CONTENTS

CERTIFICATES IN RECREATION, HEALTH & FITNESS ................................................................. 70
FITNESS, HEALTH & NUTRITION EBOOKS .......................................................................... 72
PSYCHOLOGY .......................................................................................................................... 73
CERTIFICATES IN PSYCHOLOGY, ............................................................................................ 79
PSYCHOLOGY & COUNSELLING EBOOKS .............................................................................. 80
SCIENCE AND TECHNOLOGY ................................................................................................. 81
COMPUTERS / INFORMATION TECHNOLOGY ......................................................................... 86
CERTIFICATES IN COMPUTING ............................................................................................... 89
BUSINESS, MANAGEMENT & MARKETING ............................................................................. 91
CERTIFICATES IN BUSINESS, MANAGEMENT & MARKETING .................................................. 95
MORE BUSINESS, MANAGEMENT & MARKETING EBOOKS .................................................. 97
WRITING AND COMMUNICATIONS ......................................................................................... 98
CERTIFICATES IN WRITING & COMMUNICATIONS ............................................................... 101
WRITING & COMMUNICATIONS EBOOKS .......................................................................... 102
EDUCATION AND RESEARCH ............................................................................................... 103
PHOTOGRAPHY ...................................................................................................................... 105
CERTIFICATES IN PHOTOGRAPHY, ........................................................................................ 108
MORE SHORT COURSES A DIFFERENT WAY OF STUDYING .................................................... 109
NEW CAREER ADVICE MAPS ................................................................................................. 110
ACS E-BOOKS ....................................................................................................................... 111
LATEST EBOOKS ................................................................................................................... 112
ONLINE & USB COURSES - COMPARING STUDY OPTIONS .................................................. 113
MICRO-COURSES .................................................................................................................. 114

CONTACT DETAILS

PO Box 2092, Nerang MDC, Queensland, 4211
Phone: (07) 5562 1088 Fax: (07) 5562 1099
International Phone: +61 755 621 088
Fax: + 61 755 621 099
Web: www.acs.edu.au
Email: admin@acs.edu.au

Office hours are Monday-Friday 9am-4pm. You are welcome to visit (by appointment).

Disclaimer: While every effort is made to ensure that information in this handbook is correct, errors can occur. ACS disclaims liability and responsibility for orders or complaints arising from such errors. Information in this handbook is subject to change without notification.
ABOUT THE SCHOOL

- Established in 1979, ACS has educated thousands of students in over 150 countries.
- Around 4,000 students are currently enrolled, serviced by tutors from the United Kingdom, Australia, New Zealand and the USA.
- The administration centre is located in Australia.
- 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.

AACN is 006 249 476, ABN 69 424 798 419.

ACS courses are also delivered through a network of reputable affiliated institutions around the world.

ACS Distance Education have a passion for helping people learn and reach their fullest potential.

Whether you want to learn for a new career, a better job or to enhance your knowledge of a particular area of interest, we are here to support you.

Our philosophy is a little different. It is not just online learning. Our courses have a different dimension and it is the people who work with us. They are there to support you in your learning journey. If you have a question or need help along the way, they are there for you. You receive feedback on your course work that is constructive and aimed to help you develop and learn further.

Course work is designed to get you thinking. If you want to get a piece of paper or just tick some boxes, we may not be the best choice for you. Our courses will get you researching, learning, getting your hands dirty and reflecting on all of those experiences to reinforce your learning.

Our courses are reviewed regularly and require less red-tape to update. We have academic staff all around the world updating course content everyday so courses remain relevant and help our students get the best learning experience possible.

Flexibility for your busy life!

You can start your course when you like—there are no semesters or start dates.

Our courses are completely self paced—there are no assignment due dates. You set your own schedule. If you need more time to study, let us know and we can arrange an extension.

You are supported!

Distance study allows us to help you one-on-one. You will never be treated as a number or left to flounder!

We have great staff who are waiting to help. Our administrative team will assist you with any issues you have along the way and our brilliant academics will help answer your questions on your course work when you need it.

Technology is reliable!

We develop and design our own course delivery systems. They are designed with our students in mind and help you access your course when you want it and any support material you may need.

We have lots of resources for your needs:

- Long Courses
- Short Courses
- Mini Courses
- Ebooks

WEB SITES:

Web Site: www.acs.edu.au
Online Training Site: www.acseduonline.com
Horticulture Website: www.hortcourses.com

OUR OTHER SITES:

Careers Guide: www.thecareersguide.com
Online Bookshop: www.acsbookshop.com
Shorter Courses: www.studyacs.com
Affiliates Site: www.acsaffiliates.com
Vimeo channel: vimeo.com/acsdistanceeducation

AUSTRALIAN OFFICE

Suite 209, Eastside Building, Robina, QLD, Australia
A benefit to studying with ACS is the support and help you receive from our experience and well qualified academic staff. When you need help along the way with your course, our tutors will be able to help you.

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


Mr Mason has over 50 years experience in the fields of Horticulture, Recreation, Education and Journalism, and 40 years as Principal of ACS Distance Education. 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.

TUTORS AND ACADEMIC DEPARTMENT STAFF

MARIE BEERMAN - B. Sc., Hort., M.Sc. Hort, Cert. III Ldscp., Dip Mgmt, PDC

MAGGI BROWN - RHS Cert. Hort, Cert. Ed, Member RHS Life Member Garden Organic (HDRA).

DR ROBERT BROWNE - B.Sc., PhD

ANDREW WILLIAMS - B.Sc(Hons)


JACINDA COLE - B.Sc, M.Psych, Cert. Garden Des., MIOH

DR KAREN CRIPPS - PhD, MSc, BA Hons

DAVID CROTHERS - FCA, GAICD, B. Sc. Econ (Hons), Cert IV TAA

ROSEMARY DAVIES - B Ed, BSc Hort, Dip Advertising & Marketing

PETER DOUGLAS - Dip. Animal Husbandry

KATE GIBSON - BSoSci, PGDipOB


TRACEY JONES - B.Sc. (Hons) (Psychology), M.Soc.Sc (social work), Dip. SW (social work), PGCE (Education), PGD (Learning Disability Studies).

JAN KELLY - Dip Hort (Burnley), Cert IV TAE

KAREN LEE - BSc. Hons. (Biological Sciences), Postgraduate Dip. Nutrition and Dietetics

MELISSA LEISTRA - B. Edu, Masters Human Nutrition

TANYA MILLER - Bsc (Hons) RVN, PGCE, CCPR

DR. LYNETTE MORGAN - B.Hort. Tech., Ph.D. in Horticultural Science

SARAH PARTRIDGE - B.Sc (Hons) Zoology

ALISON PEARCE - PG Cert Ed (Primary), M Ecotourism, PGCert Ed, Bsc (Hon) Animal Science


HELEN REX - Dip.I.T., Cert IT, part B.A.


DR MARIA L. SCHMITZ FONTES - PhD, MSc , BA Hons

DiSTANCE EDUCAtIon Is OFten Bette R tHan tHe ClASSROO Mt!

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.

Distance education often provides better opportunities than classroom education, for interacting with tutors, and quickly accessing student support and information services. ACS Distance Education now offers a range of USB based (e-learning) and online courses which are highly interactive and feature self assessment quizzes, online videos and fast tutor access.

Enrol online at www.acs.edu.au and get your enrolment processed much quicker. Our site is SSL secured.
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 40 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.

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*. You should 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 8 to see how you can design your own course.
HOW COURSES WORK

THREE WAYS TO LEARN:

1. Correspondence (paper notes) 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
All ACS courses are offered online. Online students require a reliable internet connection. In addition, a number of shorter courses are available online. Online students may 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.

3. E-learning Off Line
All courses can alternatively be studied by without being connected to the internet by using a copy of the course supplied on a USB memory stick or other memory storage device. This option can provide maximum flexibility; allowing you to study anywhere, anytime and on multiple devices, without relying on an internet connection if slow or unreliable.

COURSE STARTING DATES AND DURATION

You can enrol at anytime and start the course when you are ready. Enrolments are accepted all year - students can commence study at any time. All study is self paced, and ACS does not set assignment deadlines. Please note that if a student is being assisted by someone else (e.g. an employer or government subsidy), the body offering the assistance may set deadlines. 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. Short courses (e.g. 100 hrs duration) should be completed within 12 months of enrolment. Certificates, Advanced Certificates and Awards (e.g. over 500 hours duration) should normally be completed within 3 - 5 years of enrolment. Additional fees may apply if a student requires an extended period to complete.

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

* Please note that additional fees may apply if you require an extended period to complete a course.

PROBLEM BASED LEARNING

PBL is a 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.

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 (Problem Based Learning) 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. These PBL workshops can be completed in any country; there is no need to travel. See page 83 for more information.

**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.

**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.

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

HOW ARE EXAMS TAKEN BY CORRESPONDENCE?

Students can sit exams in their own locality. The exam is sent to an adjudicator, who supervises the student during the exam, and then sends it to the school for marking. 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 all required examinations.

**CERTIFICATES**

Your Certificate is awarded when you successfully complete all course requirements including exams. 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 Online Library subscription
- Opportunity to update course notes if a major revision is undertaken
- International visibility (beyond many nationally focused institutions)

ONLINE STUDENT ROOM
You will be able submit assignments and access courses. This is an area on the internet which only students can enter (with a personal access code).

ONLINE BOOKSHOP
A large range of books, ebooks and videos / DVDs are now available at www.acsbookshop.com - 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.

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:
"[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 knowlege, explaining to me and helping me to think and write more indepth, 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

[The course] provides a thorough introduction to the practices of Life Coaching. It provides very good learning materials and practical assignments at end of each lesson. The comments from my tutor are always very encouraging and positive. The services from school administrative staff are excellent [and] the course is recognised by Association of Coaching, UK.

Wai Ming, Au, Singapore - Life Coaching, MA MSc MBA

[This course] enhances my skills in my job in the disability field. One of the most pleasing things about ACS, is the flexibility it does allow in the way that you can lay out your assignments. They are not pedantic about little issues; but [instead focus on] the core learning that you have gained.

Darrell Blackman, Australia - Crisis Counseling

I have done several counselling courses in the past and the coaching course fitted in well with the learning experiences I had encountered previously. The reading material was detailed and interesting and the feedback was detailed and constructive.

Sarah - Life Coaching

I found the course interesting, challenging, and rewarding. I learnt a lot by following the programme and the study ACS set out. Assignments were corrected quickly, with lots of positive feedback from the tutors.

Jeffrey – Educational Psychology

SEE MORE TESTIMONIALS AT:
**HOW TO DESIGN A COURSE**

ACS offers two ways to complete Certificates and Advanced Certificates:

1. Enrol 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 the courses you can choose from are given below. To learn more about designing your own course and start designing, visit [www.acs.edu.au/buildyourown.aspx](http://www.acs.edu.au/buildyourown.aspx)

**QUALIFICATIONS OFFERED**

**WHAT MAKES THE ACS QUALIFICATIONS UNIQUE?**

You can learn the essential skills and knowledge that suits you and your learning needs. There is no need to spend time learning things that you do not need.

**HOW DOES THAT WORK?**

Once you have completed 6 modules, you can receive an ACS Certificate. Complete 8 (plus 100hrs work experience), and receive an ACS Advanced Certificate.

**SPECIALIST AWARD (SP.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.

- 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.

- 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.

- 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.

**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.

**INTERNATIONAL APPROVAL AND REGISTRATION CENTRE**

We are a member of the IARC which 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.

**FURTHER REGISTRATIONS AND RECOGNITION**

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

- ACS is CMA (The Complementary Medicine Association) (UK) registered for - Counselling, Natural Health, Naturopathy, Nutrition, Psychology, Remedial Therapy, Wellness Consultancy, and Western Herbal Medicine.
- Member Nursery & Garden Industries Assoc
- Member Future Farmers Network
- ACS is a Member of the Permaculture Association (UK)
- Member of Institute of Training and Occupational Learning (UK) and Study Gold Coast (Australia)
- ACS is an Organisational Member of the Association for Coaching (UK).

**UNIVERSITY QUALIFICATIONS**

Studies with ACS have been accepted for credit toward university qualifications in some countries. 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?**

Credible colleges have exceptional teachers and services; students actually learn valuable things and graduates succeed. Look closely at our teachers, services and graduate comments. Our goal is to put your learning first.
WHAT DO PEOPLE THINK OF THE SCHOOL?
Don’t take our word for it, see what our students say in the testimonials section Click here.

AFFILIATES AND PARTNERS
ACS has formal affiliations and articulation arrangements with many other colleges throughout the world.
Arthur J Gallagher welcomes Professional Liability insurance applications from ACS graduates across all disciplines.

ACS Global Partners Network
Member of ACS Global Partners Network – committed to Ethical Education
ACS is a member of the following professional associations:

Future Farmers Network
ACS is an organisational member. FFN are focused on building the engagement and network of those aged 18 to 35 years with the aim to empower, support and retain young people in Australian agriculture.

Some of our staff are also members of:

Australian Institute of Horticulture
The Principal, John Mason, is a fellow of AIH. ACS holds Training Provider status with the AIH and is now listed as a Preferred Member Training Provider. As such, ACS students who meet AIH criteria are entitled to subscribe to AIH as a Category 2 student member. http://www.aih.org.au/

Australian Society of Authors
www.asauthors.org

Institute of Horticulture
The Institute of Horticulture is the authoritative organisation representing those professionally engaged in Horticulture in the UK & Ireland. http://www.horticulture.org.uk/

Australian Council of Health, Physical Education & Recreation
www.achper.org.au

Nursery and Garden Industry Association
Nursery & Garden Industry Australia (NGIA) is the peak industry body for the Australian nursery and garden industry and is responsible for overseeing the national development of this diverse and essential industry. http://www.ngia.com.au/

Parks & Leisure Australia

International Herb Association
The IHA is a professional trade association providing educational, service and development opportunities for those involved in herbal endeavours. http://www.iherb.org/

Alternative Technology Association
The Alternative Technology Association (ATA) is Australia’s leading not-for-profit organisation promoting sustainable technology and practice. http://www.ata.org.au/

The Permaculture Association
Established in 1983, The Permaculture Association is a charity that supports people all around the world to learn about and use permaculture. http://www.permaculture.org.uk/
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 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 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.

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. 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, or download it from our website. Complete the form and submit it together with photocopied documentation (course outline, results, letters from employers, etc.) to support your application and the 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 enrol 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 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. The best place to enrol is to visit the website and click on the button that says “enrol now”. You can also complete an enrolment form. 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 an enrolment is received for an online study option, we will process the enrolment on the day we receive it. If it is a business day, you will be able to start learning within hours of enrolment.

3. 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 enrol 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 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, 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 alternatively, you can find out the fee of a course by visiting the website; fees are listed beside each course.

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

- If paying by credit card, for prompt service, it is best to enrol online at our website (see front of handbook for website details). You may also telephone. For security reasons, we advise you to not email your credit card details.

- You may arrange for your bank to do a bank to bank transfer of funds into our account. Contact 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 enrol, 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.

DISCOUNTS*

- 5% discount applies to ACS Distance Education Students enrolling in further courses.

- 5% discount applies if two or more people enrol.

- Discounts for large groups are available. Price negotiable on application.

* Only one (1) discount per person per enrolment can be claimed at any one time.

FINDING YOUR PATH

The decisions you make today will affect the opportunities you create for yourself tomorrow. There are an infinite number of choices which a person can make about their career path; and an infinite number of paths you can set yourself on.

“THIS ARTICLE IS AN EXTRACT FROM THE EBOOK, GETTING A JOB” WRITTEN AND PUBLISHED BY STAFF AT OUR SCHOOL. YOU CAN PURCHASE AND DOWNLOAD A COPY FROM WWW.ACSBOOKSHOP.COM
COURSES FOR FARMERS, HOBBY FARMERS OR ANYONE WHO WANTS A START IN AGRICULTURE.
LEARN MODERN METHODS OF ANIMAL CARE AND FARM PRODUCTION.
DEVELOP PRACTICAL SKILLS FOR THE LARGE FARM OR SMALL ACREAGE.
VISIT WWW.ACS.EDU.AU FOR MORE DETAILS.

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 and 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 and Meat
9. The Skeleton
10. Animal Growth, Development and the Endocrine System
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:
1. Various Pest And Disease Problems, Their Symptoms, and Treatments in a Variety of Animals
2. Animal Behaviour and Handling
3. Materials and Methods used in Professional Animal Healthcare
4. Legal and Administrative Considerations.
There are twelve lessons in this module.
Fee: S2 | Duration: 100 hrs

ANIMAL BEHAVIOUR BAG203
There are eight lessons in this module as follows:
1. Introduction: Influences and motivation
2. Genetics and Behaviour
3. Animal Perception and Behaviour
4. Behaviour and the Environment
5. Social Behaviour
6. Instinct and Learning
7. Handling Animals
Fee: S3 | Duration: 100 hrs

ANIMAL BREEDING BAG301
This course provides a broad understanding of animal breeding and it's 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: 100 hrs

ANIMAL HEALTH (ANIMAL HUSBANDRY II) BAG201
A solid introduction to farm animal health with ten lessons:
1. Introduction to Animal Health
2. Signs and 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: 100 hrs

ANIMAL HEALTH EBOOK
Written for anyone who cares for animals, from pet owners to farmers, to students.
YOU CAN PURCHASE AND DOWNLOAD THIS EBOOK FROM WWW.ACSBOOKSHOP.COM

EBOOK BY ACS STAFF
NATURAL HEALTH CARE FOR ANIMALS BAG218

A course for anyone working with animals (pets, farm animals, wildlife); or even pet owners. Eight lessons as follows:
1. Introduction to Natural Animal Health Care
2. Signs of Ill Health
3. Natural Nutrition for Animals
4. Holistic Health Care - Maintaining Health
5. Holistic Health Care - Treating Health Problems
6. Animal Diseases and Health Problems (Domestic Animals)
7. Animal Diseases and Health Problems (Livestock)
8. Animal Health Care Case Study Research Project

Fee: S3  |  Duration: 100 hrs

ANIMAL FEED AND NUTRITION BAG202
(ANIMAL HUSBANDRY III)

Provides a solid introduction to farm 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 and 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: 100 hrs

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: 100 hrs

DIAGNOSING ANIMAL DISEASES BAG219

Study this course and gain a foundation that allows you to systematically investigate and determine health issues in animals. Although disease investigations are carried out by qualified government stock inspectors and/or veterinarians, it helps for animal owners to understand and be able to recognise diseases and conditions that may affect their animals, so that timely intervention can occur.

Fee: S3  |  Duration: 100 hrs

AQUACULTURE BAG211

A course primarily concerned with the 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, and 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 and more
4. Trout - Trout and Water, Determining Water Flow, Temperature, Dissolved Oxygen, Stocking rates, Spawning, Checking Fish and Stripping Technique, Fertilisation and Hatching
5. Barramundi - Industry Perspective, Breeding and Growth Rates, Fry Maintenance, After Care, Pod rearing, Costs
6. Bass - Australian and other species
8. Setting up a Farm - Land and Water Needs, Pond Construction, Cages, Biological Filtration, Clearing Turbid Water, Improving Quality, Protecting Stock
9. Foods and Feeding - Pellets, Live Food, Fishmeal, Lights, Importance of Food

Fee: S3  |  Duration: 100 hrs

MARINE AQUACULTURE (MARICULTURE) BAG220

This course teaches how you to culture marine animals. It covers 11 lessons:
1. Aquaculture Production Systems
2. Starting a Marine Aquaculture (Mariculture) Business
3. Choosing a Species
4. Finfish
5. Crustaceans
6. Molluscs
7. Seaweeds and Aquatic Algae
8. Pharmaceuticals
9. Diet Formulation and Feeding
10. Health Management and Parasites
11. Harvest and Post Harvest handling

Fee: S3  |  Duration: 100 hrs

ALSO SEE - AQUAPONICS ON PAGE 41
ANIMAL WELFARE ON PAGE 19
BEEF CATTLE BAG206
There are ten lessons in this course:
1. Introduction to Beef Production and Breeds
2. Beef Cattle Production Systems
3. Beef Cattle Breeding
4. Diseases in Beef Cattle (Viral and 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 and Marketing

Fee: S2 | Duration: 100 hrs

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: 100 hrs

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: 100 hrs

SHEEP BAG210
Covers all aspects of sheep care and management, including:
1. Introduction, Terminology and Breeds
2. Selection and 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 and Sheep Products

Fee: S2 | Duration: 100 hrs

GOAT HUSBANDRY BAG223
There are nine lessons in this module as follows:
1. Introduction to Goat Husbandry
2. Goat Breeds and Breeding
3. Feeds and Nutrition
4. Health Management
5. General Husbandry - Housing, Fencing, Grooming
6. Kids and Kidding
7. Dairy Production
8. Meat and Fibre Production
9. Goat Farm Management

Fee: S1 Duration: 100 hrs

PIGS BAG209
Develops skills in all aspects of pig management, including:
1. Introduction: Terminology, Breeds, etc.
2. Breeding and Selection
3. Feeding
4. Pig Diseases
5. Managing the Boar
6. Managing the Sow and Litter
7. Managing Fattening Pigs
8. Economics and Records
9. Managing a Piggery

Fee: S2 | Duration: 100 hrs

POULTRY BAG208
Covers all aspects of poultry care and management, including:
1. Introduction, Terminology and Breeds
2. Nutrition
3. Diseases in Poultry
4. Layers
5. Broilers
6. Incubation
7. Brooding
8. Record Keeping, Economics and Marketing

Fee: S2 | Duration: 100 hrs

POULTRY EBOOK by Staff of ACS
Whether you are seeking a book as a beginner poultry keeper or are embarking on a new career in poultry production or management, this book is for you.

You can purchase and download this ebook from www.acsbookshop.com
HORSE CARE I BAG102
Learn to manage the daily requirements of a horse at grass. The course aims to develop:
1. The ability to handle horses using a range of different procedures
2. Skills to evaluate a horses conformation
3. An understanding of diet
4. Knowledge of grooming procedures
5. An ability to develop appropriate management procedures for a specific situation
6. Knowledge of commercial opportunities in the horse industry, including how to buy and sell horses.
The course 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 (e.g. 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: $2 | Duration: 100 hrs

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: $2 | Duration: 100 hrs

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 and Plaiting
4. Travelling and Horse Care Away from Home
5. Organising and Managing a Horse Event
6. Managing a Horse Enterprise
Fee: $2 | Duration: 100 hrs

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: $3 | Duration: 100 hrs

HORSE BREEDING BAG307
There are eight lessons in this module as follows:
1. Breeding Horses
2. The Brood Mare
3. The Stallion
4. Breeding Management
5. The Pregnant Mare
6. Parturition and Foaling
7. Care of the New-born Foal
8. Infertility in the Mare and Stallion
Fee $2  Duration: 100 hrs

HORSE CARE EBOOK
by Staff of ACS
This book is an accumulation of information from biology, agricultural science and veterinary medicine. It looks to explore and explain the fundamentals of appropriate horse care.
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: $2 | Duration: 100 hrs

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.
Fee: $2 | Duration: 100 hrs

IRRIGATION MANAGEMENT BAG303 (AGRICULTURAL)
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 Fertilization
• Evaluating Irrigation Designs
• Design of Different Systems
Fee: $3 | 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 and 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: $2 | Duration: 100 hrs

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: $2 | Duration: 100 hrs

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: $3 | Duration: 100 hrs

AGRICULTURAL MARKETING BAG304
Develops the ability to analyse and manage marketing problems in an agricultural enterprise. The course examines the following areas:
• Marketing and Economic Theories
• Target Marketing
• Promotions Techniques (including advertising)
• Handling (ie. transport and storage)
• Market Research Methods
• Customer Service
Fee: $2 | Duration: 100 hrs

REFRIGERATING FARM PRODUCE BAG225
Eight lessons in this course:
1. Nature & Scope of Refrigeration
2. The Refrigeration Process
3. The Vapour Compression System
4. Heat Load Calculations
5. The Refrigeration Cycle: Refrigerants & Components
6. Applied Refrigeration: Farm Produce
7. Applied Refrigeration: Other Products
8. Freezing Goods
Fee S2 | 100 hrs
AGRONOMY I BAG306
Eight lessons as follow, covering principles and practices that underpin commercial agronomy, and developing an ability to interpret and apply information practically, on a farm
1. Introduction to Agronomic Practices
2. Culture – What Influences Crop Growth
3. Crop Husbandry Practices
4. Seed and Seed Management
5. Arable Cereal Crops
6. Arable Broadleaf Crops
7. Harvesting
8. Crop Management – Special Project
Fee: S2 Duration: 100 hrs

AGRONOMY II (GRAINS) BAG309
Nine lessons as follows:
1. Introduction to Grains (cereals)
2. Growing and Processing Infrastructure and Machinery
3. Wheat, Triticale, Spelt, Barley, Oats, Rye
4. Maize, Sorghum, Millet
5. Rice
6. Pulse Crops
7. Pseudo Cereals
8. Processing Grains for Human Consumption
9. Grains for Livestock Consumption
Fee: S2 Duration: 100 hrs

AGRONOMY III BAG310
Eleven lessons in this course:
1. Scope and Nature of Root Cropping and the Botany of Roots
2. Cultural Practices A: Soil Management, Crop Scheduling and Soil Water
3. Cultural Practices B: Weed control, Pest Management, Specialised machinery
4. Potatoes
5. Carrots and their Relatives
6. Turnips and their Relatives
7. Beets
8. Taro, Yams and Sweet Potato
9. Other Root Crops
10. Harvest and Post-Harvest Management
Fee: S2 | 100 hrs

CERTIFICATE IN AGRICULTURE VAG001
Agriculture Certificate for new farmers, those seeking employment or a qualification. Gain knowledge and skills to run or work farms in: cropping, dairy, beef, pigs, poultry, horse studs and more.
Fee: CT | 600 hrs

CERTIFICATE IN ALTERNATIVE FARMING VSS103
The Certificate in Alternative Farming allows you to learn different farming practices. Ideal to start your own niche farm. Farming is continuously evolving. External influences such as technological advances, global economics, environmental concerns, consumer demand and preferences, and increased competition means that there is an ongoing need for adaptation and change in the farming industry. The result is a worldwide growth in alternative farming - which is not slowing down.
Fee: CT | 600 hrs

ADVANCED CERTIFICATE IN AGRICULTURE VAG055
Our Advanced Certificate in Agriculture serves as a solid foundation course which provides students with a learning platform from which to enter into to agriculture sector. Alternatively, with the flexibility of the electives, it can be viewed as a learning package to suit your specific goals and learning needs. This course is also ideal for paving the way for future studies.
• Farm Management
• Farm Contracting
• Services to Farmers
• Agricultural equipment and supplies
• Education, media, research
Fee: AC | 900 hrs

ADVANCED CERTIFICATE IN AGRICULTURE (ANIMAL HUSBANDRY) VAG053
Extensive, broad, in-depth professional education for a sustainable career working with livestock and animals reared for produce. Work in farm or land management, education, research, marketing or other support services.
Fee: AC | 900 hrs
PET CARE (DIFFERENT TYPES OF PETS) AAG100
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 in this course as follows:
1. Introduction to Animal Care
2. Cats
3. Dogs
4. Birds
5. Fish
6. Rabbits
7. Reptiles and Amphibians
8. Rodents, Guinea Pigs, Hamsters, Mice
Fee: S1 | Duration: 100 hrs

DOG CARE BAG108
There are nine lessons in this module as follows:
1. Introduction – The Nature and Scope of Dog Care
2. Canine Biology - Anatomy and Physiology
3. Health Part 1 – Nutrition and Preventative Health
4. Health Part 2 - Illnesses and Treatments
5. Breeds
6. Dog Breeding
7. Understanding Dog Behaviour and Training
8. Grooming
9. Other Dog Service Enterprises and the Scope of Opportunities
Fee: S1 | Duration: 100 hrs

DOG PSYCHOLOGY AND TRAINING BAG221
Nine lessons in this course as follows:
1. Nature and Scope of Canine Psychology
2. Canine Senses
3. Understanding Natural Canine Behaviour
4. Canine Behavioural Development
5. Canine Behavioural Disorders
6. Basic Dog Training
7. Dog Obedience Training
8. Controlling a Dogs Movement
9. Training Working Dogs
Fee: S1 | Duration: 100 hrs

CERTIFICATE IN COMPANION ANIMAL STUDIES VAG024
A broad foundation certificate in pet care to optimise the scope of study preparing you to work with dogs, cats, birds, fish or any other pets; in pet shops, shelters, animal hospitals, with breeders, groomers or other services.
Fee: CT | Duration: 600 hrs

CAT PSYCHOLOGY AND TRAINING BAG222
There are 8 lessons in this module as follows:
1. Nature and Scope of Cat Psychology
2. Cat Senses and Communication
3. Understanding Natural Behaviour in Cats
4. Cat Behavioural Development
5. Behavioural Disorders/Abnormalities
6. Basic Training
7. Obedience Training
8. Training Working Cats
Fee: S1 | Duration: 100 hrs

AQUARIUM MANAGEMENT BEN105
There are 10 lessons in this module as follows:
1. Scope and Nature of Aquaria
2. The Water Ecosystem
3. Water Quality and Management
4. Equipment and System Design
5. Suitable Inhabitants for Your Aquarium
6. Fish Health and Diseases
7. Freshwater Tanks
8. Simple Saltwater Tanks
9. Maintenance
10. Breeding
Fee: S1 | Duration: 100 hrs

CARING FOR DOGS EBOOK by Staff of ACS
Learn all about these wonderful companions - from our shared history, through to psychology, health requirements and common problems.

YOU CAN PURCHASE AND DOWNLOAD THIS EBOOK FROM WWW.ACSBOOKSHOP.COM
BIRD KEEPING BAG108

Eight lessons as follows:
1. Scope and Nature of Bird Care
2. Breeds
3. Housing Birds
4. Feed and Nutrition
5. Health Management
6. Bird Behaviour and Training
7. Breeding
8. Working in the Bird Industry

Fee: S1 | Duration: 100 hrs

CAT CARE BAG107

Nine lessons as follows:
1. Introduction
2. Feline Biology
3. Breeds
4. Feline Health Care
5. Feline Illnesses
6. Feline Diet
7. Feline Behaviour
8. Breeding and Raising Kittens (includes PBL Project)
9. Feline Services (includes PBL Project)

Fee: S1 | Duration: 100 hrs

ADVANCED CERTIFICATE IN ANIMAL MANAGEMENT (PETS) VAG062

This course in exceptional and unique in the quantity and quality of what you learn about working with pets. Gain an extensive foundation for a business or career in the pet industry. Learn all aspects of animal management and health.

Fee: AC | Duration: 900 hrs

ANIMAL GROOMING BAG106

Ten lessons as outlined below:
1. Scope and Nature of Grooming
2. Animal Biology
3. Caring for the Skin and Coat
4. Specialised Grooming Tasks
5. Handling Animals
6. Grooming Dogs
7. Grooming Exotic Animals
8. Safety in Grooming Workplace
9. Preparing for Showing
10. The Business of Grooming

Fee: S1 | Duration: 100 hrs

ANIMAL WELFARE BAG224

The content of each of the nine lessons is as outlined below:
1. Scope and Nature of Animal Welfare
2. Psychology and Sentience
3. Managing Animal Welfare
4. Animal Protection Services
5. Animal Rescue Services
6. Animal Health Services
7. Animal Welfare for Pets, Work Animals and Animals in Sport
8. Animal Welfare for Farm Animals

Fee: S2 | Duration: 100 hrs
ORGANICS, PERMACULTURE & SELF SUFFICIENCY

BECOME MORE SELF SUFFICIENT BY REDUCING YOUR DEPENDENCE ON MONEY AND PROCESSED PRODUCTS; MOVE TOWARDS A HEALTHIER AND MORE ENVIRONMENTALLY FRIENDLY AND REWARDING LIFESTYLE! STUDY PERMACULTURE, ORGANICS OR SELF SUFFICIENCY AT ACS.

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, on request, graduates who satisfy their tutor are awarded a permaculture design certificate by their tutor (a Permaculture Design Certificate graduate). Areas of study include:
- Concepts of Natural Systems
- Permaculture Techniques
- Animal Management in Permaculture
- Plant Selection and 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: 100 hrs

Member Permaculture Association (UK)

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 and Disease - Identification, Natural vs. chemical treatments, biological control, companion plants, etc.
7. Mulching and Mulches
8. Seeds - Collecting, storing and sowing
9. Vegetable Growing in your locality
10. Fruit Growing in your locality

Fee: S2  |  Duration: 100 hrs

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 and Crop Nutrition
4. Weed Management
5. Pest and 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: 100 hrs

COMMERCIAL ORGANIC VEGETABLE GROWING VHT241
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 and nutrition, soil management, a review of major vegetable varieties, pests and diseases, identification and natural control methods, seed selection, storage, propagation, greenhouse growing, lesser grown vegetables and herbs, irrigation, mulching and natural weed control, harvesting and marketing.

Fee: S3  |  Duration: 100 hrs
PERMACULTURE I VSS104
This is a very solid introduction, laying the foundation to gain the best understanding of permaculture. There are 5 lessons in this module:
1. Concepts
2. The Environment
3. Soils
4. Climate and Water
5. Forest Systems

Fee: S1  |  Duration: 100hrs

PLANTS FOR PERMACULTURE VSS105 (PERMACULTURE II)
Ten lessons is as outlined below:
2. Design - Planning Techniques and Skills.
3. Garden Zones
4. Design for Natural Pest, Disease and Weed Control
5. Companion Planting
6. Appropriate Technology in Permaculture Design
7. Water Garden
8. Fruit Garden
9. Herb and Vegetable Garden
10. Mandala Garden

Fee: S2  |  Duration: 100hrs

ANIMALS FOR PERMACULTURE VSS106 (PERMACULTURE III)
1. Integrating Animals into a Permaculture System/Garden
2. Role of Insects and Other Small Animals
3. Poultry
4. Bees
5. Grazing Animals: Sheep, Goats, Pigs, Rabbits
6. Managing Larger Animals and Wildlife
7. Aquaculture Production Systems
8. Aquaculture Species to Grow

Fee: S1  |  Duration: 100hrs

PERMACULTURE DESIGN AND MANAGEMENT VSS107 (PERMACULTURE IV)
There are ten lessons as follows:
1. Overview of Permaculture
2. Sustainable Building Materials
3. Integration of Buildings into the Environment
4. Waste Disposal
5. Recycling
6. Designing for Natural Disasters
7. Natural Watering
8. Indigenous Plants and Animals
9. Preparing Management and Development Plans
10. Major Design Project

Fee: S3  |  Duration: 100hrs

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 and goats, extending the life of clothing, conserving energy, recycling, simple home medical care and first aid, and lots more. Lessons:
1. Introduction to Self Suficiency
2. Health, Nutrition and Clothing
3. Horticulture - Fruit and vegetables
4. Horticulture - Herbs
5. Animal Husbandry A - Poultry and bees
6. Animal Husbandry B - Grazing animals and pigs
7. Building - Earth and mud buildings
8. Energy
9. Craft and Country Skills
10. Making Decisions - Small scale production

Fee: S2  |  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, preserves, and 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: S2  |  Duration: 100hrs

MUD BRICK ASS103
Ten lessons:
1. Scope of Mud Brick
2. How to make a mud brick
3. Planning and Site Works
4. Legal Considerations
5. Foundations
6. Laying Bricks
7. Doors, Windows and Roofs
8. Finishes
9. Services
10. Other types of Earth Building

Fee: S1  |  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: S1  |  Duration: 100hrs
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 can be awarded a permaculture certificate by their tutor (a Permaculture Design Certificate graduate).
• Graduates are also registered with the Permaculture Institute.

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 VHT002 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 enrol, 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.

You Have Two Choices:
1. Enrol in a Standard Course
2. Design Your Own Course from Electives Offered - Refer to Page 10 for Details
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 and pruning, lawns and other surfacings, garden features, plus a special project to help you develop your own garden.
Fee: $1 | Duration: 100 hrs

HOME GARDEN EXPERT COURSE AHT101
Become the gardening expert of your family with this comprehensive home gardening course. There are eight lessons each comprising 2 or 3 parts. 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 and disease identification and control using both chemical and natural non-chemical methods
• How to Propagate Your Own Plants - from seed, cuttings, and 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: $2 | Duration: 100 hrs

GARDENING WITH TROPICAL PLANTS AHT109
This course has eight lessons:
1. Introduction
2. Plant Cultural Practices
3. Tropical Annuals, Perennials, Bulbous Plants, Bamboos and Lawns
4. Tropical Gingers, Heliconias and Related Plants
5. Cordylines, Palms and Cycads
6. Tropical Climbers, Shrubs and Trees
7. Orchids, Ferns, Aroids and Bromeliads
8. Tropical Food Plants
Fee: $2 | Duration: 100 hrs

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: 100 hrs

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: 100 hrs

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.
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: $3 | Duration: 100 hrs

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: $2 | Duration: 100 hrs

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: $2 | Duration: 100 hrs

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 and vegetables, fruit & nuts, herbs and growing techniques (baskets, terrariums, hydroponics, tubs, etc).

Fee: $3 | Duration: 100 hrs

Practical Horticulture I BHT238
(Available only online or on CD)
To enrol see 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: $3 | Duration: 100 hrs

Practical Horticulture II BHT323
Develops practical skills in the management of a variety of horticultural situations.

There are 11 lessons in this module as follows:
1. Materials and Equipment
2. Horticultural Calculations
3. Practical Risk Management
4. Machinery and Equipment: Assessment and 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: $3 | 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.

*Fee: S2 | Duration: 100 hrs*

**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. Viruses
10. Molluscs, Crustaceans and Nematodes.

*Fee: S2 | Duration: 100 hrs*

**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, and non-infectious diseases.

*Fee: S2 | Duration: 100 hrs*

**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: 100 hrs*

**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 and natural), Control in Specific situations, Control Programming, etc.

*Fee: S2 | Duration: 100 hrs*

**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: 100 hrs*

**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 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
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: 100 hrs*

**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: 100 hrs*
HORTICULTURAL THERAPY BHT341

There are 9 lessons in this module as follows:
1. Scope and Nature of Horticultural Therapy.
2. Understanding Disabilities and Communicating with people with disabilities
3. Risk Management
4. Accessibility and Activities for people with Mobility issues
5. Enabling the Disabled - with restricted motor skills.
8. Creating a Therapeutic Garden.

Fee: S2  |  Duration: 100 hrs

HORTICULTURE RESEARCH II BHT241

There are 7 lessons in this module as follows:
1. Identifying research issues and 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: S3  |  Duration: 100 hrs

AMENITY HORTICULTURE I BHT324

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: S3  |  Duration: 100 hrs

AMENITY HORTICULTURE II BHT325

There are 7 lessons in this module as follows:
1. Adapting Amenity Horticulture to Changing Needs
2. Macro Panning for Amenity Land Provision
3. Resources and Information.
4. Environmental Impacts
5. Economic Impacts
6. Community Involvement
7. Developing a Management Plan

Fee: S3  |  Duration: 100 hrs
CERTIFICATES IN GENERAL HORTICULTURE

YOU HAVE TWO CHOICES:
1. ENROL IN A STANDARD COURSE
2. DESIGN YOUR OWN COURSE FROM ELECTIVES OFFERED - REFER TO PAGE 10 FOR DETAILS

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!

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 reach 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.

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

B. STREAM UNITS - to develop specific skills in one specialised area of horticulture. Options include:

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

Fee: CT | Duration: 700 hrs

SPECIALIST AWARD IN HORTICULTURE BHT007

A Specialist Award is a specialist qualification made up of three related modules (each 100 hours long). A Specialist 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.

Fee: PA | Duration: 500 hours
A LARGE RANGE OF OTHER CERTIFICATES IN HORTICULTURE ARE AVAILABLE, INCLUDING:

CERTIFICATE IN GARDEN MAINTENANCE SERVICES | CERTIFICATE IN HYDROPONICS | CERTIFICATE IN GARDEN DESIGN | FOUNDATION CERTIFICATE IN HORTICULTURE |

ADVANCED CERTIFICATE IN APPLIED HORTICULTURE VHT079

Study this broad based horticultural study program and gain a solid foundation on which to base a number of positions in the varied horticulture industry. Learn from highly qualified and experienced tutors, and study from anywhere in the world.

Sometimes people choose very narrow or focused courses of study which could limit the opportunities that are open to them. This course is designed to provide a wide spectrum of skills and knowledge so that students are able to apply what they learn to different tasks and positions.

How Can This Course Help You?

This course is the perfect addition to Amenity Horticulture I. Having already established your awareness and understanding of different areas of amenity horticulture, with this course you can learn about how to manage a range of different horticulture projects from public gardens to temporary displays.

You’ll find out how to plan and secure funding for projects, as well as how to oversee staff and volunteers to make the most use of the resources at hand. The course is perfect for people looking for positions of greater responsibility and is ideal for those wishing to work in:

- Public horticulture projects
- Private horticulture practices
- Parks & gardens
- General horticulture
- Ecotourism
- Garden conservation & restoration

Fee: AC | Duration: 900 hours

CERTIFICATE IN HORTICULTURE (ORNAMENTAL HORTICULTURE) VHT002

Learn practical garden & horticulture skills. Propagate & cultivate hundreds of different ornamental plants -science & plant knowledge beyond most other courses. Improve your long term career & employment prospects.

Learn to Manage Public or Private Gardens.

The Certificate in Horticulture (Ornamental Horticulture) is a vocationally oriented course comprising core studies (general horticulture) and stream studies specific to ornamental horticulture.

- develop general and broad based skills in horticultural practices and plant identification.
- build more specific knowledge in areas of ornamental horticulture including garden maintenance, turf care, arboriculture, landscaping and nursery work.
- connect with the industry as you study, building contacts and networking skills

This course is targeted towards people who want to make a start in horticulture. It can serve as a solid foundation for moving on to specialised studies in other areas of interest but will also provide students with sufficient knowledge to seek employment in various fields including:

- General horticulture
- Parks & gardens
- Botanic gardens
- Garden maintenance
- Landscaping
- Garden design
- Nursery hand

Fee: CT | Duration: 700 hours
These foundation certificates are shorter but very intensive courses. They are for the serious student who has limited time available for study, but a strong desire to develop a sound foundation on which to build their amateur or professional expertise in horticulture.

These four courses offer a particularly strong emphasis on a scientific approach to understanding.

They are particularly appropriate to anyone seeking to start a career or business in horticulture; as an adjunct to on the job training, or for the amateur gardener who seeks to take their learning to the next level without going as far as committing to a full blown career qualification.

**FOUNDATION CERTIFICATE IN PLANT GROWTH FOR HORTICULTURE LEVEL 2**

VHT040

This course covers 10 lessons over 4 units:
- Unit 1 - The Plant Kingdom
- Unit 2 - Plant Nutrition, The Root Environment
- Unit 3 - Pests, Diseases and Weeds
- Unit 4 - Sexual and Asexual Propagation

Fee code: S3 (exam fees are separate) | Duration: 150 hours

**FOUNDATION CERTIFICATE IN GARDEN PLANNING AND CARE LEVEL 2**

VHT039

There are 10 lessons here, spread across 4 units:
- Unit 1 – Garden features, plant selection and planning.
- Unit 2 – The choice, establishment and maintenance of garden plants and lawns.
- Unit 3 – The production of outdoor vegetables and fruit.
- Unit 4 – Protected environments and their use in plant cultivation.

Fee Code: S3 (exam fees are separate) | Duration 150 hours

**FOUNDATION CERTIFICATE IN PLANT GROWTH FOR HORTICULTURE LEVEL 3**

VHT041

Over 15 lessons, this course will help you to:
- Learn to identify more plants
- Learn more ways to propagate plants
- Understand plant botany better
- Learn to manage pests and disease, prune different types of plants
- Take your career to a new level - increase business and job prospects in horticulture

Fee Code: S4 (exam fees are separate) | Duration 200 hours

**FOUNDATION CERTIFICATE IN GARDEN PLANNING AND DEVELOPMENT LEVEL 3**

VHT042

Develop your ability to describe the principles of using landscaping and other specialist garden elements in the garden, landscape construction, garden design, survey techniques, specialist garden and urban planting. This course consists of 4 Units covering 15 lessons.

Fee code: S4 (exam fees are separate) | Duration: 200 hours
**WEEDS** by John Mason and Staff of ACS

A good cross section of common weeds are illustrated and reviewed. These are plants that occur in many parts of the world, and some are not always weeds.

**ORGANIC GARDENING** by John Mason

This colourful ebook contains a huge amount of information on how to grow food and other plants organically. For students or keen home gardeners.

**PLANT PESTS AND DISEASES** by John Mason

Are you one of those people that kill every plant you touch? Perhaps it’s not you. Perhaps it’s a pest or disease. A little bit of reading might just turn your garden into an oasis.

**STARTING A GARDEN OR LANDSCAPE BUSINESS 2ND EDITION** by John Mason

Expert advice on how to get started in your own garden or landscape business!

**GETTING WORK IN HORTICULTURE** by John Mason

Find out what it is like to work in horticulture; how diverse the industry is, how to get a start, and how to build a sustainable, long term and diverse career.

**THESE AND MANY OTHER EBOOK TITLES ARE AVAILABLE FOR PURCHASE AND DOWNLOAD FROM WWW.ACSBOOKSHOP.COM**
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:

Fee: CT  |  Duration: 600 hrs

ADVANCED CERTIFICATE IN TURF CARE VHT087
Study turf management and green keeping online. An advanced level turf care course developed and taught by turf and horticulture professionals with decades of experience. Outstanding training for career or business opportunities. This is an extremely comprehensive course which covers all the necessary skills to become adept in turf care for a range of different industry roles. Find out everything you need to know about turf establishment, different types of grasses, repairing damaged lawns, underground drainage and irrigation. Apply what you learn to be a professional green keeper, work at sports grounds, or start your own lawn mowing or garden maintenance business.

Fee: AC  |  Duration: 900 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.)
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 and 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.)

Fee: S3  |  Duration: 100 hrs

TURF GRASSES BHT342
Ten Lessons as follows:
1. Introduction
2. Fescues
3. Bentgrasses
4. Ryegrasses
5. Bluegrasses
6. Couch grasses
7. Buffalo and Zoysia Grasses
8. Other Warm Condition Grasses
9. Other Cool Condition Grasses
10. Turf Grass Mixes

Fee: S3  Duration: 100hrs
### 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 and soil problems
- Diagnosing Problems - Pests, diseases, nutrition, environmental, etc
- Tree Surgery - Tools, safety procedures, introduction to tree surgery techniques

**Fee:** S2 | **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 | **Duration:** 600 hrs

### TREES FOR REHABILITATION (LANDCARE REAFFORESTATION) BHT205

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 and 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:** S2 | **Duration:** 100 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:** S2 | **Duration:** 100 hrs

### DECIDUOUS TREES BHT244

Develops your ability to manage trees, including:

For new or experienced horticulturists, landscapers, arborists, nursery workers, gardeners or parks managers. Eight lessons as follows:

1. Introduction
2. Maple (Acer)
3. Birch (Betula)
4. Ash (Fraxinus)
5. Oak (Quercus)
6. Prunus
7. Other Deciduous Trees
8. Special Project

**Fee:** S3 | **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 and Office Practices**
**Stage 2 = Arboriculture 2 and Business Operations**
**Stage 3 = Trees for Rehabilitation and 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 | **Duration:** 900 hrs
LANDSCAPING INVOLVES BOTH THE PRACTICAL APPROACH OF A TRADESCRAFT PERSON 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 and private landscapes.

Fee: $2  |  Duration: 100 hrs

GARDEN HISTORY BHT239
Study the history of gardens. Understand how gardens have evolved over the centuries, and broaden your perspective on what is possible and appropriate in garden design today. Garden history will enlighten you, and vastly expand the scope of possibilities you have before you as a modern garden designer. There are 8 lessons in this course:
1. Introduction
2. Development of Private Gardens
3. Development of Public and Commercial Landscapes
4. Great Gardens and Gardeners of the World
5. People who Influenced Gardens
6. Globalisation of Gardens
7. Scope and Nature of Modern Garden Conservation
8. The Role of Organisations in Garden Conservation

Fee: $2  |  Duration: 100 hrs

PLANING 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: $3  |  Duration: 100 hrs

RESTORING ESTABLISHED ORNAMENTAL GARDENS BHT243
There are 8 lessons in this module as follows:
1. Landscape History and 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: $3  |  Duration: 100 hrs

LANDSCAPING II BHT214
A natural progression from Landscaping I, but a self contained study unit in its 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 and 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: $3  |  Duration: 100 hrs

MANAGING NOTABLE GARDENS BHT340
Over 9 lessons, This course will teach you how to:
- Discuss appropriate management strategies to ensure the long term survival of plants and garden features.
- Identify and evaluate sources of funding and associated issues
- Identify and discuss the issues concerned with the presentation of a site to visitors

Fee: $3  |  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: $2  |  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: $3  |  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
5. Spas and Swimming Pools Design and After care
6. Water Features Indoor and Outdoor Fountains, Waterfalls, Fish tanks, Ponds, etc.
7. Water Plants
8. Aquatic Animals

Fee: $3  |  Duration: 100 hrs

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).

Fee: $3  |  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: $3  |  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: $2  |  Duration: 100 hrs

THE ENVIRONMENT OF PLAY 2ND EDITION
by John Mason

Full of inspiring colour images of playgrounds around the world, this book is ideal for designers, park managers, schools and parents!

EBOOK BY ACS STAFF

YOU CAN PURCHASE AND DOWNLOAD THIS EBOOK FROM WWW.ACSBOOKSHOP.COM
LANDSCAPING

BIOPHILIC LANDSCAPING BHT343
Learn to create “people friendly” landscapes. Ten lessons as follows:
1. Relationship between Outdoor Environments and Human Wellbeing
2. Design Considerations
3. Patterns and Principles in Urban Design
4. Components of the Landscape
5. Providing Services to People
6. Affecting the Individual
7. Affecting Environmental and Climate Conditions
8. Assessing and Analyzing Existing Landscapes
9. Integrating Biophilic Design into Existing Landscape
10. Working in/ Improving Urban Development
Fee: $3  Duration: 100hrs

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.
Fee: $2  Duration: 100 hrs

GREEN WALLS AND ROOFS BHT256
There are 9 lessons in this course:
1. Scope & Nature of Roof and Vertical Gardens
2. Construction Functional and Appropriate Vertical and Roof Gardens
3. Climbing Plants and Structures for climbing
4. Plants Suited to Roof and Vertical Gardens
5. Adaptations for Other Plants in Roof and Vertical Gardens
6. Container Growing
7. Maintenance –watering, pest control
8. Applications/Landscaping –Roof Gardens
9. Applications/Landscaping –Vertical gardens
Fee: $2   Duration:  100 hrs

GARDEN DESIGN PART 1 by John Mason
This stunning full colour Garden Design ebook is full of useful tips, information and inspiration. It contains around 300 colour illustrations! It is comprised of three parts: Design, How a Garden Functions, and Aesthetics (making it look good).

GARDEN DESIGN PART 2 by John Mason
Part 2 of the Garden Design series is an inspiring accompaniment to the first book, but works equally well in its own right. It’s brimming with ideas and practical advice for designing a wide variety of different gardens.

EBOOKS BY ACS STAFF

TROPICAL LANDSCAPING by John Mason
Stunning colour photos and advice from widely published expert John Mason, shows you a massive array of ideas for choosing and arranging hard and soft landscape components to achieve a tropical effect even in temperate climates.

THESE AND MANY OTHER EBOOK TITLES ARE AVAILABLE FOR PURCHASE AND DOWNLOAD FROM WWW.ACSBOOKSHOP.COM
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
2. Plant Identification and Culture
3. History of Gardening - styles of gardening
4. Drawing Plans - an introduction
5. Soils and Nutrition
6. Understanding the Environment - basic ecology
7. Earthworks and Surveying
8. Landscape Construction - an introduction
9. Surfacings
10. Design and Placement of Garden Structures
11. Park Design - park types, analysis of designs
12. Home Garden Design
13. Costing and Specifications
14. Trail Design
15. Tools and Machinery Used by the Landscaper
16. Plant Establishment Techniques
17. Pool and Pond Construction
18. Rockwork and Masonry
19. Lawn Design and Establishment
20. Irrigation Design and Installation
22. Cottage Garden Design
23. Playground Design
24. Garden Bed Design
25. Managing a Landscape Department
26. Land Rehabilitation Techniques
27. Drainage
28. Post Construction Maintenance
29. Dealing with Clients
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
2. Principles of Design and Planning Information
3. Drawing and Costs
4. Irrigation
5. Garden Designs
6. Surveying and Drainage
7. Materials
8. Paths, Walls and Fences
9. Equipment
10. Water Features
11. Statues, Sundials and Figurines
12. Sports
13. Landscape Management
14. Unions and Workers
15. Maintenance

Fee: CT | Duration 600 hrs

ADVANCED CERTIFICATE IN GARDEN DESIGN VHT082

Study all elements of landscape design. Acquire an understanding of different styles of garden and how to compose them. Learn about plants, drawing, planning and estimating. Use knowledge to design parks, gardens, and other outdoor areas. The emphasis of this course is geared towards design and different garden styles. It is ideal for people who are more design focused, or those who already have some understanding of horticulture and landscape construction and who are keen to try their hand creating new gardens or renovating old ones. Of course, you can also get to choose some modules to suit your specific goals and learning needs.

Fee: AC | Duration 900 hrs
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: $2 | Duration: 100 hrs

HOME PROPAGATION AHT106
(Beginner’s Course)
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: $3 | Duration: 100 hrs

SEED PROPAGATION BHT237
This course contains nine lessons, as follows:
1. Introduction
2. Seed Botany
3. Seed Sources and Collection
4. Seed Storage and Germination Testing
5. Dormancy
6. Germinating Annuals, Perennials, and Vegetables
7. Propagating Selected Woody Species
8. Direct Seeding
9. Seedling Management

Fee: $2 | 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: $3 | 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

Fee: $3 | 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 and 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: S3  |  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 and uses.
2. Plant Nutrients
3. The Laboratory and Equipment - Costs and equipment that is needed.
5. Plant Hormones - IBA, IAA, etc.
6. Culture Environments - Light, heat etc.
8. Taking Plants out of Culture.
9. Culture of Selected Species - Ferns, Orchids, Gloxinia, Daphne, Begonia, Anigozanthus, etc.

Fee: S3  |  Duration: 100 hrs

PLANT BREEDING BHT236

There are seven lessons in this module as follows:

1. The Scope and Nature of the Plant Breeding Industry
2. introduction to Genetics
3. Gamete Production, Pollination, & Fertilisation in Plants
4. Monohybrid and Dihybrid Inheritance in Plants
5. Systematic Botany and Floral Structures
6. Practical Plant Breeding Techniques
7. Current Developments in Plant Genetics

Fee: S3  |  Duration: 100 hrs

GARDEN CENTRE MANAGEMENT BHT255

Designed in conjunction with the 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 and treatment
4. Display and 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 and care.
10. Deciduous Trees, Fruit and Nuts, Seed.
11. Marketing - Pricing, advertising, promotions, transport etc.
12. Management - Work programming, staff control, nursery layout, etc.

Fee: S3  |  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 and cooling systems; potting mixes, seed propagation, cutting propagation, other propagation techniques, plant nutrition, pest and disease control, other nursery tasks and marketing and sales.

Fee: S2  |  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.

Fee: S1  |  Duration: 100 hrs
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 (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 78 for more.

Fee: AC  |  Duration: 900 hrs

ADVANCED CERTIFICATE IN HORTICULTURE (PROPAGATION) VHT083
A comprehensive course which covers all aspects of growing plants from seeds to cuttings, budding and grafting. Learn about different growing techniques and apply what you learn to your own business or towards a managerial career in the nursery industry.

Learn all the skills of the trade to successfully grow a broad range of plants or develop new cultivars.
Use what you learn here to set up your own nursery or market garden, or to stand you in good stead for working in key roles in the nursery industry.

This course provides all the essential propagation studies plus you can choose some modules to suit your specific goals and learning needs.

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 enrol, 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

HYDROPONICS I BHT224
This is a foundation course providing a basis for commercial (or serious amateur) hydroponic production. 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

HYDROPONICS III BHT321
Managing Hydroponic Systems and Equipment. You do not need to have studied Hydroponics I or II before this; however the three are complimentary courses, and this course does assume some prior understanding of the fundamentals of hydroponics. There are eight lessons in this module as follows:
1. Options for Managing Plant Culture - different approaches to cultural operations in hydroponics. Organics vs. hydroponics
2. Planning a Hydroponic Operation
3. System Design Components
4. Managing a Hydroponic System in Hot, Humid Conditions
5. Water Management
6. Nutrient Formulation
7. Controlling Nutrient Levels
8. Pest & Disease Control

Fee: S2  |  Duration: 100 hrs

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 Propagation (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
There are ten lessons in this module as follows:
1. Introduction
2. Aquaponic System Options
3. The Science of Animal and Plant Growth
4. Nutrition and Controlling Growth
5. Selecting and Managing Animal Production - Fish & Crustaceans
6. Setting up an Aquaculture System
7. Aquaponic Plant Culture
8. Applications and Opportunities
9. Managing an Aquaponics Venture - including a PBL
10. Troubleshooting

Fee: $1   Duration: 100 hrs

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 78 for core modules. Stream Studies:
1. Hydroponics I
2. Hydroponic Management (Hydroponics II)
3. Protected Plant Production
4. Project

Fee: AC  |  Duration: 900 hrs

AQUAPONICS by John Mason and staff of ACS
The Aquaponics ebook will give you a great understanding of how to start your own aquaponics production. This 65 page ebook provides you with enough information to start your own home production and even manage issues as they arise.

COMMERCIAL HYDROPONICS 3RD EDITION by John Mason
Learn how to turn your hobby into a commercial success or simply provide your family with fresh produce and flowers.

THESE AND MANY OTHER EBOOK TITLES ARE AVAILABLE FOR PURCHASE AND DOWNLOAD FROM WWW.ACSBOOKSHOP.COM
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 and 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: $3 | Duration: 100 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: $3 | 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.
7. Gladioli and Lilium.
8. Narcissus.
9. Iris.
10. Other Bulbs - Dahlia, Freesia, Hyacinth, Tulip, Alstroemeria, Amaryllis.

Fee: $3 | Duration: 100 hrs

CERTIFICATE IN CUT FLOWER PRODUCTION
Part I. 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

ORCHIDS 2ND EDITION
BY John Mason
An illustrated guide to growing all of the main genera of orchids.

YOU CAN PURCHASE AND DOWNLOAD THIS EBOOK FROM WWW.ACSBOOKSHOP.COM
OUTDOOR PLANT PRODUCTION (CROPS 1) BHT112

Ten lessons cover site, crop selection, soil management, cut flowers, vegetables, berries, nuts, herbs, tree fruits, other crops, managing a market garden and more.

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). Lessons are as follows:

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: S2 | Duration: 100 hrs

SOIL MANAGEMENT (CROPS) BHT303

In this course you will 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) BHT204

A ten lesson course which examines the design, installation and operation of irrigation systems for row crops (e.g. vegetables and cut flowers) and orchards. Lessons are as follows:

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 and 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 and Post Harvest Technology
9. Greenhouse Plants
10. Risk Assessment

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: S2 | 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: S2 | 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 and 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: S2 | 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: S2 | 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: S2 | 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: S2 | Duration: 100 hrs

What could be nicer than eating fresh food straight from your garden? This full colour ebook will show you how to grow your own fruit, vegetables and herbs; saving you money and providing a source of joy and relaxation.

YOU CAN PURCHASE AND DOWNLOAD THIS EBOOK FROM WWW.ACSBOOKSHOP.COM
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 | Duration: 700 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 CERTIFICATE IN CROP PRODUCTION VHT076
Training for professional horticulturists on farms, orchards or nurseries. Use what you learn to start your own market garden. Study horticultural crop production by distance education.

This comprehensive course provides students with a solid background into growing a variety of crops.

Learn about how to increase crop yield and quality in outdoor and indoor production systems. Find out how crop production is influenced by soil types, soil pH, temperature, pests and diseases.

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. 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)

IF YOU WANT TO STUDY ANYTHING HIGHER THAN A SHORT COURSE, YOU HAVE TWO CHOICES:
1. ENROL IN A STANDARD COURSE
2. DESIGN YOUR OWN COURSE - REFER TO PAGE 10 FOR DETAILS

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!

FARM MANAGEMENT 2ND EDITION
by John Mason

Learn about the farm site, production systems, managing livestock, managing pasture, crops, marketing and more.

YOU CAN PURCHASE AND DOWNLOAD THIS EBOOK FROM WWW.ACSBOOKSHOP.COM
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 and 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, and more

Fee: S1 | 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 (e.g. Rose and Strawberry)
16. Miscellaneous Herbs
17. Scented Geraniums
18. Native Herbs (e.g. 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

LAVENDER BHT228

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

1. Introduction, Classification and Resources
2. Soils and Fertilisers For Lavender
3. Cultural Techniques
4. Lavender Propagation
5. Commercial Alternatives
6. Plant Variety Selection and 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

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
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
2. Local Herbs
3. Processing
4. Crafts
5. Culinary and Medicinal
6. Cultivation of Herbs
7. Herb Farming
8. Marketing and Management
9. Principles of Landscaping
10. Materials, Construction and Costs
11. Designs
12. Lamiaceae Family
13. Asteraceae Family
14. Apiaceae Family
15. Garlic and Other Herbs

Fee: CT | Duration: 700 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 (e.g. 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 and Creating a Kitchen Garden
4. Cooking With Herbs - How to dry and preserve herbs, making butters, oils, vinegars, salts, teas, and 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

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

HERBS by John Mason

Learn to identify, grow and use herbs; as a landscape plant, edible crop, culinary or medicinal plant. Discover crafts to make with herbs you grow.

YOU CAN PURCHASE AND DOWNLOAD THIS EBOOK FROM WWW.ACSBOOKSHOP.COM

EBOOK BY ACS STAFF

YOU CAN PURCHASE AND DOWNLOAD THIS EBOOK FROM WWW.ACSBOOKSHOP.COM
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 SPECIALISED INTEREST.
- FOR THOSE WANTING TO WORK IN THE INDUSTRY (NURSERIES AND OTHER EMPLOYERS OFTEN PLACE A LOT OF IMPORTANCE ON PLANT IDENTIFICATION AND SPECIALISED 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: S2 | 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: S2 | 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 and Diseases - Diagnosis and control
6. Irrigation - Alternative systems, selection and operation
7. a/ Greenhouse Growing of Annual Flowers
   b/ Flower Bed Layout
8. Harvest, Post Harvest and Quality

**Fee: S2 | Duration: 100 hrs**

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 and 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: S2 | 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: S2 | 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 and 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: S2 | 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 and disease control, propagation, and 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

**FUCHSIAS VHT112**

Learn everything you ever wanted to know about fuchsias, from soil management and feeding to pruning and propagation. Learn how fuchsias are classified into several major groups, the characteristics of those groups and 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 and 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

**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 and disease control, fertilising), different ways of growing them (e.g. 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 (e.g. 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

**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 and 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

**GROWING FERNS**

by John Mason

A directory to all the significant fern genera, and advice on how to grow and propagate ferns outside or in.

**EBOOK BY ACS STAFF**

You can purchase and download this ebook from www.acsbookshop.com
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 and classification (modern and species roses are considered)
2. Culture - Pruning, nutrition, pests and diseases, planting, watering, etc
3. Propagation - Seed, cuttings, layering, budding and grafting, etc
4. Hybrid Teas and Floribundas
5. Old World Roses
6. Climbers, Miniatures, Standards and Weepers
7. Using Roses - Cut flowers, tubs, hydroponics
8. Growing a Commercial or Flower Rose Crop

Fee: S2  |  Duration: 100 hrs

PALMS & CYCADS BHT233
A wide variety of genera are covered, including Washingtonia, Phoenix, Howea and Macrozamia. An eight lesson course covering the following:
1. Introduction - identification, general characteristics of palms and cycads.
2. Culture
3. Propagation
4. Selecting Suitable Palms and Cycads
5. Pests and Diseases Of Palms and Cycads
6. Using Palms and Cycads - growing indoors, landscaping with palms
7. Commercial Applications
8. Special in-depth study of one group

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

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 -(e.g. 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

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

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 and Fruits
9. Growing Tropical Plants outside the Tropics
10. Landscaping with Tropical Plants

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
**GROWING PALMS AND PALM-LIKE PLANTS** by John Mason

Palms and palm-like plants are mostly grown as structural plants. They add stunning shapes into a garden and for that reason alone, stand out and capture our attention, making a garden more interesting.

**SCENTED PLANTS** by John Mason

Scented plants can be either a delight or a curse. For many people, there is nothing more pleasing than a garden filled with fragrance, but for others who suffer allergies, certain plants can make them physically ill; sometimes very seriously.

**ROSES** by John Mason

There are few things as uplifting as being greeted by the sweet fragrance of roses from your own garden. If you have always wanted to grow roses, or perhaps improve an established rose garden, make sure you are armed with the right knowledge!

**CLIMBING PLANTS** by John Mason

Discover which climbers to use to hide unsightly walls and grow green, flowering boundaries for privacy, and which are best for growing on roofs of pergolas, arches and arbours. A wonderful guide to climbing plants.

**WHAT TO PLANT WHERE** by John Mason

A great guide for choosing the right plant for a particular position in the garden. Thirteen chapters cover: plant selection, establishment, problems, and plants for wet areas.

These and many other ebook titles are available for purchase and download from [www.acsbookshop.com](http://www.acsbookshop.com)
TREES AND SHRUBS by John Mason
Learn to identify, select and grow the best tree or shrub for every location. A book by John Mason equally useful for students, garden designers, horticulturists and home gardeners.

TREES AND SHRUBS FOR SMALL GARDENS by John Mason
Get it right the first time - choose plants for small places that will enhance property values, and that won't become a costly nightmare later!

TROPICAL PLANTS 2ND EDITION by John Mason
A comprehensive ebook that covers hundreds of plant genera, species and cultivars suited to the tropics and subtropics such as indoor plants and those grown in protected areas in milder climates.

TREES AND SHRUBS FOR WARM PLACES by John Mason
This is a comprehensive guide to plants grown in any type of warm place – tropical, sub-tropical, greenhouses, and court yards that have become heat traps in temperate places.

GROWING CONIFERS 2ND EDITION by John Mason
Conifers have elegant foliage that comes in an array of colours from blues to yellows, dark to acid greens and variegations.

THESE AND MANY OTHER EBOOK TITLES ARE AVAILABLE FOR PURCHASE AND DOWNLOAD FROM WWW.ACSBOOKSHOP.COM
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.
7. Grevilleas.
8. Ground Covers and Small Shrubs.

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 and 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: $2 | 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: $2 | 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: $2 | 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: $2 | 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: $2 | 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: $2 | 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 and diseases, etc.
3. Heaths and Similar Plants (eg. Thryptomene, Bauera, Astartea)
4. The Daisy Family (eg. Helichrysum, Helipterum, Celmisia)
5. The Legumes (Pultenaea, Kennedya, etc.)
6. Other Groups (Boronias, Crowea, etc.)
7. The Monocots (Native grasses, Native iris, Anigozanthus)
8. Commercial Applications for Wildflowers

Fee: $2 | Duration: 100 hrs
CARPENTRY BSS100
Ten lessons:
1. Scope and Nature of Carpentry.
2. Carpentry Tools, Equipment, Materials and Safety.
3. Cutting and Joining Timber.
5. Outside Construction.
7. Understanding House Construction.
10. Planning and Setting Out a Project.

Fee: S1  |  Duration: 100 hrs

BUILDING RENOVATION BSS104
Ten lessons:
1. Introduction to Building Renovation Projects
2. Core Structural and Site Works
3. Roofs and Floors
4. Doors, Windows and walls
5. Plastering
6. Carpenter Reno
7. Painting
8. Plumbing Basics
9. Electrical Basics
10. Renovating a Room

Fee: S2  |  100 hrs

MASONRY BSS101
This course will develop your understanding of different types of materials and techniques used to create buildings, interior and exterior building features and landscape features. Nine lessons relevant to building with brick, stone and concrete.
1. Scope and Nature of Masonry
2. Cement and Concrete
3. Construction Method and Structural Considerations
4. Working with Brick
5. Working with Stone
6. Fireplaces, BBQ’s, kilns, pizza ovens & fire pits
7. Landscape Applications & Hybrid construction
8. Repairs, Finishes & Miscellaneous Work
9. Building Applications - houses, farm and commercial buildings

Fee: S2  |  Duration: 100 hrs

MUD BRICK ASS103
Ten lessons:
1. Scope of Mud Brick
2. How to make a mud brick
3. Planning and Site Works
4. Legal Considerations
5. Foundations
6. Laying Bricks
7. Doors, Windows and Roofs
8. Finishes
9. Services
10. Other types of Earth Building

Fee: S1  |  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.

Fee: 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

Fee: S2  |  Duration: 100 hrs
ENGINEERING APPLICATIONS  BSC205

Nine lessons:
1. Surveying
2. Earthworks
3. Water management
4. Environmental control
5. Chemical applications
6. Fencing
7. Mechanisation
8. Engineering efficiency
9. Developing engineering solutions

Fee: S1  |  Duration: 100 hrs

MACHINERY AND EQUIPMENT  BSC105

Eight lessons:
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

MECHANICS  BSS102

Eight Lessons  BSS102

1. Introduction to Engines and Motors -petrol, gas, electric
2. Engine Characteristics
3. Machines and their parts
4. Drive Mechanisms -Transmissions, Gears, Belts
5. Managing Deterioration
6. Optimising Function & Longevity
8. The Mechanics Workshop – equipment, tools, safety etc

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: S1  |  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: S1  |  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: S2  |  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: S3  |  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: S3  |  Duration: 100 hrs

CLIMATE SCIENCE BSC208
Climate is a cornerstone of Environmental Management. This is something that everyone who works in farming, horticulture or environmental management should study; no matter what part of the industry they work in. It is a fundamental area of knowledge that underpins everything else we do, from land management to waste management; and from farming to urban conservation.
There are eight lessons in this course as follows:
1. Nature and Scope of Climatology
2. Weather Science Foundations
3. Circulation Patterns
4. Climate Classifications & Patterns
5. Atmospheric Dynamics
6. Climate Changes
7. Applications of Climate Science
8. Climatology Problem Based Learning Project

Fee: S1  |  Duration: 100 hrs
NATURE PARK MANAGEMENT I 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: S3 | 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), Caesalpiniaceae (eg: Cassia) and Fabaceae (eg: Kennedya)
- 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: S3 | Duration: 100 hrs

WATER CONSERVATION AND MANAGEMENT BEN302
Ten lessons as follows.
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, Re-use and Recycling

Fee: S3 | 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: S2 | 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 and Taxonomy (Differentiate Marsupials and Eutherians; Monotremes, Therians, etc)
6. Gilires and Insectivora
7. Carnivores (Order: Ferae)
8. Ungulata
9. Marsupials (Order Marsupialia)
10. Archonta - Primates, bats, lemurs, shrews

*Fee: S3  |  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: S3  |  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 and Introduction to Birdwatching
2. The Biology of Birds
3. Common and Widespread Land Birds
4. Giant Birds and Long Legged Birds
5. Seabirds and Waterbirds
6. Hunters - Birds of Prey, Owls, Kingfishers
7. Passeriformes
8. Other Birds
9. Attracting, Feeding and Keeping Birds

*Fee: S1  |  Duration: 100 hrs*

**HERPETOLOGY** BEN209

Herpetology examines the biology and ecology of these animals and their importance at a global scale. Herpetology as a scientific study and as a hobby can have positive impacts on the conservation of threatened reptile and amphibian species.

1. Introduction to Herpetology
2. Class Reptilia (Reptiles)
3. Reptile Biology
4. Class Amphibia (Amphibians)
5. Amphibian Biology
6. Ecology of Reptiles
7. Ecology of Amphibians
8. Conservation Issues
9. Keeping Reptiles and Amphibians

*Fee: S2  |  Duration: 100 hrs*

**PRIMATES** BEN210

Learn about the taxonomy, biology and management of primate animals... both in captivity and the wild. There are ten lessons in this module as follows:

1. Introduction to Primates – scope, nature, anatomy & physiology, evolution, taxonomy,
2. The Strepsirhines
3. The Haplorhines
4. Diet and Nutrition re environment feed and supplements in a nature park environment
5. Health - Illness Pests and diseases specific to above
6. Primate Behaviour in the Wild
7. Psychological Wellbeing in Primates in Captivity
8. Breeding programmes and optimum resources needed for this
9. Conservation in the wild -of individual breeds?
10. Managing primates in Captivity

*Fee S3  Duration 100 hrs*
ANIMAL WELFARE BAG224

There are numerous opportunities for working in the field of Animal Welfare whether it is working with domestic animals, wildlife, captive animals or farm animals. The content of each of the nine lessons is as outlined below:

1. Scope and Nature of Animal Welfare
2. Psychology and Sentience
3. Managing Animal Welfare
4. Animal Protection Services
5. Animal Rescue Services
6. Animal Health Services
7. Animal Welfare for Pets, Work Animals and Animals in Sport
8. Animal Welfare for Farm Animals

Fee: S2 Duration: 100hrs

CARNIVORE ZOOLOGY BEN219

This course covers 9 lessons:
10. Taxonomy and Evolution
11. Carnivore Biology
12. Carnivore Behaviour
13. Canines
14. Felines
15. Bears
16. Aquatic Carnivores
17. Mustalids
18. Other Carnivores

Fee: S2 Duration: 100hrs

CARNIVORE ANIMALS by John Mason and staff of ACS

In this ebook, you will learn about mammals of the Order Carnivora which includes such animals as dogs, wolves, bears, racoons, cats, weasels, hyenas, seals, sea lions and walruses. This book covers an array of facts about the biological characteristics of different groups of carnivores. Learn about the anatomy, habitat, behaviour, physiology, diet and reproduction of different carnivores.

RODENTS, RABBITS AND THEIR RELATIVES by Staff of ACS

A jam-packed ebook, full of information and advice on this huge and diverse group of animals that are found across much of the world from the tropics to the arctic.

UNGULATE ANIMALS by Staff of ACS

All such animals belong to the taxonomic group “Ungulata”. This book captures an enjoyable compilation of factual information about the biological characteristics and significance to humans that various types of Ungulates possess.

THESE AND MANY OTHER EBOOK TITLES ARE AVAILABLE FOR PURCHASE AND DOWNLOAD FROM WWW.ACSBOOKSHOP.COM
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: S2  |  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: S2  |  Duration: 100 hrs

AQUARIUM MANAGEMENT BEN105
There are 10 lessons in this module as follows:
1. Scope and Nature of Aquaria
2. The Water Ecosystem
3. Water Quality and Management
4. Equipment and System Design
5. Suitable Inhabitants for Your Aquarium
6. Fish Health and Diseases
7. Freshwater Tanks
8. Simple Saltwater Tanks
9. Maintenance
10. Breeding

Fee: S1  Duration: 100 hrs

OTHER COURSES OF INTEREST
AQUACULTURE, MARICULTURE AND AQUAPONICS

MARINE ANIMALS by Staff of ACS
For students or anyone who has a passion for marine life. Lots of colour photos and an easy to follow introduction to how marine animals are classified and named.

THIS AND MANY OTHER EBOOK TITLES ARE AVAILABLE FOR PURCHASE AND DOWNLOAD FROM WWW.ACSBOOKSHOP.COM
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.

SPECIALIST 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 a wide range of topics, including:
  - Ecotour Management
  - Ecotour Tour Guide Course
  - Introduction to Ecology
  - Weed Control
  ... and much more

Fee: CT | Duration: 700 hrs

CERTIFICATE IN WILDLIFE MANAGEMENT VEN003
One of our most popular certificates, the Certificate in Wildlife Management is tutored by highly qualified and experienced professionals. In this fascinating certificate you will study Introduction to Ecology, Vertebrate Zoology, Wildlife Management, Ornithology, Marine Life I, and Environmental Assessment.

Fee: CT | Duration: 600 hrs

CERTIFICATE IN ENVIRONMENTAL SUSTAINABILITY VEN013
Sustainability experts are likely to be in high demand over coming decades as available resources become increasingly scarce, and the effects of environmental degradation reach critical mass in some parts of the world. This course is unique! It covers Introduction to Ecology, Sustainable Agriculture, Water Conservation and Management, Permaculture Systems, Healthy Buildings I, and Alternative Energy.

Fee: CT | Duration: 600 hrs

ADVANCED CERTIFICATE IN ENVIRONMENTAL STUDIES VEN035
Study practical and theoretical approaches to understanding the environment. Develop awareness of sustainability issues affecting animals and plants. Learn skills required for management roles or as an employee or subcontractor.

Many people care about the environment but may not be in a position to do a lot to change it other than through recycling and making informed purchase choices. This course is a great way to learn about key environmental issues and the science behind them. Use it as a springboard into environmental management positions and start making a difference.

Fee: AC | Duration: 900 hrs

ADVANCED CERTIFICATE IN WILDLIFE MANAGEMENT VEN037
Train to become a wildlife professional in this comprehensive online course. Learn to manage wildlife to work in animal care and conservation.

Our wildlife is a vital part of the natural ecosystem. The world wouldn’t exist without it, yet all too often mankind’s greed and need to make use of land means that the needs of all sorts of creatures are ignored.

This course provides students with a solid foundation in wildlife management and conservation issues.

Fee: AC | Duration: 900 hrs
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.

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

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

SPECIALIST AWARD IN ECOTOURISM  BTR001
The Specialist 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)

Fee: PA  |  Duration: 500 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
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.
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
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
8. Personnel Management
9. Managing Catering Services

Fee: S2  |  Duration: 100 hrs

FOOD PROCESSING & TECHNOLOGY  BSS301
Discover how food products are created, from concept through to deployment.
1. Overview - Scope and Nature of Food Processing Industry
2. The Role of Nutrition in New Product Development
3. Chemical Processing, Preservatives, and Additives
4. Thermal Food Processing, Pasteurisation and Microwave Cooking
5. Managing Health Claims and Other Statements
6. Developing New Food Products (including Marketing)
7. Packaging, Labelling and Storage
8. Legal, Policy and Management
9. Developing a New Product - Problem Based Learning (PBL) Project

Fee: S2  |  Duration: 100 hrs

BAR SERVICE  VTR204
This course provides basic knowledge for attending a bar or working as a drinks attendant.
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

FOOD PREPARATION  BRE212
There are nine lessons in this module as follows:
1. Introduction
2. Fruit and vegetables
3. (Cereals and Starches) Bread, cereals and potatoes
4. Meat Fish and Alternatives
5. Milk and dairy
6. Fats and Sugars
7. Food Flavouring and Enhancement
8. Menu planning on a Small Scale
9. Menu Planning on a Large Scale

Fee: S1  |  Duration: 100 hrs

CLEANING - DOMESTIC & COMMERCIAL  VTR207
1. Scope & Nature of Cleaning
2. Stains and Specialist Techniques
3. Floor Care
4. Furniture & Fixings
5. Washroom Cleaning
6. Kitchen Hygiene & Cleaning
7. Commercial Cleaning
8. Cleaning Businesses

Fee: S1  |  Duration: 100 hrs
BED AND BREAKFAST (GUESTHOUSE) MANAGEMENT BTR203
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

TOURISM I BTR103
A comprehensive course to develop skills in tourism planning and management. The course covers:
• Travel Industry Overview/Introduction
• Destinations
• Money, Insurance and 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

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

WEDDING PLANNING BTR104
There are 10 lessons in this module as follows:
1. Introduction
2. Planning
3. Managing People
4. Managing Locations
5. Managing the Programme
6. Managing Services
7. Managing the Client
8. Managing the Wedding Day
9. Planning a Wedding Business
10. Operating a Wedding Business

Fee: S3 | Duration: 100 hrs
CERTIFICATES IN HOSPITALITY AND TOURISM

YOU HAVE TWO CHOICES:
1. ENROL IN A STANDARD COURSE
2. DESIGN YOUR OWN COURSE FROM ELECTIVES OFFERED - REFER TO PAGE 10 FOR DETAILS

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.

SPECIALIST AWARD IN TOURISM AND HOSPITALITY VTR001
This Specialist 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

ADVANCED CERTIFICATE IN EVENT MANAGEMENT VRE052
An intensive online course for people with a flair for organising events. Learn good management techniques and develop a career in event management.
This course is designed to equip students with a range of necessary event management and business skills. It is designed to prepare you for a professional career in this field, and to develop a capacity to manage a wide range of different events, small or large.

Fee: AC | Duration: 900 hrs

ADVANCED CERTIFICATE IN HOSPITALITY & TOURISM VTR022
Learn about the hospitality and tourism industry. Gain skills and understanding in tourism, hotel management, food and beverage management, health, fitness, sales and human resource management, event management, and much more.
An excellent qualification to start a career in management in the tourism or hospitality industry. This course develops a diverse and unique combination of valuable skills that will set you apart from graduates of other courses. As with most industries, being different is often what gives you the edge over the competition.

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. 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.

MANY OTHER QUALIFICATIONS ARE AVAILABLE, INCLUDING:
CERTIFICATE IN EVENT MANAGEMENT,
CERTIFICATE IN TOURISM & CERTIFICATE IN HOSPITALITY
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: S2  |  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: S1  |  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: S2  |  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: S2  |  Duration: 100 hrs

LEISURE FACILITY MANAGEMENT I BRE205
Part 1: A comprehensive introductory course focusing on the management and development 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.
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: S3  |  Duration: 100 hrs

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, gymnasiuums 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

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: S1  |  Duration: 100 hrs

For Bushcraft and Wilderness Skills, see 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, gymnasiuums 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

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: S1  |  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 (FITNESS LEADERSHIP) BRE101

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 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

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.

Fee: 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

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
2. The Digestive System
3. Absorption and Enzymes
4. Energy Value of Foods
5. Carbohydrates and Fats
6. Proteins
7. Vitamins and Minerals
8. Water
9. Nutrient Disorders

**Fee:** S2 | **Duration:** 100 hrs

**HUMAN NUTRITION II (PLANNING A HEALTHY DIET)** 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. Diet Planning for Special Needs

**Fee:** S2 | **Duration:** 100 hrs

**HUMAN NUTRITION III (NUTRITION FOR HEALTH)** BRE302

This course examines common health concerns related to nutrition such as obesity, allergies and food toxicity. There are eight lessons as follows:
1. Nutrient Imbalance and Disease
2. Dental Problems
3. Fibre and Bowel Diseases
4. Different Ways of Eating
5. Food Toxicity - Sensitivity
6. Food Toxicity - Toxicity
7. Detoxification/BODY Cleansing
8. Consulting/Giving Advice

**Fee:** S2 | **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

**NUTRITION FOR WEIGHT CONTROL** BRE205

Study for self-improvement (to help understand and reduce your own weight), or useful for those already working in the fields of health or fitness, in order to improve understanding and capacity to help clients. There are nine lessons as follows:
1. Understanding Obesity
2. Nutrition Basics
3. Diets - Fads, Fiction and Fact
4. Preventing Obesity
5. Treating Obesity
6. Modifying Eating Behaviour
7. Restricting Calorie Intake
8. Medical Conditions
9. Planning a Diet

**Fee:** S3 | **Duration:** 100 hrs

**CHILDREN'S NUTRITION** BRE304

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

**THERAPEUTIC NUTRITION** BRE211

Therapeutic nutrition is the provision of nutrients to maintain and/ or restore optimal nutrition and health. Therapeutic diets may be required as therapy for a disease e.g. coeliac disease or to treat malnutrition arising from low energy and nutrient intakes or due to increased energy and nutrient needs. There are 9 lessons in this course:
1. Introduction to Therapeutic Nutrition
2. Allergies and Intolerances
3. Diabetes
4. Heart Disease, Hyperlipidemia and Arteriosclerosis
5. Renal/Kidney Conditions
6. Cancer
7. Digestive Disorders - Oesophagus, Small Intestine, Colon
8. Other Metabolic Conditions (eg. Liver, Gall bladder, Pancreas, etc)
9. Strategic Diet planning for a medical condition

**Fee:** S3 | **Duration:** 100 hrs
PERSONAL FITNESS VRE103
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
Fee: S1  |  Duration: 100 hrs

RESISTANCE & 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
Fee: S1  |  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: S1  |  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: S1  |  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: S3  |  Duration: 100 hrs

ADVANCED AEROBICS BRE208
This is a course for both fitness professionals who want to develop a greater depth of understanding; or individuals who want to pay more serious attention to their own well being. 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: S1  |  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. The 10 lessons cover:
1. Nature and Scope of Life Coaching
2. Individual Perceptions
3. Well-Balanced Life
4. Coaching Processes
5. Coaching Skills
6. Coaching and Physical Wellbeing
7. Coaching and Psychological Wellbeing
8. Coaching Success
9. Goal-Setting
10. Review and adjustment.
Fee: S1  |  Duration: 100 hrs

NEW SPORTS COACHING AND FOOD COACHING COURSES OUT NOW
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 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

CHILD DEVELOPMENT CERTIFICATE VRE002

A comprehensive 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

ADVANCED CERTIFICATE IN PERSONAL TRAINING VRE016

Build the skills necessary to be a personal trainer. An extensive training program, to start a business or improve your career in the fitness industry.

This is an fast expanding industry - more people than ever before understand the value of exercise and the importance of a program that is tailored to suit them as individuals.

• Be sought after - an expert trainer has waiting lists of potential customers
• Be respected - be the best in the industry and your clients will respect you and your work
• Work hours that suit you!

Fees: AC  |  Duration: 900 hrs

ADVANCED CERTIFICATE IN NUTRITIONAL COUNSELLING VRE014

Learn both nutritional science and food coaching as a career foundation, or for professional development. For those working in health or food industries: broaden your knowledge to enhance your work possibilities.

Learn to advise people on their Food and Nutritional Needs
Recent research in nutrition and health services indicates there is an increasing need for counsellors to have specialist knowledge in the area of nutrition, weight loss and children’s nutrition whilst still maintaining professional counselling skills and practice.

Fees: AC  |  Duration: 900 hrs

ADVANCED CERTIFICATE 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

YOU HAVE TWO CHOICES:
1. ENROL IN A STANDARD COURSE
2. DESIGN YOUR OWN COURSE FROM ELECTIVES OFFERED - REFER TO PAGE 10 FOR DETAILS
SPECIALIST AWARD IN NUTRITION VRE504

The Specialist 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

FITNESS LEADERS 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. 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 55).
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 three examinations

Fees: $4 for Part 1; PLUS $1 for Part 5 | Duration: approx 250 hrs

ADVANCED CERTIFICATE IN FITNESS & RECREATION VRE051

An extensive post secondary education study course providing a foundation in the science, management and life skills needed to excel in the fitness industry. Learn skills to support a career in fitness.
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

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. The course includes:
1. Human Physiology and Anatomy
2. Basic Pathophysiology. This explains some essential signs and symptoms of common disorders such as hypertension, cardiovascular 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 enrol, simply tell us the modules you propose studying, when you submit the enrolment application.
FITNESS, HEALTH & NUTRITION EBOOKS

HUMAN NUTRITION by Staff of ACS
A foundation book for nutrition students or anyone who wants to better understand food, what to eat, and how your diet can damage or improve health.

AQUAFITNESS 2ND EDITION by John Mason
This is a book for everyone; from professional fitness instructors, to ordinary people who just want to improve their health and fitness.

AEROBIC FITNESS 2nd edition by John Mason
Aerobic fitness contributes more to your quality of life than perhaps any other aspect of fitness! This updated version of Aerobic Fitness is full of information about the body and its functions.

NUTRITIONAL THERAPY by Staff of ACS
Discover how the way you eat can impact upon illness. This engaging ebook covers the fundamentals of nutrition, and covers thirty different conditions.

HUMAN BIOLOGY by Staff of ACS
For any new student of human biology, being confronted with thousands of unfamiliar words can be overwhelming. This ebook will guide you through the terms you will need to understand.

THESE AND MANY OTHER EBOOK TITLES ARE AVAILABLE FOR PURCHASE AND DOWNLOAD FROM WWW.ACSBOOKSHOP.COM
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: $1  |  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: $2  |  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: $2  |  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: $2  |  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: $2  |  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. Learn Dynamics
8. Special Groups
Fee: $2  |  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: $2  |  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: $3  |  Duration: 100 hrs
COUNSELING 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
2. Listening and Bonding
3. Reflection
4. Questioning
5. Interview Techniques
6. Changing Beliefs and Normalising
7. Finding Solutions
8. Ending the Counselling

Fee: S3 | Duration: 100 hrs

COUNSELING 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. Eight lessons.

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 (and Erikson); Jung
2. Psychoanalytical 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

CRIMINAL PSYCHOLOGY BPS308
For legal secretaries, office staff, welfare officers, youth workers, and any other support service staff who may be working with dysfunctional people. Ten lessons:
1. Introduction to Criminal Psychology
2. Psychological Approaches to Understanding Crime
3. Psychology and Understanding Serious Crime
4. Mental Disorder and Crime I - Learning Disabilities and Crime
5. Mental Disorder and Crime II - Psychopathy
6. Gender and Crime
7. Youth and Crime
8. Psychology and the Police
9. Psychology in the Courtroom
10. Psychology and Crime Prevention

Fee: S3 | Duration: 100 hrs

AGED CARE AND COUNSELLING BPS212
A course for counselling and other care professionals, or for anyone involved with elderly people in any other way, formally, or informally. Eight lessons:
1. Understanding Ageing
2. Lifestyle Changes
3. Support Services
4. Enablement Techniques
5. Grief and Loss Counselling
6. Debilitating and Terminal Illness
7. Losing a Loved One
8. Ethics and Intervention

Fee: S3 | Duration: 100 hrs
### 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

### 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

### 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

### 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

### 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 and Social Development in the First 6 Years
3. Middle Childhood - Cognitive, Moral and Social Development in the Primary School Years
4. Challenges in Middle Childhood
5. Adolescence - Cognitive, Moral and Social Development
6. Challenges of Adolescence
7. Adulthood - Cognitive and 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

### 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

### RELATIONSHIPS AND 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

### 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. Careers 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. Job Prospecting - writing resumes, job advertisements
10. Nurturing and Growing a Career

**Fee:** S3  |  **Duration:** 100 hrs
COUNSELLING CHILDREN  BPS218

Nine lessons:
1. Introduction to Types & Causes of Childhood Problems
2. Assessment of Childhood Problems (including ethical/ legal considerations)
3. Counselling for Internalising Problems & Disorders I: Anxiety
4. Counselling for Internalising Problems & Disorders II: Depression
5. Counselling for Externalising Problems & Disorders III: Eating Disorders
6. Counselling for Externalising Problems & Disorders IV: Conduct Disorders
7. Counselling for Other Problems & Disorders
8. Other Counselling Approaches
9. Problem based learning

Fee: S2 | Duration: 100 hrs

SPORTS COACHING  VRE109

Eleven lessons
1. Introduction to Sports Coaching
2. Professional Standards and Communication in Sports Coaching
3. The Coach-Athlete Relationship
4. Training Roles of the Coach and Athlete
5. Motivation
6. Coaching Individuals
7. Coaching Teams
8. The Athletic Identity
9. Children and Parents in Sports
10. Amateur Vs Elite Vs Professional Sports Coaching
11. Maintaining Your Motivation as a Coach

COURSE IN DEVELOPMENT AND COMING DURING 2018

PLAY THERAPY  BRE214

Study Play Therapy Online. Learn the theory and applications for all ages, as a therapy for anxiety, depression, physical rehabilitation, behavioural, developmental, social disorders, and more.

Nine lessons:
1. The Foundation for Using Play Therapy
2. Applications of Play and Play Therapy
3. Play Therapy for Anxiety and Depressive Disorders
4. Play Therapy for Behavioural Disorders
5. Play Therapy for Developmental Disorders
6. Play Therapy for Social & Family Problems
7. Play Therapy and Adult Populations
8. Related Specialised Creative Therapies
9. Play and Rehabilitation

Fee: S2 | 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
2. The Senses
3. The Nervous System
4. The Endocrine System
5. Stress
6. Emotions
7. 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. Neuropsychology
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

ADOLESCENT PSYCHOLOGY BPS211
Adolescent Psychology consists of ten lessons:
1. Introduction – Theories of Human Development
2. Life Crises
3. Physical Development
4. Intellectual Development
5. Emotional Development
6. Sexuality
7. Social Development
8. Moral Development
9. Delinquency and Crime
10. Adolescents and the Transition to Adulthood
Fee: S3  |  Duration: 100 hrs

FAMILY COUNSELLING BPS213
Develop a better understanding of family dynamics, and a capacity to analyse and facilitate solutions to problems that emerge in modern families:
1. Nature and Scope of Families
2. Family Dynamics
3. History
4. Identifying Problems
5. Support Structures
6. Approaches to Family Therapy I
7. Approaches to Family Therapy II
8. Conducting Initial Interviews/sessions
9. Considering Solutions
10. Case Study
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 (DRUGS AND PSYCHOLOGY) BPS302
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, Amnestic & 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: S$3 | Duration: 100 hrs

MANAGING MENTAL HEALTH IN ADULTS BPS216
There are nine lessons in this module as follows:
1. Introduction to mental health issues - definitions of good mental health through understanding mental illness, causal factors, introduction to treatment options.
2. Depression and related conditions - bipolar disorder
3. Anxiety and related conditions - phobias, OCD, PTSD
4. Schizophrenia
5. Antisocial personality disorders
7. Dementias.
8. Helping yourself with mental health issues.
9. Support options and services for mental health issues.
Fee: S$2 | Duration: 100 hrs

ETHICS BPS217
There are nine lessons in this module as follows:
1. Overview and Introductory Ethics
2. Arguing an Ethical Position – An Overview of Meta Ethics
3. Accommodating Varying Viewpoints
4. Virtues and Morality
5. Reasons for Ethical Decisions
6. The Social Contract
7. Applied Ethics A - An Individual's Rights
8. Applied Ethics B - An Ethical Society
9. Applied Ethics C - Ethics in Work and Business
Fee: S$3 | Duration: 100 hrs

CHILD & ADOLESCENT MENTAL HEALTH BPS214
There are ten lessons in this module as follows:
1. Nature and Scope of Mental Health
2. Childhood Depression and how this changes when a child reaches adolescence. signs/symptoms/
3. Anxiety Disorders - separation, generalised etc. school phobias, social phobias etc. signs/symptoms/treatment
4. Tic Disorders - Tourette's etc. signs/symptoms/treatment
5. Brain Disorders (Injury & Disease) signs/symptoms/treatment
6. Other Disorders - Elimination Disorders, Feeding & Eating Disorders of Childhood, Reactive Attachment Disorder, Selective Mutism, Stereotypic Movement Disorder; signs/symptoms/treatment
9. Holistic and Alternative Approaches to Treatment – A general approach
10. Special Project - student chooses something of interest
Fee: S$2 | Duration: 100 hrs

DEVELOPMENTAL, LEARNING AND BEHAVIOURAL CONDITIONS IN CHILDREN BPS215
There are eight lessons in this module as follows:
1. Nature and Scope of Developmental Disorders - Mental Retardation/learning disability
2. Autism - Autistic Disorder signs, symptoms, treatment and support
3. Asperger’s Disorder - signs, symptoms, treatment and support
4. Other Pervasive Developmental Disorders (Rett’s Disorder, Childhood Disintegrative Disorder, Developmental Disorders NOS) signs, symptoms, treatment and support
5. Attention-Deficit and Hyperactivity Disorders - ADHD & variants, signs, symptoms, treatment and support
6. Conduct Disorders (Include oppositional defiant disorder) signs, symptoms, treatment and support
7. Learning Disorders - focus on academia (Mathematics, Reading Disorder - Dyslexia, etc.) signs, symptoms, treatment and support
8. Communications Disorders & Motor Skills Disorder - focus on speech and language signs, symptoms, treatment and support
Fee: S$2 | Duration: 100 hrs

HOW CHILDREN THINK
by Staff of ACS
A great ebook for parents, students of psychology and anyone who works with children. It covers everything from development, nature and nurture and changing behaviours to problems and solutions.

You can purchase and download this ebook from www.acsbookshop.com
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.

SPECIALIST AWARD IN PSYCHOLOGY VPS001
Specialist 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 and Psychology and Counselling
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

ADVANCED CERTIFICATE IN BEHAVIOURAL SCIENCE VPS044
A broad foundation in behavioural science with elective options. This course is a unique opportunity to develop knowledge of different areas of psychology to give you a platform from which to go on and specialise.

Psychology is a fascinating area of study. It requires students to think critically about why we behave in certain ways, how we develop certain traits and characteristics, and how we perceive things.

This course provides a broad-based foundation in theoretical psychology which can be applied in many fields of work. It will develop your insight into human behaviour and factors (such as learning, environment and personality) that influence behaviour. It will improve your ability to deal effectively with others.

Psychology is the study of human and animal behaviour and mental processes. Given the scope of psychology, psychologists themselves usually specialise in particular areas of work.

Fee: AC | Duration: 900 hrs

ADVANCED CERTIFICATE IN COUNSELLING & PSYCHOLOGY VPS045
Study counselling & psychology for professional development or personal enrichment. An in-depth training course for counsellors with options to specialise. Learn skills to help support others. Study online & receive feedback from qualified tutors.

An excellent training program for anyone seeking a solid course of study in counselling. Graduates gain a broad-based education in counselling theory and practice with options to pursue specialist areas of interest through elective modules.

You can choose psychology modules which are often not found in similar level courses.

Flexible content options will allow you to specialise in an area most suited to your interest or experience. Some of the options include:

• Stress Management
• Conflict Management
• Sports Psychology
• Life Coaching
• Child Psychology
• Child Counselling
• Relationship and Communication Counselling

Fee: AC | Duration: 900 hrs
COUNSELLING HANDBOOK by Staff of ACS
Full of interesting case studies, this ebook is a wonderful introduction to the complex world of the human psyche.

PSYCHOLOGY DICTIONARY by Staff of ACS
Written by professional psychologists, this “dictionary of psychology” contains descriptions for common terms used in Psychology.

THE ENVIRONMENT OF PLAY 2ND EDITION by John Mason
Full of inspiring colour images of playgrounds around the world, this book is ideal for designers, park managers, schools and parents!

PSYCHOLOGICAL PROFILING by John Mason and Staff of ACS
Psychological profiling is used to assess anyone from potential new staff and school children to serial killers. It helps you to determine someone’s personality, neuroses, mental health and career suitability.

LEADERSHIP by Staff of ACS
What makes a good leader? Is it an innate personality trait or a skill that can be acquired? This book is an excellent guide to the theories and practice of leadership.

THESE AND MANY OTHER EBOOK TITLES ARE AVAILABLE FOR PURCHASE AND DOWNLOAD FROM WWW.ACSBOOKSHOP.COM
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 an 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 enrol in this course, as can students who wish to prepare for Biochemistry III (either Animals or Plants).

Fee: S3 | Duration: 100 hrs

ANIMAL BIOCHEMISTRY III BCS303
Learn a range of common biochemical processes with an emphasis upon animal and human biochemical processes. There are ten 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
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

ENVIRONMENTAL CHEMISTRY BSC306
Understand how chemicals contaminate the environment. Discover what chemicals are involved, and the ways in which they can change the environment.
1. Introduction to Environmental Chemistry and Chemistry Concepts
2. Ecological Concepts in the Environment
3. Air and Environmental Chemistry
4. Water and Environmental Chemistry
5. Soil and Environmental Chemistry
6. Environmental Chemistry and Health
7. Testing for Environmental Chemistry
8. Applications for Environmental Chemistry

Fee: S2 | Duration: 100 hrs

SOIL AND WATER CHEMISTRY BSC307
Eleven lessons:
1. Soil Chemistry – Introduction
2. Soil Chemical properties and processes
3. Soil -chemical testing
4. Soil chemistry- applications in agriculture
5. Soil chemistry – applications in environmental management
6. Water chemistry –Introduction
7. Water - chemistry of water sources and drinking water
8. Water – chemical testing
9. Water chemistry – applications in agriculture
10. Water chemistry –human and environmental health applications

Fee: S2 | Duration: 100 hrs
**BOTANY I (PLANT PHYSIOLOGY AND TAXONOMY) BSC104**
A 10 lesson introduction to plant physiology, taxonomy, morphology and anatomy.
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 and 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*

**ADVANCED CERTIFICATE IN APPLIED PLANT SCIENCE VSC004**
To obtain the certificate, you need to successfully complete the following nine modules:
1. Botany I
2. Botany II
3. Plant Ecology
4. Biochemistry I - Plants
5. Biochemistry II
6. Biochemistry III - Plants
7. Plant Breeding
8. Professional Practice for Consultants
9. Industry Meetings (100 hrs) or Research Project I

*Fee: AC | Duration: 900 hrs*

**HUMAN PHYSIOLOGY II BSC111**
There are 9 lessons in this module as follows:
1. Cellular Physiology
2. Histophysiology
3. Systems Physiology
4. Neurophysiology
5. Endocrinology
6. Vascular 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. Cytology
2. Surface Anatomy
3. Systemic Anatomy I
4. Systemic Anatomy II
5. Regional Anatomy I
6. Regional Anatomy II
7. Radiographic and Diagnostic Anatomy

*Fee: S4 | Duration: 100 hrs*

**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*

**ENVIRONMENTAL CHEMISTRY BSC306**
Develop your understanding of chemistry, the impact chemicals have on ecosystems, and how this relates to the environment as a whole.
This is a course not only for scientists, but also managers and users of the environment, including:
- Environmental Managers and Assessors
- Resource Managers
- Manufacturers and suppliers of chemical products, such as paints and fuels
- Factory managers, automotive managers, mechanics or anyone else working with machinery.
- Town planners, architects, engineers, builders, landscapers

*Fee: S2 | 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 effect of changing atmospheric pressure on the human body
6. Temperature Regulation - Centers 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

**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

**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 course contains 10 lessons:

1. Introduction to Cells and Their Structure
2. Cell Chemistry
3. DNA, Chromosomes and Genes
4. Cell Division: Meiosis and Mitosis
5. Cell Membranes
6. Protein Structure and Function
7. Protein Synthesis
8. Food, Energy, Catalysis and Biosynthesis
9. Intracellular Compartments, Transport and Cell Communication
10. The Cell Cycle and Tissue Formation

**Fee:** S2 | **Duration:** 100 hrs

**MICROBIOLOGY BSC209**

Nine lessons as follows:

1. Scope and Nature of Microbiology
2. Microscopes
3. Cultures
4. Microbial Taxonomy
5. Bacteria
6. Viruses
7. Other Microbes - Protists, Fungi, Helminths
8. Immunology
9. Applied Microbiology

**Fee:** S3 | **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

INVERTEBRATE ZOOLOGY BEN218

Nine lessons:
1. Scope and Nature of Invertebrate Animals
2. Microscopic Animals
3. Worms & Worm Like Animals
4. Sponges, Corals, Anemones & Jellyfish
5. Molluscs & Echinoderms
6. Arthropods 1
7. Arthropods 2
8. Insects 1
9. Insects 2

Fee: S2 | 100 hrs

GENETICS BSC207

An understanding of genetics will be more important as we move into the future; but it can be a difficult subject to understand if you do not have a proper grasp of the fundamentals - Grasping those fundamentals is what this course is about! There are 10 lessons in this module as follows:
1. Introduction to Genetics
2. The Cell and Organelles
3. Interaction between Chromosomes
4. Interaction between Genes
5. Genetic Chemistry (DNA and Chromosomes)
6. Mutations (Genomes and Mutations)
7. DNA repair and Recombination
8. Developmental Genetics
9. Population Genetics
10. Applied Genetics

Fee: S1 | Duration: 100 hrs

INTRODUCTION TO FORENSIC SCIENCE BSC114

Ten lessons in this course include:
1. Nature of Forensic Science
2. Forensic Science & Law
3. Evidence Collection
4. Analysis of Evidence
5. Specialist Forensic Services
6. Criminology
7. Psychological Disorders & Crime
8. Criminal Profiling & Intelligence
9. Presenting Evidence in Court
10. Ethical Issues

Fee: S2 | Duration: 100 hrs

STATISTICS BSC304

This course assumes a basic knowledge of Statistics, at least to the level covered by our Research Project I 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

PHYSICS BSC206

There are 10 lessons in this module as follows:
1. Review of Basic Algebra
2. Introduction – Scope & Nature of Physics
3. Forces and Mechanics
4. Waves
5. Electricity and Magnetism
6. Energy and Work
7. Fundamentals of Thermodynamics
8. Light and Optics
9. Nuclear Physics and Radioactivity
10. Astronomy, Cosmology and Astrophysics

Fee: S2 | Duration: 100 hrs

ORNITHOLOGY REFER TO PAGE 59
MARINE STUDIES REFER TO PAGE 61
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

ELECTRONICS BSC113

Eight lessons:
1. Nature and Scope of Electronics: Linear, Analogue and Digital
2. Measuring Electricity
3. Passive components - resistors capacitors, inductors
4. Circuits
5. Other Components - Diodes, Transistors, witches etc
6. Input and Output devices
7. Digital Electronics
8. Applications - Working with Electronics

Fee: S2  |  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
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

VISUAL BASIC.NET BIT101
Visual Basic.NET is the latest version of Visual Basic and has been specifically developed to take advantage of Microsoft’s .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

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

JAVASCRIPT BIT202
Learn to create dynamic websites with Javascript! JavaScript is a powerful scripting language which can be used to read and modify HTML elements, validate data, and it can also react to events such as a mouse click or a key press on the keyboard etc. There are 10 lessons in this course:
1. Introduction
2. JavaScript Essentials I
3. JavaScript Essentials 2
4. Functions
5. Events and Event handling
6. Advanced JavaScript
7. Dynamic HTML
8. Emails, Forms and Form Validation
9. Pop Ups and Navigation Menus
10. JavaScript Applications

Fee: S1 | Duration: 100 hrs

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
COMPUTER OPERATIONS VIT101
(Formerly Computer Studies II)
This is a course for people who 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 Microsoft applications, 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: $2 | Duration: 100 hrs

NETWORKING FOUNDATIONS BIT103
Networks have evolved significantly over the past few years. However, each network still follows sound network design fundamentals. This course will familiarise you with these fundamentals. There are 10 lessons as follows:
1. Networking Terms, Concepts and Standards
3. Network Components and Hardware
4. Network Design and Planning
5. Network Upgrading and Project Management
6. Network Protection and Maintenance
7. Understanding Network Connecting Options
8. Installing and Configuration of Network
9. Basic TCP/IP Services and Applications
10. Troubleshooting Tools for TCP/IP Networks

Fee: $3 | Duration: 100 hrs

COMPUTER SERVICING I VIT203
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: $2 | 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.
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

INTERNET MARKETING BIT204
There are 8 lessons in this course:
1. Scope and Nature of Social Media
2. The Psychology of Internet Marketing
3. Social Media Applications
4. Websites, Advertising and Other Applications
5. Capturing and converting customers
6. Creating and Using Content
7. Blogs and Newsletters
8. Developing an Internet Marketing Program (PBL Project).
Fee: S2 Duration: 100 hrs

INFORMATION SECURITY BIT203
There are 11 lessons in this module as follows:
1: Introduction to Information Security
2: Information Security Ethics
3: Data Integrity and Backing up
4: Vulnerabilities of Operating Systems and Information Systems
5: Risk Management
6: Information Security Technologies, Developments and Initiatives
7: Physical Security
8: Developing a security Policy
9: Implementing and revising a security policy
10: Business Continuity and Disaster Recovery Planning
11: Information Security Maintenance
Fee S2 Duration: 100 hrs

PHOTOSHOP VIT202
(Beginner / Intermediate Level)
Provides a basic understanding of how to create and manipulate images using Adobe Photoshop, for use on the web as well as print. There are 9 lessons in this module.
Fee: S3 | Duration: 100 hrs

GRAPHIC DESIGN BIT205
There are ten lessons in this module as follows:
1. Scope and Nature of Graphic Design
2. Design Fundamentals (eg. line, tone, colour)
3. Colour Theory and Applications
4. Typography
5. Illustration -methods & techniques
6. Logotype Design
7. Layout Design
8. Design Systems and the Design Industry (design briefs, how to bid for jobs)
9. Comparative Design -Lessons From Other Designers (lots of research)
10. Design Project - A practical project applying everything prior to this.
Fee: S3 Duration: 100 hrs
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.

COMPUTER SERVICING I VIT203
Nine lessons as follows:
1. The computer workshop
2. Computer and workshop safety
3. System components
4. Different Systems & Basic Disassembly
5. Peripherals
6. System Assembly
7. Installation of software
8. Computer Maintenance
9. Troubleshooting
Fee: S2 | Duration: 100hrs

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: S2 | 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: S3 | Duration: 100 hrs

SPECIALIST AWARD IN COMPUTER PROGRAMMING
A Specialist 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 Specialist 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 or HTML
• 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
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

Fee: CT Duration: 600 hrs

CERTIFICATE IN INFORMATION TECHNOLOGY VIT003
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 Operations (Formerly Computer Studies II)
2. Photoshop
3. Writing a Web Site (HTML)
4. E Commerce
5. Computer Servicing I
6. Networking Essentials - or other IT short course

Fee: CT Duration: 600 hrs
BUSINESS, MANAGEMENT & MARKETING

DO YOU WANT TO DEVELOP SKILLS AND KNOWLEDGE IN MANAGEMENT, BUSINESS AND MARKETING? PERHAPS YOU WOULD LIKE TO IMPROVE YOUR PROSPECTS IN THE WORKPLACE (EVEN IF YOU ARE CURRENTLY EMPLOYED)? PERHAPS YOU WANT TO LEARN HOW TO IMPROVE THE EFFICIENCY OF AN ALREADY ESTABLISHED ORGANISATION - LEARNING TO ANTICIPATE 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: S2  |  Duration: 100 hrs

LEGAL TERMINOLOGY BWR108
Many different professions require a solid understanding of legal terminology. Valuable for anyone working in a law office, business, in politics, the public service, or in an accountancy firm. Often a course like this can be a first step toward a job in such a situation. There are eight lessons as follows:
1. The Scope and Nature of Legal Terminology
2. The Legal Workplace - People and Processes
3. Legal Systems - Australia, UK, International Law etc
4. Contract and Business Law
5. Property Law - Buying and Selling Property, Conveyancing, Intellectual Property
6. Wills, Probate, Estate Law
7. Criminal Law
8. Other - Tort Law, Family Law, Civil Actions, Bankruptcy, Insurance, Accidents Compensation

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, 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 and 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 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

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
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 process of 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 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

PROJECT MANAGEMENT
by John Mason and Staff of ACS
Learn to manage any type of project, in any industry. Six chapters cover the nature and scope of project management, risk and uncertainty, maintaining control, interpersonal relationships, the end game, and golden rules.

YOU CAN PURCHASE AND DOWNLOAD THIS EBOOK FROM WWW.ACSBOOKSHOP.COM

EBOOK BY ACS STAFF
**BOOKKEEPING FOUNDATIONS BBS103**

This subject has 13 lessons as follows:
1. Introduction – Nature, Scope and Function of Bookkeeping
2. Balance Sheet
3. Analysing and Designing Accounting Systems
4. The Double Entry Recording Process
5. Cash Receipts and Cash Payments Journal
6. Credit Fees and Purchases Journal
7. The General Journal
8. Closing the Ledger
9. Profit and Loss Statement
10. Depreciation on Non-current Assets
11. Profit Determination and Balance Day Adjustments
12. Cash Control: Bank Reconciliation and Petty Cash
13. Cash Control: Budgeting

**Fee $1 | 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 Money
3. Borrowing - Loans, overdrafts, credits cards, financing
4. Buying - What to look for, consumer protection, using credit
5. The Money Market
6. Investing - Property, stocks, bonds, insurance, antiques
7. Risk and Superannuation
8. Reducing Costs
9. Banks - How they can help you
10. Communication - dealing with financial experts, accountants, banks

**Fee: $2 | Duration: 100 hrs**

**BOOKKEEPING APPLICATIONS BBS203**

There are 10 lessons in this course:
1. Introduction - Review of Accounting Foundations
2. Decision Making - How to Manage The Books for Specific Business Needs
3. Managing Cash Flow, Obtaining Finance and Managing Bad Debts
4. Managing the Inventory Part 1
5. Managing the Inventory Part 2
6. Establishing and Managing Control Accounts
7. Budgeting Part 1
8. Budgeting Part 2
9. Payroll; PAYG Taxation
10. Financial Statement Analysis

**Fee: $1 | 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 email
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: $1 | Duration: 100 hrs**

**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: $1 | Duration: 100 hrs**

**BUSINESS OPERATIONS by John Mason and Staff of ACS**

Explore how to improve the management and profitability of an existing business. This ebook covers important issues such as people, law, finance, risk management, and more.

You can purchase and download this ebook from www.acsbookshop.com
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 VBS107
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

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
4. Target Marketing
5. The Marketing Mix and Managing the Marketing
6. Product Presentation and Packaging
7. Promotion
8. Product Pricing and Distribution
9. Customer Service
10. Market Research
11. Organisations - Structures and roles

Fee: S2  |  Duration: 100 hrs

SALES MANAGEMENT BBS102
(Marketing I)
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

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

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

see internet marketing on page 75
CERTIFICATES IN BUSINESS, MANAGEMENT & MARKETING

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

ADVANCED CERTIFICATE IN APPLIED MANAGEMENT (MARKETING) VBS001
Learn management & marketing in the one course for better career or business success. Making sales may be a valued skill, but managing sales is more valuable. Study with ACS to be a better sales manager. This Advanced Certificate in Applied Management (Marketing) trains in you those practical skills needed to manage your business or to work in a company at a managerial level. This course will give you the basic knowledge and basic practical experience to boost your confidence in moving to a new position or creating your own company.

Fee: AC | Duration: 900 hrs

ADVANCED CERTIFICATE IN BUSINESS STUDIES VBS041
Prepare for a career in business, small or large, as an entrepreneur, business owner or manager. A fast track qualification giving a good foundation for a professional career in business. This course is provides a broad range of business studies designed to appeal to a wide spectrum of people with diverse business interests. You get to study core subjects needed for a strong foundation plus you can choose electives to suit your specific goals and learning needs. Prepare for a career in Business, small or large, as an entrepreneur, business owner or manager.
- Improve your chances of success in the world of business
- Explore opportunities, build your knowledge and business networks and learn to better manage risk.

Fee: AC | Duration: 900 hrs

CERTIFICATE IN MANAGEMENT VBS004
Gain effective and essential management skills with a Certificate in Management. Understand the business functions so that you can undertake your role as a business manager effectively and successfully. Capable and Effective Managers are always in short supply if you know how to organise people and/or resources to be efficient and productive; you will never be short of opportunities. Not everyone is suited to be a manager; but management skills will help you in any career. Graduates may seek positions such as:
- Small Business Manager
- Regional Office or Branch Manager
- Marketing, Personnel or Production Manager
- Departmental manager or Section head within a larger organisation
- Self Employed Business Owner/Manager

Fee: 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 enrol, 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
ADVANCED CERTIFICATE IN APPLIED MANAGEMENT VBSOO1

This 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 and Office Practices (see page 74) Stream subjects - The first stream of the student’s chosen Elective unit.
2. Stage 2. Core subjects - Business Operations (see page 73) Stream subjects - The second stream of the student’s chosen Elective unit.
3. Stage 3. Core subject - Marketing Foundations (see page 76) 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.

<table>
<thead>
<tr>
<th>STREAM</th>
<th>MODULES REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Business</td>
<td>Bookkeeping I, Entrepreneurship, Advertising &amp; Promotions</td>
</tr>
<tr>
<td>Personnel Management</td>
<td>Personnel Management, Industrial Psychology, Motivation</td>
</tr>
<tr>
<td>Marketing Sales</td>
<td>Management, Advertising &amp; Promotions, Marketing Systems</td>
</tr>
<tr>
<td>Event Management</td>
<td>Event Management, Personnel Management, Food &amp; Beverage Management</td>
</tr>
<tr>
<td>Education</td>
<td>Instructional Skills, Course Writing, Delivering Distance Education</td>
</tr>
<tr>
<td>Photography</td>
<td>Intro to Photography, Photo Practice, Photo Technology</td>
</tr>
<tr>
<td>Publishing</td>
<td>Publishing I, II &amp; III</td>
</tr>
<tr>
<td>Information Technology</td>
<td>E Commerce, Computer Servicing I, HTML</td>
</tr>
<tr>
<td>Arboriculture</td>
<td>Arboriculture I &amp; II and Trees for Rehabilitation</td>
</tr>
<tr>
<td>Horticultural</td>
<td>Crops Outdoor Plant Production, Protected Plant Production, any other crops module</td>
</tr>
<tr>
<td>Herbs</td>
<td>Herb Culture, Medicinal Herbs, Aromatherapy</td>
</tr>
<tr>
<td>Nursery Production</td>
<td>Propagation I, Cutting Propagation, Wholesale Nursery Management</td>
</tr>
<tr>
<td>Retail Nursery</td>
<td>Horticulture I, Garden Centre Management, Sales Skills</td>
</tr>
<tr>
<td>Landscaping</td>
<td>Landscaping I, Landscape Styles, Landscape Construction</td>
</tr>
<tr>
<td>Horse Management</td>
<td>Horse Care I, II &amp; III</td>
</tr>
</tbody>
</table>

MORE BUSINESS COURSES - NEW SHORTER 20 HOUR COURSES AT WWW.STUDYACS.COM OR PAGES 107
STARTING A BUSINESS by John Mason
Thinking of starting your own business? Many businesses fail, but this doesn’t need to happen! This is a concise, easy to read ebook which alerts you to all of the things that commonly make a difference to business success or failure.

HOW TO BE A LIFE COACH by John Mason and Staff of ACS
Explore careers and business opportunities as a life coach. Build on your existing career and life experiences. Life coaching is all about helping people with their problems, whether financial, career, health or something else.

MODERN MARKETING by John Mason and Staff of ACS
The aim of marketing is to create demand for a product or service, either by making people aware of its existence, or by making them feel they want or need the product.

PROFESSIONAL PRACTICE FOR CONSULTANTS by Staff of ACS
Explore becoming a consultant. This ebook contains chapters on how to be a consultant, packaging your services, delivering the services, building your resources, finding the work and getting the job, planning and ethics.

MANAGEMENT by Staff of ACS
Management is the process of planning, organising, leading, and controlling an organisation’s human and other resources to achieve business goals. More importantly though, effective management needs to be a process of human interaction and compassion.

THESE AND MANY OTHER EBOOK TITLES ARE AVAILABLE FOR PURCHASE AND DOWNLOAD FROM WWW.ACSBOOKSHOP.COM
CHILDrENs 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 Childrens Writing (fiction and non fiction)
3. Conceptualisation - Conceiving the concept
4. Childrens 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. 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

WRITINg FICTION BWR105
1. Scope and 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

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: 100 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
Learn to 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
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

TECHNICAL WRITING BWR301
This course will develop your 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
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

EDITING III BWR307
Intended for people already skilled in the essentials, Editing for Specialists and Professionals introduces higher level language concepts, such as grammatical approaches, text types, and audience assessment. It also discusses the editor-client relationship and editorial ethics.
1. The Role of an Editor
2. A Brief Summary of Grammar
3. Referencing, Style Guides and Indexing
4. Editorial Ethics and Relevant Legislation
5. Editor - Client Relationships
6. Defining Editorial Queries, Presenting Corporate Briefs, Goal Setting
7. Developmental and Substantive Editing, and Managing Projects
8. Blog and Online Editorial Management
9. Specialist Commercial Editing
10. Specialist Academic Editing

Fee: S3  |  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. There are eight lessons in this module as follows:
1. The Publishing Process
2. Law and the Media
3. Ethics and Morality
4. Production Systems I – From writing to printing
5. Production Systems II
6. Layout for Print Media
7. Media Advertising

Fee: S3  |  Duration: 100 hrs

PUBLISHING III BWR303
(Business Practices)
Even though this is a stand alone course, it has been developed primarily to follow from and complement Publishing II. There are seven lessons as follows:
1. What to Publish
2. Planning a New Publication
3. Costing a New Publication
4. Resource Management
5. Risk Management
6. Managing Writers
7. Managing Production and Distribution

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

POETRY BWR109
Develop your ability to write and understand different types of poetry. This course provides those interested in poetry with an introductory course into the different elements of poetry and how to write it. There are 9 lessons in this course:
1. Brief description of the many different types of poetry, poetry forms and terminology
2. Famous poets
3. Encouraging your creativity
4. Developing different styles of poetry - Some Classic Styles
5. Developing different styles of poetry - Following the Rules
6. Developing different styles of poetry - For Story Telling
7. Developing different styles of poetry - For Fun and trickery
8. Getting your work published : How and Where
9. The next phase – How to Continue to Improve

Fee: S2  |  Duration: 100 hrs

DRAMATIC WRITING BWR110
Learn to Write Drama! The first step is to develop a premise, then develop the main characters, then develop the principal “events”. Next, develop the sequence of main events, fill in minor events, and detail. Learn how to do this and much more! There are 8 lessons in this course:
1. Introduction
2. Characters
3. Theme and Genre
4. Plot Development
5. Weaving a Story
6. Writing a Dramatic Short Story
7. Developing Sub Plots
8. Writing a Chapters for a Dramatic Novel

Fee: S3  |  Duration: 100 hrs

SCRIPT WRITING BWR204
This course can help you to write scripts that could be used for Youtube, radio shows, TV and all the way to screenplays for movies. It could also involve writing scripts for advertising or for instructional/training videos. There are 11 lessons in this course:
1. Scope and Nature of Script Writing
2. Plotting the screen play
3. Outline and Writing the Script
4. Characterisation
5. Use of dialogue and sound effects
6. Writing for internet, TV and film
7. Writing for Radio
8. Writing for Training/instructional videos
9. Writing for Children
10. Writing for Advertising
11. The Business of Script Writing

Fee: S2  |  Duration: 100 hrs

BIOGRAPHICAL WRITING BWR205
Learn about different types of research, where to start gathering information, and how to apply the art of fiction to the craft of a biography. In the final lesson, you’ll write a 2000 - 4000 word biography and receive individual feedback from our academic staff.
1. Scope and Nature of Biographical Writing
2. Researching a Biography
3. Developing Context
4. Short Biographies
5. Comprehensive Biographies
6. Planning a Biography
7. Editing and Marketing a Biography
8. Project – Writing a Biographical Story

Fee: S2  |  Duration: 100 hrs
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

STANDARD COURSES OFFERED

JOURNALISM PRACTICE I BWR203
This course takes you through the processes of writing for a specific publication, submitting work for publication, and meeting the requirements of an editor and publisher. Pre-requisites: Freelance Writing, Publishing I, and Editing I or equivalent, plus intermediate level computer skills.

Fee: S3 | Duration: 100 hrs

EDITING PRACTICE I BWR305
Work with ACS Academic Staff and other students to plan, design, write, and publish a magazine, journal, or other publication. Pre-requisites: Publishing I and Editing I (or equivalent), plus intermediate level computer skills.

Fee: S3 | Duration: 100 hrs

JOURNALISM PRACTICE II BWR304
Under the guidance of a mentor (a writing / editing tutor), you will participate in the production of a specific publication. Pre-requisites apply.

Fee: S3 | Duration: 100 hrs

OTHER WRITING AND COMMUNICATION QUALIFICATIONS ARE DETAILED ON OUR WEBSITES.
CREATIVE WRITING by Staff of ACS
Creative writing can be applied not only to articles and books; but in everything we write, from marketing material to social media. Writing that is creative will usually be more interesting, communicative and effective.

PROFESSIONAL WRITING by John Mason and Staff of ACS
How many people dream about becoming a professional writer? Professional writing is any writing that you are being paid for. It can include fiction writing, a best-selling book, articles in a magazine, articles in a newspaper, blogs for companies and more.

ENGLISH GRAMMAR by John Mason Staff of ACS
Grammar is a tool we can use to enhance the effectiveness of written communication. This ebook provides a comprehensive yet easy to follow guide.

THESE AND MANY OTHER EBOOK TITLES ARE AVAILABLE FOR PURCHASE AND DOWNLOAD FROM WWW.ACSBOOKSHOP.COM

NEW SHORTER 20 HOUR COURSES AT WWW.STUDYACS.COM OR PAGES 107
INSTRUCTIONAL SKILLS BGN101
(Train the Trainer)

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: S3  |  Duration: 100 hrs

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. Interpersonal Communication in Education
2. Listening Skills
3. Understanding Motivation
4. Motivational Factors
5. Applying Motivation to Education
6. Stress Management
7. Conflict Management
8. Mediation and Negotiation

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

COURSE WRITING (DEVELOPMENT) BGN107

Learn to develop courses for post secondary or adult education. There are 9 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 and Updating Courses
8. Recognition and Accreditation
9. Application and Implementation

Fee: S2  |  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

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 this 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 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 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
7. Research Proposal
8. Thesis Writing
9. Ethics
10. Where to from here
Fee: S3 | Duration: 100 hrs

WORKSHOP I BGN103
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 hrs

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 Pre-requisite: Workshop II
Fee: S3 | Duration: 100 hrs

WORKSHOP III BGN302
Develop your ability to implement commercially viable management strategies, applicable to your industry sector. 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 hrs

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

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.

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 hrs
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 its 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 its 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 your ability to produce photographs using digital technology. The lessons are as follows:

1. Introduction to Digital Technology
2. Equipment
3. Digital Technology
4. Digital Cameras
5. Taking Photographs
6. Scanners
7. Uploading Images
8. The Digital Darkroom
9. Compositing and Imaging
10. Special Effects
11. 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 portable storage device 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:** $2  |  **Duration:** 100 hrs

---

**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:** $2  |  **Duration:** 100 hrs

---

**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:** $1  |  **Duration:** 100 hrs

---

**PHOTOGRAPHIC LIGHTING BPH204**

There are eight lessons as follows:

1. Light Characteristics and Lighting 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:** $2  |  **Duration:** 100 hrs
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: S1  |  Duration: 100 hrs

WEDDING PHOTOGRAPHY BPH206

This course is a wonderful introduction to this thriving and fascinating industry. Learn the tricks of the trade and much more! There are 9 lessons in this course:
1. Introduction
2. Logistical Planning
3. Equipment
4. Style Options
5. Photographic Composition and Posing
6. Shooting the Wedding Ceremony
7. Shooting the Wedding Reception
8. Post Production
9. Business & Marketing

Fee: S2  |  Duration: 100 hrs

GRAPHIC DESIGN BIT205

There are ten lessons in this module as follows:
1. Scope and Nature of Graphic Design
2. Design Fundamentals (eg. line, tone, colour)
3. Colour Theory and Applications
4. Typography
5. Illustration - methods & techniques
6. Logotype Design
7. Layout Design
8. Design Systems and the Design Industry (design briefs, how to bid for jobs)
9. Comparative Design - Lessons From Other Designers (lots of research)
10. Design Project - A practical project applying everything prior to this.

Fee: S3  Duration: 100 hrs

PHOTOGRAPIHC TECHNIQUES

by John Mason and Staff of ACS

A practical book, well illustrated and full of valuable tips on how to take better photos.

YOU CAN PURCHASE AND DOWNLOAD THIS EBOOK FROM WWW.ACSBOOKSHOP.COM
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 hrs

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 hrs

ADVANCED CERTIFICATE IN MEDIA STUDIES VPH016
An extensive and broad-based training in practice and theory for media industry. This course provides a foundation for working with electronic or print media - images, writing, and more. This broad-based course of study is designed to appeal to people who are seeking employment in the media sector but have not yet decided on their specialism.

It covers a range of areas and allows some flexibility so you can choose modules that suit your specific goals and learning needs.

Want to work in the print or electronic media industries?
This course is designed as a basis for a career in either electronic or print media / publishing.

The course aims to provide the necessary skills to work in a publishing organisation.

Research has shown that graduates with broad based knowledge such as this have enhanced career prospects. This course sets you on a path that could take you in any direction you hope to go in the world of media, locally, nationally or internationally.

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 enrol, 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 Certificate Photography, which as a hobby subject is not suitable for inclusion in higher level studies). To design 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 hrs
MORE SHORT COURSES
A DIFFERENT WAY OF STUDYING

IN RECENT TIMES WE HAVE DEVELOPED A FASTER, MORE AFFORDABLE TYPE OF SHORT COURSE:

• 20 HOURS TO COMPLETE EACH COURSE
• SELF PACED, FULLY AUTOMATED, DRIVEN BY SOFTWARE DEVELOPED BY OUR PROGRAMMERS
• “CERTIFICATE OF COMPLETION” AWARDED UPON SUCCESSFUL COMPLETION OF EACH COURSE.

THESE ARE DESIGNED AS “EASILY ACHIEVED” CHUNKS OF LEARNING; TO BUILD YOUR UNDERSTANDING AND ABILITY TO DO THINGS IN AS LITTLE AS 2 OR THREE DAYS. START AND FINISH A COURSE OVER A WEEKEND OR TWO (OR TAKE AS LONG AS YOU WISH).

YOU ARE BACKED BY A TEAM OF MORE THAN 40 ACADEMICS AND INDUSTRY PROFESSIONALS FROM ACROSS AUSTRALIA AND THE UK ON A HELP DESK, ACCESSIBLE IF AND WHEN YOU NEED ASSISTANCE.

34 COURSES AVAILABLE AND MORE COMING - INCLUDING:

SEE OUR SHORT COURSES WEB SITE AT WWW.STUDYACS.COM
ACS Distance Education has developed an innovative approach to career development and research. It will serve as a useful tool for young people starting out in a career, for people looking to change careers, and for those who help provide advice and career guidance to others.

We are asked a lot of questions about training and careers: “What is the best course for my goals?” “What is it like to work as a ...?” To make it easy, we’ve combined our years of experience to create easy to follow maps that will lead you through your options in your field of interest.

We have pooled our extensive knowledge in many industries to map out different careers and paths. Once you click on an area in the map, you will then be directed to an information page that details some information about the area, what you will need to learn, how to start out and progress a career in that area.

You can share these career maps with your colleagues, use them to provide advice to your clients or for your own career progression. You can find the career maps here:

www.acs.edu.au/advice/career-advice-maps.aspx
STAFF HAVE NOW WRITTEN AND PUBLISHED AROUND 120 EBOOKS TO SUPPLEMENT OUR COURSES.

WHY THESE BOOKS AND NOT OTHERS?

OVER THE PAST DECADE, GOOD, RELEVANT TEXT BOOKS HAVE BECOME INCREASINGLY DIFFICULT TO GET. MANY TITLES HAVE GONE OUT OF PRINT, AND OTHER TITLES ARE SIMPLY NOT BEING REVISED AS OFTEN AS THEY USED TO BE. THIS HAS HAPPENED AS A RESULT OF THE PROLIFERATION OF INFORMATION ON THE INTERNET. PEOPLE JUST DON’T BUY BOOKS AS MUCH, SO IT ISN’T AS Viable FOR PUBLISHERS TO PRODUCE THEM. CONTENT ON THE INTERNET IS NOT SCRUTINISED AS MUCH AS WHAT TEXT BOOKS USED TO BE THOUGH. YOU MAY FIND MORE INFORMATION, EASIER; BUT YOU CAN’T ALWAYS BE CERTAIN IF IT IS ACCURATE OR RELEVANT TO WHAT YOU ARE STUDYING.

WE REALISED WE NEEDED A RELIABLE SUPPLY OF SUPPLEMENTARY READING; SO WE HAVE DEVELOPED IT OURSELVES. OUR TITLES HAVE BEEN DEVELOPED PRIMARILY TO ADD TO THE LEARNING EXPERIENCE OF OUR STUDENTS; AND WE ARE PRODUCING MORE ALL THE TIME.

SOME OF THE TITLES CURRENTLY AVAILABLE ARE:

› Trees and Shrubs for Small Gardens
› Trees and Shrubs for Warm Places
› Growing Tropical Plants
› Garden Design I
› Garden Design II
› Starting Garden/Landscape Business
› The Environment of Play
› Starting a Nursery or Herb Farm
› Growing Conifers
› Organic Growing
› Trees and Shrubs
› Tropical Landscaping
› Roses
› Pests & Diseases
› Climbing Plants
› Growing Ferns
› What to Plant Where
› Growing Palms
› Scented Plants
› Weeds
› Orchids
› Proteas & Relatives
› Growing & Knowing Annuals
› Growing & Knowing Bulbs
› Landscaping with Australian Plants
› Water Gardens
› Banksias
› Fuchsias
› Perennials
› Shaded Gardens
› Dianthus/Carnations
› Grasses
› Grevilleas
› Eucalypts
› Rhododendrons and Azaleas
› Carnivorous Plants
› Commercial Hydroponics
› Fruit, Vegetables and Herbs
› Getting Work in Horticulture
› Herbs
› Nuts
› Capsicums
› Root Vegetables
› Lavender
› Medicinal Herbs
› Cucurbits
› Aquaponics
› Citrus
› Strawberries
› Mushrooms
› Profitable Farming
› Farm Management
› Land Management & Rehab
› Cattle Breeds
› Horse Care
› Poultry
› Bees, Beekeeping & Honey
› Animal Health
› Feeding Animals
› Animal Behaviour
› Working with Animals
› Dog Care
› Cat Care
› Food Preserving
› Preserving Meat and Fish
› Brewing & Wine making
› Ungulate Animals
› Rabbits, Rodents & Relatives
› Carnivore Animals
› Marine Studies
› Birds
› Aerobic Fitness
› Aquafitness
› Human Nutrition
› Nutritional Therapy
› Human Biology Dictionary
› Medical Terminology
› Starting a Business
› Business Operations
› How to be a Life Coach
› Saving a Business
› Modern Marketing
› Leadership
› Management
› Project Management
› Prof Practice for Consultants
› Event Management
› Getting Work in a Modern World
› Working with People
› Learning Skills
› Marketing Psychology
› Occupational Psychology
› Grief/Crisis Counselling
› Psychology Dictionary
› Psychological Profiling
› Counselling Handbook
› How Children Think
› Managing Relationships
› Health Psychology
› Addiction Counselling
› Brain and Behaviour
› Coping -Negative Emotions
› Professional Writing
› English Grammar
› How to be a Successful Editor
› Writing a Novel
› Children’s Writing
› Technical Writing
› Creative Writing
› Photo Techniques & Effects

SEE OUR EBOOKSHOP FOR THESE AND MORE WWW.ACSBOOKSHOP.COM
**NURSERY MANAGEMENT** by John Mason and Staff of ACS
This ebook is an introduction to setting up and running profitable and efficient nursery businesses, covering production, wholesale and retail nurseries at various scales of operation.

**SUSTAINABLE AGRICULTURE** by John Mason and Staff of ACS
This book explains concepts and long-term benefits of sustainability on farms. It covers systems such as permaculture, biodynamics, organic farming and much more.

**SHEEP BREEDS** by John Mason and Staff of ACS
Sheep are one of the most widely farmed animals. There are over 10,000 different breeds; bred to suit different conditions and for different production purposes.

**INDOOR PLANTSCAPING** by John Mason and Staff of ACS
We all appreciate the aesthetic qualities they bring to an interior but perhaps don’t appreciate some of the intricacies of having plants indoors.

**FISH FOR FRESHWATER AQUACULTURE AND AQUAPONICS** by Staff of ACS
A great reference to help anyone involved with aquaculture or aquaponics to make a better choice of what type of fish to grow.

**THESE AND MANY OTHER EBOOK TITLES ARE AVAILABLE FOR PURCHASE AND DOWNLOAD FROM WWW.ACSBOOKSHOP.COM**
## ONLINE & USB COURSES - COMPARING STUDY OPTIONS

<table>
<thead>
<tr>
<th>STUDY OPTIONS:</th>
<th>CORRESPONDENCE COURSE</th>
<th>ONLINE LEARNING SYSTEM</th>
<th>USB WITH TUITION (E-LEARNING)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FEE DETAILS</strong></td>
<td>Additional postage charges may apply for overseas students.</td>
<td>Fee is discounted 5%.</td>
<td>Full course fee applies.</td>
</tr>
<tr>
<td><strong>HOW DO I RECEIVE COURSE MATERIALS?</strong></td>
<td>Supplied as printed materials. Materials are printed and sent by air mail or courier.</td>
<td>Supplied as material accessed over the internet (you can download and save or print notes if you wish). Access to materials is given within 2 working days.</td>
<td>Supplied as material accessed from a USB. You don’t need to be on the internet to access materials a USB is created and sent.</td>
</tr>
<tr>
<td><strong>HOW ARE ASSIGNMENTS SUBMITTED?</strong></td>
<td>Assignments can be submitted any way you wish (posted hard copy, emailed or submitted via our online learning system).</td>
<td>Assignments are submitted by email or via our online learning system.</td>
<td>Assignments are submitted by email or via our online learning system.</td>
</tr>
<tr>
<td><strong>WHAT DO THE COURSE MATERIALS INCLUDE?</strong></td>
<td>Course materials sometimes include things not included in USB courses or online learning system (e.g. text book).</td>
<td>Interactive Self Assessment Tests always included. Extra colour photos and illustrations often included.</td>
<td>Interactive Self Assessment Tests always included. Extra colour photos and illustrations often included.</td>
</tr>
<tr>
<td><strong>WHAT SUPPORT DO I RECEIVE?</strong></td>
<td>You can contact your tutor when you need help. Our student services provide excellent support when you may have issues.</td>
<td>You can contact your tutor when you need help. Our student services provide excellent support when you may have issues.</td>
<td>Full support services provided: Access to tutors, video library, online library, student room etc.</td>
</tr>
<tr>
<td><strong>WHAT WILL I RECEIVE UPON COMPLETION OF MY COURSE?</strong></td>
<td>You can request a Letter of Completion when you complete a 100 hour course. If you decide to sit exam, you would be awarded a Statement of Attainment or relevant qualification upon successful completion of the exam.</td>
<td>You can request a Letter of Completion when you complete a 100 hour course. If you decide to sit exam, you would be awarded a Statement of Attainment or relevant qualification upon successful completion of the exam.</td>
<td>You can request a Letter of Completion when you complete a 100 hour course. If you decide to sit exam, you would be awarded a Statement of Attainment or relevant qualification upon successful completion of the exam.</td>
</tr>
</tbody>
</table>

- 5% DISCOUNT APPLIES TO ACS DISTANCE EDUCATION STUDENTS ENROLLING IN FURTHER COURSES.
- 5% DISCOUNT APPLIES IF TWO OR MORE PEOPLE ENROL.
- DISCOUNTS FOR LARGE GROUPS ARE AVAILABLE. PRICE ON APPLICATION.

*Only one (1) discount per person per enrolment can be claimed at any one time.*
MICRO-COURSES

In addition to our other courses, ACS also offers over 1,000 different microcredential courses. These are through our “Learnhowto” system.

WWW.LEARNHOWTO.COM.AU

WHAT’S DIFFERENT ABOUT THESE COURSES?

➔ Only 1 to 5 hours to complete each course
➔ Pay a flat monthly fee to study; (instead of a fee per course).
➔ Self paced. Start and withdraw any time.
➔ Access academic support from online help desk.
➔ Earn digital badges on successfully passing online assessments (Proof of completion)

➔ Online course notes and assessments
➔ Greater flexibility in choosing what you do and do not study.

WHAT CAN YOU STUDY HERE?

➔ Courses are organised under 16 different disciplines
➔ Some Courses are adaptations of lessons (changed a little) from our other courses.
➔ Some courses are unique to this system and not available elsewhere.

CATEGORIES INCLUDE:

Horticulture
Agriculture
Environmental Management
Wildlife
Pets
Construction and Engineering
Information Technology
Sciences
Health and Wellbeing
Psychology
Business
Management
Education
Writing
Food, Hospitality and Tourism

UNIQUE COURSES

Some of the courses only available through LearnHowTo are:

➔ AGROFORESTRY
➔ URBAN FORESTRY
➔ FODDER TREES
➔ HOME GARDEN (SMALL SPACE)
➔ PERMACULTURE
➔ PROTEACEAE PLANTS
➔ TOMATOES
➔ TOPIARY
➔ DISTILLATION
➔ CONSERVATION PSYCHOLOGY
➔ ENVIRONMENTAL PSYCHOLOGY
AFFILIATIONS

AC is part of a global network of colleges, which provides reciprocal recognition opportunities to students. See our affiliate page on our website to find out more about each affiliate.

AFFILIATES include:

LEARNING CLOUD
(Australia): www.learningcloud.com.au
(New Zealand): www.Learningcloudnz.co.nz
(Ireland): www.Learningcloud.ie

ADL
www.adlhomestudy.co.uk

HEALTH ACADEMY AUSTRALIA
(INCORPORATING MEDICAL PAGES)
www.healthcourses.com.au
www.medicalpages.com.au

WARNBOROUGH ONLINE COURSES
http://courses.warnborough.edu/shop/

CAREERLINE COURSES
(Australia): www.careerlinecourses.com.au
(Asia): www.careerlinecourses.asia

WARWICKSHIRE COLLEGE
www.warwickshire.ac.uk

THE GARDEN DESIGN ACADEMY
www.gardendesignacademy.com

ENERGIME UNIVERSITY
courses.energimeuniversity.org

EDUCATION & TRAINING ACADEMY
www.thetrainingacademy.com.au

MUMS INC
www.mumsinc.com

SPOTED
www.spoted.com.au

MY LEARNING ONLINE
www.mylearningonline.com.au

FOR MORE INFO ABOUT AFFILIATES VISIT WWW.ACSAFFILIATES.COM