

# COURSES IN KNOX

## July to September 2017

Knox  
Learning  
Alliance

Learn  
Local



22 Willow Rd, Upper Ferntree Gully  
(03) 9758 7081 | [www.coonarahouse.org.au](http://www.coonarahouse.org.au)



mountain district  
learning centre

13-15 The Avenue, Ferntree Gully  
(03) 9758 7859 | [www.mdlc.com.au](http://www.mdlc.com.au)



62 Coleman Rd, Wantirna South  
(03) 9801 1895 | [www.orananh.org.au](http://www.orananh.org.au)



Rowville Neighbourhood  
Learning Centre Inc.

40 Fulham Rd, Rowville  
(03) 9764 1166 | [www.rowvillenc.org.au](http://www.rowvillenc.org.au)



The Basin  
Community  
House

1221 Mountain Highway, The Basin  
(03) 9761 0209 | [www.thebasincommunityhouse.org.au](http://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 the full 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:



The KLA is partnering with Swinburne University in 2017 to develop pathways into TAFE with study preparation courses and vocational tasters in a range of fields. Watch our website for short courses and Trade days.

## Computer & Technology

### Taster Class - Basic Computers

Friday 21st July, 1.00pm – 3.00pm  
Free

B

### Basic Computers

Mondays 17th July to 11th Dec  
12.30pm – 2.30pm  
\$50

M

### Basic Computers

Wednesdays 19th July to 13th Dec  
1.00pm – 3.00pm  
\$50

M

### Computers for beginners

Fridays 28th July to 22nd Sept  
12.30pm - 3.00pm  
\$50

B

### Introduction to Computers

Thursdays 27th July to 14th Sept  
12.30pm – 3.00pm  
\$50

R

### Refresh and Learn Computers

Mondays 24th Jul to 11th Sep  
9.30am – 12.00pm  
\$50

R

### Refresher Computer Course

Tuesday 18th & 25th July  
9.30am - 2.30pm  
\$25

R

### Novice to the Next Step – Computers

Mondays 17th July to 11th Dec  
9.30am – 12.00pm  
\$50

M

### Computers Next Step

Tuesdays 25th July to 19th Sept  
12.30pm - 3.00pm  
\$50

B

### Learn Internet & Email

Tuesdays 25th July to 19th Sept  
9.30am - 12.00pm  
\$50

B

### Basic Word & Excel

Mondays 31st July to 18th Sept  
9.30am - 12.00pm  
\$50

O

### Beyond Basics – Word & Excel

Mondays 24th July to 11th Sept  
12.30pm – 3.00pm  
\$50

R

### Beyond Basics – Word, Excel & PowerPoint

Tuesdays 25th July to 12th Sept  
6.30pm - 9.00pm  
\$50

R

### Beyond Basics – Word, Excel & PowerPoint

Thursdays 27th July to 14th Sept  
9.30am -12.00pm  
\$50

R

### Excel

Mondays 24th July to 11th Sept  
7.00 pm – 9.30pm  
\$80 (includes manual)

M

### Advanced Excel

Tuesdays 25th July to 12th Sept  
7.00pm – 9.30pm  
\$80 (includes manual)

M

### Advanced MYOB + Payroll

Thursdays 27th July to 14th Sept  
7.00pm – 9.30pm  
\$95 (includes manual & CD)

M

### Student's Choice

Mondays 31st July to 18th Sept  
12.30pm - 3.00pm  
\$50

O

### Intro to iPads

Tuesdays 1st Aug to 19th Sept  
9.30am - 12.00pm  
\$50

O

### iPads – The Next Step

Mondays 31st July to 18th Sept  
12.30pm - 3.00pm  
\$50

O

### iPads, Tablets & More

Wednesdays 26th July to 20th Sept  
9.30am - 12.00pm  
\$50

B

### iPads, Tablets & More - Advanced

Wednesdays 26th July to 20th Sept  
12.30pm - 3.00pm  
\$50

B

### Introducing New Technology - Digital Literacy

Fridays 4th Aug to 1st Sept  
9.30am – 12.30pm  
\$45

R

### Digital Media

Fridays 28th July to 22nd September  
9.30am - 12.00pm  
\$50

B

### Open Classroom Computer Support

Mondays 24th July to 18th Sept  
9.30am - 11.30am  
Free

B

## Career Skills

### 55+ Planning to be Productive (Job Search Skills)

Thursdays 7th to 21st Sept  
1.00pm – 4.00pm  
\$20 or \$10 concession

C

### Crafting a Career – Styling & Selling at Markets & Online

Mondays 17th July to 18th Sept  
12.30pm – 3.00pm  
\$50

C

### Getting TAFE Ready (at Swinburne)

Monday to Thursday 31st July to 3rd Aug  
9.00am – 3.00pm  
\$25

C

### How to be Resilient in the Workplace

Tuesdays 29th Aug to 19th Sept  
9.30am – 2.30pm  
\$35

R

### Interview Coaching

Wednesday 26th & Friday 28th July  
9.30am – 2.30pm  
\$25

R

**Ready for Work Skills** O  
Dates to be confirmed  
Register your interest  
\$50

**Resilience for Work** R  
Tuesday 18th, Wednesday 19th &  
Thursday 20th July  
9.30am – 2.30pm  
\$30

**Restart Program** M  
For adult learners who want to  
complete Year 10 and gain a Certificate I  
qualification.  
Monday, Wednesday & Friday  
17th July to 8th Dec  
9.30am – 4.00pm  
\$675 subsidised, \$135 concession  
\$150 resources & amenities

**Resume Preparation and Career  
Search Workshop** R  
Tuesday 25th & Thursday 27th July  
9.30am – 2.30pm  
\$25

## Business & Administration

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

**Business Administration – Part 1** M  
Mondays 24th July to 11th Sept  
9.30am – 3.00pm  
\$80

**Beginners XERO** M  
Fridays 4th August to 22nd Sept  
12.30pm – 3.00pm  
\$50

**Xero - Accounting** R  
Wednesdays 19th July to 23rd Aug  
6.15pm – 9.15pm  
\$35

**XERO for Tradies and Small Business** R  
Mondays 28th Aug to 18th Sept  
6.15pm – 9.15pm  
\$35

**MYOB with Payroll** R  
Tuesdays 18th July to 5th Sept  
9.30am -12.30pm  
\$137 (includes manual and CD)

**MYOB with Payroll** R  
Thursdays 20th July to 7th Sept  
6.15pm – 9.15pm  
\$137 (includes manual and CD)

**Advanced Bookkeeping** M  
Tuesdays 25th July to 12th Sept  
7.00pm - 9.30pm  
\$80 (includes manual)

**Advanced Bookkeeping** M  
Thursdays 27th July to 14th Sept  
12.00pm - 3.00pm  
\$80 (includes manual)

**Self-Managed Websites – Using,  
Administering & Maintaining Your  
WordPress Website Effectively** R  
Thursdays 20th July to 24th Aug  
6.00pm – 9.00pm  
\$40

**Social Media Marketing** R  
Wednesdays 16th Aug to 20th Sept  
6.00pm – 9.00pm  
\$35

**Introduction to Event Management** R  
Mondays 31st July to 28th Aug  
6.00pm - 9.00pm  
\$35

**Quality Customer Support** R  
Tuesdays 8th to 22nd Aug  
9.30am – 2.30pm  
\$35

**Social Media Marketing - Video  
Production & Distribution for Business** R  
Mondays 24th July – 14th Aug  
9.30am – 1.00pm  
\$35

**Introduction to Medical Reception  
Including how to use Pracsoft  
Computing Software** R  
Tuesdays 18th July to 19th Sept  
1.00pm – 4.00pm  
\$117 (includes manual)

**Professional Resume & Career Search** R  
Wednesdays 30th Aug to 20th Sept  
9.30am – 2.30pm  
\$35

## Industry Preparation

**Intro to cooking as a career** C  
Wednesday 19th July to 20th Sept  
9.30am – 1.30pm  
\$50

**Gearing Up for a Cooking Career** O  
Register your interest now.  
Dates to be confirmed.  
Mid July (20 weeks)  
\$50

**Creative writing for beginners** C  
Tuesdays 25th July to 19th Sept  
9.30am - 12.00pm  
\$50

**Preparing for tourism & event  
management** C  
Wednesdays 19th July to 10th Oct  
9.30am – 3.00pm  
\$50

**Introduction to beekeeping** C  
Saturdays 5th & 12th Aug  
9.30am – 1.00pm  
\$50

**Working with tools – furniture  
making & landscaping** C  
Thursdays 20th July to 21st Sept  
9.15am – 2.15pm  
\$50

**Try a trade (at Swinburne)** C  
Monday to Thursday 7th to 10th Aug  
8.30am – 4.00pm  
\$25

**Responsible Service of Alcohol** M  
Saturday  
Refer to website for dates or contact  
Mountain District Learning Centre.  
9.00am – 1.00pm  
\$60 (including VCGLR certificate)

**Responsible Service of Alcohol** M  
Tuesday  
Refer to website for dates or contact  
Mountain District Learning Centre.  
6.00pm – 10.00pm  
\$60 (including VCGLR certificate)

**Introduction to Digital SLR Camera** R  
Wednesdays 26th July to 30th Aug  
7.30pm – 9.30pm  
\$40

**Digital Photography - Part 1** B  
Mondays 24th July to 18th Sept  
7.00pm - 9.30pm  
\$50

**Digital Photography - Part 1** B  
Wednesdays 26th July to 20th Sept  
7.00pm - 9.30pm  
\$50

**Intro to Photoshop Elements** B  
Mondays 24th July to 18th Sept  
12.30pm - 3.00pm  
\$50

**Intro to Photoshop Elements** B  
Wednesdays 26th July to 20th Sept  
7.00pm - 9.30pm  
\$50

## Adult Literacy

**Jumpstart** C  
Playgroup for parents/carers and their  
children with a focus on literacy.  
Wednesdays 16th Aug to 20th Sept  
9.30am - 11.30am  
\$20

**Read Write Now** M  
Wednesdays 19th July to 20th Dec  
6.30pm – 9.00pm

**Basic Computer Literacy** M  
Wednesdays 19th July to 20th Dec  
6.30pm – 9.00pm

**English Conversation** O  
Register your interest now.  
Dates to be confirmed.  
Mid July (10 weeks)  
\$50

## Youth Pathways

**Beyond School** M  
Tuesdays, Thursdays & Fridays  
18th July to 22nd Sept  
10.30am – 3.00pm

## 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
Art Mixed Media	R
Arts & Crafts 5 - 7 y/o	R
Cake Decorating	R
Card Making	B
Crafty Ladies	M
Crochet	B M
Drawing & Painting	M
Drawing & Painting for Children 8 - 12 y/o	R
Embroidery	R
Floral Art	R
Hand Built Pottery for Children	R
Herbal Beads	M
Hill's Loving Stitchers	B
Knitting	O
Mixed-media Upcycled Jewellery	C
Mosaics	O
Patchwork & Candlewicking	B
Rag Rug Making	M
Recycled Paper Making	M
Sit & Sew	B
Smudge Feather Beading Workshop	C
Soapmaking with Sharnn	M
Transparent Mosaics	M

## Fitness & Wellbeing

Belly Dancing	B R
Bollywood	O
Bollyfit	R
Early Childhood Dance Program 2 - 4 y/o	R

Fitness & Fun Gentle Exercise for Women 55+	M
Fitness for Over 40'S	O
Hip Hop	R
Hip Hop (For Mums)	R
Hip Hop (Toddler 3 - 5 y/o)	R
Latin Dancing	O
Lunchtime Yoga	C
Mandalas & Mindfulness	C
Meditation (Relaxation)	R B
Meditation (Prana)	C
Mindfulness & Stress Management Through Art	C
Preschool Music & Movement 2 - 4 y/o	R
Tai Chi	M R O
Walk n Talk Club	M
Walking Group	B
Yoga	O B

## Cooking

Cooking Workshops	O
Junior Chefs	R
World Cooking	M

## Language

French	M R
German	M
Italian	M O R
Spanish	M R

## Business

Business Planning Essentials	R
Social Media Marketing Basics with Video	R

## Music & Singing

Guitar	B R
Singing	B

Singing (For Children 8 - 13 y/o)	R
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## General Interest

Bounce Back	O
CAE Book Group	M
Comic Book Art	M R
Computer Programming for Young Makers	R
Event & Party Styling Like a Pro	C
Friday Night Social	B
Homework Help	R
Hygge Workshop	M
In the Garden Workshops	M
Men's Chat Group	O
Plato & Biscuits - Philosophy Interest Group	M
Social Friendship Group	M
Theatre Night (TBC)	B

## Accredited Courses

CHC30113 Certificate III in Early Childhood Education and Care	C
CHC50113 Diploma in Early Childhood Education and Care	C
CHC52115 Diploma in Community Development	C
CHC62015 Advanced Diploma in Community Sector Management	C
Food Safety Level 1 (SITXFS001) (HLTFSE001) (FDFFS1001A)	C R
Responsible Service of Alcohol (SITHFAB009A)	R

## 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