

COURSES IN KNOX

July to September 2018



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



mountain district
learning centre

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.rowvillenlc.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:



Legend

- C** Coonara Community House
- M** Mountain District Learning Centre
- O** Orana Neighbourhood House
- R** Rowville Neighbourhood Learning Centre
- B** The Basin Community House

Computer & Technology

Computers for Beginners	R
Thursdays 26th July – 13th Sept 9:30am – 12noon \$50	
Introduction to Computers	R
Tuesdays 24th July – 11th Sept 6:30pm – 9:00pm \$50	
Intro to Computers – Digital Boot Camp	B
Mondays 6th Aug – 10th Sept 6:30pm – 9:00pm \$50	
Basic Computers	O
Mondays 23rd July – 10th Sept 12:30pm – 3:00pm \$50	
Basic Computers	M
Mondays 18th July – 12th Dec (No classes school holidays) 12:30pm – 2:30pm \$100	
Basic Computers	M
Wednesdays 18th July – 12th Dec (No classes school holidays) 12:30pm – 2:30pm \$100	
Intermediate Computers	B
Fridays 3rd Aug – 21st Sept 9:30am – 12:00pm \$50	
Novice to the Next Step – Computers	M
Mondays 18th July – 12th Dec (No classes school holidays) 9:30am – 11:30am \$100	
Beyond Basics Word, Excel & PowerPoint	R
Thursdays 26th July – 13th Sept 12:30pm – 3:00pm \$50	
Beginners BYO Laptop	M
Tuesdays 18th July – 12th Dec (No classes school holidays) 10:00am – 12:00pm \$100	
Basic Computers and BYO Laptops	M
Tuesdays 18th July – 12th Dec (No classes school holidays) 12:30pm – 2:30pm \$100	
Computers - Word	B
Wednesdays 1st Aug – 19th Sept 12:30pm – 3:00pm \$50	
Excel	M
Thursdays 26th July – 13th Sept 7:00pm – 9:30pm \$80 (Includes manual)	
Advanced Excel	M
Mondays 23rd July – 10th Sept 7:00pm – 9:30pm \$80 (Includes manual)	

Excel – Next Level	R
Thursdays 2nd Aug – 6th Sept 6:00pm – 9:00pm \$73.50 (Includes manual)	
Beginners Internet and Email	B
Fridays 3rd Aug – 21st Sept 12:30pm – 3:00pm \$50	
Update Your Skills to Return to Work Force – Refresh & Learn Computers	R
Mondays 23rd July – 10th Sept 9:30am – 12noon \$50	
Update Your Skills to Return to Work Force – Word & Excel	R
Mondays 23rd July – 10th Sept 12:30pm – 3:00pm \$50	
Introducing iPad/Tablets - Getting to Know Your Device	R
Fridays 10th Aug – 7th Sept 9:30am – 12:30pm \$45	
Basic iPad & Tablet Technology	O
Tuesdays 24th July – 11th Sept 9:30am-12:00pm \$50	
iPads & Tablets – The Next Level	O
Tuesdays 24th July – 11th Sept 12:30pm – 3:00pm \$50	
iPads, Tablets and More – Advanced	B
Wednesdays 1st Aug – 19th Sept 9:30am – 12:00pm \$50	
Student's Choice	O
Wednesdays 25th July – 12th Sept 12:30pm – 3:00pm \$50	
Open Class Room	B
Mondays 23rd July – 17th Sept 9:30am - 11:30am Free	
Industry Preparation	
Garden Basics	O
Mondays 16th July – 10th Dec 10:00am - 12:00pm \$50	
Women doing it for themselves – household & car maintenance	C
Dates & Times TBC \$50	
Upcycling studio – sewing skills to rescue textiles	C
Mondays 23rd July – 17th Sept 9:30am – 12:30pm \$60	
Upcycling studio – making gifts from unwanted items	C
Mondays 23rd July – 17th Sept 1:00pm – 4:00pm \$60	

Upcycling studio – Upcycling furniture C
Thursdays 26th July – 20th Sept
9:30am – 2:30pm
\$60

Intro to horticulture and landscaping C
Includes try a trade day at Swinburne.
Fortnightly Thursdays 19th Jul – 22nd Nov
9:00am – 3:00pm
\$50

Digital Photography – Part 1 B
Mondays 23rd July to 10th Sept
7:00pm - 9:30pm
\$50
or
Thursdays 26th July to 13th Sept
10:00am - 12:30pm
\$50

Introduction to Digital SLR Camera R
Mondays 23rd July – 27th Aug
7:30pm – 9:30pm
\$40

Photo Editing with Photoshop Elements R
Tuesdays 28th Aug -18th Sept
(Including two Saturdays 1st & 15th Sept)
7:00pm – 9:30pm
\$40

Career Skills

Improve your Resilience in Life and at Work R
Tuesdays 21st Aug – 4th Sept
9:30am – 2:30pm
\$35

Workshops

Starting a Business: For Migrants & Asylum Seekers - Presented by Small Business Victoria R
Saturday 11th Aug
9:30am – 1:30pm
Free

Marketing your Business - Presented by Small Business Victoria R
Monday 13th Aug
9:00am – 12noon
\$10

Tips and Hints to Create a Successful Resume R
Thursday 19th July
9:30am – 2:30pm
\$50

Online communication for job seekers C
Thursday 23rd Aug
9.30am – 3.00pm
\$5 (*Light lunch provided*)

Adult Learners Week - Jobs and skills intensive C
Thursday 6th Sept
9.30am – 3.00pm
\$5 (*Light lunch provided*)

Working with tools – One day woodwork classes C
Fortnightly Thursdays 26th Jul - 29th Nov
9.00am - 3.00pm
\$40 per workshop

Make a ladies handbag from old ties C
Saturday 18th Aug
9:30am - 12:30pm
\$30

Business & Administration

Professional Resume & Career Search R
Wednesdays 22nd Aug – 19th Sept
No class on 12th Sept
9:30am – 2:30pm
\$35

Short Course in Office Administration R
Wednesdays 25th July – 15th Aug
9:30am – 2:30pm
\$45

Business Administration M
Mondays 6th Aug – 8th October
(*School terms only*)
9:30am – 3:00pm
\$80

Bookkeeping M
Thursdays 26th July – 13th Sept
9:30am – 12:00pm
\$90 (*Includes manual*)

Advanced Bookkeeping M
Tuesdays 24th July – 11th Sept
7:00pm - 9:30pm
\$90 (*Includes manual*)

Advanced Bookkeeping M
Thursdays 26th July – 13th Sept
12:30pm - 3:00pm
\$90 (*Includes manual*)

Xero – Accounting R
Mondays 23rd July – 10th Sept
6:30pm – 9:00pm
\$37

MYOB with Payroll R
Mondays 23rd July – 10th Sept
9:30am – 12:30pm
\$137 (*Includes two manuals, (Payroll and MYOB) & software*)

Advanced MYOB R
Wednesdays
6:00pm – 9:00pm
Cost TBA
Register your interest

Introduction to Medical Reception including Pracsoft computing Software R
Tuesdays 7th Aug – 11th Sept
9:30am – 2:30pm
\$117 (*Includes Manual*)

Introduction to Event Management R
Mondays 13th Aug – 10th Sept
6:00pm – 9:00pm
\$35

Establish & Maintaining your Small Business R
Saturdays 4th Aug – 18th Aug
9:30am – 3:30pm
\$35

Social Media Marketing R
Wednesdays 15th Aug – 19th Sept
6:00pm – 9:00pm
\$35

Facebook for Business - Social Media Marketing R
Saturdays 18th Aug – 1st Sept
9:30am – 1:30pm
\$35

Introduction to Self-Managed Websites R
Thursdays 16th Aug – 20th Sept
6:00pm – 9:00pm
\$45

Self-Managed Websites – Using, Administering & Maintain your WordPress Website Effectively R
Thursdays (*Dates TBA*)
6:00pm – 9:00pm
\$45

QuickBooks R
Register your interest

Barista Skills Course R
Register your interest

Adult Literacy

Read Write Now M
Wednesdays 18th July – 12th Dec
(*No classes school holidays*)
6:30pm – 9:00pm
\$100

Basic Computer Literacy M
Wednesdays 18th July – 12th Dec
(*No classes school holidays*)
6:30pm – 9:00pm
\$100

Creative Writing M
Wednesdays 18th July – 19th Sept
12:30pm – 2:30pm
\$50

Youth Pathways

License to Learn – All about your learners permit M
Wednesday at Boronia Library
6:00pm – 8:00pm
\$110
Refer to MDLC website for details

Beyond School M
Tuesdays, Thursdays & Fridays
10:30am – 3:00pm
Refer to MDLC website for details

Other Courses & Activities Offered by KLA

Craft		Older Adults Circuit Class	B	Computer Programming for Young Makers	R
Art	O	Fitness for Over 40'S	O	Kidzfun & occasional care	C
Art Mixed Media	R	Fitness & Fun Gentle Exercise for Women 55+	M	Family Activities	
Watercolor, colour Pencil, pen & Ink Drawings	R	Women On The Move Exercise Group	M	Family Upcycle and art studio	C
Trilogy of Craft (Jewelry, Card Making & Scrap Booking)	R	Walking Group	M B	Where does our food come from? (Growing & Cooking)	C
Craft	B	Food & Cooking		Welcome to Spring (Family day)	C
Coonara cuppa and craft group	C	Farmgate	C	Playgroup	C
Crafty Ladies	M	Cooking Workshops	O R	Garden & Outdoors	
Mountain Treasures Craft Group	M	Learn to cook as you volunteer in our kitchen	C	Community Gardening	M
Charity Group	B	Language		Garden club	C
Card Making	B	French	M R	Beekeeping club	C
Knitting Group	O	Italian	O M	Social Groups	
Knitting refresher course	C	Spanish	R M	Men's Chat Group	O
Embroidery	R	Mandarin	R	Bounce Back	O
Patchwork Class For Beginners	O	German	M	Social Chat Group	O
Patchwork and Sewing	B	Indonesian	M	MDLC Social Friendship Group	M
Sit and Sew	B	Music & Singing		CAE Book Club	M
Crochet	M B	Singing for Joy	O	Plato & Biscuits Philosophy Group	M
Clothing repair café	C	Free Your Voice Singing	B	Share connect grow group	C
Dreamweaver Dreamcatcher workshop	M	Guitar Lessons	B R	Other	
Introduction to Millinery – Learn to make hats and fascinators	R	Singularity choir	C	Leisure Arts	M
Floral Art	R	Workshops		Theatre Night	B
Create Your Own Terrariums	O	First aid	C	Board games & pyjamas day	C
Cake Decorating	R	Baby first aid	C	Christmas in July	C
Cup Cake Decorating	R	Digestive complaints workshop	C	Community lunches	C
Mosaics	O	Make up session – How to step by Step Guide for Adults	R	Hearing tests	C
Soapmaking Workshop	M	Children's Activities		Accredited Training	
Fitness & Wellbeing		Craft Workshop - Create a Unique gift (5-7y/o)	R	Responsible Service of Alcohol	R
Boxing Cardio Kick Class	B	Drawing & Painting	R	Food safety	R C
Tai Chi	M O R	Meditation for Children (12-17y/o)	R	Diploma of Community Development	C
Yoga	B O	Junior Chefs	R	Diploma Early Childhood Education & Care	C
Lunchtime yoga	C	Early Childhood Dance Program	R	Register Your Interest	
Self discovery and awareness	C	Preschool Music & Dance	R	Portraits in Montage (Paper collage)	R
Meditation	B O R	Singing for Children	R	Alcohol Ink Painting on glass	R
Belly Dancing	R	Guitar Lessons	R	Card Making	R
Latin Dancing	O	Hip Hop (Toddlers & Children)	R	Italian Language	R
Bollywood	O	Make up session – How to step by Step Guide for Teens	R	Music classes (1-3 y/o)	R
Hip Hop for Mums	R	The Lab	C		

Refer to cover for legend