

COURSES IN KNOX

January to March 2018



22 Willow Rd, Upper Ferntree Gully
(03) 9758 7081 | www.coonarahouse.org.au



13-15 The Avenue, Ferntree Gully
(03) 9758 7859 | www.mdlc.com.au



62 Coleman Rd, Wantirna South
(03) 9801 1895 | www.orananh.org.au



**Rowville Neighbourhood
Learning Centre** inc.

40 Fulham Rd, Rowville
(03) 9764 1166 | www.rowvillenc.org.au



**The Basin
Community
House**

1221 Mountain Highway, The Basin
(03) 9761 0209 | www.thebasincommunityhouse.org.au

Knox Learning Alliance Learn Local Courses

The Knox Learning Alliance (KLA) is a federation partnership of the five Neighbourhood House Learn Locals in Knox. Its objective is to provide the community with a comprehensive offering of affordable, entry level training programs that provide pathways to employment and/or further education and training.

Other training offered at KLA venues

Accredited training including; first aid, food safety, RSA, Early Childhood Education & Care, White card, VCAL programs from year 10-12, VCE for adults, and Transition education.

Fees

Learn Local courses are generously subsidised by the Victoria State Government. Funded places are available to those who are Australian citizens or hold permanent residency. Those not eligible for funding may still enrol but will need to pay a higher fee. Participants will be asked to provide proof of eligibility upon enrolment. Concession fees are also available to eligible pension and concession card holders. The fees include \$30 tuition, \$10 amenities and \$10 materials (unless otherwise stated) and manuals where applicable.

How to enrol

Online via each venue's online shop on their website. Over the phone using your credit/debit card. In person at the venue.

Acknowledgements

We gratefully acknowledge the support of these funding bodies and peak organisations:



Computer & Technology

Basic computers

Wednesdays 7th Feb – 28th Mar
12.30pm - 3.00pm
\$50

B

Basic computers

Mondays 29th Jan – 26th Mar
9.30am - 12.00pm
No class 12th march
\$50

O

Basic computers

Mondays 5th Feb – 25th Jun
12.30pm – 2.30pm
No class Labour Day, Queens Birthday or school holidays \$50

M

Basic computers

Wednesdays 7th Feb – 27th Jun
1.00pm – 3.00pm
No classes Anzac Day or school holidays
\$50

M

Beginners BYO laptop

Tuesdays 6th Feb – 26th Jun
10.00am – 12.00pm
No class school holidays
\$50

M

Novice to the next step – Computers

Mondays 5th Feb – 25th June
9.30am – 11.30am
No class Labour Day, Queens Birthday or school holidays
\$50

M

Computer basics – The next level

Mondays 29th Jan – 26th Mar
12.30pm - 3.00pm
No class 12th march
\$50

O

Introduction to computers – evening

Tuesdays 6th Feb – 27th Mar
6.30pm – 9.00pm
\$50

R

Introduction to Computers – Thursday

Thursdays 8th Feb – 22nd Mar
9.15am – 12.15pm
\$50

R

Computers Next Step - Intermediate

Fridays 2nd Feb – 23rd Mar
9.30am – 12.00pm
\$50

B

Excel

Mondays 5th Feb – 26th Mar
7.00pm – 9.30pm
\$80 (Includes manual)

M

Excel

Thursdays 8th Feb – 22nd Mar
6.00pm – 9.00pm
\$70

R

Intermediate Excel

Tuesdays 6th Feb – 27th Mar
7.00pm – 9.30pm
\$80 (Includes manual)

M

Beyond basics – Word & Excel

Mondays 5th Feb – 26th Mar
12.30pm – 3.30pm
No class on 12th March
\$50

R

Beyond basics Word, Excel & PowerPoint

Thursdays 8th Feb – 22nd Mar
12.30pm – 3.30pm
\$50

R

Update your skills to return to work force – Refresh & learn computers

Mondays 5th Feb – 26th Mar
9.00am – 12noon
No class on 12th March
\$50

R

Introduction to iPads & Tablets

Fridays 16th Feb – 16th Mar
9.30am – 12.30pm
\$45

R

iPads, tablets and more

Wednesdays 7th Feb – 28th Mar
9.30am - 12.00pm
\$50

B

Basic iPads & tablets

Tuesdays 6th Feb – 27th Mar
9.30am - 12.00pm
\$50

O

iPads & tablets – The next level

Tuesdays 6th Feb – 27th Mar
12.30pm - 3.00pm
\$50

O

Digital literacy - Getting the most from your mobile device including photos

Thursdays 8th Feb – 29th Mar
6.30pm – 9.15pm
\$50

C

Learn internet and email

Fridays 9th Feb – 23th Mar
12.30pm – 3.15pm
\$50

B

Open classroom computer support

Mondays 5th Feb - 26th Mar
9.30am - 11.30am
No class 12 March
FREE

B

Career Skills

Resilient staff training

Tuesdays 13th Mar – 27th Mar
9.30am – 2.30pm
\$35.00

R

The Jobs Club

Thursdays 1st Feb – 30th Mar
1.00pm – 3.00pm
\$20

C

Professional creative writing for beginners

Thursdays 8th Feb – 29th March
9.30am – 12noon
\$50

C

Fit for work

Tuesdays 6th Feb – 27th Mar
10.30am – 1.00pm
\$50

C

Kickstart Classes

Establish & maintaining your small business R

Saturdays 3rd, 17th & 24th Mar
9.30am – 3.30pm
No class 10th Mar
\$35

Social media marketing – Facebook & Instagram for business R

Saturdays 3rd, 17th & 24th Mar
9.30am – 1.30pm
No class 10th Mar
\$35

Business & Administration

Business administration (Part 1) M

Mondays 12th Feb – 23rd Apr
9.30am – 3.00pm
No class Labour Day or school holidays
\$80

Business administration (Part 2) M

Mondays 30th Apr – 25th Jun
9.30am – 3.00pm
No class Queens Birthday
\$80

Bookkeeping M

Tuesdays 6th Feb – 27th Mar
7.00pm – 9.30pm
\$90 includes manual

Bookkeeping M

Thursdays 8th Feb – 29th Mar
12.30pm – 3.00pm
\$90 includes manual

Beginners XERO M

Fridays 9th Feb – 23rd Mar
12.30pm – 3.00pm
\$50

Xero – Accounting R

Mondays 5th Feb – 5th Mar
6.15pm – 9.15pm
\$37

MYOB R

Mondays 12th Feb – 19th Mar
9.30am – 2.30pm
No class 12th Mar
\$137

MYOB M

Thursdays 8th Feb – 29th Mar
7.00pm – 9.30pm
\$95 (Includes manual and CD)

Introduction to medical reception R

Tuesdays 13th Feb – 20th Mar
9.30am – 2.30pm
\$117

Short course in office administration R

Wednesdays 7th Feb – 21st Feb &
Tuesday 27th Feb
9.30am – 2.30pm
\$45

Professional resume & career search R

Wednesdays 7th March – 28th March
9.30am – 2.30pm
\$35

Introduction to event management R

Mondays 12th Feb – 19th Mar
6.00pm – 9.00pm
No class 12th March
\$35

Introduction to self-managed websites R

Thursdays 8th Feb – 15th Mar
6.00pm – 9.00pm
\$45

Social media marketing R

Wednesdays 14th Feb – 21st Mar
6.00pm – 9.00pm
\$35

Industry Preparation

Garden basics O

Mondays 29th Jan – 25th Jun
10.00am – 12.00pm
No class 12th Mar, 2nd Apr & 11th Jun
\$50

Kitchens of the world O

Fridays 2nd Feb – 29th Jun
9.30am – 12.30pm
No class 30th Mar & 6th Apr
\$50

Introduction to digital SLR camera R

Mondays 5th Feb – 19th Mar
6.30pm – 9.30pm
\$40

Photo editing with Photoshop Elements R

Tuesdays 29th May – 26th Jun
6.30pm – 9.30pm
\$40

Digital Photography - Part 1 B

Mondays 5th Feb – 26th Mar
7.00pm – 9.30pm
No class 12th March
\$50

Digital Photography - Part 2 B

Wednesdays 7th Feb – 28th Mar
7.00pm – 9.30pm
\$50

Planning trips and travel – an intro to the travel and tourism sector C

Tuesdays 6th Feb – 27th Mar
6.00pm – 9.00pm
\$50

Take one shirt - Upcycled fashion C

Mondays 5th Feb – 23rd Apr
9.30am – 12.30pm
\$50 (Plus BYO some materials)

Upcycling furniture (Working with tools) C

Wednesdays 7th Feb – 28th Mar
9.30am – 12.30pm
\$50

Upcycling pallets for pleasure and profit (working with timber and tools) C

Thursdays 1st Feb – 29th Mar
9.30am – 2.30pm
\$50

Presentation and styling for selling your craft at markets or online C

Tuesdays 6th Feb – 27th Mar
1.00pm – 3.00pm
\$50

Textile printing C

Wednesdays 7th Feb – 29th Mar
1.00pm – 3.00pm
\$50

Sewing for sustainability C

Tuesdays 6th Feb – 27th Mar
9.30am – 12.00pm
\$50

Introduction to bee keeping C

Tuesdays 6th & 13th Feb
7.00pm – 9.00pm
&
Saturday 17th Feb
9.30am – 4.00pm
\$80

Introduction to landscaping and horticulture C

Tuesdays 6th Feb – 27th Mar
9.30am – 12.30pm
\$50

Adult Literacy

Australian culture language class O

Dates to be confirmed
12.00pm – 2.30pm
\$50

Read Write Now M

Wednesdays 7th Feb – 27th Jun
6.30pm – 9.00pm
No class Anzac Day or school holidays
\$50

Basic computer literacy M

Wednesdays 7th Feb – 27th Jun
6.30pm – 9.00pm
No classes Anzac Day or school holidays
\$50

Youth Pathways

Beyond School M

Tuesday, Thursdays & Fridays
10.30am – 3.00pm
Refer to MDLC website for details

Location of Classes

Coonara Community House C

Mountain District Learning Centre M

Orana Neighbourhood House O

Rowville Neighbourhood Learning Centre R

The Basin Community House B

Other courses and activities offered by KLA

Craft				General Interest	
Art	O	Lunchtime yoga	C	Men's chat group	O
Art – mixed media	R	Declutter your life!	O	Computer programming for young makers	R
Watercolor, colour pencil, pen & ink drawings	R	Fitness for over 40's	O	Financial fitness boot camp	R
Arts & craft (5 to 7y/o)	R	Fitness & Fun Gentle Exercise for Women 55+	M	Starting your business for migrants & asylum seekers – SBV workshop	R
Drawing and painting	M	Healthy ageing	C	Makeup workshop	R
Drawing & painting – Beginners (8 to 12y/o)	R	Latin dancing	O	International Women's Day	R
Drawing & painting – Returning students (8 to 12y/o)	R	Belly dancing	B R	Facebook for business – SBV workshop	R
Teen drawing & painting	R	Hip hop for mums	R	Effective business networking – SBV workshop	R
Knitting group	O	Bollyfitt dance classes	R	Social friendship group	M
Embroidery	R	Bollywood dancing	O	Plato & Biscuits – Philosophy interest group	M
Crochet basics plus	M	Meditation & relaxation	R	CAE Book Club	M
Mosaics	O	Relaxation Meditation	B	Social media strategies for small business	C
Paper crafting	O	Mindfulness journaling	C	Garden club	C
Card making	B R	Walking group	B	Computer club	C
Mountain Treasures Craft Group	M	Food & Cooking		Beekeeping information session	C
Share, connect, grow charity craft group	C	Cheesemaking	O	Networking skills	C
Transparent mosaics	R	Cooking workshops	O	Oracle card reading	C
Floral art	R	Cake decorating	R	Free taster classes	B
Water marble Easter eggs	M	Junior chefs	R	Bicycle maintenance course	B
Create your own fashion jewellery	R	Making chutney	C	Mystery bus trip	B
Upcycled fabric jewellery	C	Language		Accredited Courses	
Leadlighting and copperfoil	M	Italian for beginners	M	First Aid (HLTAID003)	R
Soapmaking	M	Italian for beginners	O	Food Safety Level 1 (Hospitality & Retail SITXFSA10, Community & Health HLTFSS207C & Food Processing FDFFS10001A)	R
Repair café	C	Progressive Italian	O	Responsible Service of Alcohol (SITHFAB009A)	M R
Upcycled soft toys	C	Italian language	R	Certificate III in early childhood education and care	C
Upcycled remembrance or shabby chic cushion	C	Spanish – Beginners & returning	R	Diploma of Community Development	C
5,000 poppies project	C	Indonesian for beginners	M	Advanced Diploma of Community Sector Management	C
Boro and Shashiko workshop	C	Spanish for beginners	M	Location of Classes	
Patchwork & candlewicking	B	German intermediate	M	Coonara Community House	C
Sit & sew	B	French levels 1 & 2	M	Mountain District Learning Centre	M
Hill's Loving Stitchers	B	Music & Singing		Orana Neighbourhood House	O
Fitness & Wellbeing		Early childhood dance programs	R	Rowville Neighbourhood Learning Centre	R
Tai chi – beginners & advanced	O	Preschool music & dance	R	The Basin Community House	B
Tai chi	M R	Toddler hip hop	R		
Walk n Talk Club	M	Hip hop for children	R		
Yoga	B O	Jazz dance class	R		
Yoga for beginners	B	Guitar lessons – Adults	B R		
		Guitar lessons – Children	R		
		Free your voice – Singing	B		