

COURSES IN KNOX

April to June 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

Mondays 16th April – 4th June
9.30am – 12.00pm
\$50

Basic Computers

Mondays 16th April – 25th June
No class Queen's Birthday
12.30pm – 2.30pm
\$50

Basic Computers

Wednesdays 18th April – 27th June
No class Anzac Day
12.30pm – 2.30pm
\$50

Basic Computers

Wednesdays 2nd May – 20th June
12.30pm - 3.00pm
\$50

Introduction to Computers

Thursdays 3rd May – 21st June
12.30pm – 3.00pm
\$50

Intermediate Computers

Fridays 20th April – 1st June
9.15am – 12.15pm
\$50

Introduction to Excel

Thursdays 10th May – 21st June
6.00pm – 9.00pm
\$70 *Includes manual*

Novice to the Next Step – Computers

Mondays 16th April – 25th June
No class Queen's Birthday
9.30am – 11.30am
\$50

Beyond Basics – Word & Excel

Mondays 23rd April – 18th June
No class 11th June
9.30am – 12noon
\$50

Intermediate Excel

Mondays 30th April – 25th June
No class Queen's Birthday
7.00pm – 9.30pm
\$80 *Includes manual*

Beyond Basics Word, Excel & PowerPoint

Tuesdays 1st May – 19th June
6.30pm – 9pm
\$50

Beyond Basics Word, Excel & PowerPoint

Thursdays 3rd May – 21st June
9.30am – 12noon
\$50

Internet and Email

Fridays 20th April – 1st June
12.30pm - 3.30pm
\$50

Introducing New Technology

Fridays 11th May – 15th June
No class 8th June
9.30 – 12.30pm
\$45

Beginners BYO Laptop

Tuesdays 17th April – 26th June
10.00am – 12.00pm
\$50

Basic Computers and BYO Laptops

Tuesdays 17th April – 26th June
12.30pm – 2.30pm
\$50

Digital Literacy – Getting the most from your mobile device including photos

Thursdays 10th May – 28th June
6.30pm - 9.15pm
\$50

Basic iPads & Tablet Technology

Tuesdays 24th April – 12th June
9.30am – 12.00pm
\$50

iPads, Tablets and More

Wednesdays 2nd May – 20th June
9.30am - 12.00pm
\$50

iPads & Tablets – The Next Level

Tuesdays 24th April – 12th June
12.30pm – 3.00pm
\$50

Digital Boot Camp

Mondays 30th April - 25th June
6.30pm - 9.00pm
\$50

Students Choice

Mondays 16th April – 4th June
12.30pm – 3.00pm
\$50

Open Class Room

Mondays 30th April - 25th June
9.30am - 11.30am
Free

Industry Preparation

Upcycling furniture (Working with Tools)

Thursdays 26th April – 28th June
9.30am - 12.30pm
\$60

Upcycling Fabric – Printmaking & dyeing (Crafting a Career)

Thursdays 26th April – 28th June
1.15pm - 3.15pm
\$60

Upcycled Fashion – Making old new again (Crafting a Career) **C**
Mondays 30th April – 25th June
9.30am – 12.30pm
\$60

Upcycled Gifts (Crafting a Career) **C**
Fridays 27th April – 29th June
9.30am – 12.00pm
\$60

Making furniture from Pallets (Working with Tools) **C**
Wednesday 18th April – 27th June
No class Anzac Day
9.30am - 2.30pm
\$50

Introduction to Landscaping – Creating a courtyard garden **C**
Thursdays 26th April – 28th June
9.30am – 2.30pm
\$50

Professional Development for Creatives (Crafting a Career) **C**
Wednesdays 2nd May – 27th June
9.30am – 12.30pm
\$60

Digital Photography – Part 1 **B**
Thursdays 3rd May - 21st June
10.00am – 12.30pm
\$50

Digital Photography – Part 2 **B**
Mondays 30th April – 25th June
7.00pm – 9.30pm
\$50

Career Skills

How to be Resilient in the Workplace **R**
Tuesdays 8th May – 22nd May
9.30am – 2.30pm
\$35

Be The Brand – Looking to start up a small business **O**
Thursdays 26th April – 28th June
6.30pm – 9.00pm
\$50

Unlock Your Personal Toolbox for Interview Success **O**
Fridays 4th May – 22nd June
12.30pm – 3.00pm
\$50

Kickstart Classes

Establish & Maintaining your Small Business **R**
Saturdays 12th May – 26th May
9.30am – 3.30pm
\$35

Social Media Marketing – Facebook **R**
Saturday 2nd June – 23rd June
No class 9th June
9.30am – 1.30pm
\$35

Business & Administration

Bookkeeping **M**
Tuesdays 1st May – 19th June
7.00pm - 9.30pm
\$90 *Includes manual*

Bookkeeping **M**
Thursdays 3rd May – 21st June
12.30pm - 3.00pm
\$90 *Includes manual*

Beginners XERO **M**
Fridays 4th May – 22nd June
12.30pm – 3.00pm
\$50

Xero – Accounting **R**
Mondays 23rd April – 18th June
No class 11th June
6.30pm – 9.00pm
\$37

Advanced MYOB **M**
Thursdays 3rd May – 21st June
7.00pm – 9.30pm
\$95 *Includes manual and CD*

MYOB with Payroll **R**
Mondays 23rd April – 18th June
No class 11th June
9.30am – 12.30pm
\$137 *Includes manual and software*

Introduction to Medical Reception **R**
including Pracsoft computing Software
Tuesdays 1st May – 5th June
9.30am – 2.30pm
\$117 *Includes manual*

Short Course in Office Administration **R**
Wednesdays 2nd May – 23rd May
9.30am – 2.30pm
\$45

Business Administration (Part 2) **M**
Mondays 30th April – 25th June
No class Queens Birthday
9.30am – 3.00pm
\$80

Introduction to Event Management **R**
Mondays 7th May – 4th June
6.00pm – 9.00pm
\$35

Introduction to Self-Managed Websites **R**
Thursdays 10th May – 14th June
6.00pm – 9.00pm
\$45

Professional Resume & Career Search **R**
Tuesdays & Wednesdays
29th & 30th May, 5th & 6th June
9.30am – 2.30pm
\$35

Social Media Marketing **R**
Wednesdays 2nd May – 6th June
6.00pm – 9.00pm
\$35

Industry Preparation

Introduction to Digital SLR Camera **R**
Mondays 23rd April – 28th May
7.30pm – 9.30pm
\$40

Photo Editing with Photoshop Elements **R**
Tuesdays 29th May – 26th June
6.30pm – 9.30pm
\$40

Adult Literacy

Read Write Now **M**
Wednesdays 18th April – 27th June
No class Anzac Day
6.30pm – 9.00pm
\$50

Basic Computer Literacy **M**
Wednesdays 18th April – 27th June
No class Anzac Day
6.30pm – 9.00pm
\$50

Creative Writing **M**
Wednesdays 2nd May – 20th June
12.30pm – 3.00pm
\$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			
Art	O	Fitness For Over 40'S	O
Arts & Craft for 5 to 7y/o	R	Older adults circuit class	B
Art Mixed Media	R	Fitness & Fun Gentle Exercise for Women 55+	M
Cake Decorating	R	Healthy aging	C
Card Making	B R	Hip Hop for Mums	R
Computer Programming for Young Makers	R	Lunchtime yoga	C
Crafty Ladies	M	Meditation & Relaxation	R
Friday Craft	B	Spiritual awareness - meditation	B
Jewellery and home crafts	B	Tai Chi	O M R
Create your own Fashion Jewellery	R	Yoga	O B
Repurpose and Redesign your Jewellery	O	Walk N Talk	M
Crochet + Basics	B M	Walking group	B
Drawing and Painting	M	Food & Cooking	
Drawing & Painting – Beginners 8 to 12y/o	R	Cooking Workshops	O
Drawing & Painting – Returning Students 8 to 12y/o	R	Junior Chefs	R
Embroidery	R	Vegetarian Cooking – Middle Eastern Flavors – Register your Interest	R
Patchwork and sewing	B	Language	
Knitting Group	O	French Level 1	M
Sit and Sew	B	French Level 2	M
Charity Group	B	German Intermediate	M
Floral Art	R	Indonesian for Beginners	M
Mountain Treasures Craft Group	M	Italian for Beginners	M
Repair café	C	Italian Level 1	M
Share, connect, grow charity craft group	C	Italian Language	R
Soapmaking Workshop	M	Italian Travel Conversation	O
Teen Drawing & Painting	R	Progressive Italian	O
Mosaics	O	Spanish for Beginners	M
Transparent Mosaics	R	Spanish – Beginners and Returning	R
Watercolor, Colour Pencil, Pen & Ink Drawings – Register your Interest	R	Register Interest for German	R
Fitness & Wellbeing		Register Interest for Mandarin	R
Declutter your Life!	O	Dance, Music & Singing	
Belly Dancing	R	Early Childhood Dance Program	R
Bollyfitt Dance Classes	R	Guitar Lessons Adults	R
Bollywood Dancing	O	Guitar Lessons Children	R
Latin Dancing	O	Learn guitar	B
Boxing cardio kick class	B	Hip Hop for Children	R
		Jazz Dance Class	R
		Preschool Music & Dance	R
		Toddler Hip Hop	R
		Learn to sing	B
		General Interest	
		CAE Book Club	M
		Community Gardening	M
		Garden club	C
		Beekeeping club	C
		Effective Business Networking	R
		Facebook for Business	R
		Social Friendship Group	M
		Plato & Biscuits Philosophy Group	M
		Computer club	C
		Community lunches	C
		Community Bus Trip	O
		Free Hearing Tests	C
		Volunteering	C
		Get Ready to Change your Career	O
		Vision Boarding Your Future	O
		Memorable Memoirs	O
		Flash Fiction	O
		Blog On	O
		Theatre Night	B
		Men's Chat Group	O
		Accredited Courses	
		First Aid (HLTAID003)	R
		Food Safety Level 1 For Basic Food Handlers (for all staff) (Hospitality & Retail - Use hygienic practices for food safety – SITXFSA001;Community & Health - Follow Basic Food Safety Practices – HLTFSE001;	R
		Food Processing - Follow Work Procedures to Maintain Food Safety – FBPF5Y1001)	
		Responsible Service of Alcohol (SITHFAB009A)	R
		CHC30113 Certificate III in Early Childhood Education & Care	C
		CHC50113 Diploma of Early Childhood Education & Care for those with existing Cert III	C
		CHC52115 Diploma of Community Development	C

Refer to cover for legend.