

# COURSE GUIDE

## October - December

Rowville Neighbourhood Learning Centre Inc.  
40 Fulham Road, Rowville, 3178  
ABN 45 733 747 388  
Email: [inquiries@rowvillenc.org.au](mailto:inquiries@rowvillenc.org.au)

Website: <http://www.rowvillenc.org.au>  
[facebook.com/rowvilleneighbourhoodlearningcentre](https://www.facebook.com/rowvilleneighbourhoodlearningcentre)  
[instagram.com/rowvilleneighbourhoodlc](https://www.instagram.com/rowvilleneighbourhoodlc)

We have a new contactless enrolment  
and payment system online.



Rowville Neighbourhood  
Learning Centre Inc.



## Learn locally

Improve your job prospects and skills through flexible and affordable Learn Local endorsed training, programs and projects today.

**Find out more at [learnlocal.org.au](http://learnlocal.org.au)**

Learn Local Funded courses are available to those who are Australian citizens or permanent residents. Those not eligible for funding may still enrol but will need to pay a higher fee.



All classes are currently  
being delivered:



**ONLINE**

## Business and Administration Courses

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### Social Media Marketing (20EMPDIGSOC)



This course focuses on introducing the learner to the importance of marketing principles:

- 7 principles to marketing
- Completing a SWOT analysis
- The benefits of analysing customer feedback
- Methods of marketing and advertising

**Wednesdays 6.00pm – 9.00pm**

21<sup>st</sup> October – 18<sup>th</sup> November

**Fee: \$35.00**

[Book now](#)

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### Social Media Platforms for Business (20EMPDIGSOC)



Social Media helps people connect and discover your business. It can assist your large, medium or small business grow. Come and learn the tips and techniques to expand your business.

**Wednesdays 6.00pm – 9.00pm**

25<sup>th</sup> November – 9<sup>th</sup> December

**Fee: \$35.00**

[Book now](#)



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## MYOB AccountRight – Payroll (20VOCMYOB)



Looking for jobs as Paymaster's, this course is for you!

Learn how to:

- Configure AccountRight payroll to work for a specific company
- Enter employee details
- Conduct a pay run
- Set up and manage employee entitlements
- Create and use timesheets for payroll purposes
- Find payroll information
- Fulfil payroll obligations

**Mondays 6.30pm – 9.00pm**

5<sup>th</sup> October – 9<sup>th</sup> November

**Fee: \$32.00**

[Book now](#)

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## Introduction to MYOB (20VOCMYOB)



This MYOB course will provide the learners to acquire skills and knowledge to:

- create company data file complete with historical and opening balances.
- Produce and manage purchase orders and invoices.
- Manage accounts payable and accounts receivable, and produce BAS documentation.

**Tuesday 6.00pm – 9.00pm**

**Register your interest for Term 1 2021**

Email: [inquiries@rowwillenlc.org.au](mailto:inquiries@rowwillenlc.org.au)

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## Introduction to MYOB including Payroll (20VOCMYOB)



MYOB (V19) is still a popular program used in the workplace. Learners will acquire the skills and knowledge to:

- Create company data files complete with historical and opening balances
- Produce and manage purchase orders, invoices, accounts payable and accounts receivable, and produce BAS documentation
- Learn how to configure AccountRight payroll to work for a specific company
- Enter employee details into AccountRight & conduct a pay run in AccountRight
- Set up and manage employee entitlements in AccountRight
- Create and use timesheets for payroll purposes and more

*Prerequisite: Computer skills, file management and an understanding of basic bookkeeping is essential.*

**Mondays 9.30am - 1.30pm**

19<sup>th</sup> October – 7<sup>th</sup> December

**Fee: \$42.00**

[Book now](#)



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## How to use Gsuite & Canva for Business (20EMPOFFADMI)



This course provides an introduction to GSuite and Canva. You will gain insight into a range of GSuite apps and how they can be used on a personal and professional level. You will also learn how to use Canva to create photo collages, engaging social media posts and promotional material.

### You will learn how to use:

- Gmail and Contacts for correspondence and mailing lists
- Calendar and Tasks for scheduling
- Sheets for data records including inventory management, rostering and budget records
- Forms for survey's or event registrations
- Slides to make presentations
- Canva for personal and commercial purposes

*Prerequisite: Must have a Gmail account*

**Thursdays 6.30pm – 9.00pm**

5<sup>th</sup> November – 3<sup>rd</sup> December

**Fee: \$35.00**

[Book now](#)

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## Office Administration and GSuite

This course provides a basic introduction to office administration and how GSuite can support you in completing and mainstreaming admin tasks. You will be given practical examples and walkthroughs of how GSuite products can be used to be more productive and efficient in the workplace.



### Topics covered includes:

- Gmail use and communication etiquette
- Google Contacts for organising and reviewing mailing lists
- Google Calendar and Tasks for scheduling
- Managing files in Google Drive
- Google Docs to construct formal letters and documents
- Google Sheets to creating records, budgets, rosters and invoices
- Google Forms to promote reflective practices and gather survey data
- Google Slides to create engaging presentations

*Prerequisite: Must have a Gmail account*

**Wednesdays 9.30am – 12.30pm**

4<sup>th</sup> November – 2<sup>nd</sup> December

**Fee: \$35.00**

[Book now](#)



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## Introduction to Medical Reception (20EMPMEIC123)



*Please note This course does not include Pracsoft due to the restrictions in place for COVID. We will offer a separate course for Pracsoft Face to face as soon as restrictions are lifted or in the new year.*

Become job ready! This course provides a solid grounding in the expectations, tasks, skills and knowledge required to be part of a Medical Practice administration team.

- Basic Terminology
- Administrative task practice on the computer
- Reception duties and more

**Tuesdays 9.30am – 12.30pm**

6<sup>th</sup> October – 8<sup>th</sup> December

No class on 3<sup>rd</sup> November

**Fee: \$57.00**

[Book now](#)

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## Xero - Accounting (20VOCXERO123)



Xero is a powerful online accounting software program. In this course you will learn how to manage your business financials, understand menu and report options in simple terms, create professional recurring invoices and streamline your data.

*Prerequisite: Computer skills and an understanding of basic bookkeeping is essential.*

**Wednesdays 6.30pm – 9.00pm**

14<sup>th</sup> October – 2<sup>nd</sup> December

**Fee: \$35.00**

[Book now](#)

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## Communication & Customer Support in a Virtual World (20EMPOFFADMI)



Learn to manage your customers and work more efficiently. This course is designed to improve your customer service skills whether by Telephone, Email, Face to Face or online interactions.

Learn about:

- Occupational Health and Safety procedures, setting up an ergonomic workstation to work online.
  - The Virtual Office communication, email, and phone
  - Provide customer service
  - Understand telephone and email etiquette with clients and customers
  - How to compose official business letters
  - Building knowledge of basic office procedures
  - Understand how to deal with complaints and difficult customers
  - Learn how to exceed customer expectations
  - Learn how to make the experience memorable
  - Investigate the customer service industry and available job roles
- Wednesday 9.30am - 12.30pm**  
28<sup>th</sup> October – 25<sup>th</sup> November

**Fee: \$35.00**

[Book now](#)



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## Job applications in a Digital World (20EMPL1234)

Get Job Ready for an online world - Interactive class  
Feeling left behind in the online world?  
This short course will help you understand:



- Your career direction
- Job roles and responsibilities
- Your strengths and to articulate them in your Resume
- Learn how to write a resumes appropriate for specific job applications.
- Tips and hints for online interviews and to give the right 'first impression'

**Thursdays 9.30am - 12.00pm**

29<sup>th</sup> October – 3<sup>rd</sup> December

**Fee: \$35.00**

[Book now](#)

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## Introduction to Creating Websites: (20EMPWEB12)

WordPress is one of the most used web environments on the internet. 35% of all websites and 60% of all CMS (Content Management Systems) websites on the internet are using WordPress. The skills you build up in this course are valuable and can be used in different web projects. WordPress is also a stable and trustworthy tool to master.



*Prerequisite: Intermediate computer skills and must have an email address.*

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*- Laptop is preferred, desktop with speakers if possible as well*  
**New Beginners**

**Thursdays 6.00pm - 9.00pm**

29<sup>th</sup> October – 3<sup>rd</sup> December

**Fee: \$35.00**

[Book now](#)

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## Introduction to Creating Websites: (20EMPWEB12)

**Returning students & Beginners with existing websites**



If you already have a WordPress website, we will assist you in overcoming hurdles in expanding the functionality of your own website or make the transition from another system to WordPress.

Students will be working in small groups. Each student will be creating their own pages in a live WordPress environment. Students have access to the student training website for the duration of the course 24/7  
A large component of building a website involves photo editing. With step by step instructions, students will go through the process of taking photos with their camera or smartphone, optimising it on the PC and uploading it to the website.

*Prerequisite: Intermediate computer skills and must have an email address.*

*- Laptop is preferred, desktop with speakers is possible as well*

**Wednesdays 6.00pm – 9.00pm**

21<sup>st</sup> October – 25<sup>th</sup> November

**Fee: \$35.00**

[Book now](#)

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## Computer and Technology Courses

### Microsoft Excel - Level 1 (20EMPCOMPRW1)



This short course aims to give the new spreadsheet user a thorough grounding in the basics of spreadsheeting and using Microsoft Excel. At the completion of this course you will be able to:

- Navigate your way around Microsoft Excel and create a new workbook
- Open and navigate within workbooks and worksheets
- Understand and work with ranges and work with basic formulas and functions used to perform calculations in a worksheet
- Copy and paste data in Excel understand and use formula cell referencing to create more complex formulas
- Use font formatting techniques to greatly enhance the look of a worksheet and align the contents of cells in a number of ways
- Create effective charts in Microsoft Excel and more

*Prerequisite: This course does not require prior knowledge of Microsoft Excel. However, it is beneficial to have a general understanding of personal computers and the Windows operating system environment*

**Tuesdays 6.00pm – 9.00pm**

10<sup>th</sup> November – 8<sup>th</sup> December

**Fee: \$40.00**

[Book now](#)

### Introduction to Computers and Latest Technology (20EMPCOM123)



#### Understanding your computer

Learn how to use your computer from the start including:

- Windows 10 basics
- Internet searching
- How to Email
- Understanding basic security
- Word processing basics

**Tuesdays 10.00am – 12.30pm**

20<sup>th</sup> October – 8<sup>th</sup> December

No class on 3d November

**Fee: \$40.00**

[Book now](#)

#### Introduction to iPad

Come and learn about iPad basics including iPad setup, Internet search, Email with attachments, App Store with Recommended Apps, iCloud, Camera basics, Viewing Photos and more...

**Thursday 10.00am – 12.00pm**

29<sup>th</sup> October – 3<sup>rd</sup> December

**Fee: \$40.00**

[Book now](#)



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## Beyond Basics - Word, Excel & PowerPoint (20EMPCOM123)



In this course you will learn how to:

- Create, save, print and work with text in a document and understanding features of the Home Tab
- Format/Picture, Insert and Page layout tabs
- Using the Quick Access toolbar and understanding of the status bar
- Using bullet formatting, format functions such as mirroring, borders, rotating, cropping and watermarks.
- Understanding line spacing, indenting, page numbering, page borders, margins and layouts
- Tables and shading and understanding table tools and work with the basic Excel
  - Create a workbook and make changes
  - Understand ranges and formulas including autosum and autofill features
  - The function and common usage of Microsoft PowerPoint and its basic terminology
  - Text entry, editing and formatting in a PPT presentation
  - Insert and manipulate various graphics in a PPT presentation

**Thursday 12.30pm – 3.00pm**

22<sup>nd</sup> October – 10<sup>th</sup> December

**Fee: \$40.00**

[Book now](#)

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## Beyond Basics (20EMPCOM123)

### Intermediate Word



Microsoft Word Level 2 is designed for Microsoft Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation.

This short course aims to enhance existing Microsoft Word skills by covering:

- Working with multiple documents
- Formatting in tables, tab, lists
- Mail Merging, section breaks
- Templates and working with pictures and illustrations

**Mondays 10.30am – 12.30pm**

9<sup>th</sup> November – 30<sup>th</sup> November

**Fee: \$40.00**

[Book now](#)





## Photography Courses

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### Introduction to Digital SLR Camera

This course is designed to assist users of DSLR cameras to fully understand the features and settings in order to produce high quality photographs.



#### Thursday 7.00pm – 9.00pm

22<sup>nd</sup> October – 12<sup>th</sup> November

Dates include field trips: Thursday 5<sup>th</sup>

November – City, Sunday 8<sup>th</sup>

November - Wilsons Park 8-10am,

**Fee: \$125.00**

[Book now](#)

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### Photo Editing with Photoshop Elements

Have you always wanted to learn how to modify your photos? Learn how to edit images, improve visual effects, correct faults and remove or modify unwanted inclusions.



*Prerequisite: Basic computer skills*

#### Thursdays 7.00pm - 9.00pm

19<sup>th</sup> November – 3<sup>rd</sup> December

**Fee: \$76.00**

[Book now](#)

## Spanish language

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### Blended delivery.

*It is for returning students and participants with basic knowledge (e.g. I learnt Spanish 10 years ago)*



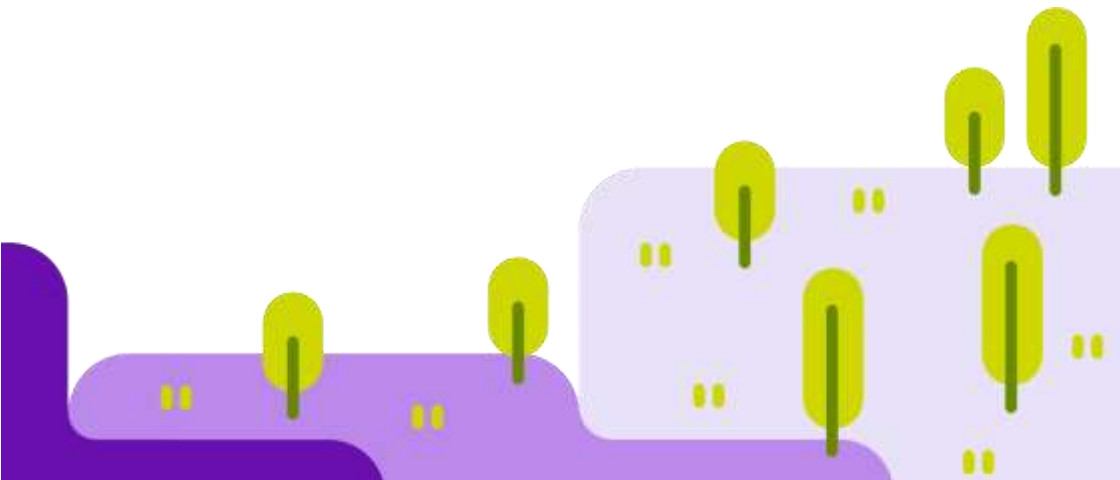
Spanish is one of the most popular foreign languages to learn, with the promise of great places to visit, great food, great people... and it's a fun language to speak too! In this online course, we will continue to learn the basic grammatical structures of Spanish by listening, speaking, reading and writing. We will increase vocabulary and keep practicing pronunciation to become more confident in conversation as we learn more about the Spanish language and the Hispanic culture.

#### Mondays 7.30pm – 8.30pm

12<sup>th</sup> October – 14<sup>th</sup> December

**Fee: \$90.00**

[Book now](#)



## Arts and Craft classes

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### Art Mixed Media

Join Neloo and be inspired to learn different techniques and methods in the art of drawing, sketching and painting.



*Equipment needed for class: Sketch book A4 or A3, HB pencils, 2B or 6B, erasers, sharpener, colour pencils, watercolour paper (paper weight at least 300grams) paint brushes, what you have at home or No 4 or No 8.*

*Paint - Watercolours or Acrylic. NO OIL PAINTS.*

*Please have water to wash your paint brushes and rags handy.*

**Fridays 10.00am – 11.30am**

23<sup>rd</sup> October – 11<sup>th</sup> December

**Fee: \$84.00**

[Book now](#)

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### Montage – Creating art piece with Magazine

Learn how to use old magazines to create an art piece. All you need is A3 or A4 paper, a pencil, an eraser, glue and old colourful magazines.



**Wednesdays 2.00pm – 3.30pm**

18<sup>th</sup> November – 25<sup>th</sup> November

**Fee: \$20**

[Book now](#)

## Health and Wellbeing

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### Meditation & Relaxation - 17years and over



Our trainer with over 12 years' experience, will share different forms of meditation as she gently guides you on a deep healing journey within. Learn simple methods of visualisation and breathing techniques to calm body, mind and soul. Join in a friendly, welcoming environment to experience deep inner peace, harmony and soul connection. Suitable for beginners and participants with experience. Participants will be sitting on chairs.

**Wednesdays 7.00pm - 8.00pm**

7<sup>th</sup> October – 16<sup>th</sup> December

(11 weeks) **FULL**

**Register your name for 2021**

Email: [inquiries@rowvillenlc.org.au](mailto:inquiries@rowvillenlc.org.au)

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### Yoga with Tamika for Yr 7 – 12 students (13 – 18 years old)

Yoga is an empowering and stress reducing yoga class for young adults. Yoga is not only the physical practice, but the limitless adventures of mindfulness too! Through yoga, we explore breath work, physical practice (asanas), meditation, and learn the necessary tools to remain present and stay grounded in everyday life.



**Mondays 5.15pm – 6.00pm**

5<sup>th</sup> October – 14<sup>th</sup> December

No class on 2<sup>nd</sup> November

**Fee: \$50.00**

[Book now](#)



## Teen Classes

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### Animation fun for Beginners for Grade 7 – Grade 12



This course will touch on the basics of animation and lead you through a few simple animated creations. We will start with a hand-drawn flipbook and then move onto using Adobe Animate to learn how to use some of the tools to make 2D animations. By the end of this five week course you will have created a number of easy and fun animations.

*For the class you will need: Programs Adobe Animate and Adobe After Effects (free trials are available via Adobe website. Instructions will be provided upon enrolment). You will also need a post-it note pad and a grey lead pencil.*

**Thursdays 4.00pm – 6.00pm**  
12<sup>th</sup> November – 10<sup>th</sup> December

**Fee: \$80.00**

[Book now](#)

## Children Classes

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### Preschool Music, dance and Story time with Mrs. Bee for 2 y/o to 4 y/o



Come and join Mrs Bee as she reads an original story every week and creates dance, mime and actions to enhance the storytelling experience. Children are encouraged to participate in the online session by listening to the story and following Mrs Bee's movements. This class is a great way to introduce your child to the fun and magic behind dance, mime and storytelling whilst also building their listening and social skills.

**Mondays 9.45am – 10.15am**

12<sup>th</sup> October – 14<sup>th</sup> December

**Fee \$80.00**

[Book now](#)

### Sketching & Drawing with Anthony 8- 12y/o



kids interested in learning how to draw & sketch!

Anthony will teach you how to easily draw a face, cartoon characters with different facial expressions, cool animals & awesome vehicles!

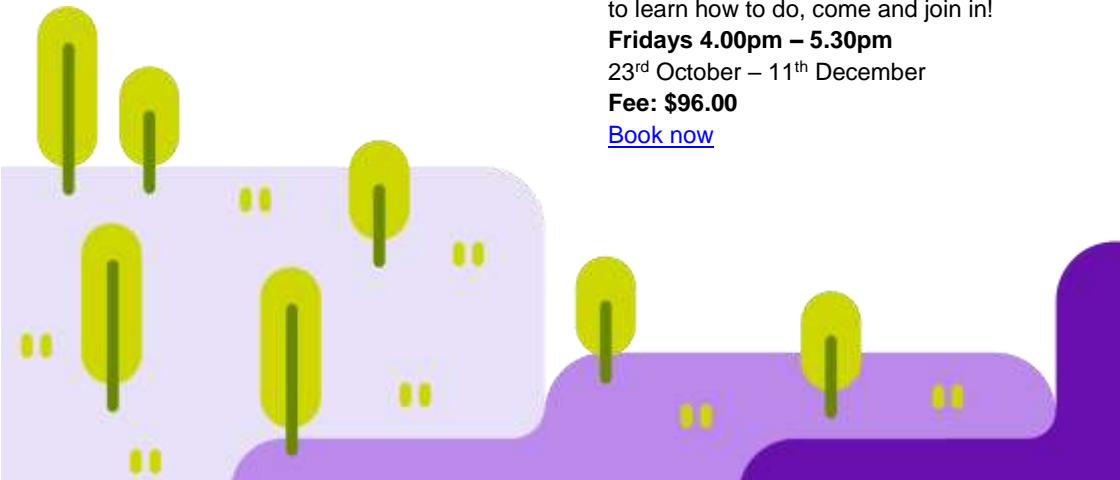
If this is something that you would like to learn how to do, come and join in!

**Fridays 4.00pm – 5.30pm**

23<sup>rd</sup> October – 11<sup>th</sup> December

**Fee: \$96.00**

[Book now](#)



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## Christmas Card Making for kids

Learn to make Christmas cards using the Montage method. Let your kids release their inner creative energy by making a personalised pop up card. Nothing to purchase - All from materials needed are found around your home. You will need A4 or A3 paper, a lead pencil, an eraser, glue and any colourful glossy magazines.



**Tuesdays 4.00pm – 5.00pm**

10<sup>th</sup> November – 24<sup>th</sup> November

**Fee: \$24.00**

[Book now](#)

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## Holiday Workshops

### Create Mini Story book for 7 - 12y/o

Holidays again? Here is a chance for kids to create a 'mini story book' about your cat, dog, or family using scrap paper. All you need is a sheet of A3 cartridge paper and some colourful glossy paper, glue and a pair of scissors.



*Materials needed: A3 sheet of cartridge paper, HB or 2B lead pencil, an eraser, colourful glossy magazines to cut, glue, a brush and scissors.*

*Printer (optional) to make additional copies.*

**Wednesday 10.00am – 11.30am**

23<sup>rd</sup> September – 30<sup>th</sup> September

**Fee: \$24.00**

[Book now](#)

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## Art workshop for kids 7 -12 y/o

In this workshop, the kids are shown how to animate a story of a chosen animal. Eg. Cat, dog or a caterpillar. All they need is a bit of imagination and a sense of humour



*Materials needed: A3 sheet of cartridge paper, HB or 2B lead pencils, an eraser and colour pencils.*

**Thursdays 10.00am – 11.30am**

24<sup>th</sup> September – 1<sup>st</sup> October

**Fee: \$24.00**

[Book now](#)

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## Essential Oils - Stress, Sleep & Emotions

Are you aware of the effects of stress on our systems?



Would you like to create a night time routine for a good night's sleep? Would you like to learn how to support your emotions with essential oils? You may have heard of using essential oils for health, wellbeing and low tox cleaning. But what about when you are dealing with emotions like stress, frustration, anger, sadness or anxiety?

**Wednesday 7.30pm – 8.30pm**

28<sup>th</sup> October

**Free**

[Book now](#)



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## Essential Oils – Christmas Gift ideas

Join us on-line for this free Christmas themed class where you will learn how you can use essential oils as well as 'Make It Yourself' products!



You will learn how to make calming bath salts and their benefits

You will also learn how to custom make roller bottles that will help you feel uplifted, peaceful, focused and great, or to help with mental, emotional, or hormonal challenges.

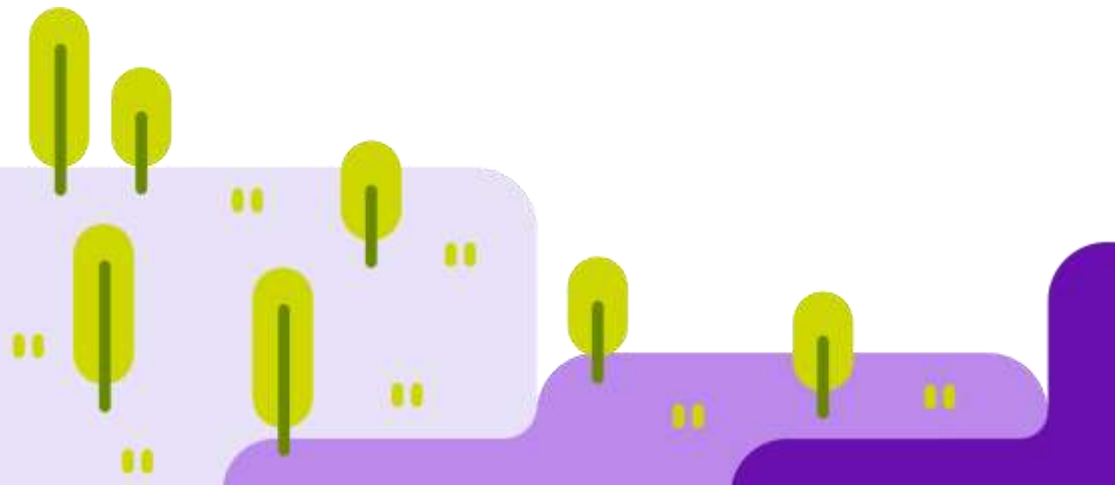
You can also use these as perfume.

**Friday 10.30am – 11.30am**

20<sup>th</sup> November

**Free**

[Book now](#)



## Enrolment Information

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A contactless enrolments procedure is set up to enrol for Rowville Neighbourhood Learning Centre courses via our website [www.rowvillenc.org.au](http://www.rowvillenc.org.au). Payment can be made using credit card.

**Please email [inquiries@rowvillenc.org.au](mailto:inquiries@rowvillenc.org.au) for details.**

## Cancellations:

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If a course is cancelled or delayed by RNLC, a full refund will be made available. A refund will be made available if RNLC is notified in writing within five business days prior to the commencement of the course. A \$15.00 administration fee is applicable.

**No Refunds or transfers are available after a course has started.**

Refunds will be credited back by Bank transfer only.

## Room Hire

We have five great meeting/training rooms available for hire. They are spacious and accommodating and our hire rates are very reasonable.

Please contact us on 9764 1166 or 9764 1006



## Enrol Online

You can now register to enrol in a program online at RNLC. Visit [www.rowville.org.au](http://www.rowville.org.au) to find out how.

## Trainers and Tutors

We are always looking for exciting new courses and tutors to add to our programs at RNLC. Email us at [programmer@rowvillenc.org.au](mailto:programmer@rowvillenc.org.au) to discuss how you can become part of the team.

## Acknowledgements

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

