdoor adventure and management training, the customer, artificial environments, supply, geography, sustainability and environmental impacts and risk management Insurance.

Fee: S3 Duration: 100 hrs

## PROFICIENCY AWARD IN ECOTOURISM

### BTR001

The Proficiency Award in Ecotourism is made up of:

- (A) Three ecotourism courses (BTR101, BTR201, BTR301) (including passes in three examinations)
- (B) A workplace project or work experience (approved by a tutor)

TO DESIGN YOUR OWN CERTIFICATE OR DIPLOMA. SEE PAGE 10

# HOSPITALITY AND TOURISM

Hospitality and tourism are two of the fastest growing sectors of the global economy. As certain parts of the world become increasingly affluent, people travel more and spend more time on leisure activities such as wining and dining. With the appropriate skills and knowledge, your job or business prospects can be enhanced considerably by studying the following courses.

## **HOTEL MANAGEMENT BTR202**

This course provides an introduction of skills necessary for successful hotel and accommodation management. The nine lessons are:

1. Scope and Nature of Hotel Management
  2. Organisation of the Hotel Workplace
  3. Staff Management in Hotels
  4. Control Systems
  5. Front Desk Management: Records, Billing, Reception, Handling enquiries etc.
  6. Servicing rooms and General Cleaning
  7. Building and Facility Maintenance
  8. Activities Management: Tour desk, Gymnasium, Events, etc
  9. Food Service
- Fee: S2 Duration: 100 hrs

## **FOOD AND BEVERAGE MANAGEMENT BTR102**

This is an important aspect of the hospitality industry and career opportunities in food service exist everywhere. Learn the skills needed to operate or work in a restaurant, food service or catering business. The lessons are:

1. Human Nutrition
  2. Cooking
  3. Kitchen and Food Management
  4. Planning a Menu
  5. Alcoholic Beverages
  6. Tea, coffee and Non-alcoholic Beverages
  7. Scope and Nature of Catering Services
  9. Managing Catering Services
- Fee: S2 Duration: 100 hrs

## **BED AND BREAKFAST (GUESTHOUSE) MANAGEMENT BTR203**

The bed and breakfast business is booming, as a weekend getaway or as a comfortable alternative to holiday accommodation. Learn to set up and/or manage a bed and breakfast operation, or guesthouse. The lessons are:

1. Introduction to management/marketing
  2. Facilities and decor
  3. Customer service
  4. Equipment
  5. Supplying meals
  6. Food purchasing
  7. Records and financial management
- Fee: S2 Duration: 100 hrs

## **BAR SERVICE VTR204**

This course provides basic knowledge for attending a bar or working as a drinks attendant. This subject has 6 lessons as follows:

1. Introduction - Industry orientation, presentation, bar equipment and layout etc.
  2. Alcoholic Product Orientation
  3. Non Alcoholic Drinks
  4. Service Procedures - Dealing with customers, food handling, tray service, accounts etc
  5. Mixing Drinks
  6. Wine Appreciation
- Fee: S1 Duration: 100 hrs

## **TOURISM I BTR103**

A comprehensive course to develop skills in tourism planning and management. The course covers:

- \*Travel Industry Overview/Introduction
  - \*Destinations
  - \*Money, Insurance & Legalities
  - \*Transport - Airline reservations
  - \*Transport - Car Rental
  - \*Transport - Boat, bus, rail etc
  - \*Accommodation
  - \*Package Tours
  - \*Travel Agency Systems
  - \*Special Project - planning a trip
- Fee: S2 Duration: 100 hrs

## **TOURISM II BTR204**

Topics covered in this course include:

- \*Scope of travel businesses: package tours, day tours, accommodation, and attractions.
  - \*Types of tourism: Adventure, Business, R and R, Cultural and other types
  - \*Accommodation Types: Resorts and Hotels
  - \*Low Budget Accommodation: Camping, Backpackers
  - \*Attractions: Events, Culture, History; Natural; Theme parks, Business etc
  - \*Visitor Management
  - \*Contingency Planning
  - \*Packaging a Tour -Planning the Itinerary; costing; delivery; review etc
- Fee: S3 Duration: 100 hrs



See 'Event Management' pg 55

# CERTIFICATES AND DIPLOMAS IN HOSPITALITY AND TOURISM

It is possible to undertake Proficiency Awards, Certificates, Diplomas and other formal qualifications with ACS. With these formal qualifications, exams are compulsory, and they attract exam fees which are separate to the course fee. Contact the school to determine how many exams you need to complete for your course.

You have two choices: 1. A Standard Course  
2. Design Your Own Course from Electives Offered

How do you choose which type of course ?

1. If you like the sound of a standard course, do it!
2. If you cannot find a standard course that suits, design your own course!

## STANDARD COURSES OFFERED

These courses have been designed to meet specific needs. The combination of subjects has been balanced to provide a sound foundation in a core area.

### PROFICIENCY AWARD IN TOURISM AND HOSPITALITY VTR001

This Proficiency Award consists of:

- (a) Hotel Management; Food and Beverage; and Ecotour Management (including passes in three examinations)
- (b) A workplace project or work experience (approved by a tutor and equal to 200 hours)

Fee: PA Duration: 500 hrs

### ASSOCIATE DIPLOMA IN HOSPITALITY AND TOURISM VTR002

This Associate Diploma consists of:

- (a) The following 13 modules: Tourism I, Tourism II, Hotel Management, Food and Beverage Management, Bar Service, Event Management, Facility Management, Ecotour Management, Ecotourism Tour Guide Course, Supervision I, Sales Management, Bookkeeping I, Fitness Leaders Certificate
- (b) Research Project I (100 hours)
- (c) 100hrs of Industry meetings/work experience

This course is accredited through the International Accreditation and Recognition Council.

Fee: AS Duration: 1500 hrs

## DESIGNING YOUR OWN COURSE

You can choose any combination of subjects offered within the guidelines on page 10.

Your selection must be approved by an academic officer or tutor before the enrolment is accepted.

To enroll, simply tell us the modules you propose studying, when you submit the enrolment application. For example, to design a Certificate in Tourism, you might choose any six of the following:

Tourism I, Tourism II, Food and Beverage Management, Event Management, Facility Management, Ecotour Management, Ecotourism Tour Guide Course, Adventure Tourism.

## LEISURE MANAGEMENT I BRE103

During this course you will learn to develop strategies to market recreation facilities or services. The course

shows you how to:

- \* Process complaints
- \* Monitor a membership databases to ensure return business
- \* Manage the delivery of a service to ensure customer satisfaction
- \* Develop marketing and promotions to maintain or increase business

Fee: 52 Duration 100 hrs

## LEISURE MANAGEMENT II BRE104

People are a key resource for any business. This course develops an understanding of important human resource issues such as work schedules, developing a team approach, team performance, staff recruitment, evaluating staff performance and communication between staff.

Fee: 52 Duration: 100 hrs

## LEISURE MANAGEMENT III BRE204

Keeping accurate and efficient financial records is paramount for successful businesses. During this course you will learn to develop strategies for managing clerical and financial aspects of a recreation facility or service. The course covers: financial records, budgets, legal reporting, liaising, managing documents, forming a resource library and using information technology.

Fee: 52 Duration: 100 hrs

## LEISURE MANAGEMENT IV BRE305

This course covers policy development and management, operational procedures, planning process management, meeting and conference management and supervising reports.

Fee: 52 Duration: 100 hrs

## LEISURE FACILITY MANAGEMENT I BRE205

Part 1: A comprehensive introductory course focusing on the management and development or redevelopment of recreation facilities. Subjects cover the nature of recreation and fitness facilities, legal requirements during construction, the management of minor construction projects and evaluating fitness and recreational equipment. The course is an accredited Advanced Diploma module.

Part 2: This course develops skills to manage day to day operations of facilities such as gyms, health clubs, swimming pools, or recreation facilities. The course deals with managing bookings, purchasing, safety, contingencies and insurance.

Fee: 53 Duration: 100 hrs

## RECREATION LEADERSHIP VRE100

Develop your understanding of and capacity to apply leadership skills in any recreation leadership situation.

There are seven lessons as follows:

1. Introduction to Leadership (nature, scope, styles, differentiation from management, supervision, planning etc)
2. Leadership Characteristics/Qualities
3. Interpersonal Relationships
4. Communication Skills
5. Team Building
6. Systematic and Lateral Thinking
7. Applications

Fee: 51 Duration: 100 hrs

## PLAY LEADERSHIP VRE101

A valuable course for anyone working or wishing to work with children. There are 10 lessons covering:

1. Understanding Play.
2. Child Development through Play.
3. Types of Play - physical, social, adventure etc.
4. Safety in Play
5. Activities
6. Apparatus
7. Equipment
8. Leadership Skills
9. Planning Play Programs
10. Structured and Unstructured Play

Fee: 51 Duration 100 hrs

Bushcraft and Wilderness Skills ...see under Ecotourism courses



## LEISURE FACILITY MANAGEMENT II

BRE306

Part 1: This course relates to the management and maintenance of both indoor and outdoor facilities and equipment, including swimming pools, locker rooms, buildings, gymnasiums and sports turf. Content includes monitoring the condition of equipment, routine maintenance programming and simple repair procedures.

Part 2: This course develops a manager's ability to participate effectively as part of a design team, for major works; or to plan and direct contractors in the development of minor facilities. It covers:

- \* Ergonomic considerations
- \* Managing construction work
- \* Design of sportsgrounds
- \* Design of indoor facilities
- \* Design of gymnasium equipment

Fee: S3      Duration: 100 hrs

## EVENT MANAGEMENT BRE209

This course develops knowledge and skills in the planning and management of special events including concerts, festivals, exhibitions and sporting events. It covers: scope and nature of special events; originating and developing a concept, timing; funding, budgeting, sponsorships, marketing; managing finances, human and physical resources, risk management, event coordination and evaluation after the event. Content includes:

1. Scope and Nature of Event Management
2. Developing the Concept
3. Physical and Human Resources
4. Project Logistics
5. Marketing an Event
6. Financial Management
7. Risk Management
8. Staging the Event
9. After the Event

Fee: S3      Duration: 100 hrs

## HEALTH AND WELLBEING VRE102

The course develops an understanding of the nature and scope of human health and wellbeing, as well as the health and fitness industry. Content includes:

1. Introduction: resources and services
2. Modern Lifestyle Problems: motivation and exercise, food, drugs, alcohol, etc.
3. Human Nutrition: food groups, fibre, vitamins and minerals, what to eat.
4. Healthy Eating: nutrition for healthy people, adolescents, various age groups, pregnant women etc
5. Stress Management: relaxation, lifestyle etc
6. Preventative Health
7. Alternative Medicine
8. Basic First Aid

Fee: S1      Duration: 100 hrs

## HEALTH AND FITNESS I BRE101

(FITNESS LEADERSHIP)

This course aims to develop an understanding of the fitness industry, and skills to explain exercise and its importance to human health. A component of the Fitness Leaders Certificate. Content includes:

- \* Introduction to Health and Fitness
- \* Exercise Physiology
- \* Exercise Principles and Cardiorespiratory Programming
- \* Biomechanics and Risk
- \* Fitness Program Design
- \* Delivering a Fitness Program
- \* Safety, Injury and General Wellbeing
- \* Fitness programs for Special Groups

Fee: S2      Duration: 100 hrs

## HEALTH and FITNESS II BRE201

(FITNESS PROGRAM MANAGEMENT)

This course develops the skills to manage fitness oriented services and includes:

- \* Physiology related to fitness and health
- \* Fitness testing and evaluation
- \* Liability issues
- \* Resistance training
- \* Exercise programming and prescription
- \* Fitness leadership and communication
- \* Effect of fitness on wellbeing and health problems during exercise (eg: dizziness, nausea, hyperventilation, asthma).

Prerequisites: Health and Fitness I, or a recognised fitness leaders certificate.

Fee: S2      Duration: 100 hrs

## HEALTH AND FITNESS III BRE301

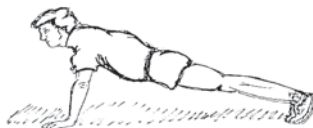
(FITNESS EVALUATION and MANAGEMENT)

This course develops skills in analysis, evaluation and consequential management of health and fitness characteristics for a specific individual. It covers:

- \* Health risks in modern society
- \* Community health and fitness
- \* Health and Fitness evaluation methods
- \* Analysis of fitness evaluation

Prerequisites: Health and Fitness II or equivalent.

Fee: S2      Duration: 100 hrs



## **SPORTS PSYCHOLOGY BPS106**

This course aims to develop your understanding of the psychology of sport and exercise, and how to apply it as a coach or athlete, to improve motivation and performance.

Content includes:

1. Introduction
2. Psychological Traits of Successful Athletes
3. Anxiety and Arousal
4. Motivation
5. Aggression
6. Leadership and Coaching
7. Team Dynamics
8. Special Groups

Fee: S2      Duration: 100 hrs

## **HUMAN NUTRITION I BRE102**

This course provides a broad understanding of the make up of foods and how the human body utilises those foods. There are nine lessons as follows:

1. Introduction to Nutrition: food types
2. The Digestive System
3. Absorption and Enzymes
4. Energy Value of Foods
5. Carbohydrates and Fats
6. Proteins
7. Vitamins and Minerals
8. The role and purity of Water
9. Nutrient Disorders

Fee: S2      Duration: 100 hrs

## **HUMAN NUTRITION II BRE202**

This course teaches you how to develop a well balanced diet.

There are eight lessons:

1. Cooking and its effect on Nutrition
2. Food Processing and its effect on Nutrition
3. Recommended Daily Intake of Nutrients
4. Vitamins
5. Minerals
6. Planning a Balanced Diet
7. Assessing Nutritional Status and Needs
8. Timing of Meals and Needs of Special People

Fee: S2      Duration: 100 hrs

## **HUMAN NUTRITION III BRE302**

This course deals with the management of foods to optimise health. There are eight lessons as follows

1. Problems with Eating
2. Dental problems
3. Fibre and Bowel Diseases
4. Different Ways of Eating
5. Food Toxicity A
6. Food Toxicity B
7. Detoxification/Body Cleansing
8. Consulting/Giving Advice

Fee: S2      Duration: 100 hrs

## **CHILDREN'S NUTRITION BRE 304**

This course will enable you to understand the essential aspects of childhood nutrition and assist you to utilize healthy nutritional practices. Topics covered include:

1. Introduction to Child Nutrition
2. Nutrition for Pre-Pregnancy
3. Nutrition in Pregnancy
4. Nutrition in Infants
5. Nutrition in Childhood
6. Nutritional Concerns
7. Healthy Eating Behaviours
8. Issues in Child Nutrition
9. Childhood Obesity
10. Diet Plans

Fee:S3      Duration: 100 hrs

## **SPORTS NUTRITION BRE303**

There are nine lessons:

1. Introduction
2. Energy
3. Energy in the athlete's body
4. The training diet
5. The competition diet
6. Fluids
7. The Athlete's Body Composition
8. Weight Management
9. Training for Size and Sport Supplements

Fee: S2      Duration: 100 hrs

## **HEALTHY BUILDINGS I (BUILDING CONSTRUCTION AND HEALTH) BSS200**

Develops skills to determine the impact of building construction characteristics upon human health, and to make building design recommendations that improve habitability. The course covers building materials, construction techniques, electrical wiring, temperature and light control, ventilation, plumbing, ergonomics and psychological factors.

Fees: S2      Duration: 100 hrs

## **HEALTHY BUILDINGS II (BUILDING ENVIRONMENT AND HEALTH) BSS300**

Develops skills to evaluate, describe and explain how physical characteristics of a building and its surrounds have an impact upon human health. Topics include:

- \* The macro-environment (location)
- \* Garden impact on interior environments
- \* Furniture
- \* Paints and finishes
- \* Pesticides and alternatives

Fees: S2      Duration: 100 hrs



## **PERSONAL FITNESS VRE103** (was Fitness Re003)

This highly practical course helps you to understand what fitness really is, and enables you to develop a balanced fitness program for yourself or for people around you. There are eight lessons as follows:

1. The Human Body
2. Fitness Testing
3. Principles of Exercise Programming
4. Fitness Testing - age/sex differences, simple tests.
5. Exercise for Aerobic Fitness
6. Exercise for Suppleness
7. Exercise for Strength
8. Weight Control and Other Special Aspects

This is a module from an Advanced Certificate.

Fee: \$1 Duration: 100 hrs

## **RESISTANCE AND GYM SUPERVISION BRE206**

This has been written to satisfy the Fitness Instructor specialist module requirement for the Fitness Leaders Certificate. Students must have access to a gym for the practical component. Content includes:

\*Types of Resistance Training plus practicum

\*Equipment and Applications

\*Understanding Movements

\*Selection of Exercises

\*Developing Training Methods

\*Planning a Program

Fe: \$1 Duration: 100 hrs

## **AQUAFITNESS BRE207**

This course is written by John Mason, author of Aquafitness, published by Kangaroo Press. Content includes:

\*Introduction

\*Equipment and Facilities

\*Types of exercises

\*Hydrostatic and Hydrodynamic Principles

\*Safety and Health

\*Program Design

\*Leading a Program

This course satisfies the Aquafitness Instructor specialist module requirement for the Fitness Leaders Certificate run by ACS.

Fee: \$1 Duration: 100 hrs

## **PERSONAL ENERGY MANAGEMENT VRE105**

Develops heightened awareness of your potential energy and limitations to that energy in order that you may better manage this important but finite resource. There are seven lessons.

1. Personal Energy: A Key to Success
2. 13 Keys to Effective Energy Management
3. 10 Falsehoods About Managing Energy Supply
4. The "Other" Energies, Emotional and Intellectual
5. The Myth of Invincibility
6. The Limits of Stress and Time Management
7. Committing Occupational Suicide

Fee: \$3 Duration: 100 hrs

## **ADVANCED AEROBICS BRE208**

This course covers modules from the Fitness Traineeship; however it does not guarantee traineeship credits. The 6 lessons include:

1. Organising a Class
2. Safety and Efficiency
3. Managing the Workload
4. Teaching Aerobic Activities
5. Class Design
6. Leadership and Participation

Fee: \$1 Duration: 100 hrs

## **FITNESS RISK MANAGEMENT VRE104**

This course further explores human wellness with emphasis on common back and weight problems. Content includes:

1. Understanding Human Wellness
2. Advising on Human Wellness
3. Fitness Tests
4. Interpreting Fitness Tests
5. Understanding Back Problems
6. Recognising and Addressing Back Problems
7. Preventative Back Care
8. Understanding Weight Control
9. Weight Control Methods

Fee: \$1 Duration: 100 hrs



## **LIFE COACHING BPS305**

This course will develop your ability to motivate yourself or others to set and achieve goals. Students working in health, counselling, social work, natural therapies, business, or education can benefit from this course, which can be taken alone or as a module in a Life Coaching Certificate or Diploma.

The 10 lessons cover: Nature and scope of life coaching, Individual perceptions, well-balanced life, Coaching processes, Coaching skills, Coaching and physical well-being, Coaching and psychological well-being, Coaching success, Goal-setting, Review and adjustment.

Fee: \$3 Duration: 100 hrs

# CERTIFICATES AND DIPLOMAS IN RECREATION, HEALTH AND FITNESS

It is possible to undertake Proficiency Awards, Certificates, Diplomas and other formal qualifications with ACS. With these formal qualifications, exams are compulsory, and they attract exam fees which are separate to the course fee. Contact the school to determine how many exams you need to complete for your course.

You have two choices: 1. A Standard Course  
2. Design Your Own Course from Electives Offered

## STANDARD COURSES OFFERED

These courses have been designed to meet specific needs. The combination of subjects has been balanced to provide a sound foundation in a core area.

### CERTIFICATE IN RECREATION VRE001

This certificate has operated for many years, and graduates have successfully obtained work in the industry. The course provides a solid grounding in skills needed to for leadership or management in community recreation or related fields. Thirty lessons plus practical assignments cover the nature and scope of recreation, leadership principles and practices, fitness and fitness testing, managing recreation facilities, first aid, staff supervision and management, marketing, budgeting, tourism, youth leadership, sports, environmental activities, organising exhibitions and more.

Fees: CT Duration: 600 hrs.

### ADVANCED CERTIFICATE IN APPLIED MANAGEMENT (RECREATION) VBS001

The Advanced Certificate in Applied Management is a standard course that gives students training in management and also a specific study area of their choice (known as a stream). It is designed to prepare students for supervisory positions in their chosen field. Details of the management modules are given on page 78. Stream modules for the Recreation stream are Overview of Recreation, Recreation and Healthy Lifestyles, and Recreation Programs and Activities.

Fees: AC Duration: 900 hrs

### ADVANCED DIPLOMA IN RECREATION STUDIES (FITNESS) C12CN003

This course provides management oriented training for people wanting to work in the health and fitness or recreation industries on a technical or management capacity. The course is made up of:

- Core modules (1250 hours): Biochemistry; Business Studies; Instructional Skills; Workplace Health and Safety; Recreation Marketing; Recreation Management (Human Resources); Recreation Management (Financial and Clerical); Recreation Management (Policies and Procedures); Health and Fitness I; Human Biology IA and IB; Introduction to Recreation Facilities; Recreation Facility use; Recreation Facility Maintenance; Recreation Facility Design;
- Elective modules (800 hours): You choose from available courses, such as Health and Fitness II; Human Nutrition I, II and III; Remedial Massage; Human Biology I and II; Introduction to Psychology; Psychology and Counselling; Healthy Buildings I and II; Medicinal Herbs etc. (Most are 100 hr modules; Remedial Massage is 400 hours);
- Two workshops (100 hours each). These can be arranged to take place anywhere in the world
- Industry conferences or seminars (100 hours);
- Two research projects (100hours each) dealing with different aspects of the workplace.

(Note: All tuition and essential texts are included in the fees, but not workshops, conferences etc)

Fees: AD Duration: 2400 hrs

### ADVANCED CERT IN APPLIED MANAGEMENT (HEALTH AND FITNESS) VBS001

The Advanced Certificate in Applied Management is a standard course that gives students training in management and also a specific study area of their choice (known as a stream). It is designed to prepare students for supervisory positions in their chosen field. Details of the management modules are given on page 78. Stream modules for the Health and Fitness stream are: Health and Wellbeing (VRE102), Fitness (VRE103) and Facility Management (BRE205)

Fees: AC Duration: 900 hrs

### CHILD DEVELOPMENT CERTIFICATE VRE002

A comprehensive, internationally recognised (through IARC) course made up of the following six modules:

1. Play Leadership
2. Introduction to Psychology
3. Child Psychology
4. Children's Writing
5. Human Nutrition
6. Park and Playground Design I

Fee: CT Duration: 600 hrs

## PROFICIENCY AWARD IN NUTRITION VRE504

The Proficiency Award in Nutrition is a specialist qualification aimed at people who already have significant training in their field, yet who wish to undertake specialist studies made up of:

1. Human Nutrition I
2. Human Nutrition II
3. Human Nutrition III
4. 200 hours of workplace experience or a workplace project

Fees: PA Duration: 500 hrs

## ASSOCIATE DIPLOMA IN FOOD AND NUTRITION VRE003

This course is Internationally Accredited through the International Accreditation and Recognition Council. It has the following components:

- Core units (1200 hours): Nutrition I; Nutrition II; Nutrition III; Food and Beverage Management; Human Biology IA; Human Biology IB; Human Biology II; Research Project I; Research Project II; Research Project III (focused on Nutrition); Biochemistry I(Animals); Sports Nutrition.

- Work experience/Industry Meetings (100 hours)

- Two electives from business or crops courses (200 hours)

Fees: AS Duration: 1500 hrs

## FITNESS LEADER'S CERTIFICATE VRE004

The Fitness Leaders Certificate is aimed at students who wish to work as Fitness Leaders in gymnasiums, health clubs, etc. Students should check with potential employers prior to enrolling as to the qualifications/registrations needed for employment and insurance. This course will provide credits towards IARC (International Accreditation and Recognition Council) accredited Certificates or Diplomas, including the new Elite Fitness Certificate.

To obtain the Fitness Leader's Certificate, students must meet the following five requirements:

1. Complete the Fitness Leader's Certificate Core Theory which incorporates keys sections of Human Biology IA (pg 66); Human Biology IB (pg 66) and Health and Fitness I (pg 56)
2. Undertake 40 hours of practical at an approved fitness centre (ie. Under the supervision of a reputable instructor)
3. Obtain a current First Aid Certificate which includes resuscitation (eg. Red Cross; St John's Ambulance)
4. Sit and pass four examinations
5. Complete one additional specialist course chosen from either Aquafitness, Gym Supervision, or Advanced Aerobics.

**The course incorporates Exercise and Fitness Knowledge Level 1 and 2, accredited in the U.K. ACS is an approved CYQ Centre (code ACS523) through the YMCA.**

Fee: S4 for Part 1; PLUS S1 for Part 5 Duration: approx 250 hrs

## ELITE FITNESS LEADERS CERTIFICATE VRE005

This expanded version of our Fitness Leader's certificate will give practitioners a competitive edge in the fitness industry. It is appropriate for people who wish to work as fitness specialists such as personal trainers. It is internationally accredited through the International Accreditation and Recognition Council. The course includes:

1. Human Physiology and Anatomy
2. Basic Pathophysiology. This explains some essential signs and symptoms of common disorders such as hypertension, cardio vascular disease, diabetes, etc and contraindications
3. Fitness Management. Develops your ability to evaluate, monitor and develop fitness programs. Covers fitness testing, human nutrition, designing programs, safety and risk issues, requirements of special populations, leadership techniques, and legal issues related to your country
4. One specialist module selected from Advanced Aerobics; Aquafitness; Resistance and Gym supervision; Stress Management (other modules from this handbook may be approved if appropriate)
5. Psychology and Counselling module (see page 61)
6. First Aid Certificate resuscitation (eg. Red Cross; St John's Ambulance)
7. 150 hours of practical work in a health and fitness workplace (eg. Gymnasium or health club) under supervision of a qualified consultant or instructor.

Fees: CT Duration: 600 hrs

## DESIGNING YOUR OWN COURSE

You can choose any combination of subjects offered within the guidelines on page 10. Your selection must be approved by an academic officer or tutor before the enrolment is accepted. To enroll, simply tell us the modules you propose studying, when you submit the enrolment application. For Example: to design a Certificate in Health and Fitness, you might choose the following modules:

1. Sports Nutrition
2. Human Nutrition II
3. Health and Fitness I

# NATURAL HEALTH

All the Advanced Diplomas are ATMS and Australian government accredited.

## FOUNDATION DIPLOMA

### IN NATURAL HEALTH BSC001

A foundation for a career in Natural Health providing significant credits in the Advanced Diplomas and a pathway to a Health science degree

Course Structure:

The Foundation Diploma consists of 10 modules:

Anatomy & Physiology I

Nutrition I

Nutrition II

Nutrition III

Biochemistry I

Biochemistry II

Biochemistry III

Biology (Cell Biology)

Introduction to Psychology

Counselling Skills I

Duration: 1000 hours Fee code: FD

## SHORT COURSES

Study these high quality short courses to improve your own health, or to build a strong foundation for further study. Some of these stand alone courses can be used as credit toward higher qualifications.

Aromatherapy... see pg 41

Medicinal Herbs... see pg 41

Human Nutrition... see pg 56

Children's Nutrition... see pg 56

Healthy Buildings I&II... see pg 56

For more info on the Proficiency Award in Nutrition, & Associate Award in Nutrition, see pg 59.

## ADVANCED DIPLOMA IN COMPLEMENTARY MEDICINE (FUNCTIONAL NUTRITION)

Part A: Foundation Diploma (above)

Part B: Undertaken with Health Schools Australia

Disorder Profiles/Clinical Practice 1-4

Chemistry

Iridology

Advanced Anatomy & Physiology

Pathophysiology & Symptomatology

Advanced Nutrition

History & Philosophy Of Natural Medicine

Ethics & Jurisprudence

Practice Management

Occupational Health & Safety

200 Seminars + 100 Clinical Hours.

Additional Requirements: Senior First Aid Cert.

Duration: 2465 hours

See page 54 for other nutrition courses

## ADVANCED DIPLOMA IN COMPLEMENTARY MEDICINE (REMEDIAL THERAPIES)

Part A: Foundation Diploma (above)

Part B: Undertaken with Health Schools Australia

Duration: 2615 hours

## ADVANCED DIPLOMA IN WESTERN HERBAL MEDICINE

## ADVANCED DIPLOMA IN NATUROPATHY

Part A: Foundation Diploma (above)

Part B: Undertaken with Health Schools Australia

Herbal Medicine

Disorder Profiles/Clinical Practice 1-4

Chemistry

Advanced Herbal Medicine

Remedial Massage

Advanced Anatomy & Physiology

Advanced Nutrition

Iridology

History & Philosophy Of Natural Medicine

Pathophysiology & Symptomatology

Ethics & Jurisprudence

Practice Management

Occupational Health & Safety

Duration: 3215 hours

## ADVANCED DIPLOMA IN COMPLEMENTARY MEDICINE (SPORTS THERAPY)

Part A: Foundation Diploma

Part B: Undertaken with Health Schools Australia

Duration: 2865 hours

## ADVANCED DIPLOMA IN COMPLEMENTARY MEDICINE (WELLNESS CONSULTANCY)

Part A: Foundation Diploma (above)

Part B: Undertaken with Health Schools Australia

For course outline refer to [www.acs.edu.au/alternative](http://www.acs.edu.au/alternative)

Duration: 2440 hours

Contact the school regarding fees for the Advanced Diplomas

## INTRODUCTION TO PSYCHOLOGY

BPS101

This course will help you to analyse aspects of a person's psychological state and apply derived knowledge to motivate that person.

There are seven lessons in this course:

1. The Nature and Scope of Psychology
2. Neurological basis of behaviour
3. Environmental effects on behaviour
4. Consciousness and perception
5. Personality
6. Psychological development
7. Needs, drives and motivation

Fee: S1 Duration: 100 hrs

## PSYCHOLOGY AND COUNSELLING

BPS102

A course that develops your ability to analyse psychological conditions and to apply that knowledge in counselling or advisory situations.

There are seven lessons in this course:

1. Stress
2. Abnormal Behaviour
3. Individual Behaviour
4. Group Behaviour
5. Methods of Dealing with Abnormalities
6. Conflict Resolution
7. Interpersonal Communication Skills

Fee: S2 Duration: 100 hrs

## INDUSTRIAL PSYCHOLOGY

BPS103

This course helps develop psychology knowledge and skills for anyone in the workplace: managers, supervisors, small business owners, union representatives, etc.

It includes ten lessons as follows:

1. Introduction
2. Understanding the Employee's Thinking
3. Personality and Temperament
4. Psychological Testing
5. Management and Managers
6. The Work Environment
7. Motivation and Incentives
8. Recruitment
9. Social Considerations
10. Abnormalities and Disorders

Fee: S2 Duration: 100 hrs

## CHILD PSYCHOLOGY

BPS104

This course will be of value to anyone who works OR lives with children (eg. parents, play workers, teachers aids, even toy manufacturers or playground designers, etc).

There are twelve lessons:

1. Introduction to Child Psychology
2. The Newborn Infant
3. States and Senses of the Infant
4. Learning
5. Emotions and Socialisation
6. Cognitive Development
7. Language Development
8. Intelligence
9. Socialisation Part A
10. Morality
11. Socialisation Part B
12. Sexuality

Fee: S2 Duration: 100 hrs

## EDUCATIONAL PSYCHOLOGY

BPS105

This course will help parents, teachers, training officers or others seeking to gain a better understanding of the psychological processes that affect and assist learning. It consists of seven lessons:

1. Introduction: Developmental and learning theory
2. Behavioural Learning
3. Information Processing
4. Memory Retention and Loss
5. Individual Needs
6. Constructivist Learning
7. Motivation

Fee: S2 Duration: 100 hrs

## SPORTS PSYCHOLOGY

BPS106

Over eight lessons, the student will develop an understanding of the psychology of sport and exercise and how an athlete or coach can apply it to improve motivation and performance.

1. Introduction
2. Psychological Traits of Successful Athletes
3. Anxiety and Arousal
4. Motivation
5. Aggression
6. Leadership and Coaching
7. Team Dynamics
8. Special Groups

Fee: S2 Duration: 100 hrs

## MARKETING PSYCHOLOGY

BPS107

A course designed to develop your understanding of how psychology can be applied to marketing. There are eight lessons:

1. People as Consumers
2. Market Segmentation
3. Internal Influences: Perception and Personality
4. Internal Influences: Motivation and Awareness
5. Social Influences
6. Consumerism
7. Communication and Persuasion
8. Deciding to Buy

Fee: S2 Duration: 100 hrs

## LIFE COACHING

BPS305

This course is aimed at students with experience or training in health, counselling, social work, natural therapies etc. It will develop your skills in setting and achieving goals, for yourself or for those who seek your assistance. There are ten lessons:

1. Introduction: Nature and scope of life coaching
2. Individual perceptions
3. A well-balanced life
4. Coaching skills
5. Coaching models
6. Coaching and physical well-being
7. Coaching and psychological well-being
8. Coaching success
9. Goal-setting
10. Review and adjustment

Fee: S3 Duration: 100 hrs

## COUNSELLING SKILLS I BPS109

This course assumes a basic understanding of psychology. It can be taken as a stand alone course, but will be difficult for anyone who has not studied or read psychology before. In such cases, we recommend you study Introduction to Psychology first.

There are eight lessons:

1. Learning Specific Skills: learning methods, learning micro-skills
2. Listening and Bonding: meeting, greeting, helping client relax, listening with intent
3. Reflection: paraphrasing, reflection of content and feeling, client responses
4. Questioning: open and closed questions, types and goals of questioning
5. Interview Techniques: summarising, confrontation, reframing
6. Changing Beliefs and Normalising: changing self-destructive beliefs, irrational beliefs, normalising
7. Finding Solutions: making choices, facilitating actions, gestalt awareness circle, psychological blocks
8. Ending the Counselling: terminating sessions, closure, further meetings, dependency

Fee: S3

Duration: 100 hrs

## COUNSELLING SKILLS II BPS110

This course assumes a basic understanding of psychology and is a natural progression from Counselling Skills I. It can be taken as a 'stand alone' course, but will be difficult for anyone who has not studied or read psychology before.

1. The Counselling Session - How Micro-Skills come together.
2. Focus on the Present - Present experiences, Feedback, Transference, Projection, Resistance
3. Telephone Counselling - Visual versus non-visual contact, preparation, initial contact, use of micro-skills, overall process, debriefing, types of problem callers
4. Dealing with Crises - What is a crisis? types of crisis, dangers of crises, counsellor's responses and intervention, post-traumatic stress
5. Problem-Solving Techniques I - Aggression; expressing anger, encouraging change, role-play, externalising anger
6. Problem-Solving Techniques II - Depression: counselling depression, blocked anger, referral practice, chronic depression, setting goals, promoting action
7. Problem-Solving Techniques III - Grief and loss, loss of relationships, assisting the grieving client, stages of grief
8. Problem-Solving Techniques IV - Suicide. ethics, reasons for suicide, perceived risk, counselling strategies and skills, etc

Fee: S3

Duration: 100 hrs

## COUNSELLING TECHNIQUES BPS206

Successful completion of this course will develop your understanding of most of the major theoretical approaches to counselling and their application to the counselling process. There are eight lessons:

1. Psychoanalytic Psychotherapy I: Freud (& Erikson); Jung
2. Psychoanalytic Psychotherapy II: Adler
3. Humanistic/Existential Approaches I: Gestalt Therapy; Fritz Perls
4. Humanistic/Existential Approaches II: Person-Centred Counselling; Carl Rogers
5. Rational Behavioural Therapy: Albert Ellis
6. Cognitive Behavioural Therapy: Aaron Beck
7. Behavioural Therapy
8. Solution-Focused Counselling

Fee: S3

Duration: 100 hrs

## PROFESSIONAL PRACTICE IN COUNSELLING

### BPS207

This course covers both legal and ethical issues which are important to working as a counsellor.

There are seven lessons as follows:

1. Understanding Counselling
2. Ethics and Confidentiality
3. Understanding the Self
4. Personality
5. Behaviour
6. Supervision
7. Referral Practice

Fee: S2

Duration: 100 hrs

## PROFESSIONAL SUPERVISION BPS301

Supervision is essential to good counselling practice. The seven lessons in this module will develop your skills as a professional counsellor and supervisor:

1. Introduction to professional supervision
2. Different supervision models
3. Professionalism, ethics, and legal concerns
4. Different approaches to supervision
5. Supervision for different professions
6. Organisational considerations
7. Managing supervision

Fee: S3 Duration: 100 hrs

## PROFESSIONAL PRACTICE FOR CONSULTANTS BPS309

Discipline specific version of the generic course on page 73.

Fee: S3 Duration: 100 hrs

## COMPLEMENTARY MEDICINE ASSOCIATION

in the UK is a major umbrella organisation for professional therapists including counselling  
**ACS is a member of this body.** <http://www.the-cma.org.uk/>



## **STRESS MANAGEMENT VPS100**

Anxiety, tension and mental and emotional strain are common problems in modern society. This course introduces you to some practical approaches to combating stress. It covers the following topics:

1. Body changes caused by stress.
  2. Developing an easy going lifestyle.
  3. Pills and alcohol abuse.
  4. Building self esteem.
  5. Career management and achieving work satisfaction.
  6. Security and Decision Making.
  7. Relaxation massage, meditation and diet.
  8. Evaluating and developing your own personality.
- Fee: S1 Duration: 100 hrs

## **CONFLICT MANAGEMENT BPS201**

There are eight lessons as follows:

1. Conflict Management and Anger
  2. Listening
  3. Negotiation
  4. Mediation
  5. Facilitation
  6. Power Balance
  7. Group Work/Workshop Techniques
  8. Crisis Analysis and Responses
- Fee: S2 Duration: 100 hrs

## **DEVELOPMENTAL PSYCHOLOGY BPS210**

Improve your understanding of different stages of cognitive, moral and social development from early childhood through to late adulthood. Ten lessons as follows.

1. Theoretical Approaches and Key Concepts
  2. Early Childhood - Cognitive & Social Development in the First 6 Years
  3. Middle Childhood - Cognitive, Moral & Social Development in the Primary School Years
  4. Challenges in Middle Childhood
  5. Adolescence - Cognitive, Moral & Social Development
  6. Challenges of Adolescence
  7. Adulthood - Cognitive & Psychosocial Development in Early and Middle Adulthood
  8. Challenges of Adulthood
  9. Late Adulthood - Cognitive and Psychosocial Changes in the Elderly
  10. Challenges of Late Adulthood
- Fee: S3 Duration: 100 hrs

## **MULTICULTURAL AWARENESS BPS303**

The eight lessons in this module will prepare counsellors, employers, health and social workers etc to interact effectively with clients and people from different cultures:

1. Cultural diversity
  2. Cultural self-awareness
  3. Prejudice and racism
  4. Working with culturally different clients
  5. Barriers to effective multi-cultural relationships
  6. Developing cultural competence
  7. Multicultural mental health issues
  8. Shortcomings of contemporary counselling theories and future developments
- Fee: S3 Duration: 100 hrs

## **RELATIONSHIPS & COMMUNICATION COUNSELLING BPS208**

This course will help you understand how to build and maintain positive relationships. Six lessons as follows:

1. Communication in emerging relationships
2. Self-awareness and communication goals
3. Communication patterns in relationships
4. Influences on relating behaviour
5. Communication techniques and skills
6. Maintaining relationships

Fee: S3 Duration: 100 hrs

## **CRISIS COUNSELLING BPS304**

There are nine lessons in this module as follows:

1. Understanding methods of crisis intervention
  2. Ethical, professional and legal issues
  3. Dangers of crises and effective intervention
  4. Developmental crises
  5. Post-traumatic stress disorder
  6. Violence and sexual assault
  7. Crisis and drug addiction
  8. Family crises
  9. Crises and cultural issues
- Fee: S3 Duration: 100 hrs

## **GRIEF COUNSELLING BPS209**

There are eight lessons in this module as follows:

1. Nature and scope of grief and bereavement counselling
  2. Stages of grief
  3. Grief and children
  4. Grief and adolescents
  5. Adjustment to bereavement
  6. Abnormal grief
  7. Preparing for grief and bereavement
  8. Future outlook and long-term grief
- Fee: S3 Duration: 100 hrs

## **CAREERS COUNSELLING BPS202**

Ten lessons, covering:

1. Introduction - Scope and nature of the industry
  2. Nature of Careers - What is a career and what makes it successful?
  3. Careers Advice Resources: Brochures, publications, web sites
  4. Services: Social services, work experience, education institutions, industry associations
  5. Developing Counselling Skills
  6. Conducting a Counselling Session
  7. Counselling Students and School Leavers
  8. Counselling Adults - Career changes, long term unemployed, redundancy
  9. Finding Work - Job prospecting, writing resumes, job advertisements
  10. Nurturing and Growing a Career
- Fee: S3 Duration: 100 hrs

## **BIOPSYCHOLOGY I** BPS108

Biopsychology studies the interaction between psychology and the physical body. It would benefit anyone working in fields of fitness or health, and most areas of psychology.

1. Introduction - Types of external and internal stimuli, mind-body debate, introduction to the nervous system.
2. The Senses - Sensory input, sensory perception, description of the major senses.
3. The Nervous System - Description of the neurons, the central nervous system, peripheral nervous system, including the autonomic nervous system.
4. The Endocrine System - Effect of hormones behaviour and physiology, association of endocrine system and nervous system, connection between external and internal stimuli.
5. Stress- Types of stressors, physical affects of stress, personality and stress.
6. Emotions - Homeostasis, eating disorders, physiological responses to emotions, theories of emotion.
7. Consciousness - Degrees of consciousness, awareness and attention, altered states of consciousness.

Fee: S2 Duration: 100 hrs

## **BIOPSYCHOLOGY II** BPS204

This course builds on the foundation of Biopsychology I, and covers the following topics:

Evolution, genetics and experience  
Research methods in biopsychology  
Brain damage  
Recovery from brain damage  
Drug dependence and the brain  
Memory  
Language  
Fee: S3 Duration: 100 hrs

## **NEUROPSYCHOLOGY** BPS306

There are ten lessons in this module as follows:

1. Foundations of Neuropsychology
2. Neurophysiology
3. Neuroanatomy
4. Laterality and Callosal Syndromes
5. Cognition, personality and emotion
6. Perception Disorders
7. Motor Disorders
8. Language
9. Dementia
10. Neurodevelopment

Fee: S3 Duration: 100 hrs

## **PSYCHOLOGICAL ASSESSMENT** BPS308

Seven lessons as follows, develop your capacity to make improved psychological assessment:

1. Introduction
2. Context of Clinical Assessment
3. The Assessment Interview
4. Behavioural Assessment
5. Wechsler Intelligence Scale
6. Wechsler Memory Scales
7. Minnesota Multiphasic Personality Inventory

Fee: S3 Duration: 100 hrs

## **SOCIAL PSYCHOLOGY** BPS205

There are ten lessons in this module as follows:

1. Social cognition
2. The self
3. Attribution and perception of others
4. Attitudes and attitude change
5. Prejudice, discrimination and stereotypes
6. Interpersonal attraction
7. Helping behaviour
8. Aggression
9. Groups
10. Cultural influences

Fee: S3 Duration: 100 hrs

## **PSYCHOPHARMACOLOGY** BPS302

(Drugs and Psychology)

There are eleven lessons as follows:

1. Introduction: history of use and misuse of drugs
2. Effects of drugs on the individual and society
3. Legally restricted drugs: Stimulants and narcotics
4. Legally restricted drugs: Hallucinogens and marijuana
5. Legally restricted drugs: Steroids
6. Legal drugs: Alcohol
7. Legal drugs: Tobacco, caffeine and solvents
8. Prescription and over-the-counter drugs
9. Sedatives and anti-anxiety drugs
10. Prescription drugs for schizophrenia and affective disorders
11. Treatment and preventative education

Fee: S3 Duration: 100 hrs

## **ABNORMAL PSYCHOLOGY** BPS307

Develops skills to distinguish different types of psychological disorders and understand their cause and treatment.

1. Disorders Usually Diagnosed in Infancy, Childhood or Adolescence
2. Delirium, Dementia, Amnesic & Other Cognitive Disorders
3. Substance Related Disorders
4. Schizophrenia and Other Psychotic Disorders
5. Mood Disorders
6. Anxiety Disorders
7. Somatoform, Factitious and Dissociative Disorders
8. Sexual and Gender Identity Disorders
9. Eating and Sleep Disorders
10. Impulse-Control Disorders; Adjustment Disorders
11. Personality Disorders

Fee: S3 Duration: 100 hrs

## **ADOLESCENT PSYCHOLOGY** BPS211

Adolescent Psychology consists of ten lessons,

1. Human development
2. Life crises
3. Intellectual development
4. Emotional development
5. Physical development
6. Sexuality
7. Social development
8. Moral development
9. Adolescents and crime
10. Conclusion

Fee: S3

Duration: 100 hrs

# CERTIFICATES AND DIPLOMAS IN PSYCHOLOGY

It is possible to undertake Proficiency Awards, Certificates, Diplomas and other formal qualifications with ACS. With these formal qualifications, exams are compulsory, and they attract exam fees which are separate to the course fee. Contact the school to determine how many exams you need to complete for your course.

If you want to study anything higher than a short course, you have two choices:

1. A Standard Course
2. A Design Your Own Course

## STANDARD COURSES OFFERED

These courses have been designed to meet specific needs. The combination of subjects has been balanced to provide a sound foundation in a core area.

### PROFICIENCY AWARD IN PSYCHOLOGY VPS001

Proficiency Awards are intended as "specialist qualifications", to be undertaken by people who already have either significant experience, or prior qualifications, in a particular discipline.

This is awarded upon completion of:

- a/ Introduction to Psychology plus any two other psychology courses listed in this handbook.
- b/ A workplace project, or work experience (approved by a tutor and equal to 200 hours).

Fee: PA Duration: 500 hrs

### CERTIFICATE IN PSYCHOLOGY VPS002

This course is aimed at those who wish to gain a good insight into psychology. It is useful as a first step to further study, as an employment aid for those working in related fields, as a social tool for those wishing to understand more about the behaviour of themselves and others around them, or simply to broaden one's horizons.

The course is divided into 6 modules/subjects as follows:

2 x Core (compulsory) Modules: Introduction to Psychology (BPS) and Psychology and Counselling (BPS)

4 x Optional (elective) modules from pages 61, 62, 63, 64 (Please choose 3 from Psychology and 1 from counselling)

Fee: CT Duration: 600 hrs

### DIPLOMA IN COUNSELLING AND PSYCHOLOGY VPS007

Recognised by the Australian Counselling Association as an 'approved counsellor training course', this vocational course is aimed at those who wish to pursue a career in counselling. As such, it contains a practical element that not only complements the theory, but also prepares the student for real-life counselling situations. Elective subjects help to broaden the student's knowledge of other relevant areas of interest. It is anticipated that graduates of this course will seek probationary employment in counselling or a related field.

The course is divided into fifteen 100 hour long modules, as follows:

#### 6 CORE (COMPULSORY) MODULES:

Introduction to Psychology  
Psychology & Counselling  
Counselling Skills I  
Counselling Skills II  
Counselling Techniques  
Professional Practice in Counselling

#### 6 OPTIONAL (ELECTIVE) MODULES FROM:

Conflict Management  
Industrial Psychology  
Biopsychology  
Child Psychology  
Sports Psychology  
Human Health & Fitness I  
Human Nutrition I  
Grief Counselling  
Crisis Counselling  
Psychopharmacology  
Relationships Communications  
Stress Management  
Fee: AS Duration: 1500 hrs

#### 3 WORKPLACE (COMPULSORY) PROJECTS:

Research Project I  
Research Project II  
Workshops



THE AUSTRALIAN COUNSELLING ASSOCIATION (ACA) - Psychology students at ACS are eligible for student membership of the ACA. ACA is the most reputable institution for counsellors in Australia. For information about the ACA, go to [www.theaca.net.au](http://www.theaca.net.au) or telephone 1300 784 333 (in Australia).

For Online and CD study options, see pages 87

## ANATOMY AND PHYSIOLOGY (HUMAN BIOLOGY IA) BSC101

This course provides a sound foundation in human biology in six lessons:

1. Cells and Tissues - Explains the human body at a microscopic level, including the structure and function of cells, tissues and membranes.
2. The Skeleton - Examines features of the human skeletal system.
3. The Muscular System - Describes the human muscular system, in terms of structure and basic function.
4. The Nervous System - Looks at the human nervous system, in terms of structure and basic functions.
5. Digestion and Excretion - Explains different physiological systems of digestion and excretion in the body.
6. Physiological Systems - Focuses on the different physiological systems of the body.

Fee: S1 Duration: 100 hrs

## BIOENERGETICS (HUMAN BIOLOGY IB)

BSC201

A course that develops an understanding of energy and environmental considerations within the human body in the following seven lessons:

1. Energy and Work - Explains how energy is used in the human body to create work and power
2. Energy Pathways - Looks at energy pathways during rest, work and recovery
3. The Acid-Base Balance - Explains the significance of the acid-base balance in the body
4. Osmosis and Diffusion - Explains movement of materials in and out of living cells
5. Atmospheric Pressure - Examines the affect of changing atmospheric pressure on the human body
6. Temperature Regulation - Centres on temperature regulation in the body
7. Ergogenic Aids to Performance - Examines ergogenic aids to body performance during activity/exercise

Fee: S1 Duration: 100 hrs

## MUSCLES AND MOVEMENT (HUMAN BIOLOGY II) BSC202

Develops and understanding of the operation of muscles and nerves, in movements and reactions observed in the body. This course covers nerves, the nervous system, motor skills, structure and function of skeletal muscle, muscular strength, endurance and flexibility. Prerequisite: Human Biology IB or equivalent.

Fee: S2 Duration: 100 hrs

## CARDIO-RESPIRATORY PERFORMANCE (HUMAN BIOLOGY III) BSC301

This course covers blood, blood pressure, pulmonary ventilation, gas exchange and transport, blood flow and gas transport, cardiorespiratory control, cardiorespiratory disease, and more.

Fee: S2 Duration: 100 hrs

## BIOCHEMISTRY I (PLANTS) BSC102

Biochemistry is the chemistry of living things. This introductory course concentrates on the chemistry of plants. Some secondary school chemistry will be helpful though it is not essential. Lessons cover biochemical substances and terms, carbohydrates, lipids, amino acids, proteins, metabolism, the nitrogen cycle, photosynthesis, respiration, transpiration, acidity and alkalinity, nutrition, hormones, chemical analysis and biochemical applications in the industry. Students should not take both Biochemistry I (Plants) and Biochemistry I (Animals).

Fee: S2 Duration: 100 hrs

## BIOCHEMISTRY I (ANIMALS) BSC103

This introductory course is similar to Biochemistry I (Plants); except for the fact that it deals with animals. Students should choose either the Animal or Plant version - not both. Some secondary school chemistry will be helpful though it is not essential. Lessons include and introduction to biochemistry, lipids, proteins, enzymes, nucleic acids, thermo regulation, carbohydrate metabolism, absorption, acidity, alkalinity, chemical analysis, and industry applications.

Fee: S2 Duration: 100 hrs

## BIOCHEMISTRY II BSC203

This course focuses on developing a greater familiarisation with biochemical molecules.

Following a brief revision of Biochemistry I, the course systematically covers all major groups of biochemical molecules including amino acids; proteins; sugars and polysaccharides; and lipids (fats). Students who have completed Biochemistry I (either Animals or Plants) can enroll in this course, as can students who wish to prepare for Biochemistry III (either Animals or Plants).

Fee: S3 Duration: 100 hrs

## HUMAN PHYSIOLOGY II BSC111

There are 9 lessons in this module as follows:

1. Cell Physiology
2. Histophysiology
3. Systems Physiology
4. Neurophysiology
5. Endocrinology
6. Cardiovascular Physiology
7. Immunology
8. Respiratory Physiology
9. Renal Physiology

Fee: S3 Duration: 100 hrs

## HUMAN ANATOMY II BSC112

There are 7 lessons in this module as follows:

1. Surface Anatomy
2. Gross Anatomy
3. Systemic Anatomy
4. Regional Anatomy
5. Radiographic Anatomy
6. Histology
7. Cytology

Fee: S3 Duration: 100 hrs

## **BOTANY I (PLANT PHYSIOLOGY AND TAXONOMY) BSC104**

This short course is primarily an introduction to plant physiology and taxonomy, with some general botany including morphology and anatomy. It satisfies the learning criteria of the Royal Horticulture Society's Module B of the Advanced Certificate in Horticulture.

The ten lessons cover:

1. Taxonomic Classification of Plants
2. Cells and Tissues
3. Specific Vegetative Parts of a Plant
4. Flowers and Fruit
5. Seed and the Developing Embryo
6. Photosynthesis and Growing Plants
7. Respiration
8. The Role of Water
9. Movement of Water and Assimilates through a Plant
10. The Effects of Growth Movements

Fee: S2 Duration: 100 hrs

## **BOTANY II BSC204**

Ten lessons as follows:

1. Flower Physiology
2. Phytochrome
3. Phytoperiodism
4. Control of flower bud initiation and development
5. Dormancy
6. Effects of Plant Associations and competition
7. Respiration and Post Harvest Physiology
8. Post Harvest storage, transport, retailing and shelf life
9. Endogenous and synthetic growth regulators
10. Risks involved with Plant Growth Manipulation

Fee: S3 Duration: 100 hrs

## **PLANT ECOLOGY BSC305**

Over 8 lessons learn the principles of plant ecology as applied to the cultivation of plants:

1. Introductory Ecology
2. Plant Communities
3. Plants and their Environment
4. Plants, Soils & Climate
5. Plant Adaptations to Extreme Environments
6. Manipulating Plant Environments
7. Environmental Conservation
8. Environmental Organisations, Assessment and Funding

Fee: S3 Duration: 100 hrs

## **STATISTICS BSC304**

This course assumes a basic knowledge of Statistics, at least to the level covered by our Research Project 1 course. A 100 hour course such as this will not make you into a statistician. It is designed to provide the most essential knowledge and skills required by consultants and researchers in a wide variety of disciplines taught by ACS. Topics covered include: Graphic representation of statistical data; Distributions; Measures of central tendency; Dispersion; Probability theory; Correlation and regression; Sampling; Hypothesis testing; Analysis of variance and the Chi squared test. This statistics course is a standard course to get students equipped to carry out research of their own, and to understand statistical findings relevant to a range of disciplines.

Fee: S3 Duration: 100 hrs

## **MACHINERY AND EQUIPMENT (ENGINEERING I) BSC105**

An introductory subject which aims to develop an ability to manage the selection, operation and maintenance of tools and machinery, with particular reference to agriculture and horticulture. Learn the use and operation of tools, equipment and machines. There are eight lessons as follows:

1. Engine operation
2. Hydraulics
3. Machinery components
4. Hand Tools
5. Power tools
6. Tractors
7. Equipment maintenance
8. Specific Workplace requirements

Fee: S2 Duration: 100 hrs

## **ENGINEERING APPLICATIONS (ENGINEERING II) BSC205**

This course complements Engineering I. It will develop an ability to apply appropriate and innovative engineering solutions that improve efficiency and productivity in agriculture and horticulture. The course covers surveying, earthworks, water management, environment control (e.g. heating, cooling and ventilation), fencing, chemical applications, mechanising manual tasks, improving engineering efficiency/operations, and developing engineering solutions to different workplace tasks and problems.

Fee: S2 Duration: 100 hrs



## CELL BIOLOGY BSC110

An understanding of cell biology is important in many areas of study, for the cell is the building block of all living forms. This new course will be completed soon. It contains 11 lessons:

1. Introduction to Cells
2. Chemical Composition
3. Chemical Processes
4. Genetic Information
5. Membranes
6. Nucleus
7. Protein Structure and Function in the Cell
8. Bioenergetics
9. Cell Signaling/Communication
10. The Cell Cycle
11. Tissues

Fee: S2 Duration: 100 hrs

## MEDICAL TERMINOLOGY BSC109

Develops skills to communicate clearly and effectively using medical terminology.

This course is relevant to anyone working or wishing to work in fields of health, alternative medicine or para medical areas; such as reception for a doctor or natural therapist.

There are 10 lessons in this module as follows:

1. Scope and Nature of Medical Terminology
2. Anatomical Structure
3. Medical Equipment and Processes
4. Pharmacological Terminology
5. Musculoskeletal System
6. Cardiovascular, Lymphatic and Immune Systems
7. Respiratory and Reproductive Systems
8. Digestive and Excretory Systems
9. Integumentary System (Skin)
10. Nervous and Sensory Systems

Fee: S2 Duration: 100 hrs

## VERTEBRATE ZOOLOGY BEN104

Develop an ability to distinguish between different types of vertebrate animals on the basis of their physiological characteristics, with a particular emphasis on mammals. The course is divided into ten lessons as follows:

1. Vertebrate Taxonomy and Diversity
2. Fishes
3. Ectotherms: Amphibians and Reptiles
4. Birds
5. Overview of Mammals
6. Marsupials
7. Mammalian Glires and Insectivora
8. Carnivores
9. Hooved Mammals: Ungulata
10. Primates and other Archonta

Fee: S3 Duration: 100 hrs

## ANIMAL BIOCHEMISTRY III BCS303

To explain a range of common biochemical processes with an emphasis upon animal and human biochemical processes.

There are eleven lessons in this module as follows:

1. Introduction
2. Glycolysis and Glycogen Metabolism
3. Movement through Membranes
4. Electron Transport and Oxidative Phosphorylation
5. Sugar and Polysaccharide Metabolism
6. Lipid Metabolism
7. Amino Acid Metabolism
8. Nucleotide Metabolism
9. Enzyme Activity
10. Other Processes

Fee: S3 Duration: 100 hrs

## PLANT BIOCHEMISTRY III BCS302

To understand a range of common biochemical processes in plants. There are eleven lessons in this module as follows:

1. Introduction
2. Glycolysis
3. Movement Through Membranes
4. Electron Transport and Oxidative Phosphorylation
5. Sugar and Polysaccharide Metabolism
6. Lipid Metabolism
7. Photosynthesis
8. Nucleotide Metabolism
9. Enzyme Activity
10. Reproductive Processes in Plants
11. Other Processes

Fee: S3 Duration: 100 hrs

## ADVANCED CERTIFICATE IN APPLIED ANIMAL SCIENCE VSC003

Interested in a career with animals? This new science oriented advanced certificate is designed as either a first step toward a career in animal science; or a supplementary qualification for someone who already has a background working with animals, but seeks a more solid scientific foundation.

The course covers: Animal Anatomy and Physiology, Biochemistry I (Animal), Animal Behaviour, Animal Health Care, Vertebrate Zoology, Ornithology, Marine Studies I, Professional Practice for Consultants, and 100 hrs attendance at a variety of industry meetings.

Fee: AC Duration: 900 hrs

## ADVANCED CERTIFICATE IN APPLIED PLANT SCIENCE VSC004

To obtain the certificate, you need to successfully complete the following nine modules:

- \* Botany I & II
- \* Plant Ecology
- \* Biochemistry I -Plants
- \* Biochemistry II
- \* Biochemistry III -Plants
- \* Plant Breeding
- \* Professional Practice for Consultants
- \* Industry Meetings (100 hrs) or Research Project I

Fee: AC Duration: 900 hrs

# COMPUTERS / INFORMATION TECHNOLOGY

## COMPUTER STUDIES I VIT100

This course is an introduction to computers for work or personal use. It develops an understanding of computers and their applications in industry, and increases ability to utilise and manage uses of computers in a workplace situation.

The eight lessons cover:

1. How a Computer Functions
2. Operating Systems
3. Computer Applications
4. Software
5. Peripherals
6. Computer Operations
7. Workplace Requirements
8. Computer Management

Fee: S2 Duration: 100 hrs

## WRITING A WEBSITE (HTML) VIT102

An external studies course to design and write a web site in HTML. A great introduction course for those interested in creating their own website.

1. Introduction to the Internet and HTML
2. The most important HTML Tags
3. Simplification through HTML Construction Software
4. Creating Links
5. Loading a Site onto the Internet
6. Adding Graphics
7. Designing a Web Site that Works
8. Advanced Features

Fee: S1 Duration: 100 hrs

## ECOMMERCE BIT100

A great course for website developers or people in charge of their companies' website. The course explains how to turn a static website into an effective and profitable marketing tool. Developed in conjunction with a top Australian web development firm, this course explains many of the pitfalls, trends and success strategies regarding doing business on the Internet.

1. Introduction: what is e-commerce (more than the internet)
2. Success and failure: what makes the difference
3. Promotional strategies are different on the internet
4. Optimizing web site potential
5. Increasing web site exposure
6. Automating supply of goods, services, cash flow
7. Managing constant change
8. Dealing with e-commerce problems

Fee: S3 Duration: 100 hrs



## PHOTOSHOP FOR BEGINNERS VIT202

Provides a basic understanding of how to create and manipulate images using Adobe Photoshop 7, for use on the web as well as print.

There are 9 lessons in this module as follows:

1. Getting Started
2. Working With Digital Image Files
3. Understanding The Tool Palette
4. Using Layers, Actions, and History
5. Digital Painting, Shapes and Colours
6. Selecting, Resizing, Transforming and Masking
7. Adjustments and Modifications
8. Adding Filters and Effects
9. Preparing Files For Print and Web

Fee: S3 Duration: 100 hrs

## VISUAL BASIC.NET BIT101

Visual Basic.NET is the latest version of Visual Basic and has been specifically developed to take advantage of Microsofts .NET platform. This course is a great introduction for those wanting to develop applications on the .NET platform. Skills developed in this course can also be used in developing other .NET technologies such as ASP.NET. A great introduction to programming which assumes that students already have some existing computer skills.

Fee: S4 Duration: 100 hrs

## TAKE ADVANTAGE OF OUR INTERNET PRESENCE!

ACS has a number of websites that receive thousands of hits daily. Why not take advantage of our successful websites that are read by our students, industry bodies, and our affiliates? At [www.acsgarden.com](http://www.acsgarden.com) you can list your gardening organisation, business and gardening events for free. At [www.thecareersguide.com](http://www.thecareersguide.com) you can list job vacancies. At [www.acs.edu.au/links](http://www.acs.edu.au/links) you can list your business or service on one of our specialist websites. These listings are provided free of charge. Contact ACS for further information.

### **ASP.NET BIT200**

ASP.NET is the next generation web development language that integrates with the Microsoft .NET platform. This sophisticated yet easy to learn language allows website developers to go beyond what was possible in the past and create dynamic, creative and highly powerful web based applications such as ecommerce sites, chatrooms, forums, content management systems and more. This course focuses on ASP.NET using VB.NET. Knowledge in basic HTML is a pre-requisite. For more information on course duration and fee code, contact the school.

Fee: S4 Duration: 100 hrs

### **SQL DATABASES BIT201**

Structured Query Language is the most common database language used today. This course focuses on MSSQL (Microsoft SQL) which lets you create powerful and super fast data driven websites. For more information on course duration and the fee code, contact the school.

Fee: S3 Duration: 100 hrs

### **FLASH MX BIT102**

This course provides a comprehensive introduction to Macromedia Flash MX. It assumes the student has no knowledge of Macromedia Flash at all - but they must have access to a computer with a CDROM drive and Macromedia Flash MX installed. As with all of our computer courses, students are able to purchase the software required (Flash MX) at a heavily discounted price (academic pricing). More information can be obtained about this from the school. By the end of the course, the student should be able to easily understand all the major aspects of Flash MX and use it to produce their own Flash applications. There are twelve lessons as follows:

1. Introduction to Flash
2. Using the Flash MX editor
3. Drawing and Colour
4. Working with objects and symbols
5. Working with text
6. Working with graphics
7. Animation
8. Actionsript
9. Using audio in your movies
10. Using video in your movies
11. Components
12. Publishing

Fee: S4 Duration: 100 hrs



### **COMPUTER STUDIES II VIT203**

This is a course for people who have completed Bs003 or Bs023, or those who through experience are reasonably computer literate BUT want to get more from their computers. The emphasis is on personal computers (ie. P.C.'s) and while the course is relevant to all types of P.C.'s it is particularly relevant to IBM and IBM compatible systems, due to their popularity in business today. There are 13 lessons as follows:

1. Hardware Components
2. Peripherals
3. Operating Systems
4. Files and Folders
5. Office Applications
6. Windows Accessories Programs
7. Disk Management
8. Installation of Software
9. Trouble Shooting
10. Microsoft Word
11. Microsoft Excel
12. Microsoft Access
13. Microsoft Powerpoint

Fee: S2 Duration: 100 hrs

### **COMPUTER SERVICING I BIT204**

Computer technicians are in high demand. With an increasing number of computers used in both the home and workplace, there is a significant and ever growing demand for people to install, maintain and repair both hardware and software. While many computer courses teach programming, surprisingly few provide the type of training needed to be a competent and effective computer technician. This course provides an introduction to servicing computers. It develops a broad and general understanding of repair and maintenance procedures that can be used at work or home, and in doing so provides a good starting point for anyone seeking a career in computer servicing. The emphasis is on I.B.M. clone personal computers but is relevant to all types of P.C.s. This is because these are the most popular systems used in business today.

1. The Computer Workshop.
2. Computer and Workshop safety.
3. Hardware Components.
4. Different Systems and Basic Dissassembly.
5. System Assembly.
6. Peripherals.
7. Installation of software.
8. Computer Maintenance.
9. Troubleshooting.

Fee: S2 Duration: 100 hrs

See our DIGITAL PHOTOGRAPHY course under "Photography"

## COMPUTER SERVICING II VIT204

This course expands on and continues from the basics covered in Computer Servicing I. The lessons cover computer maintenance and faults analysis.

1. Introduction to Hardware Components
2. Basic Diagnostic Equipment
3. Electric Circuits and Fault Analysis
4. Problem Solving and Fault Analysis
5. Diagnostic Testing A
6. Diagnostic Testing B
7. Software Maintenance and Troubleshooting
8. Disk Drives and CD-ROM
9. Video and Audio Systems
10. Developing A Maintenance Program

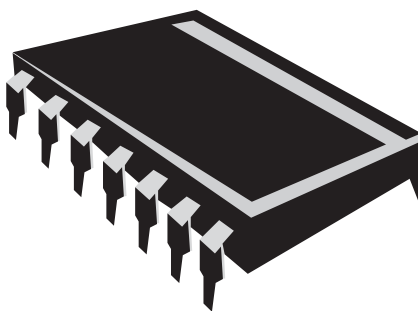
Fee: 52      Duration: 100 hrs

## COMPUTER SERVICING III VIT205

This follows on from Computer Servicing II, dealing further with more advanced computer repairs.

1. Using Tools and Equipment.
2. Electronics
3. CPU Problems
4. Repairing Circuit Boards and Installing Hardware
5. Components
6. Printer Problems
7. Other Peripherals
8. Networks
9. Deciding On A Course Of Action

Fee: 53      Duration: 100 hrs



## CERTIFICATES AND DIPLOMAS IN COMPUTING

It is possible to undertake Proficiency Awards, Certificates, Diplomas and other formal qualifications with ACS. With these formal qualifications, exams are compulsory, and they attract exam fees which are separate to the course fee. Contact the school to determine how many exams you need to complete for your course.

If you want to study anything higher than a short course, you have two choices:

1. A Standard Course
2. A Design Your Own Course

How do you choose?

1. If you like the sound of a standard course, do it!
2. If you cannot find a standard course that suits you, then design your own course!

## STANDARD COURSES OFFERED

These courses have been designed to meet specific needs. The combination of subjects has been balanced to provide a sound foundation in a core area.

## PROFICIENCY AWARD IN COMPUTER PROGRAMMING

A Proficiency Award is a type of 'specialist' certificate; designed to provide a qualification that reflects knowledge or skills in a specialised section of an industry or discipline.

To attain a proficiency award, you need to:

A/ Complete assignments and pass exams for three 100 hour modules/subjects:

\*Visual Basic.NET - Introduction, objects, code theory and Application design

\*ASP.net

\*SQL Database Programming - Using SQL. Upgrading databases from Access to SQL

B/ 200 hrs work experience or a workplace project - You can satisfy this by either submitting a reference from an employer or reputable colleague; or by undertaking a major programming project and submitting your work (under guidance from a tutor).

Fee: PA      Duration: 500 hrs

## **CERTIFICATE IN WEBSITE DEVELOPMENT VIT002**

This Certificate is accredited through the International Accreditation and Recognition Council. To attain a certificate you need to undertake six 100 hr modules; complete all assignments for those subjects, and pass one exam for each subject. The six modules are:

1. Writing a Web Site (HTML)
  2. E Commerce
  3. Digital Photography
  4. Macromedia Flash
  5. ASP.NET
  6. SQL for the web.
- Fee: CT      Duration: 600 hrs

## **CERTIFICATE IN INFORMATION TECHNOLOGY VIT003**

This Certificate is accredited through the International Accreditation and Recognition Council. To attain a certificate you need to undertake six 100 hr modules; complete all assignments for those subjects, and pass one exam for each subject. The six modules are:

1. Computer Studies I
  2. Computer Studies II
  3. Writing a Web Site (HTML)
  4. E Commerce
  5. Computer Servicing I
  6. Networking Essentials
- Fee: CT      Duration: 600 hrs

## **ASSOCIATE DIPLOMA IN E COMMERCE VIT004**

Accredited through the International Accreditation and Recognition Council, this course consists of the following:

1. Computer Studies I
2. Computer Servicing II
3. Writing a Web Site (HTML)
4. Web Application Development.
5. ASP.NET
6. Digital Photography
7. E Commerce
8. Introduction to Publishing
9. Freelance Writing
10. Marketing (Foundations)
11. Sales Management
12. Advertising and Promotions
13. Marketing Systems
14. Research Project I
15. Industry Meetings (100 hours)

The Research Project involves some theoretical studies followed by designing, conducting and writing up research on a relevant topic. Selection of the topic and progress in this project is monitored and guided by a tutor.

The Industry Meetings involve attendance at relevant committee meetings, seminars, conferences, exhibitions, trade shows, or any other events that are relevant. The student needs to submit documentary proof of attendance (eg. references, testimonials, receipts etc)

Fee: AS      Duration: 1500 hrs

## **DESIGNING YOUR OWN COURSE IN COMPUTING/IT**

You can choose any combination of modules offered within the guidelines on page 10. Your selection must be approved by an academic officer or tutor before the enrolment is accepted. To enroll, simply tell us the modules you propose studying, when you submit the enrolment application. For Example: to design a Certificate in Information Technology, you might choose the following modules:

1. Computer Studies I
2. Computer Studies II
3. Writing a Web Site (HTML)
4. Computer Servicing I
5. E Commerce
6. Networking Essentials

# BUSINESS, MANAGEMENT AND MARKETING

Do you want to develop skills and knowledge in management, business and marketing? Or improve your prospects in the workplace (even if you are currently employed)? Or perhaps you want to learn how to improve the efficiency of an already established organisation - foreseeing problems before they arise. Or you might want to start your own business.....if you answered yes to any of these questions, then read on.....

## PROFESSIONAL PRACTICE FOR CONSULTANTS BBS301

This course is a valuable guide to setting up and operating a consulting business in any profession. It has been developed to complement studies in the various disciplines taught by this school, including Psychology, Horticulture, Agriculture, Leisure Studies, Business Management and Environmental Management. Topics covered in this course include:

- \* Planning a Consultancy Practice
  - \* Setting up your Consultancy Practice
  - \* Insurance, Fees and Accounting
  - \* Effective Customer Relations
  - \* Expanding your Consultancy Practice
- Fee: S3 Duration: 100 hrs

## STARTING A SMALL BUSINESS VBS101

This course aims to make sure you are not one of the many businesses that fail before they even get started. Learn the basics of how to run a business, then under the guidance of a professional business expert, plan and initiate the development of your own business. The course consists of two parts:

- \* Module One - learn how to run a business
  - \* Module Two - there are two options (i)start a business or (ii)review the running of an established business.
- Starting a Small Business has twelve lessons which cover marketing, planning, budgeting, reviewing progress, improving profit and more.

Fee: S2 Duration: 100 hrs

## BUSINESS OPERATIONS VBS106

This course will develop the skills and knowledge in business planning and business operation to ensure a successful business. There are six lessons as follows:

1. Introduction - Business law, types of businesses, starting a small business
2. Finance - Liquidity, the money market, terminology, insurance
3. Financial Records - Simple bookkeeping procedures, cash flow
4. Financial Management - Taxation, costing, budgeting and investing
5. Business planning - Developing twelve month business plan
6. Mistakes to Avoid

Fee: S1 Duration: 100 hrs



## BUSINESS STUDIES BBS101

This course develops the skills necessary to manage a small business or a department within a larger organisation. The topics covered include:

- \* Procedures for establishing a business
- \* Management procedures, including quality assurance
- \* Communication with suppliers and customers
- \* Problem solving techniques
- \* Staff management
- \* Financial management
- \* Developing production strategies
- \* Evaluating marketing performance

This short course is run at an advanced level. As such, it places greater emphasis on developing an innovative approach to business and a greater ability to work independently.

Fee: S2 Duration: 100 hrs

## ENTREPRENEURSHIP BBS204

Entrepreneurship involves innovation, initiation and taking calculated risks to make new ventures succeed. This course covers:

- \* The scope and nature of entrepreneurship
- \* Timing - product life cycles, market life cycles, etc
- \* Intellectual Property
- \* Strategies
- \* Entrepreneurial Marketing
- \* Legal and Ethical Concerns
- \* Planning
- \* Launching a Venture - gathering and managing resources
- \* The product launch

Fee: S3 Duration: 100 hrs

## MANAGEMENT VBS105

This course provides students with the skills and knowledge necessary to understand staff management issues. It is suitable for inclusion in the Advanced Certificate in Applied Management (C12CN001), or it can be taken as a course in its own right. There are seven lessons:

1. Introduction and Organisational Structures
2. Management Theories and Procedures
3. Problem solving and decision making
4. Management Styles and External Influences
5. Employing People and Interviewing Skills
6. Staff Management
7. Ethics & Equity

Fee: S2 Duration: 100 hrs

## PROJECT MANAGEMENT BBS201

Project management is an important skill in all industries, and in all sorts of situations. It is relevant to a diverse range of projects, from technical to marketing to human resources. This course is a modified and compressed version of a much longer course, so it is quite advanced.

Project Management is best suited to those with some prior experience or training in management. There are nine lessons as follows:

1. Introduction to Project Management
2. Project Identification
3. Project Planning
4. Project Implementation
5. Project Completion and Evaluation
6. Improving Key Technical Skills
7. Improving Key Leadership Skills
8. Improving Key Interpersonal Skills
9. Major Project

Fee: S4 Duration: 100 hrs



## LEADERSHIP BBS135

Leadership skills are needed in all facets of our society: business, politics, religion, youth services, and leisure industries, to mention only some. This new course is relevant to all of those areas, developing your understanding of, and capacity to apply leadership skills.

There are seven lessons:

1. Introduction to Leadership (nature, scope, styles, differentiation from management, supervision, planning etc)
2. Leadership Characteristics/Qualities
3. Interpersonal Relationships
4. Communication Skills
5. Team Building
6. Systematic and Lateral Thinking
7. Applications

Fee: S2 Duration: 100 hrs

## OFFICE PRACTICES VBS102

This course develops the skills and knowledge necessary for the operation of an office. The course is divided into 6 lessons as follows:

1. Introduction - Scope of Office Work, Where to Work, Equipment and materials, etc.
2. Communication Systems - Business Letters, Using the Telephone, Mobile phones, Shorthand and Audio Systems, Electronic banking, Postage, Couriers, etc.
3. Writing Letters and Reports - Analytical reports, Information reports, Parts of a report, Structuring a letter, Business letters, Using E mail
4. Computers - Different computer systems, Trouble shooting and virus control, Databases,
5. Office Materials and Equipment - Electronic security (backup options), Office Stationery, Record Keeping, etc
6. Office Organisation and Procedures - Planning a work schedule, Priorities, Office Security, Office layout/design.

Fee: S1 Duration: 100 hrs

## BUSINESS PLANNING BBS302

This course is designed for students who have advanced beyond the basics of management or business. There are ten lessons:

1. Introduction to Business Plans
2. Focus and Direction: Developing a clear direction and developing mission and vision statements.
3. Developing Objectives and Strategies
4. Planning for Growth
5. Risk Management and Contingencies
6. Systems - Quality Management, Innovation Management, Information Technology and Control Processes.
7. Marketing Plans
8. Operations Plans
9. Human Resources Plans
10. Financial Plans

Fee: S3 Duration: 100 hrs

## EVENT MANAGEMENT BRE209

The skills developed this course can be applied in many different areas, such as sports, business, education, community work, motivational speaking and the arts. Through practical exercises, you will learn to plan, create, manage and evaluate a successful event, and develop a sound understanding of what is involved in the bringing an event from initial idea to successful fruition. This course is an ideal complement to business or managerial studies, studies in health and fitness, tourism, ecotourism, hospitality, horticulture and almost all other areas of study. There are nine lessons in this module as follows:

1. Scope and Nature of Event Management
2. Developing the Concept
3. Physical an Human Resources
4. Project Logistics
5. Marketing an Event
6. Financial Management
7. Risk Management
8. Staging the Event
9. After the Event

Fee: S3 Duration: 100 hrs

## BOOKKEEPING I BBS103

A course which focuses on the nature of accounting for small business, mainly service firms.

The course consists of 13 lessons:

1. Introduction: The Nature and Function of Accounting for Service firms - Definition of service firms, uses of financial information, accounting standards and conventions, consistency, reliability, verifiability, materiality.
2. Balance Sheets - Types of balance sheets, assets, liabilities.
3. Analysing and designing accounting systems - Record keeping, steps in the book keeping process, designing an accounting process.
4. Double Entry Bookkeeping: Ledgers, transaction records, trial balances.
5. Cash Receipts and Cash payment journals: Journals or day books, cash receipts and cash payments, discounts allowed and discounts received.
6. Credit fees and purchases journals: Operating on credit, credit fees and credit purchases.
7. The general journal: The use of general journals for non specific transactions, types of transactions in a general journal, bad debts, errors in general ledgers.
8. The Closing of the General Ledger: Closing revenue and expense accounts, balancing assets, liabilities and proprietorship accounts, final accounts, profit and loss accounts, current accounts.
9. Profit and Loss statements: Functions of the profit and loss statement, calculating profit, operating profit and net profit.
10. Depreciation of non-current assets: Definition of non-current assets, calculating depreciation, the assets register.
11. Profit determination and balance day adjustments: Accounting periods, depreciation, accruals and pre-payments, bad debts, trade and cash discounts, payment options.
12. Cash control: Bank reconciliation and petty cash - The cash cycle, the need for control over cash, methods used in controlling cash, bank reconciliation processes, the petty cash system.
13. Cash Control Budgeting: The role of the budget, types of budgets, unfavourable and favourable variance.

Fee: S2 Duration: 100 hrs

## FINANCIAL (MONEY) MANAGEMENT

BBS104

Formerly Money Management, this course will teach you how to manage money efficiently at home or in business. Understand how money works; get a grasp on financial terminology; learn how to get better deals when borrowing, spending or investing. There are ten lessons:

1. Financial terminology
2. Planning and Managing your Cash
3. Borrowing: loans, overdrafts, credits cards, financing
4. Buying well: what to look for, consumer protection, using credit
5. The Money Market
6. Investing: property, stocks, bonds, insurance, antiques
7. Superannuation
8. Reducing Costs
9. Banks: how they can help you
10. Communication: dealing with financial experts, accountants, banks

Fee: S2 Duration: 100 hrs

## BOOKKEEPING II BBS203

This course is a natural progression from Bookkeeping I, which focused on accounting for small businesses within the service industry. Bookkeeping II looks at accounting for Trading firms and the differences between recording and reporting. The course consists of 12 lessons:

1. Trading firms and accounting rules - Differences between a trading firm and service firm; flow of financial information through a trading firm, doctrine of materiality, processing transactions, accounting conventions and standards, journals, ledger accounts.
  2. Physical Inventory System - Physical or periodic inventory method, specific journals (cash receipts, cash payments, Credit sales), accounting for returns and allowances, double entry under the physical method, Calculating cost of goods sold and gross profit, inventory and functional classification, Closing ledger accounts, closing entries, etc.
  3. Perpetual Inventory System - Advantages and disadvantages of this system, Stock control account, barcodes, stock cards.
  4. Inventory Valuation - Product cost and period cost, valuing merchandise, net realisable value, anticipated loss of stock realisation.
  5. Accounting for bad and doubtful debts - Bad debt recording, recovered bad debt, estimating allowance for doubtful debts.
  6. Classified Profit and Loss statements for trading firms - Functional classification, ordinary item, extraordinary item, abnormal item, cost centre, operating revenue, abnormal revenue, extraordinary revenue.
  7. Control Accounts - Subsidiary accounts, advantages and disadvantages of control accounts, effect of selling a non current asset.
  8. Budgeting for Trading Firms - Capital budget, sales budget, cash budget, improving financial planning.
  9. Statements of cash flows
  10. Alternatives in Accounting
  11. Analysis and interpretation of accounting reports
  12. Business expansions and sources of finance
- Fee: S2 Duration: 100 hrs



"ACS is an Accredited Training Centre by the Institute of Certified Bookkeepers (Australia).  
[www.icb.org.au](http://www.icb.org.au)"

## WORKPLACE HEALTH AND SAFETY

VBS103

An important subject area applicable to all industries. This course covers the following topics:

- \* Introduction to workplace health and safety, procedures, duty of care
- \* Legislation
- \* Handling chemicals, including pesticides, cleaning chemicals, explosives, petrol
- \* Handling equipment: tools and machinery
- \* Handling objects: lifting, manual handling
- \* Standards and rules: safety audits, codes of practice
- \* Signs and signals: communicating in the presence of noise and fire, eye problems, hazardous chemicals

Fee: S1 Duration: 50 hrs

## **SUPERVISION VBS104**

An introduction to supervision, relevant to both supervisors and potential supervisors. There are ten lessons:

1. Introduction
2. Understanding the work place
3. Communications and human relations
4. Motivating employees
5. Organising the work place
6. Problem solving techniques
7. Discipline, complaints and grievances
8. Interviewing, recruitment and training
9. Work place safety
10. Dealing with management

Fee: S2 Duration: 100 hrs

## **PERSONNEL MANAGEMENT VB107**

Learn how to manage staff in any workplace. Lessons cover: Human behaviour, Control, Regulations, Procedures, Work Conditions, Team building, Dealing with grievances, Discipline, Delegation, Dealing with wet weather, equipment shutdowns, etc; Interviewing, Recruitment, Staff Induction, Industry bodies (Associations, Unions etc), Work conditions etc.

Fee: S2 Duration: 100 hrs



## **MOTIVATION VBS111**

Learn how to motivate both yourself and others. This is a valuable course for managers and supervisors; and equally useful for developing motivation in any other situation (eg. business owners, leaders, counsellors, parents, teachers, etc). It covers such things as sources of motivation, negative vs positive motivators, incentives, facilitating inquisitiveness, inspiration, understanding and avoiding de-motivators, maintaining motivation, and more.

Fee: S2 Duration: 100 hrs

## **MARKETING (FOUNDATIONS) VBS109**

A course designed to help you firstly understand the marketing world, then assist you in making decisions and developing skills in marketing. The lessons are as follows:

1. Marketing and the Business
2. Scope of Marketing
3. Understanding basic economics
3. Target Marketing
4. The Marketing Mix and Managing the Marketing
5. Product Presentation and Packaging
6. Promotion
7. Product Pricing and Distribution
8. Customer Service
9. Market Research
10. Organisations - Structures and Roles

Fee: S2 Duration: 100 hrs

## **SALES MANAGEMENT (MARKETING I)**

**BBS102**

Develop the ability to plan and implement an effective sales strategy. This course differs from sales skills which focuses on skills used by the sales person and not the sales manager. This course deals only with the sales side of marketing. There are nine lessons:

1. Developing Sales Concepts
2. Developing Sales Relationships
3. Sales Ethics
4. Building Product Knowledge
5. Developing a Customer Strategy
6. Presentation Strategy Options
7. Closing a Sale
8. Managing Yourself
9. Managing a Sales Team

Fee: S3 Duration: 100 hrs

## **ADVERTISING AND PROMOTIONS (MARKETING II) BBS202**

This course covers the key elements of marketing and strategies that can be included in a successful advertising campaign.

There are ten lessons:

1. Analysing the Market
2. Target Marketing
3. Display and Display Techniques
4. Advertising and Promotions Strategy
5. New Product Development
6. Sales Techniques
7. Writing Advertisement
8. Electronic Marketing -Telephone and Email
9. Direct Mailing
10. Exhibitions and Shows

Fee: S3 Duration: 100 hrs

## **MARKETING SYSTEMS BBS303**

This course is designed as a program to help you firstly understand the marketing world; then assist you in making decisions and in marketing.

1. Marketing Systems
2. Retailing Systems and Strategies
3. Wholesale Systems and Strategies
4. Product Presentation and Packaging
5. Negotiation Skills
6. Marketing Organisations
7. International Marketing I
8. International Marketing II
9. Analysing the Market
10. The Market Mix

Fee: S3 Duration: 100 hrs

## **SALES SKILLS VBS108**

A twelve lesson course to develop sales skills:

1. Presentation and selling
2. Communication and Conversational selling.
3. Marketing (Buyer analysis and motivation)
4. Management (Hierarchy)
5. Helping the Product Sell Itself
6. Know your product and pre planning.
7. Selling made as simple as A B C.
8. "The Opening" (getting the attention of the buyer)
9. "Closing a Sale" (overcoming objections).
10. "Stress Management"
11. The Law and Selling
12. Report Assessment Writing

Fee: S2 Duration: 100 hrs

# CERTIFICATES AND DIPLOMAS IN BUSINESS, MANAGEMENT AND MARKETING

It is possible to undertake Proficiency Awards, Certificates, Diplomas and other formal qualifications with ACS. With these formal qualifications, exams are compulsory, and they attract exam fees which are separate to the course fee. Contact the school to determine how many exams you need to complete your course.

If you want to study anything higher than a short course, you have two choices:

1. A Standard Course
2. A Design Your Own Course

How do you choose?

1. If you like the sound of a standard course, do it!
2. If you cannot find a standard course that suits you, then design your own course!

## STANDARD COURSES OFFERED

These courses have been designed to meet specific needs. The combination of subjects has been balanced to provide a sound foundation in a core area.

### ADVANCED CERTIFICATE IN APPLIED MANAGEMENT (SMALL BUSINESS) VBS001

This course develops the skills to manage a small business. (See page 78 for more details.)

The course has three parts:

- A. Core Studies (Management, Business Operations, Marketing Foundations and Office Practices: see page 78)
- B. Workplace Projects
- C. Stream studies (see below)

STAGE 1: Bookkeeping 1

STAGE 2: Advertising & Promotions

STAGE 3: Entrepreneurship

Fee: AC      Duration: 900 hrs

### ASSOCIATE DIPLOMA IN MARKETING MANAGEMENT VBS005

Marketing Foundations, Sales Skills, Sales Management, Advertising and Promotions, Marketing Systems, E-commerce, Marketing Psychology, Research Project I; Statistics, Project Management, Event Management, Business Studies, Publishing I, Industry Meetings (150 hours)

Fee: AS      Duration: 1500 hrs

### DIPLOMA IN MANAGEMENT VBS009

The Diploma in Management is made up of:

1. Modules: Business Studies, Business Planning, Workplace Health and Safety, Management, Computer Studies I, Instructional Skills, Marketing I, II and III, Financial Management, Introduction to Psychology, Supervision, Industrial Psychology, Project Management, Professional Practice for Consultants, Communications, Research Projects I and II (from 2 different industries), Educational Psychology.
2. Industry meetings (200 hours) - from 2 different industries
3. Research Projects (200 hours) - 2 projects from 2 different industries

Fee: DI      Duration: 2100 hrs

## DESIGNING YOUR OWN COURSE

You can choose any combination of subjects offered within the guidelines on page 10. Your selection must be approved by an academic officer or tutor before the enrolment is accepted. To enroll, simply tell us the modules you propose studying, when you submit the enrolment application. For Example: to design a Certificate in Business Studies, you might choose the following modules:

1. Bookkeeping I
2. Computer Studies I
3. Management
4. Business Planning
5. Business Operations
6. Project Management

For more study options, check out page 87.

## ADVANCED CERTIFICATE IN APPLIED MANAGEMENT VBSOO1

This is an accredited course that is designed to train people for supervisory or managerial positions in their chosen industry.

The Advanced Certificate in Applied Management involves the following studies:

- \* CORE STUDIES - four units of compulsory subjects for all students. 400 hours of work.
- \* ELECTIVE STUDIES - stream units for the development of knowledge in a chosen specialisation or industry sector. Minimum 300 hours of study.
- \* PROJECT - a "management in the workplace project" of 200 hrs involving approved work experience in a small business. The project specifically aims to provide the student with the opportunity to apply and integrate skills and knowledge developed through various areas of formal study.

SEQUENCE OF STUDY: This course is studied in three stages as follows:

1. Stage 1.

Core subjects -Management & Office Practices

Stream subjects - the first stream of the student's chosen Elective unit.

2. Stage 2.

Core subjects - Business Operations;

Stream subjects - the second stream of the student's chosen "Elective" unit.

3. Stage 3.

Core subject - Marketing Foundations

Stream subjects - the final stream of the student's chosen Elective unit.

The 200 hour Workplace project will also be completed (eg. Work experience, Research Project I & II, or Workplace Project I & II) before the qualification is awarded.

### STREAM STUDIES:

Stream studies are available in any of the following.

When enrolling choose "ONE" of these streams only; and you will be undertaking the modules listed.

Descriptions of listed modules are found elsewhere in this handbook.

#### STREAM

Small Business

Personnel Management

Marketing

Leisure Management

Event Management

Education

Photography

Publishing

Information Technology

Arboriculture

Horticultural Crops

Herbs

Nursery Production

Retail Nursery

Landscaping

Horse Management

#### Modules Required

Bookkeeping I, Entrepreneurship, Advertising and Promotions

Personnel Management, Industrial Psychology, Motivation

Sales Management, Advertising & Promotions, Marketing Systems

Event Management, Personnel Management,

Food & Beverage Management

Instructional Skills, Course Writing, Delivering Distance Education

Intro to Photography, Photo Practice, Photo Technology

Publishing I, II & III

E Commerce, Computer Servicing I, Html

Arboriculture I & II and Trees for Rehabilitation

Outdoor Plant Production, Protected Plant Production,

any other crops module

Herb Culture, Medicinal Herbs, Aromatherapy

Propagation I, Cutting Propagation,

Wholesale Nursery Management

Horticulture I, Garden Centre Management, Sales Skills

Landscaping I, Landscape Styles, Landscape Construction

Horse Care I, II & III

Other Stream options may be possible by planning with a tutor

Fee: AC Duration: 900 hrs



# WRITING AND COMMUNICATIONS

## CHILDREN'S WRITING BWR104

This course focuses on developing your understanding of what makes a good children's book, and how to write specifically for children. Through many practical writing exercises and with as much tutorial support as you need, you will learn what it takes to write a good story, and what publishers want. If you want to write for children, this course provides a good first step.

There are ten lessons in this unit as follows:

1. Introduction: Understanding Children
2. Overview of Children's Writing (fiction and non fiction)
3. Conceptualisation: Conceiving the concept
4. Children's Writing for Periodicals
5. Short Stories
6. Non-Fiction: Texts (writing to satisfy curriculum)
7. Fiction: Settings, characterisation, fantasy
8. Picture Books and Story Books
9. Editing your work: spelling, grammar, punctuation.
10. Project: write a short story, picture book

Fee: S2 Duration: 100 hrs

## FREELANCE WRITING BWR102

Many professional writers start out by freelancing.

This course will show you how to write, what writing is marketable, and how to go about selling your work.

Emphasis is placed on things which are important to publishers who might buy your work. Tutors concentrate on your ability to properly structure an article, and to be both concise and clear in your use of words. Learning outcomes for graduates of the course include:

- \* Have improved communication skills, particularly with respect to clarity, conciseness and correct grammar.
- \* Be familiar with the "writing industry"; having a clear idea of where opportunities exist for obtaining work as a freelance writer.
- \* Know how to go about approaching potential clients to obtain work.
- \* Have an understanding of the processes involved in publishing books, magazines and newspapers; from generating concepts to seeing the finished publication on sale.

There are ten lessons:

1. Introduction
2. Basic Writing Skills
3. The Publishing World
4. Manuscripts
5. Planning
6. Newspaper Writing
7. Magazine Writing
8. Writing Books
9. Writing Advertising
10. Special Project

Fee: S2 Duration: 100 hrs

## EFFICIENT WRITING AWR102

Basic beginners course. Learn how to write clearly and efficiently and to communicate thoughts without ambiguity. There are six lessons:

1. Introduction: Communication and language
2. Basic Writing Skills: Speech parts and Grammar
3. Clear Wording
4. Concise Wording
5. Punctuation and Accuracy
6. Using Writing Skills letters, essays.

Fee: S1 Duration: 80 hrs

## ADVANCED FREELANCE WRITING (APPLIED WRITING) BWR201

This is an ideal course to follow Freelance Writing for people with existing skills, but a need to improve their overall technique and develop a more "commercial" approach to their work. Eight lessons:

1. Writing Themes
2. Writing a Regular Column
3. Educational Writing
4. Scientific Writing
5. Writing a Biographical Story
6. Writing a News Article
7. Fiction Writing
8. Other Writing.

Fee: S3 Duration: 100 hrs

## CREATIVE WRITING BWR103

Learnto write fiction and non-fiction for profit or pleasure. Learn to structure magazine or newspaper articles, short stories, books and more. Polish up your grammar skills with our concise, easy to follow study method. Receive constructive guidance every step of the way from professional journalists and writers.

There are ten lessons:

1. Introduction
2. Basic Writing Skills
3. Conciseness and Clarity
4. Planning What You Write
5. Writing Fiction
6. Writing Non-Fiction
7. Newspaper Writing
8. Writing Magazines
9. Writing Books
10. Special Project

Fee: S2 Duration: 100 hrs

## WRITING FICTION BWR105

1. Scope & Nature of Fiction
2. Components of a Story – beginning, middle and end
3. Technique
4. Conception and Research
5. Drama
6. Fantasy
7. The Short Story
8. The Novel

Fee: S2 Duration: 100 hrs

## TECHNICAL WRITING BWR301

This course develops the student's ability to write on technical matters, for both academic and general audiences. The course aims to improve your ability to write for a wide range of media including: articles for the print media (magazines, newspapers and technical journals); technical reports; proposals; instructional manuals and even marketing material. Attention is paid to different styles of writing, problems (eg. technical jargon, focus, conciseness, etc) and different ways of working (eg. Contract, in house, collaborative). On completing this course a student should have a greater capacity to write useable and marketable material, and be better able to adapt their work to a greater variety of situations.

Fee: S3 Duration: 100 hrs

## EDITING I BWR106

This course develops your understanding of the purposes and aims of editing, and also of what editors do. Students will learn about the importance of clear, effective writing throughout all stages of the publishing process and how editors assess manuscripts and prepare them for publication. The course may be taken alone or as part of higher level courses in journalism, writing, editing and publishing.

The course covers: the nature and scope of editing, the role and responsibility of the editor in publishing, working with authors and publishers, the editing process and skills required, copyright and other legal concerns, indexing and referencing, varying the approach according to the kind of book, etc.

Fee: S3 Duration: 100 hrs

## EDITING II BWR302

This course is designed for self editors, aspiring professional editors and desktop publishers. Its aim is to develop the student's understanding of the editing processes.

1. Introduction to Editing II
2. Copy Editing and Proof Reading & a revision
3. Electronic Publishing I - equipment; programs; page design
4. Electronic Publishing II - illustrations; photos; tables; special effects; colour; pre-press preparation
5. Book Production
6. The Printing Process - an overview
7. Contracts, Copyrights and Other Legalities
8. Editing Project

Fee: S3 Duration: 100 hrs

## COMMUNICATIONS VWR100

This course aims to improve the ability to communicate in all situations. It covers: Behaviour; Visual Communications; Language; Public Speaking; Conducting Meetings; Writing Letters and Reports; Communications Technology, and lots more.

Fee: S1 Duration: 100 hrs

## PUBLISHING I BWR107

This course provides an excellent start for anyone considering self publishing, or seeking employment in publishing. It is equally relevant to electronic or print publishing. There are ten lessons as follows:

1. Nature and scope of the publishing world
2. Publishing procedures and techniques
3. Desktop publishing A
4. Desktop publishing B
5. Illustration: Graphics
6. Illustration: Photography
7. Research Skills: Market research, researching an article
8. Marketing of publications
9. Ethics and the law in publishing
10. Developing a publishing Project

Fee: S3 Duration: 100 hrs

## PUBLISHING II BWR202

This course builds on Publishing I, covering the following:

- \* The Publishing Process
- \* Print Media, Electronic Media
- \* Law and the Media: Copyright, International vs National Law, Deformation, Blasphemy, Criminal Libel, Contract Law, Right to Privacy, Reporting Restrictions, Internet, CD/Film and Other Electronic Media
- \* Ethics and Morality: Professional Code of Conduct, Prejudice (Cultural, Economic, Political); Statistics, Digital/Photo Manipulation; War; Crime; Censorship and Freedom;
- \* Maintaining Impartiality; Importance of Accuracy.
- \* Production Systems I: From Writing to Printing
- \* Layout for Print Media
- \* Media Advertising
- \* Marketing and Distribution Systems: Print, Electronic Media

Fee: S3 Duration: 100 hrs

## PUBLISHING III (Business Practices) BWR303

Even though this is a stand alone course, it has been developed primarily to follow from and complement Publishing II. Topics covered:

- \* Analysing the Market and Deciding What to Publish - Decide what to publish?...sponsorship, advertising, reader demand, industry support, distribution channels.
- \* Planning a New Publication: Periodical, E-zine, Book.
- \* Costing a New Publication.
- \* Resource Management - physical, human, intellectual.
- \* Risk Management: legal, insurance, staff wellbeing.
- \* Managing Writers.
- \* Managing Production and Distribution - cost, timing, quality control, accuracy etc.

Fee: S3 Duration: 100 hrs

## ESL FUNDAMENTALS AWR101

This course is for people who can write and speak basic English, but need to strengthen particularly writing skills. There are 12 lessons:

1. Parts of speech
2. Verbs
3. Parts of a sentence
4. Building and combining sentences
5. Vocabulary
6. Developing vocabulary
7. Writing for different purposes Part 1
8. Writing for different purposes Part 2
9. Writing for business
10. Study skills
11. Proof reading and editing
12. Special project: researching and writing for different contexts

Fee: S2 Duration: 100 hrs

# CERTIFICATES AND DIPLOMAS IN WRITING AND COMMUNICATIONS

It is possible to undertake Proficiency Awards, Certificates, Diplomas and other formal qualifications with ACS. With these formal qualifications exams are compulsory, and they attract exam fees which are separate to the course fee. Contact the school to determine how many exams you need to complete for your course.

If you want to study anything higher than a short course, you have two choices:

1. A Standard Course
2. A Design Your Own Course

How do you choose?

1. If you like the sound of a standard course, do it!
2. If you cannot find a standard course that suits you, then design your own course!

## STANDARD COURSES OFFERED

These courses have been designed to meet specific needs. The combination of subjects has been balanced to provide a sound foundation in a core area.

Many journalists commence their careers as freelance Writers, submitting articles to newspapers and magazines. Eventually, they may be employed as staff. Others develop a strong freelance business. Many of these courses prepare people for such career paths. They concentrate on developing the skills needed to succeed as a writer, and an awareness of how to develop a career in this industry.

### CERTIFICATE IN JOURNALISM VWR001

The full certificate involves thirty lessons, covering: Introduction to Writing; Writing Skills; The Publishing World; Planning What You Write; Magazine Articles; Newspaper Articles; Graphic and Photographic Illustration; Layout Skills; Publishing; Office Organisation and Procedures; Conducting an Interview; Biographical and Fictional Story Writing; Educational and Scientific Writing; Writing a Regular Column; Newsletters and News Columns; How to Present and Sell Yourself to a Publisher.

Fee: CT Duration: 600 hrs

### ADVANCED CERTIFICATE IN APPLIED MANAGEMENT (PUBLISHING AND JOURNALISM) VBS001

The structure of the Advanced Certificate in Applied Management is outlined on page 78. The standard core modules are taken; plus the three stream modules. In this case, the stream modules are Freelance Writing, Advanced Freelance Writing and Publishing I

Fee: AC Duration: 900 hrs

### DIPLOMA IN PUBLISHING AND JOURNALISM VWR002

The Diploma in Publishing and Journalism consists of the following modules: Freelance Writing, Advanced Freelance Writing, Creative Writing, Children's Writing, Technical Writing, Fiction Writing, Publishing I, II and III, Research Project I, II and III, Advertising and Promotions, Writing a Web Site (HTML), Project Management, Introduction to Photography, Photographic Practice, Digital Photography, E Commerce and Work Experience/Industry Meetings (100 hours), Workplace Health and Safety.

Fee: DI Duration: 2100 hrs

## DESIGNING YOUR OWN COURSE

You can choose any combination of subjects offered within the guidelines on page 10. Your selection must be approved by an academic officer or tutor before the enrolment is accepted. To enroll, simply tell us the modules you propose to study, when you submit the enrolment application. For example, to design a Certificate in Journalism, you might choose Freelance writing plus any five other subjects from those on pages 79 or 80. To design a Certificate in Publishing you might choose Publishing I, Publishing II, Editing I and any three other subjects from those on pages 79 or 80.

## **INSTRUCTIONAL SKILLS (Train the Trainer) BWR009**

On successful completion of this module the learner will be better able to prepare for and perform basic instructional skills, prepare participation plans, and conduct and evaluate training sessions.

1. Introduction to Training
2. Understanding Learning
3. Determining Training Requirements in The Workplace
4. Commencing Training
5. Developing a Lesson Plan
6. Assessment and Evaluation of Training Programs
7. Training Aids
8. One-To-One Training
9. Motivation Skills and Techniques
10. Promoting Training
11. Assessor Training

Fee: S2 Duration: 100 hrs

## **RESEARCH PROJECT I BGN102**

This module develops your ability to plan and conduct research into a current issue in your chosen discipline; and to complete a descriptive report based on that research. There are 7 lessons as follows:

1. Determining Research Needs
2. Research Methods
3. Using Statistics
4. Research Reports
5. Searching For Information
6. Conducting Statistical Research
7. Reporting On A Research Project

Fee: S3 Duration: 100 hrs

## **RESEARCH PROJECT II BGN201**

Develops your ability to monitor and evaluate a common process (or processes) relevant to your discipline or industry. There are six lessons in this module as follows:

1. Identifying research issues
2. Acquisition of technical information
3. Specialised research techniques
4. Research planning and designing
5. Statistics
6. Conducting research

Fee: S3 Duration: 100 hrs

## **RESEARCH PROJECT III BGN202**

Research Project III develops your ability to come up with innovative approaches to workplace activities through systematic research in a particular industry.

1. Determining research priorities.
2. Planning research improvement
3. Testing the viability of alternative approaches
4. Conducting detailed research into commercial work procedures
5. Developing an approved approach to a workplace procedure

Fee: S3 Duration: 100 hours

## **CLASSROOM DELIVERY SKILLS BGN106**

To develop and apply skills for teachers working face to face with students, particularly interpersonal skills.

The course involves ten lessons covering:

1. Introduction
2. Facilities & Resources
3. Interpersonal Communication in Education
4. Listening Skills
5. Understanding Motivation
6. Motivational Factors
7. Applying Motivation to Education
8. Stress Management
9. Conflict Management
10. Mediation & Negotiation

Fee: S2 Duration: 100 hrs

## **COURSE WRITING (DEVELOPMENT) BGN107**

Learn to develop courses for post secondary or adult education. There are 8 lessons as follows:

1. Bases for Education
2. Course Writing Methodologies
3. Level of Study
4. Curriculum Documentation
5. Course Materials
6. Course Material Creation
7. Reviewing & Updating Courses
8. Recognition and Accreditation
9. Application and Implementation.

Fee: S2 Duration: 100 hrs

## **DELIVERING DISTANCE EDUCATION BGN108**

With the growing demand for distance education, and with more universities and colleges turning to distance education to keep abreast of the global need for more flexible education, ACS is often asked how it manages delivery of distance courses. We put decades of experience and expertise in distance education into our new course, Delivering Distance Education. Some of the topics covered are: paper-based correspondence courses, online training, video courses, telephone conferencing, and e-learning. The course is made up of the following lessons:

1. Scope and Nature of Distance Education
  - how it is different
2. Getting the student started
3. Supporting Students
4. Real Time Support
5. Managing Resources
6. Assessment
7. Student Administration
8. Communication Skills
9. Supporting Graduates

Fee: S2 Duration: 100 hrs

## RESEARCH PROJECT IV BGN301

Develop skills in undertaking research and preparing your own thesis.

Pre-requisite: Research Project III

There are ten lessons in this module as follows:

1. The Problem Statement
2. The Literature Review Part One
3. The Literature Review Part Two
4. The Hypothesis
5. The Method
6. Data Collection
6. Research Proposal
7. Thesis Writing
8. Ethics
9. Where To From Here

Fee: S3 Duration: 100 hrs

## WORKSHOP I

Develop your capacity to identify, select and apply knowledge and skills to appropriate perform workplace tasks in any industry. Through a PBL (problem-based learning) study program this and other workshop projects will develop a "real world" relevance in your overall learning experience.

There are 3 lessons in this module as follows:

1. Workplace Tools, Equipment and Materials
2. Workplace Skills
3. Workplace Safety

Fee: S3 Duration: 100 hours

## WORKSHOP II BGN203

Develop your ability to perform a variety of scientific or technical procedures, using problem-based learning strategies.

### CONTENTS

There are 3 PBL projects in this module as follows:

1. Identifying Technical Problems and Collecting Samples or Data: Investigating technical problems in the workplace; collecting and treating samples, data or other evidence.
2. Analytical Procedures: Using specialised technical equipment to analyse samples, data or other evidence; undertaking routine and advanced scientific or technical analyses.
3. Workplace Operations: Describing the operations and equipment of a laboratory or other technical environment.

Prerequisite: Workshop I

Fee: S3 Duration: 100 hours

### WORKSHOPS (Practical Work)

Workshop 1, 2 and 3 are designed to achieve the same outcomes you might achieve by attending face to face practical workshops.

These are not conventional distance education courses.

Each workshop involves a series of problem based learning projects

## WORKSHOP III BGN302

Develop your ability to implement commercially viable management strategies, applicable to your industry sector.

### CONTENTS

There are 3 PBL projects in this module as follows:

1. Evaluating Workplace Efficiency
2. Workplace Supervision
3. Research Techniques

Prerequisite: Workshop II

Fee: S3 Duration: 100 hours

### How PBL Projects Work

\* You are given a hypothetical problem

\* You are given a detailed plan to follow to investigate the problem

\* You interact with one or more other members of a team to work through the plan.

\* The project concludes in report of specified content and duration.

See [www.acs.edu.au/pbl/pblhome.asp](http://www.acs.edu.au/pbl/pblhome.asp)

## CERTIFICATE IN ALTERNATIVE EDUCATION

The course contains 6 modules as outlined below

- \* CLASSROOM DELIVERY SKILLS BWR006
- \* COURSE WRITING BGN107
- \* DELIVERING DISTANCE EDUCATION BGN108
- \* EDUCATIONAL PSYCHOLOGY BPS105
- \* DEVELOPMENTAL PSYCHOLOGY BPS210
- \* WORKSHOP I

Fee: CT Duration: 600 hours



For Horticultural Research I & II, see page 25.

FOR MORE CERTIFICATES OR DIPLOMAS IN EDUCATION AND RESEARCH, SEE PAGE 10

# PHOTOGRAPHY

Do you want to learn how to take better photos for your own private use? To develop a fascinating, satisfying hobby? Or perhaps you are looking to develop a profitable part time business.... or even to prepare yourself for a career in the photographic industry. Whatever your aspirations, ACS has a wide range of photography courses that will increase your skills and knowledge.

## HOBBY PHOTOGRAPHY APH001

Hobby Photography is a beginner's course incorporating instruction and practical experience on film types, film speed, exposure and composition of photographs, and development of your photographic style. Submissions are studied closely by professional photographers with advice and pointers given on how to improve your photographic techniques. There are six lessons:

1. Origins of Photography
2. Understanding Film and Cameras
3. The Camera And It's Use
4. More On Using Cameras
5. Photographic Techniques
6. Developing Your Photographic Style

You will need a camera at some stage during this course. Any camera will do, although a 35 mm SLR is best. If you don't yet have a camera, complete the first lesson first and get advice from your tutor on what to buy, and where to shop.

Fee: S1      Duration 100 hrs



## PHOTOGRAPHIC TECHNOLOGY BPH201

It can be studied as an individual unit in it's own right.

There are eight lessons:

1. Image Formation - Optics and Geometry
2. Lighting - Equipment and Light Sources
3. Sensiometry A - Terminology and Light meters
4. Sensiometry B - Light Physics and Film Responses
5. Understanding Colour - Taking the Photo
6. Chemistry of Colour Photography - Processing the Photo.
7. Filters and Attachments - Applications
8. Lenses - Types and Applications

Fee: S2      Duration: 100 hrs

## INTRODUCTION TO PHOTOGRAPHY BPH100

A comprehensive introduction to still photography. To complete the assignments you need access to a 35 mm camera. (Your tutor can advise on buying a camera if you don't have one). It can also be taken as a course in it's own right. There are eight lessons:

1. Origins of Photography - Image Formation, Lenses, Photosensitive Materials, History.
2. Film - Four layers in film, Emulsion, Speed, Shutter action.
3. Photo Equipment - Camera construction, Camera types (e.g. SLR, large format).
4. Photo Equipment - Flashes, etc.
5. Developing Film
6. Enlarging - Equipment, Materials, Procedures (An alternative assignment is given for those without equipment for practical work.)
7. Lighting
8. Fault Finding

Fee: S1      Duration: 100 hrs

## PHOTOGRAPHIC PRACTICE BPH101

This course assumes participants have some photographic experience. It develops skills in taking photographs through practical assignments and individual direction from a tutor. There are eight lessons as follows:

1. Composition
2. Photographing People
3. Nature and Landscape Photography
4. Colour versus Black and White
5. Special Techniques
6. Illustrative Photography
7. Publishing
8. Business Opportunities in Photography

Fee: S2      Duration: 100 hrs

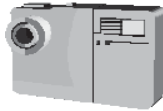
## DIGITAL PHOTOGRAPHY BPH202

This course is designed to develop the learner's ability to produce photographs using digital technology. The lessons are as follows:

1. Introduction To Digital Technology
2. Equipment
3. Digital Cameras
4. Taking Photographs
5. Scanners
6. Uploading Images
7. The Digital Darkroom
8. Compositing and Imaging
9. Special Effects
10. Outputs and Applications

Students will need access to a digital camera and some type of storage or output device during the course. This is required so that you can take some photographs on a digital camera and submit them as a print or as a digitised file. An inexpensive digital camera and a printer or 3.5 inch floppy disk would be a minimum. If you plan on purchasing a digital camera, but have not yet decided what to buy, it is recommended that you delay buying a camera until you have completed Lesson 3 and commenced Lesson 4. It is also suggested that you ask your tutor's advice as to which camera would best suit your needs. Access to a suitable computer is also advantageous but not essential.

Fee: S2      Duration: 100 hours



## TRAVEL PHOTOGRAPHY VPH005

An ideal course for anyone planning a holiday. Over eight lessons, you will be shown how to achieve a quality record of your trip on film. Your tutor will advise you on what type of equipment you need and where to buy it.

1. Introduction
2. The Main Principles
3. Creating Different Effects
4. Photographing Natural Areas
5. Photographing Streetscapes
6. Photographing Interiors
7. Developing Your Photographic Style
8. Major Project

Fee: S1      Duration: 100 hours



## LANDSCAPE PHOTOGRAPHY BPH203

Develop your skill in creating different effects and using different equipment and materials to achieve better landscape photographs. This course covers special effects, film types, colour richness, photographic terms, and sharpness. Students will be able to focus on their own particular area of interest. The lessons are as follows:

1. Introduction
2. The Main Principles
3. Creating Different Affects
4. Photographing Natural Areas
5. Photographing Streetscapes
6. Photographing Water
7. Developing your Photographic Style
8. Major Project

Fee: S2      Duration: 100 hours

## PHOTOGRAPHING PEOPLE BPH102

Learn to set up a photography session, organise a studio, create different types of effects, and compose photographs. This course is highly practical, giving student's plenty of opportunity to explore their areas of major interest. There are ten lessons as follows:

1. Introduction to Photography and Human Subjects
2. Equipment and Materials for Photographing People
3. Basic Techniques
4. Portraiture
5. Wedding Photography
6. Candid Photography
7. Nude Photography
8. Sports, Street and Action Photography
9. Fashion Photography
10. Folio Project

Fee: S2      Duration: 100 hours



## PHOTOGRAPHIC LIGHTING BPH204

There are eight lessons as follows:

1. Light Characteristics and Concepts
2. Light Sources: continuous and flash
3. Meters and Filters
4. Other Equipment for Lighting
5. Contrast and Composition
6. The Zone System
7. Studio Lighting
8. On Location Lighting

Fee: S2      Duration: 100 hours

For Photoshop Course refer to Page 69.

# CERTIFICATES AND DIPLOMAS IN PHOTOGRAPHY

It is possible to undertake Proficiency Awards, Certificates, Diplomas and other formal qualifications with ACS. With these formal qualifications, exams are compulsory, and they attract exam fees which are separate to the course fee. Contact the school to determine how many exams you need to complete for your course.

If you want to study anything higher than a short course, you have two choices:

1. A Standard Course
2. A Design Your Own Course

How do you choose?

1. If you like the sound of a standard course, do it!
2. If you cannot find a standard course that suits you, then design your own course!

## STANDARD COURSES OFFERED

These courses have been designed to meet specific needs. The combination of subjects has been balanced to provide a sound foundation in a core area.

### CERTIFICATE IN PHOTOGRAPHY VPH002

This course prepares you for a career in the photographic industry. It creates awareness and understanding in the industry, helps develop knowledge and skills in using a camera to a professional standard, and teaches you the all important communication and business skills needed to be successful in the real world.

The certificate consists of six modules as follows: Introduction to Photography, Photographic Practice, Photographic Technology, Digital Photography, Photoshop for Beginners and Photographic Lighting.

Fee: CT      Duration: 600 hours

### ADVANCED CERTIFICATE IN APPLIED MANAGEMENT (PHOTOGRAPHY) VBS001

The Advanced Certificate in Applied Management has five standard core modules that are outlined on page 78. The three stream modules are Introduction to Photography, Photographic Technology and Photographic Practice. These units are outlined on page 82.

Fee: AC      Duration: 900 hours

### DIPLOMA IN PHOTOJOURNALISM VPH009

This Diploma is made up of the following:

1. 1800 hours of study in the form of the following modules: Freelance Writing, Advanced Freelance Writing, Publishing I, Publishing II, Introduction to Photography, Photo Practice, Photo Technology, Digital Photography, Photo Lighting, Landscape Photography or People Photography, Programming Web Sites (HTML), Project Management, Business Studies, Workplace Health and Safety, Introduction to Psychology, Marketing I; plus Computer Studies I or Computer Studies II.
2. 100 hours of Industry Meetings/Work experience relevant to photojournalism
3. Research Projects I and II related to photojournalism (see page 81 for details of Research projects)

Fee: DI      Duration: 2100 hours

## DESIGNING YOUR OWN COURSE

You can choose any combination of subjects offered within the guidelines on page 10. Your selection must be approved by an academic officer or tutor before the enrolment is accepted. To enroll, simply tell us the modules you propose studying when you submit the enrolment application. For example, to design a Certificate in Photography, you might choose six subjects from page 84 and 85 (excluding Hobby Photography, which as a hobby subject is not suitable for inclusion in higher level studies). To design an Associate Diploma in Media you might choose 13 modules from subject areas such as Writing and Communications; Photography; Computing and IT; plus do Research Project I, and 100 hours of Industry Meetings/work experience. If you would like further advice on how to put together your own course, contact the school and ask to speak to an academic officer.

Fee: AS      Duration: 1500 hours

## ONLINE & CD COURSES

COMPARING STANDARD DISTANCE EDUCATION WITH ONLINE EDUCATION

| <b>Study options:</b>                                    | <b>Correspondence Course</b>   | <b>Online</b>  | <b>CD with Tuition (e-learning)</b>   |
|--|--|--|---|
| <b>Fee details</b>                                       | Full course fee applies (5% discount applies if two or more people enroll, and for second and subsequent enrolments) | Full course fee applies  | Fee is around 10% less (5% discount applies if two or more people enroll, and for second and subsequent enrolments) |
| <b>How do I receive course materials?</b>                | Materials printed and sent by air mail or courier (can take weeks to arrive)   | Supplied as material accessed over the internet (You can download and save or print notes if you wish) | A CD is burnt and sent (faster than correspondence course, not as fast as online).                                  |
| <b>How are assignments submitted?</b>                    | Assignments can be submitted any way you wish (posted hard copy, faxed or emailed)                                   | Assignments are submitted by email   | Assignments are submitted by email  |
| <b>What do the course materials include?</b>             | Course materials sometimes include things not included in online or CD courses (eg. text book)                       | Interactive Self Assessment Tests always included.   | Interactive Self Assessment Tests always included   |
| <b>What support do I receive?</b>                        | Full Support services provided –access to tutors, video library, online library, student room etc.                   | Full Support services provided –access to tutors, video library, online library, student room etc.     | Full Support services provided –access to tutors, video library, online library, student room etc.                  |
| <b>What will I receive upon completion of my course?</b> | Statement of attainment or qualification awarded on successful completion  | Statement of attainment or qualification awarded on successful completion                              | Statement of attainment or qualification awarded on successful completion   |

## NEW JOB SERVICE ON THE CAREERS SITE

### Employers and employment agencies

Log on and create an account for FREE. Then, you can advertise jobs at NO COST whenever you want.

### Job seekers

Log on and register your interest in a particular type of job (eg. casual work, construction, in Melbourne). Once registered, you will receive automatic daily email notice of any job that matches your needs. Similar services can be found elsewhere, but ours is different in two significant ways:

1. There is no charge to anyone, not to employers, agencies, or job seekers
2. It is world wide. You can advertise a job or your interest in getting a job across national boundaries, anywhere in the world.

Visit the careers site at [www.thecareersguide.com](http://www.thecareersguide.com)

## IS ACS RECOGNISED?

The short answer is Yes, and in many respects differently, but better than many other institutions. ACS is a member of many highly reputable organisations in Australia, the UK and internationally, including:

- International Accreditation & Recognition Council
- Australian Council of Private Education & Training
- Institute of Horticulture Careers Advisory Bureau (UK)
- Gold Coast Education Network.

We are affiliated with other reputable institutions who offer ACS developed courses through their institutions. These include:

- National Ecology and Environment Foundation (India)
- Pacifica School of Horticulture (USA)
- Warnborough College (UK).

Our staff are exceptional and highly regarded professionals. (See [www.acs.edu.au/about.asp#staff](http://www.acs.edu.au/about.asp#staff)) with qualifications and experience well beyond what you find at many institutions. With over 25,000 former students living and working across more than 50 countries, ACS has gained strong worldwide awareness and respect. Over 2 million copies of publications written by ACS staff are in print; our websites receive up to 2 million hits a month; and more than 25,000 people subscribe to our monthly email newsletters, indicating that ACS's global reputation grows with every passing month.

## THE ACS PHILOSOPHY

In an increasingly changing and complex world, educators must nurture and develop students ability to find information, apply that information, and use it to adapt to change quickly in an innovative and uninhibited way. ACS believes that a modern post-secondary education should develop both foundation knowledge (ie. understanding) and the practical capacity to successfully undertake work (ie. skills). Our courses are specifically designed to develop both of these areas. This makes us different from many universities and vocational colleges around the world that are often so encumbered with traditions and bureaucracies that that they cannot provide students with services that make a real difference. Our goal is to produce graduates with strong foundation knowledge, practical skills, and an ability to creatively and innovatively respond to change. In short, our graduates are largely successful; and not all institutions can claim this.

# EDUCATION FOR THE WORLD