

COURSE DIRECTORY



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DIRECT

Your partner to a better future

About Us

Lifestyle Learning Direct ***A leader in distance education***

Distance learning has become the method of choice for people all around the world who are looking for additional skills to help them make more money, start successful careers, turn a favourite interest into something more, or accomplish a quest for self-improvement.

Our success has been built on the individual and personal approach we take with our students. All students are allocated their own tutor and receive tuition for the duration of their course.

In our experience, real learning is best achieved by “doing”, which is why we provide practical assignments where the theory you learn can be applied from the very first lesson.

- ▶ Learn in your own time, in your own home and at your own pace.
- ▶ Choose from over 60 distance education courses in some of today’s fastest-growing fields.
- ▶ Enjoy the convenience of either downloading your course materials and assignments from our website, or having them delivered direct to your door.
Please note: some courses are not available online.
- ▶ Receive expert tuition with a personal touch.
- ▶ Receive training either to fulfil your goals or help start your new career.

Discover your true potential now by taking the next step. Enrol today and further your learning with distance education.



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Legend

Course Delivery Method

● Non-tutored option available

● Paper Format

● Email

● CD-ROM

● Online

Non-tutored

- Payment can be either upfront or by instalments.
- No additional course materials are supplied.
- Students are allowed 12 months to complete their course.
- Non-tutored courses are available in paper, CD-ROM and online formats.
- Please note: only some courses are available in non-tutored format.

Paper format

- Modules and assignments are sent via regular postal mail.
- Additional course materials are supplied.
- Students are allowed 4 years to complete their course (except Love, Sex & Relationships).
- Payment can be either upfront or by instalments.
- The course is supplied module by module.

Email

- By choosing to send and receive assignments by email, you can reduce your assignment turnaround times, save postage and complete your course faster.
- Students who elect to submit their assignments electronically also receive additional modules of their course in this format.
- Assignments must be saved as Word ® documents and graphics must be included in the file.
- Please note: for practical purposes, assignments for some of the design courses (such as fashion, garden and interior) are unsuitable for emailing. If you are unsure of the requirements, please contact our Student Services Department.

CD-ROM

- Payment is upfront.
- Assignments are submitted by regular postal mail.
- Additional course materials are supplied.

Online

- Students enrol, receive modules and submit assignments online.
- Payment is upfront.
- Students are allowed 12 months to complete their course.
- No additional course materials are supplied.

Modules: 11

Assignments: 11

Delivery Method: ●

► Animal Anatomy & Physiology

This course is suited to people wishing to develop a sound foundation knowledge of animal anatomy and physiology, as a basis to understanding care and/or management of animals in domesticated or wild situations.



Course Synopsis:

- Introduction
- Cells and tissues
- The digestive system
- The circulatory system
- The urinary system
- The nervous system
- Respiration
- The reproductive system
- Muscles and meat
- The skeleton
- Animal growth and development
- The endocrine system
- Comparing different animals

We thank our affiliate ACS for supplying the content for this course.

Modules: 12

Assignments: 12

Delivery Method: ●

► Animal Health Care

Learn to care for the health of any type of animal (focus is on mammals and birds) and understand the scope of services offered by animal care services, including veterinary practices.

This course is appropriate for anyone interested in working with animals, including on a farm, a wildlife park or veterinary practice. It is a sound foundation course and designed to cover most of what is found in a typical veterinary assistant's course in many countries around the world.

Course Synopsis:

- Introduction to animal health care
- Common health problems in farm animals and pets
- Animal behaviour
- Signs of ill-health
- Veterinary facilities
- Safety procedures
- Administration of animal health
- Animal first aid
- Preventative health care
- Routine health treatments
- Health problems in domestic pets
- Rehabilitation care

We thank our affiliate ACS for supplying the content for this course.

Modules: 7

Assignments: 6

Delivery Method: ●

► Horse Care I

Learn to manage the daily requirements of a horse at grass. This course aims to develop your ability to handle horses, using a range of different procedures, skills to evaluate a horse's conformation, an understanding of diet, and provide information on grooming procedures and commercial opportunities, including trading horses.

Horses have specific uses, and their grooming requirements vary for different tasks. Learn the procedures for the buying and selling of horses and develop a program for the evaluation of the conformation of horses on a property/facility.

Course Synopsis:

- Horse psychology
- Handling
- Buying a horse
- Conformation
- The digestive system
- Principles of feeding and watering
- The grass-kept horse
- Pasture management
- Grooming
- Industry applications

We thank our affiliate ACS for supplying the content for this course.

Modules: 8

Assignments: 8

Delivery Method: ●

► Pet Care

This course is ideal for if you want to learn how to care for your pets, make informed pet selections, or if you want to work with small animals. Covering the more common pets, such as dogs, cats, fish and birds, as well as rodents, rabbits, reptiles and amphibians, you will learn about general husbandry, breeds, nutrition, housing, grooming, breeding and health care.

This is a great introductory course if you have little or no knowledge in this area, as well as being an ideal complement for further studies on animal behaviour, anatomy and physiology.

Course Synopsis:

- Cats and dogs
- Birds and fish
- Rabbits
- Reptiles and amphibians
- Guinea pigs
- Hamsters and mice
- General care
- Selection and breeds
- Sexing, de-sexing
- Breeding
- Housing
- Common ailments
- Equipment and set up
- Laws and licenses
- Animal charities and societies
- General requirements

We thank our affiliate ACS for supplying the content for this course.

Modules: 8

Assignments: 8

Delivery Method: ●

► Poultry

Enrol in Poultry to learn appropriate poultry breeds for use in different production situations, as well as the techniques used in the management of condition (including feeding, and pest and disease control). The course covers the management of poultry as layers and broilers, and we explain the techniques used in poultry incubation and brooding poultry. You also learn how to develop management strategies for a poultry business.



Course Synopsis:

- Terminology
- Selecting breeds
- Cross-bred/pure-bred poultry
- Nutrition
- Diseases In poultry
- Layers
- Broilers
- Incubation
- Brooding
- Record keeping
- Economics
- Marketing

We thank our affiliate ACS for supplying the content for this course.

Beauty

Modules: 12

Assignments: 13

Delivery Method: ● ●

Please note: parts of this course are in the Beauty Therapy course.

► Beauty Make-up

Make-up artists understand how to enhance a person's natural beauty by using a wide range of specialist products and tools-of-the-trade. The main aim is to show off natural features and present them to gorgeous effect, and to achieve this by making it look natural and effortless.

This course will take you through the many aspects of becoming a make-up consultant. We help you master the skills to make the most of your clients' natural features and face shapes.

Course Synopsis:

- Effects of lighting
- Cosmetics
- Tips and after-care
- Advertising
- Health, safety and security issues
- The make-up industry
- Salon layout
- Dress code
- Client consultation and preparation
- Record keeping
- Body language
- The skin
- Contra-indications
- Contra-actions
- Skin types
- Cleansing
- Face shapes
- Corrective make-up
- Tools of the trade
- G.P. consent form

Modules: 12

Assignments: 12

Delivery Method: ●●

► Beauty Therapy

Interested in starting a career in beauty therapy, or maybe you would like to learn the skills of the beauty therapist so you can pamper your friends, family or partner? Whatever your goal, our Beauty Therapy course is the perfect introduction to this exciting, diverse and rewarding industry.

With the guidance of our experienced tutors, you learn about the body systems, skin care and consultation, personal hygiene, professional make-up techniques, manicures and pedicures, nutrition and weight loss, hair treatment and removal, massage and equipment sterilisation.

Course Synopsis:

- Anti-ageing
- Weight loss and control
- Nutrition
- Anatomy and physiology
- Functions of the skin
- Ethics of hygiene
- Consultation procedures
- Skin analysis
- Facial analysis
- Treatments
- Mask therapy
- Make-up procedures
- Skin care
- Manicure and pedicure
- Successful business management

Note to all prospective students: Requirements for becoming a beauty therapist vary from state to state. Please check with your local Government Department for further details if you are unsure of the requirements.

Business Studies

Modules: 13

Assignments: 13

Delivery Method: ●●

► Bookkeeping I

This bookkeeping course focuses on the nature of accounting for small business. The course is ideal for small business operators or anyone wanting to be able to better manage their own finances.

This course is accredited with The Institute of Certified Bookkeepers.

Course Synopsis:

- Nature and function of accounting for service firms
- Balance sheet
- Analysing and designing accounting systems
- The double entry recording process
- Cash receipts and payments journal
- Credit sales and purchases journal
- The general journal
- Closing the ledger
- Profit and loss statement
- Depreciation on non-current assets
- Profit determination
- Balance day adjustments
- Bank reconciliation
- Petty cash
- Budgeting



We thank our affiliate ACS for supplying the content for this course.

Modules: 9

Assignments: 9

Delivery Method: ●

► Event Management

Develop knowledge and skills in the planning and management of special events, including gallery openings, festivals, exhibitions and sporting events.



Learn to develop a marketing plan, as well as risk management procedures, and how to review an event after it's delivery.

Course Synopsis:

- Scope and nature of event management
- Developing the concept
- Physical and human resources
- Project logistics
- Marketing an event
- Financial management
- Risk management
- Staging the event
- After the event

We thank our affiliate ACS for supplying the content for this course.

Modules: 9

Assignments: 9

Delivery Method: ●

► Financial Management

Some people have an intuitive ability with money (where everything they touch turns to gold), while others must take a more careful approach in order to maximise their assets. This course aims to improve your ability to make the right decisions about managing finances. It teaches how to accumulate, borrow, spend, invest, reduce costs and save money.

Develop your ability to make better decisions with respect to investing money, capitalising on your home, buying more economically to cut food bills, minimising taxation, cutting your credit card interest, organising your finances and restructuring your personal budget.

Course Synopsis:

- Financial management goals
- Budgeting, cash flows
- Balance sheet
- Financial records
- Types of loans
- Credit card control
- Consumer protection
- Buying business/property
- Money market operations
- Types of investments
- Buying shares
- Risk and superannuation
- Lump sum roll-over, etc.
- Getting the most from your bank

We thank our affiliate ACS for supplying the content for this course.

Modules: 8

Assignments: 8

Delivery Method: ●

► Project Management

Project management is a skill which is important in all industries and in all sorts of situations. This course is just as relevant to a construction project as it is to managing a new product launch.

It is best suited to someone who has some prior experience or training in management, or as an adjunct to management studies.

Course Synopsis:

- Project management
- Project identification
- Project planning
- Project implementation
- Leadership skills
- Project completion and evaluation
- Technical project
- Management skills
- Common project problems

We thank our affiliate ACS for supplying the content for this course.



Modules: 11

Assignments: 11

Delivery Method: ●●

► Public Relations

Today, few companies are launched without an attempt to generate some media coverage, and the scope and focus of public relations is changing as it expands from promoting the reputations of commercial and industrial concerns into areas of greater social involvement.

This course will provide you with a broad knowledge of this fun and exciting profession.

Course Synopsis:

- Introduction to public relations
- The scope of public relations
- The organisation
- Corporate identity
- The public relations process
- Personal attributes
- The tools of public relations
- Communication
- Advertising
- Oral communication
- Presentations
- Special events
- Promotion



Modules: 8

Assignments: 8

Delivery Method: ●●

► Small Business Management

Have you ever considered running a business of your own – working the hours you want with no one else to answer to but yourself? Make the break and you could start earning the income you desire.

This course can teach you the skills and principles you should know to establish your own business, so you can start making money and enjoy the freedom that comes from working for yourself.

Course Synopsis:

- Planning a new business
- Launching a new business
- Market research
- Product or services – what will you be providing?
- Marketing strategy
- Promotion
- Recruiting and dealing with staff
- Financial information
- Elements of a business plan
- Management and organisation



Modules: 12

Assignments: 12

Delivery Method: ●

► Starting a Small Business

We all know that many small businesses fail. This course aims to make sure you are not one of those failures. You not only learn how to start a business but, under the guidance of a professional business expert, you plan and initiate development of a business venture.

Course Synopsis:

- Introduction to small business
- The business world
- Your alternatives – different types of ventures
- Marketing planning
- Basic bookkeeping
- Sales methods
- Budgeting
- Developing a 12-month business plan
- Implementing a business plan
- Reviewing progress in a new business
- Improving profitability



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Creative Design

Modules: 15

Assignments: 15

Delivery Method: ● ●

► Calligraphy

Calligraphy literally means “beautiful writing” and has been practised throughout the ages as a way to combine functional writing with beauty and art. The timeless art of calligraphy arises from our basic desire to interact, engage and create. Perfecting this ancient skill will bring joy to you and others, in a way no other craft can. From simply developing your own beautiful handwriting style, through to embarking on a profitable artistic career, the art of calligraphy is a superb starting point.



Course Synopsis:

- Foundation Hand
- Gothic Hand
- Uncial Hand
- Enhancing with layout
- Flourishing finishes
- Borders and decorations
- Embellishing letters
- The art of illumination
- Eye-catching invitations
- Posters
- Greeting cards
- Further reading
- Resources
- Handy calligraphic information

Creative Design

Modules: 11

Assignments: 11

Delivery Method: ● ● ●

► Fashion Design & Dressmaking

As one of the world's largest industries, fashion offers many career opportunities. If it is a fulfilling hobby you are after, then this course will also allow you to discover the personal satisfaction that comes from making clothes for yourself and your family.

Our course is designed to teach you how to make clothes. We show you how to read patterns, choose materials and we cover all aspects of making a garment from start to finish – not with vague design theories but with practical hands-on skills.

Course Synopsis:

- Fashion awareness 1 – the big picture
- Read and create patterns
- Fibres and fashion
- Tools of the trade
- Pattern pieces, shaping, marking up
- Facings, pockets, collars and cuffs
- Fastenings, hems and sleeves
- Fabric lays and marking up
- Fashion awareness 2 – your personal style
- Drawing and sketching
- Designing your own collection
- Working in the industry

Creative Design

Modules: 8

Assignments: 9

Delivery Method: ●●

► Feng Shui

Feng shui (pronounced “fung shway”) is an ancient Chinese art that has been adopted by many Westerners. Loosely translated, it means “wind and water”, and involves the placement of objects in an environment to create harmony, positive energy, good health, wealth, and peace of mind.



So, do you want to create more harmony in your home or office environment? How can you make the surrounding “energy” work *for* you, rather than *against*? A few alterations to your personal environment can bring harmony into your life, and Lifestyle Learning Direct’s Feng Shui course enables you to improve your surroundings and teaches you the skills to help others.

Course Synopsis:

- Desk/office layout
- Feng shui in the home
- Lo Shu and Pa Kwa
- Yin and Yang
- The Five Elements
- I Ching
- History of feng shui
- Ch’i
- Compass directions
- Sixty-four hexagrams
- Feng shui enhancers
- Business practices

Creative Design

Modules: 12

Assignments: 12

Delivery Method: ●●●

► Interior Design & Decoration

Interested in starting a career in interior design? Or maybe you would like to learn the skills to be able to decorate and renovate your own home? Whatever your goal, we’ll help you develop your creativity. We’ll also show you how to use colour, texture, fabric, style, furnishings, accessories and lighting in a way that reflects your own personal taste, and that of your clients, too.



You will also learn how to present your ideas to clients and we provide tips on how to get started in your own business. By the end of the course, you should have produced your initial portfolio to show prospective clients or employers.

Course Synopsis:

- Design elements and principles
- Application of colour
- Evaluating a project
- Furniture placement
- Fabrics and furnishings
- Lighting
- Fixtures and fittings
- Successful renovations ideas
- Kitchen design
- Bathroom design
- Living areas
- Basic drawing

Environment

Modules: 8

Assignments: 8

Delivery Method: ●

► Conservation & Environmental Management

Develop a foundation for managing conservation of different environments. This course reviews basic ecology and environmental problems such as pollution and land degradation, before considering varying aspects of conservation.

Course Synopsis:

- An introduction to ecology
- A perspective on environmental problems
- Pollution and industry effects on the environment
- Water and soil
- The future
- Vegetation conservation and management
- Animal conservation and management
- Marine conservation and management

We thank our affiliate ACS for supplying the content for this course.



Environment

Modules: 9

Assignments: 9

Delivery Method: ●

► Marine Studies

This course helps develop knowledge of marine life and ecology, whether for work or general interest. Learn about marine environments, including weather, nutrient cycles, reefs, and shallow and deep water. Study marine animals, their identification, and also consideration of human impact upon marine life.

Course Synopsis:

- Marine ecology systems
- Shallow waters and reefs
- Shellfish and crustaceans
- Squid, octopus and other primitive animals
- Fish – Part A
- Fish – Part B
- Marine mammals
- Turtles, sea snakes and seabirds
- Human impact on marine environments and fishing

We thank our affiliate ACS for supplying the content for this course.



Environment

Modules: 12

Assignments: 12

Delivery Method: ●

► Nature Park Management I



Learn about natural environments and the management of zoos, wildlife parks and nature reserves. This course covers many of the fundamental tasks that people who work in such parks need to do, including weed control, soil management, land rehabilitation, landscape construction, etc.

Course Synopsis:

- Introduction to nature park management
- Basic ecology
- Soil management in nature parks
- Plant maintenance
- Design of nature parks I
- Design of nature parks II
- Weed management
- Pest and disease management
- Culture of indigenous plants
- Tree management
- Turf care
- Rehabilitation: problems and solutions

We thank our affiliate ACS for supplying the content for this course.

Environment

Modules: 9

Assignments: 9

Delivery Method: ●

► Ornithology

For amateur bird-watchers, or anyone working with birds, learn to identify and understand the habits of different birds, from water birds and parrots, to town birds and birds of prey.

This course introduces students to many interesting and diverse bird species, and their physiology and habitats.

Course Synopsis:

- Introduction to bird-watching
- History of birds
- Classes, sub-classes, etc.
- Bird migration
- Bird-watching clubs
- Biology/anatomy of birds
- Common land birds
- Pests/introduced birds
- Giant and long-legged birds
- Sea and water birds
- Birds of prey
- Song birds (*Passeriformes*)
- Attracting birds
- Feeding and keeping birds

We thank our affiliate ACS for supplying the content for this course.

Modules: 9

Assignments: 9

Delivery Method: ●

► Wildlife Management



This course will give you a broad-based introduction to wildlife management that can be applied to all types of wildlife around the globe. It can serve as a course in its own right, or as part of a higher qualification in environmental or nature park management.

Course Synopsis:

- Introduction to wildlife management
- Wildlife habitats
- Wildlife ecology
- Population dynamics
- Carrying capacity
- Wildlife censuses
- Wildlife management techniques
- Wildlife management law and administration
- Wildlife management case study research project

We thank our affiliate ACS for supplying the content for this course.

Hospitality & Tourism

Modules: 14

Assignments: 14

Delivery Method: ● ●

► Cooking & Catering

Cook up a hot new career! Learn the art of professional catering. As one of the world's largest industries, the food service industry offers thousands of career and business opportunities. To succeed, you will need to know how to market your services, source raw materials, plan meals for events and manage the practicalities of running your own business. We will give you the guidance, the checklists and resources you need, plus some great recipe ideas!

Course Synopsis:

- Introduction to professional cooking and catering
- Setting up your catering business
- The range of catering services you can offer
- The art of cooking and catering
- Selecting a range of products
- How to operate a profitable business
- Planning and catering for special events
- Marketing and selling your services
- The client/caterer relationship

Modules: 8

Assignments: 8

Delivery Method: ●

► Writing a Website in HTML

This course is designed to provide the student with a “starting point” for understanding the world of web development. It will provide sufficient training for you to produce your own HTML pages and publish them on the Internet.

Explore different methods of laying out an HTML page. Investigate some of the techniques employed by web developers to navigate between web pages. Experiment with the use of regular and background images on web pages. Use style sheets to change the look and feel of a web page. Build a website based on a client’s design specification.

Course Synopsis:

- Getting started
- Page layout
- Navigation
- Images and page weights
- Colour and style
- Designing a website
- Building and testing a website
- FTPs
- Appendix 1 – HTML tag list
- Appendix 2 – Colours

We thank our affiliate ACS for supplying the content for this course.

Landscaping / Horticulture

Modules: 9

Assignments: 9

Delivery Method: ●

► Australian Natives I

This course will develop your ability to identify, select and cultivate Australian natives, as well as plan a management program. You also learn the appropriate varieties to use within various situations, enabling you to grow Australian plants anywhere in the world.

Learn how to classify most significant cultivated native plants (to the family level), explain their identification and culture, maintain healthy native plants, determine commercially viable applications and compile a series of plant reviews, with information on each plant variety.

Course Synopsis:

- Plant identification systems
- Major plant families
- Cultivation of Australian plants
- Soil problems and solutions
- Feeding and pruning
- Eucalypts
- Native trees
- Acacias
- The *Myrtaceae* family
- Grevilleas
- Ground covers
- Small shrubs
- Commercial applications
- Species list
- Uses of native plants
- Growing natives in containers

We thank our affiliate ACS for supplying the content for this course.

Modules: 10

Assignments: 10

Delivery Method: ●●●

► Garden Design & Landscaping



This course is designed to help you become a garden designer. Whether you just love the outdoors and want to improve your own garden, earn extra income or change to a new career, this is an industry that is continuing to boom.

So, why not enter this exciting and rewarding industry and start enjoying the wonderful lifestyle it offers?

Course Synopsis:

- Introduction to garden design
- Client/designer relationship
- Taking measurements
- Costings and estimates
- Paving
- The planting plan
- Walls and fences
- Lighting
- Soils and fertilisers
- Specialised and advanced garden design techniques
- The business of professional garden design

Modules: 8

Assignments: 8

Delivery Method: ●●

► Gardening Basics

Garden designers create beautiful outdoor spaces, but there's much more to this occupation than simply sketching blueprints. Aimed at the home designer, this course examines the principles of garden design, soils and plans, and landscaping and surfacing products.

We show you how to draw plans and give you the basics on earthworks. You also learn about various garden styles, common garden structures, irrigation, lighting and water features.

Course Synopsis:

- History of garden design
- Principles of garden design
- Soils and plants
- Pre-design requirements
- Structural planting
- Landscaping products
- Walls, fences and gates
- Paving and decking
- Edges and steps
- Garden structures
- Irrigation
- Garden styles
- Lighting and water features
- Earthworks

Modules: 12

Assignments: 12

Delivery Method: ●

► Herb Culture

This course provides a solid grounding in herb growing and the herb industry. It covers general herb culture, including identification, soils, mulching, feeding, watering, propagation, pest and disease control, storage, processing, companion planting, nursery management and herb farming.

It also contains a detailed study of major groups of herbs, the practices used for growing herbs, harvest and post harvest techniques, production plans, herb garden design, the evaluation of products in a commercial business, and how to differentiate between herb varieties in cultivation.

Course Synopsis:

- Uses and classification
- Planting, soils, drainage
- Feeding, mulching
- Composting, pruning
- Propagation techniques
- Harvesting and storage
- Mints (*Lamiaceae*)
- Daisies (*Asteraceae*)
- Parsley family (*Apiaceae*)
- The onion group
- Other herbs
- Pests and diseases
- Companion planting
- Landscaping design principles
- Home gardening with herbs
- Herb farming

We thank our affiliate ACS for supplying the content for this course.

Modules: 8

Assignments: 8

Delivery Method: ●

► Home Garden Expert

Become the garden expert of your family with this comprehensive home gardening course. Successfully design and create your home garden as you learn about different plants, soils and turf. You will also discover how to identify pest and weed problems, along with details on growing indoor plants, vegetable gardens, fruit trees and herbs.



Course Synopsis:

- Basic plant identification
- Plant culture
- Soils and nutrition
- Pests and weeds
- Landscaping
- Propagation
- Lawns
- Indoor gardening
- The kitchen garden

We thank our affiliate ACS for supplying the content for this course.

Modules: 10

Assignments: 10

Delivery Method: ●

► Landscaping I

Landscape design is a multifaceted skill. It allows you to take a vision or “feeling” and transform it into a workable plan. It isn’t just making a place look nice, or mass planting, but is also about suiting the landscape to the climate and location. An understanding of plants, soils, timbers and other landscape materials is also pivotal to the success of a good landscape design.

At the end of this course you will be able to design a garden, and will have a foundation for further studies in specific areas of landscape design, development or management. Learn the principles that underpin all design, see how garden styles have evolved over the centuries, and broaden your understanding of how to use different garden components to create varying effects.

Course Synopsis:

- Basic design – Procedure A
- History of gardening
- Drafting and contracting
- Surfacing
- Basic landscape construction
- Furnishings
- Features
- Park design A
- Home garden design
- Basic design – Procedure B
- Park design B
- Special assignment

We thank our affiliate ACS for supplying the content for this course.

Modules: 10

Assignments: 10

Delivery Method: ●

► Landscaping Styles

Learn to apply the principles, design features and elements that make up many types and styles of gardens.

This is an outstanding course for even experienced landscape designers, developing skills in designing everything from formal to eclectic gardens, and mediterranean to oriental landscapes.



Course Synopsis:

- Creating the mood
- Historic gardens
- Formal gardens
- Oriental gardens
- Middle-eastern style
- Spanish style
- Mediterranean gardens
- Coastal gardens
- Modern gardens
- Eclectic gardens
- Other styles

We thank our affiliate ACS for supplying the content for this course.

Modules: 10

Assignments: 10

Delivery Method: ●

► Organic Plant Culture



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.

Course Synopsis:

- Introduction
- Gardening styles
- Basic organic procedures
- Plant culture
- Understanding soils
- Fertilisers
- Plant nutrition
- Soil management
- Pests and diseases
- Mulching
- Collecting seeds
- Storing and sowing seeds
- Vegetable growing
- Fruit growing

We thank our affiliate ACS for supplying the content for this course.

Modules: 10

Assignments: 10

Delivery Method: ●

► RHS (Level 2) Certificate in Horticulture

This course covers core studies in horticulture, plus specialised elective studies. You will develop the ability to identify a large range of plants, and knowledge of essential horticultural principles and practical skills in plant propagation, growth and care.

This course provides optional certification from the Royal Horticultural Society (RHS) UK.

Course Synopsis:

- The plant kingdom – Part A
- The plant kingdom – Part B
- The plant kingdom – Part C
- Plant propagation
- Outdoor food production
- Garden planning
- Protected cultivation
- The root environment
- Plant nutrition
- Horticultural plant selection
- Establishment and maintenance
- Horticultural health problems

We thank our affiliate ACS for supplying the content for this course.

► Aromatherapy

Aromatherapy is the art of using specially selected aromatic oils for therapeutic purposes, and its aim is to produce a physical, emotional, spiritual and mental sense of well-being. For centuries, all around the world, the power of aromas has been used for medicinal, energising and relaxation purposes.

Aromatherapy is one of the most widely-used therapies and this course will enable you to learn the broad principles needed to conduct it successfully.

Course Synopsis:

- Skeletal system
- Nervous system
- Special senses
- Skin, cells and tissues
- Essential oils – extraction, mixing and blending
- Client consultation
- Aromatherapy massage
- Oils for different symptoms
- Carrier oils
- Stress and aromatherapy
- Aromatherapy techniques
- Starting your practice
- Tables of essential oils

Note to all prospective students: Requirements for practising aromatherapy vary from state to state. Please check with your local Government Department for further details if you are unsure of the requirements.

► Homeopathy

Understand the practices and principles used in homeopathy, and learn to spot symptoms, prescribe cures, and establish a good grounding in the basics of this fascinating industry, while discovering the history of the profession.

Learn how to apply the Law of Similars (with many everyday examples given), to spot and analyse the symptoms of a patient, as well as preparing appropriate remedies and doses. This course covers the essential techniques of the most common homeopathic remedies and cures.

Course Synopsis:

- Vital force
- Principles and concepts
- Proving
- Making remedies
- Emotional features
- Analysing a case
- Symptoms and remedies
- The subtle body
- The emotional body
- Law of Similars
- *Materia Medica*
- Potentisation
- Symptoms
- Remedy pictures
- Bach's 38 flower remedies
- The business side

Note to all prospective students: Requirements for practising aromatherapy vary from state to state. Please check with your local Government Department for further details if you are unsure of the requirements.

► Massage

In this course, you will learn many aspects of massage, covering various parts of the body. You will learn the safe and correct way to prepare and give a massage.

Whether you want to start your own business or you just want to learn the art of massage for your own personal use, this stimulating course will show you the way.

Course Synopsis:

- Massage movements
- Shiatsu
- Massage preparation
- Contra-indications to massage
- Remedial massage
- Meridian system
- Qualities of a healer
- Effects of stress
- Cells and tissues
- The skin
- Touch
- The subtle body
- Special senses
- Suitable oils
- Body systems

Note to all prospective students: Requirements for practising aromatherapy vary from state to state. Please check with your local Government Department for further details if you are unsure of the requirements.

► Reflexology

Reflexology can re-balance energy levels and restore the body to a harmonious state, based on the premise that reflex points on the feet relate to different parts of the body. Throughout the course, students learn how to alleviate a range of conditions through massage and, in the process, they gain a greater understanding of the human body.

Learn the fundamental skills and procedures, from traditional methods to the latest ideas, and how to spot the symptoms of disorders, as well as identify and treat many common problems. The course also teaches students about the foods our bodies require to regenerate, rejuvenate and rebuild, as well as providing tips and tactics for setting up your business.

Course Synopsis:

- Advanced techniques
- Current theories
- Procedures
- History of reflexology
- The charts
- Reflexology and stress
- Meridians
- The Five Elements chart
- Counselling skills
- Code of ethics
- Mapping of the feet
- Pathological disease process
- States of health and ill-health
- Conditions not treatable by reflexology

Note to all prospective students: Requirements for practising aromatherapy vary from state to state. Please check with your local Government Department for further details if you are unsure of the requirements.

Modules: 10

Assignments: 10

Delivery Method: ●

► Medical Terminology

Do you need to communicate with doctors and patients? This course is designed to introduce students to medical terminology, and provide the tools to dissect complex terminology in order to understand unfamiliar terms.

This course is relevant to fields of health, alternative medicine or para-medical fields and is ideal for those needing to assist patients and clients to understand medical jargon: medical receptionists, allied health and alternative medicine professionals and assistants, pharmacy dispensers, health food shop workers, nutritionists, counsellors, and so on.

Course Synopsis:

- Scope and nature of medical terminology
- Anatomical structure
- Medical equipment
- Medical processes
- Pharmacological terminology
- Musculoskeletal system
- Cardiovascular, lymphatic and immune systems
- Respiratory system
- Reproductive system
- Digestive system
- Integumentary (skin) system
- Nervous and sensory system

We thank our affiliate ACS for supplying the content for this course.

Nutrition/Fitness

Modules: 9

Assignments: 9

Delivery Method: ● ●

► Human Nutrition

This course provides an understanding of the sources, actions and interactions of nutrients from the food that we consume.

Looking at the balance of the nutrients in foods and what makes up a balanced diet, this course is excellent for anyone interested in nutrition and health for themselves, or to help or counsel others.



Course Synopsis:

- Introduction to nutrition
- The digestive system
- Absorption and enzymes
- Energy value and foods
- Carbohydrates
- Fats
- Proteins
- Vitamins and minerals
- Water
- Nutrient disorders

We thank our affiliate ACS for supplying the content for this course.

Modules: 9

Assignments: 9

Delivery Method: ●

► Sports Nutrition Online

Develop your understanding of the way nutrition relates to sporting performance.

This course details some elements, such as energy in the athlete's body, fluids, and competition and training diets. It is perfect for the amateur sportsperson or anyone wanting to increase their own, or a client's, training levels.



Course Synopsis:

- Introduction to human and sports nutrition
- Energy
- Energy in the athlete's body
- The training diet
- The competition diet
- Fluids
- The athlete's body composition
- Weight management
- Training for size
- Use of sports supplements

We thank our affiliate ACS for supplying the content for this course.

Modules: 10

Assignments: 11

Delivery Method: ● ●

► Sports Nutrition & Fitness

Whether you are a sportsperson looking to understand the importance of nutrition in sport to develop an edge, or want to further your career in this exciting and rewarding industry, this course will give you a broad understanding of the essential elements involved.



Course Synopsis:

- Nutritional advice
- Replacing nutrients after competition
- The nutrient groups
- Anatomy and physiology
- Myths and misconceptions
- The digestive system
- Principles of coaching in sport
- The Glycaemic Index
- Planning the diet
- Weight control in sport
- Understanding supplements
- Nutritional ergogenic aids
- Fluid balance
- The day of competition

Modules: 12

Assignments: 12

Delivery Method: ● ● ● ●

► Love, Sex & Relationships

Has your relationship lost its spark? Looking for the right way to get it back on track and heading in a direction you are both satisfied with? Or, do you want to know how to take it to the next level? Our comprehensive course will answer all your questions, allow you to let go of your inhibitions, and help you communicate better as a couple.



Course Synopsis:

- The importance of sex
- The sexual body
- Sexual response and libido
- Sexual communication
- Sexual techniques
- Fantasy life
- Sexperimenting
- Cosmic orgasms
- Sexual difficulties
- Love, jealousy and the emotional elements
- Taking it home

***Please note: this course is not suitable for students under the age of 18.**

Personal Development

Modules: 12

Assignments: N/A

Delivery Method: ● ● ● ●

► Mind, Memory & Motivation

Mind, Memory & Motivation contains 12 lessons, each designed to train you to achieve the most from your life. This positive and inspirational course will help you feel motivated to live your life to its full extent, get out of a rut and learn how to set goals and stick to them.



*This course is self-paced and self-assessed.

Course Synopsis:

- The road to success
- Replace bad habits with good habits
- Concentration and mind control
- Make the most of yourself
- The confidence that commands respect
- Systematic thought
- Re-program your memory
- Positive thinking
- How to stop worrying
- Knowledge is power
- Health, happiness and friendship
- The way ahead

Photography

Modules: 11

Assignments: N/A

Delivery Method: ●

► Digital Photography

Develop your ability to produce photographs using digital technology (digital or conventional photography combined with computer software and hardware for processing the photographs).

This course will help you learn how to capture those magic moments, and also how to understand and use all your camera's functions. Gain confidence behind the camera as you learn the best techniques to use in different situations, and also how to save and print images.

Course Synopsis:

- Introduction to digital technology
- Digital equipment
- Digital cameras
- Taking photographs
- Scanners
- Downloading images
- The digital darkroom
- Compositing
- Filters
- Special effects
- Outputs
- Applications

We thank our affiliate ACS for supplying the content for this course.

Photography

Modules: 8

Assignments: 8

Delivery Method: ●

► Introduction to Photography

This course is a comprehensive introduction to still photography, relevant to either film or digital photography. To complete the assignments you need access to a camera. (While any camera is satisfactory, an SLR is best.)

You will be given instructions throughout this subject guide to do various tasks, and these will develop your knowledge and abilities in photography care.

Course Synopsis:

- Origins of photography
- Film images
- Digital images
- Common photographic equipment
- Cameras
- Flashes, etc.
- Developing film
- Different film types
- Enlarging
- Photo manipulation
- Lighting
- Fault finding
- Common problems

We thank our affiliate ACS for supplying the content for this course.

Modules: 9

Assignments: 9

Delivery Method: ●

► Photoshop for Beginners

This course (upgraded to incorporate Photoshop CS in 2005) develops a basic understanding of how to create and manipulate images and artwork compositions using Adobe Photoshop, for use on the web, in emails and in print.

During the course, students learn how to open digital files using Photoshop, resize images and save them in multiple file formats, create original graphics using Photoshop tools, improve the quality of an image by applying modifications, and how to apply interesting filters and effects to images or compositions.

Course Synopsis:

- Main menu functions
- Digital image file types
- Resizing an image
- Saving file types
- The tool palette
- Using layers
- Actions
- Digital painting
- Shapes and colours
- Selecting and resizing
- Transforming/masking
- Adjustments/modifications
- Adding filters and styles
- Files for print and web

We thank our affiliate ACS for supplying the content for this course.

Professional Development

Modules: 8

Assignments: 9

Delivery Method: ● ●

► Introduction to Private Investigation

This course will not only appeal to those wanting to learn about the daily lives of private investigators, but it will also appeal to anyone wanting to develop investigative skills in their own business and private lives.

The course is intended to teach the student about the many means of accessing information. It examines surveillance techniques used to conduct an investigation, explains legal implications and explores the various issues involved in being a private investigator.

Course Synopsis:

- Life as a private investigator
- Tools of the trade
- Finding work
- A lesson in theft
- Robbery
- Handling stolen goods
- Criminal damage
- Bilking, tracing
- Police and Criminal Evidence Act
- Surveillance techniques
- Polygraph calibrator
- Counter espionage
- Attending court
- Repossession
- Process serving
- Statement taking
- Invoicing, etc.
- Means reporting
- Vetting
- Interviewing/interrogation

Note to all prospective students: Requirements for practising aromatherapy vary from state to state. Please check with your local Government Department for further details if you are unsure of the requirements.

Modules: 11

Assignments: 12

Delivery Method: ●●

► Life Coaching

Life Coaching is hailed as this generation's personal trainer. With tuition, support and motivation from your tutor throughout the course, you could be on your way to achieving your goals and learning about this very rewarding and personally satisfying industry.

Course Synopsis:

- Nutrition
- Career coaching
- Fitness coaching
- Relationship coaching
- Starting your own business
- Time management coaching I
- Time management coaching II
- NLP I and II
- The coaching framework
- Assertiveness coaching
- The coaching environment/ coaching skills I
- The coaching environment/ coaching skills II
- Stress and stressors
- Relaxation coaching
- Developing the coach/client relationship I
- Developing the coach/client relationship II
- Domestic coaching
- Financial coaching
- Group work
- One-to-one coaching

Modules: 10

Assignments: 10

Delivery Method: ●

► Life Coaching Skills Online

This course enables people in health, fitness, counselling, social work, etc. to help others set and achieve life goals. Develop an appreciation of how different perceptions of the world can be just as critical as knowledge, skill and opportunity to a person's success or failure.

The course also covers coaching processes and skills, and goal setting, and is equally relevant to developing both physical and psychological well-being in the client.

Course Synopsis:

- Introduction: nature and scope of life coaching
- Individual perceptions
- A well-balanced life
- Coaching processes
- Coaching and physical well-being
- Coaching skills
- Coaching and psychological well-being
- Coaching success
- Goal setting
- Review and adjustment

We thank our affiliate ACS for supplying the content for this course.

Modules: 11

Assignments: 11

Delivery Method: ●

► Abnormal Psychology

This course is particularly beneficial for counsellors or support workers, and it will develop their ability to distinguish different types of psychological disorders and determine when to refer clients for treatment. It will also interest those who want to understand more about common psychological disorders, causes and treatment.

Please note: *Introduction to Psychology is a prerequisite for this course.*

Course Synopsis:

- Disorders diagnosed in infancy, childhood or adolescence
- Delirium and dementia
- Amnesiac disorders
- Other cognitive disorders
- Substance-related disorders
- Schizophrenia
- Other psychotic disorders
- Mood disorders
- Anxiety disorders
- Somatoform, factitious and dissociative disorders
- Sexual and gender-identity disorders
- Eating/sleeping disorders
- Impulse control
- Adjustment disorders
- Personality disorders

We thank our affiliate ACS for supplying the content for this course.

Modules: 12

Assignments: 12

Delivery Method: ●

► Child Psychology

Develop an understanding of the way children think, and how their psychology changes as they develop. This course will be of value to anyone who works or lives with children, such as parents, play leaders, teachers, and so on.



Course Synopsis:

- Introduction to child psychology
- The newborn infant
- States and senses of the infant
- Learning
- Emotions
- Cognitive development
- Socialisation
- Language development
- Intelligence
- Socialisation – Part A
- Morality
- Sexuality
- Socialisation – Part B

We thank our affiliate ACS for supplying the content for this course.

Modules: 8

Assignments: 8

Delivery Method: ●

► Conflict Management

Develop your ability to assist with negotiation or mediation in group conflicts. Gain an understanding of the nature of conflict, the importance of listening skills, and the use of resolution techniques such as negotiation, mediation and facilitation.



Course Synopsis:

- Conflict
- Anger management
- Listening
- Negotiation
- Mediation
- Facilitation
- Balance of power
- Discussion
- Group work
- Crisis analysis
- Crisis responses

We thank our affiliate ACS for supplying the content for this course.

Modules: 8

Assignments: 8

Delivery Method: ●

► Counselling Skills I

Good counselling skills enable you to assist others to face and overcome personal fears, doubts, stress and limiting attitudes, by using techniques such as proactive behaviour and goal-setting. Counselling Skills I also teaches the skills of communication in a supportive and empathetic manner.

Learn about evaluation of non-verbal and minimal responses, reflection of content and feeling, different questioning techniques, the use of various micro-skills (including summarising, confrontation and reframing), self-destructive beliefs, normalising, overcoming psychological blocks, facilitating actions, ways of addressing dependency and how to terminate a counselling session.

Course Synopsis:

- Listening and bonding
- Reflecting and paraphrasing
- Questioning
- Interview techniques
- Summarising, confrontation
- Reframing
- Self-destructive beliefs
- Irrational beliefs
- Normalising
- Solutions and choices
- Gestalt awareness
- Psychological blocks
- Confronting dependency
- Terminating the session

We thank our affiliate ACS for supplying the content for this course.

Modules: 8

Assignments: 8

Delivery Method: ●

► Counselling Skills II

Counselling Skills II builds your basic knowledge of counselling, improves your skills and confidence, and teaches the techniques for dealing with specific crisis situations. Students learn the application of micro skills to different stages of the counselling process, as well as role-play present experiences, feedback, transference, counter-transference, projection and resistance.

Learn telephone counselling techniques, appropriate responses to crises (emotional and practical), ways of encouraging clients to deal with aggression and/or cope with depression, strategies for dealing with grief and helping suicidal clients.

* Please note: The prerequisite for this course is the successful completion of our Counselling Skills I course (or equivalent).

Course Synopsis:

- The counselling session
- Feedback, transference
- Projection and resistance
- Telephone counselling
- Problem callers
- Debriefing
- Crisis dangers
- Responses and intervention
- Post-traumatic stress
- Problem-solving techniques
- Aggression, depression
- Grief and loss
- Suicide counselling

We thank our affiliate ACS for supplying the content for this course.

Modules: 7

Assignments: 7

Delivery Method: ●

► Introduction to Psychology

Develop your ability to analyse aspects of a person's psychological state and apply derived knowledge to motivate that person.

This course provides a solid introduction/foundation for further studies of psychology, covering the nature and scope of psychology, neurological and environmental effects on behaviour, personality, consciousness, perception, needs, drives and motivation.

Course Synopsis:

- The nature and scope of psychology
- Neurological basis of behaviour
- Environmental effects on behaviour
- Consciousness and perception
- Personality
- Psychological development
- Modelling
- Needs and drives
- Motivation
- Psychology in specified situations
- Conditioning

We thank our affiliate ACS for supplying the content for this course.

Modules: 5

Assignments: 8

Delivery Method: ● ●

▶ Article Writing

It is a great thrill for writers to have their work accepted for publication, and the advantage of writing articles is you have the greatest chance of experiencing that thrill.

This course teaches the techniques required to write and sell freelance articles. On completion, your new-found knowledge should enable you to move your writing from hobby status to career opportunity, either full- or part-time. You will also learn how to construct your article, develop your own style, adapt your style for different markets, and we show you ways of shaping your material to a saleable form.

Course Synopsis:

- The fastest way to writing success
- Getting into print
- Earning money
- Targeting your market
- Where and how to research your article
- Different forms of non-fiction writing
- Finding the right angle
- Interviews
- Features
- Magazines

Modules: 5

Assignments: 8

Delivery Method: ● ● ●

▶ Autobiographies, Biographies & Family Histories

Throughout this course, you will develop structure and thematic links that hold your writing together, create a workable outline of chapters and craft your story into readable prose. Attention will be given to rewriting, editing and polishing your work.



Course Synopsis:

- Introduction to autobiographies, biographies and family histories
- Researching
- Developing ideas
- Finding your roots
- How to structure the story
- Editing and polishing your finished work
- Putting it together
- Getting published

Modules: 5

Assignments: 8

Delivery Method: ●●

► Business Writing

Today's professionals must be able to communicate effectively through the written word if they are going to succeed in the modern business environment. This course has been designed by industry professionals and teaches the strategies needed to increase the clarity, impact and professionalism of emails, memos, letters, proposals, reports and resumes.



Course Synopsis:

- Business writing style
- Developing business-writing skills
- Constructing powerful sentences
- Building effective paragraphs
- Planning and drafting
- Editing
- Business letter writing
- Email writing
- Handling statistics
- Presenting statistics
- Report and memo writing
- Word choice and vocabulary

Modules: 15

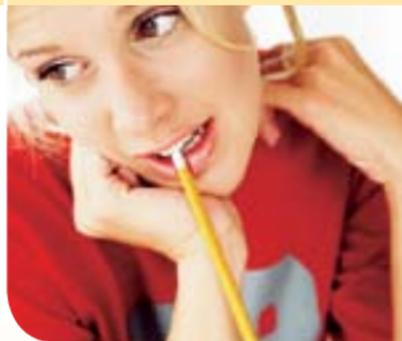
Assignments: 20

Delivery Method: ●●●

► Comprehensive Writing

This course is written so even the most inexperienced can understand it easily. It helps students start from the very beginning and progress through to writing for publication.

The course covers many aspects of writing. You learn the broad techniques for writing novels, articles, short stories, plays, television scripts and more.



Course Synopsis:

- Non-fiction writing
- Writing a novel
- Writing for the stage
- Writing saleable articles
- The right way to plot
- Mastering article writing
- Effective short stories
- Essential fiction know-how
- Characterisation
- Writing for television
- Writing for profit and pleasure
- Selling your work
- Sci-fi/fantasy writing
- Writing for children

Modules: 10

Assignments: 10

Delivery Method: ●●●

► Creative Writing I

This course comprises ten easy-to-follow modules with accompanying assignments, focusing on elements such as dialogue, characterisation, plotting, style, layout, research, structure and punctuation, as well as lots of tips and hints to start you on your new writing career.

Not only do we show you how to write, but we also teach you how to market your material to give you the best possible chance of getting published! Whether you wish to write for pleasure or profit, we give you the essential grounding to help you achieve your writing ambition. This course is particularly good for students who are unclear about the areas of writing they would like to pursue.

Course Synopsis:

- Writing saleable articles
- Finding ideas
- Manuscript presentation
- Plot structure and planning
- Titles and headlines
- Research
- Guide to punctuation
- Fiction fundamentals
- Mood and relationships
- Setting the scene
- Dialogue
- Creating memorable characters
- Elements of characterisation
- Crafting the short story
- Writing non-fiction
- Self-publishing and promotion

Modules: 5

Assignments: 5

Delivery Method: ●●●

► Creative Writing II

Do you have a desire to write in specific genres such as novels, plays, sci-fi/fantasy, movie scripts or juvenile fiction? If so, our Creative Writing II course is ideal and the five specially written modules and their accompanying assignments will steer you along the right creative path.

This course is a natural progression from Creative Writing I, or is suitable for any student who has basic writing skills and a good knowledge of English grammar. Learn how to plot novels and plays, create memorable science fiction/fantasy characters, or write movie scripts. Whether you're writing for pleasure or profit, we provide essential information to help you achieve your writing ambitions.

Course Synopsis:

- Writing for children
- Age groups, techniques
- Novel writing
- Pseudonyms
- Writing a synopsis
- Play writing
- Stage dialogue
- Entrances and exits
- Writing fantasy
- Myths and legends
- Scriptwriting techniques
- Premise, treatment, second draft
- The shooting script,
- Plots and characterisation

Modules: 5

Assignments: 8

Delivery Method: ●●

► Crime, Mystery & Suspense Writing

Crime can pay – or at least it does when you write a good detective, mystery or crime story!

Throughout this course, you will learn how to research police reports, forensic techniques, crime scenes, and learn to understand the criminal mind. This course aims to take you from the spark of an idea through to polishing your final manuscript.



Course Synopsis:

- Introduction to crime, mystery and suspense writing
- How to research
- Putting the story together
- Characters
- Plot
- Dialogue
- Motives
- Crime scenes
- Editing and polishing your work
- Getting published

Modules: 12

Assignments: N/A

Delivery Method: ●●●●

► Essential English Grammar

Become confident with your writing and spelling skills by completing the Essential English Grammar course. Express yourself more clearly and effectively as you improve your understanding of the English language.

Throughout the course you will discover parts of speech, their meaning and application, and how to structure sentences and paragraphs correctly. The valuable skills you gain will last a lifetime and become priceless as you apply them to your everyday life. Don't let poor writing skills hold you back; get the confidence you need and enrol today.

*This course is self-paced and self-assessed.

Course Synopsis:

- Parts of speech
- Verbs
- Adjectives and adverbs
- Prepositions
- Sentences
- Sentence structure
- More on verbs
- Spelling
- Punctuation
- Agreement
- Direct and indirect speech
- Exploring English roots
- Final review

Modules: 5

Assignments: 8

Delivery Method: ●●

► Historical Fiction

The popularity of historical writing is enormous. The historical novel, a firm favourite with the reading public, is a genre which attracts many writers. So, what is the secret of its appeal?

This course is written with expertise and authority for any aspiring author who wants to work in this interesting field. It covers the subject in considerable depth, examining construction, characterisation, research, the techniques of story-telling, finding a publisher and how to make an income from your writing skills.

Course Synopsis:

- How to write historically
- Research
- The way to characterise
- Understanding emotions
- Themes and viewpoint
- Dialogue and style
- Structure, editing and polishing your work
- Publishing
- Marketing your work

Modules: 12

Assignments: 12

Delivery Method: ●●

► Journalism

Discover how to come up with ideas that sell. Receive professional guidance on making money from articles, features and news items. You'll get to know the top tips on approaching editors, presenting your articles and how to source work. You can acquire the skills and knowledge that could set you off on a new and exciting career.



Course Synopsis:

- Your foot in the industry
- What is news?
- Working as a freelance journalist
- Finding markets
- Reporting the news
- Structuring news articles
- Article writing – features
- Article writing – interviews
- Selling your work
- Writing for radio and multimedia
- Writing for different markets
- Preparing your work
- Marketing your work
- Developing a profitable freelance business

Modules: 5

Assignments: 8

Delivery Method: ●●●

► Novel Writing

Many people dream of writing fiction for a living, but only an elite handful succeed. This isn't necessarily because most lack the talent, but because the majority of aspiring writers don't have the essential knowledge needed to craft their work to a professional, publishable standard.

Whether you wish to write for a career or recreationally, this course can take you where you want to go. It's time to fulfil your burning ambition and get that book you've always wanted to write out of your head and onto the bookshelves.

Course Synopsis:

- The art of writing great novels
- Fiction fundamentals
- The way to characterise
- The plotting process
- Emotions
- Theme and viewpoint
- Dialogue
- Style
- Editing and polishing your novel
- Marketing yourself for success



Modules: 5

Assignments: 8

Delivery Method: ●●

► Poetry Writing

Composing poetry can be an exciting and personally rewarding form of creative writing. It can bring immense pleasure to you, and to those who read and listen to your work.

This course will take the aspiring poet from the first spark of an idea to its final revision. It has been designed to invigorate all poets, novices and experienced alike with the excitement of the craft. Let yourself enter the wonderful world of poetry.

Course Synopsis:

- Introduction to poetic construction
- Imagery and theme
- How to construct different forms of poetry
- Free verse, humour, rhyme and more
- Words and word choice
- The business of getting published



Modules: 11

Assignments: 11

Delivery Method: ●●●

► Professional Editing & Proofreading

You only need to look at the vast number of newspapers, magazines and books available to understand why copy editors and proofreaders are in demand. On top of that, there are PR and advertising agencies, large and small companies, law firms, colleges and universities, local and national government organisations all requiring the services of copy editors and proofreaders.

If you want to enter an exciting industry that could give you a full- or part-time income, then this course is for you.

Course Synopsis:

- Introduction to professional editing and proofreading
- Proofreading symbols and skills
- Grammar and punctuation
- Spelling and capitalisation
- The editor and the author
- Setting up your own business
- Selling your services
- Help from new technology
- Electronic publishing
- Advanced techniques

Modules: 8

Assignments: 8

Delivery Method: ●●●

► Professional Editing & Proofreading Advanced

Good writing has clear meaning and is not complicated by words that are ambiguous or easily misunderstood. This course teaches the advanced fundamentals of editing and proofreading, and the publishing industry in general. So you can learn to recognise work that's not up-to-scratch, we also include further lessons on grammar and punctuation.

Step by step you'll learn more professional information about publishing, receive tips on spelling and grammar, and brush up on your editing and proofreading symbols. There are also lots of examples and practical exercises to help you with your studies.

Course Synopsis:

- The publishing team
- The copy editor
- The proofreader
- Structural editing
- Stylistic editing guidelines
- Elements of non-fiction
- Academic/specialist editing
- Formatting and citation requirements
- Referencing styles
- On-screen editing
- Computer tools
- Typefaces and fonts
- Page layout and imposition
- The mechanics of indexing
- Publishing rights, copyright
- Finding editing/proofreading work

* Please note: The prerequisite for this course is the successful completion of our Professional Editing & Proofreading course (or equivalent).

Modules: 5

Assignments: 8

Delivery Method: ●●●

► Romantic Fiction

Romantic fiction is one of the largest and fastest growing genres of writing in the world, so there is always a demand for well-crafted romance novels. Even if you only want to write for the love of it, or to revel in the beauty of the written word, this genre is for you.



Indulge your passions. Enter the intriguing world of the romance writer and enjoy the rich rewards of being a published author. All you need is the desire and Lifestyle Learning Direct's Romantic Fiction course. So, what are you waiting for?

Course Synopsis:

- Introduction to romantic fiction
- Plotting your romance novel
- Ideas and structure
- Setting
- Characters
- Sensuality
- Researching your ideas
- Conflict, style and tension
- Editing and polishing your work
- Making money from your work
- Becoming a published author

Modules: 5

Assignments: 8

Delivery Method: ●●●

► Scriptwriting

Whether writing for the big or small screen, certainly there's money to be made and glamour and fame to be had. However, scriptwriting demands more than straightforward writing talent and throughout this course you will be taught the fundamental skills, from the original idea to the finished screenplay.

You'll learn how to apply your newfound skills to every type of television and film script, from comedies to soap operas, through to the next big blockbuster.

Take the next step in accomplishing your dream with our Scriptwriting course.

Course Synopsis:

- Where and how to begin
- Developing a winning screenplay
- The secrets to writing a Hollywood script
- Writing for radio
- Writing for the stage
- Writing for film
- Writing for television
- Writing believable dialogue
- Selling your work
- Finding an agent

Writing / Editing

Modules: 5

Assignments: 8

Delivery Method: ●●

▶ Short Story Writing

Agatha Christie once said that a short story is “something that can be read in an hour and remembered for a lifetime.” But good short stories don't just emerge by luck. Rather, they require a comprehensive, logical writing method that takes you from start to finish. That's

exactly what this course is designed to do, enabling you to turn your creative ideas into short stories, either for pleasure or profit.

Throughout the course, you can learn what you need to know about plotting, constructing, characterisation and how to earn an income from your new writing skills.

Course Synopsis:

- Introduction to short story writing
- The right way to plot
- Developing ideas
- Characterisation
- Dialogue
- Different ways to write a short story
- The business of getting published



Writing / Editing

Modules: 11

Assignments: 11

Delivery Method: ●●

▶ Technical Writing

Technical communication has become an integral part of any company's products and services. It also plays a major role in the training of workers, sales representatives and customers. Throughout this course, you will study the skills needed to become a confident technical writer and learn how to apply your knowledge in the business world, either as an extension of your existing skills or as a new career.

Course Synopsis:

- What is technical communication?
- Understanding your audience
- The purpose and scope of your message
- Collecting and sorting information
- Technical documentation
- Editing and polishing your work
- Preparing and presenting information
- Developing overseas markets
- Using different office equipment
- The business of being a technical writer



Modules: 5

Assignments: 8

Delivery Method: ●●●

► Travel Writing

Travel writing is a specialised branch of freelance writing that can be frustrating and challenging if you don't know how, but remarkably rewarding if you do.

Travel writing offers one of the few truly effective and powerful ways of securing personal freedom while maintaining an income stream. Getting paid to travel seems too good to be true – yet the prospect is very real.

Whether it is only to generate a second income or to contribute towards the cost of your holidays, this course can show you how to write travel articles that publishers pay for and readers love to read.

Course Synopsis:

- Your passport to freedom
- How to write a winning travel article
- Understanding the travel writer's market
- Researching ideas
- Polishing and editing your work
- Getting published



Modules: 5

Assignments: 8

Delivery Method: ●●●

► Writing for Children

The rewards of writing for children of every age are as plentiful as they are gratifying, and there are special joys to be found in crafting stories for children and teenagers that no other category of writing can offer.

Seeing your stories take shape and winning praise from your tutor may be your first step in this exciting new direction, but the turning point will be your success in creating characters that children can identify with and return to time and time again. If you would like to become a professional children's author, this course can give you the know-how to help you achieve your goals.

Course Synopsis:

- Getting started
- Seeing with a new perspective
- Writing for pre-teenagers
- Writing for the teenage market
- Setting and theme
- Dialogue
- Picture and story books
- Editing and polishing your work
- Getting published





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