



**Community**  
LEARNING CENTRE

Find us at Rowville Community Centre  
40 Fulham Road, Rowville, 3178  
*Email: [info@communitylc.org.au](mailto:info@communitylc.org.au)*

# COURSE GUIDE

## Term 1 - 2021

Taking online enrolments now  
Follow the [\*\*Click Here to Book!\*\*](#) links

## 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 over the age of 18. Those not eligible for funding may still enrol but will need to pay a higher fee.



All classes are marked if they are delivered:



**ONLINE**



**FACE TO FACE**

All classes held onsite have Covid Safe plans in place.

# Business & Administration

## Courses



### Intro to MYOB including Payroll (21VOCMYOB)



Learn how to use MYOB and Payroll to:

- Create company data files with historical and opening balances
- Produce and manage purchase orders and invoices
- Manage accounts payable and accounts receivable
- Produce BAS documentation
- Configure AccountRight Payroll
- Enter and manage employee details, create timesheets, conduct a pay run
- Fulfill payroll obligations

<b>Mondays</b> 9.30am – 1.30pm	<b>8 Feb – 29 Mar</b> No class 8 Mar 7 weeks	<b>Fee: \$64</b>
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[Click HERE to book!](#)

<b>Tuesdays</b> 6.00pm – 9.00pm	<b>9 Feb – 6 Apr</b> 9 weeks	<b>Fee: \$64</b>
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[Click HERE to book!](#)

### Introduction to Medical Reception (21VOCMEDRECP)



Get a solid grounding in the expectations, tasks, skills and knowledge required to be a part of a Medical Practice administration team.

Course includes:

- Basic medical terminology
- Identifying and appropriately using medical abbreviations
- Administrative task practice on the computer
- Reception duties

<b>Tuesdays</b> 9:30am – 12:30pm	<b>9 Feb – 30 Mar</b> 8 weeks	<b>Fee: \$84</b>
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[Click HERE to book!](#)

## Xero (21VOCXEROACC)



Learn how to use this popular and powerful online accounting program.

Topics covered:

- How to manage your business financials
- Understanding menu and report options
- Creating professional recurring invoices
- Streamlining your data

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

<b>Wednesdays</b> 6:30pm - 9:00pm	<b>10 Feb - 31 Mar</b> 8 weeks	<b>Fee: \$50</b>
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[Click HERE to book!](#)

## Introduction to Marketing – Part 1 (21EMPSOCMED)



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

Learn:

- The seven principles to marketing
- How to complete a SWOT analysis
- The benefits of analysing customer feedback
- Methods of marketing and advertising

<b>Wednesdays</b> 6:00pm - 9:00pm	<b>17 Feb - 10 Mar</b> 4 weeks	<b>Fee: \$40</b>
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[Click HERE to book!](#)

## Marketing Through Social Media – Part 2 (21EMPSOCMED)



Build your knowledge of social media platforms that can be used to market your business.

Develop your:

- Understanding of Facebook advertising
- Ability to use Canva for graphic design
- Understanding of different types of social media posts
- Insight into Buffer, Hootsuite and Creator Studio

<b>Wednesdays</b> 6:00pm - 9:00pm	<b>17 Mar - 7 Apr</b> 4 weeks	<b>Fee: \$40</b>
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[Click HERE to book!](#)

## Customer Service Skills (21EMPOFFADMN)



Develop your customer service skills and learn strategies for managing customers and working more efficiently. Topics include:

- OH&S: setting up an ergonomic workstation to work online
- Office communication
- Providing customer service face-to-face and online
- Telephone and email etiquette
- Composing official business letters
- Building knowledge of office procedures
- Managing complaints and difficult customers
- How to exceed customer expectations and make the experience memorable
- Utilising your personality and strengths when providing customer service
- Investigation of the industry

<b>Wednesdays</b> 9:30am – 12:30pm	<b>24 Feb – 24 Mar</b> 5 weeks	<b>Fee: \$50</b>
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[Click HERE to book!](#)

## Create a WordPress Website – Part 1 (21EMPCREAWEB)



For beginners.

Discover how to create your own WordPress website. Course content covers:

- Basic photo editing, cropping and resizing of images
- Domain name and hosting providers
- Introduction to Enfold Theme and Editor
- Building simple web pages
- Creating simple web forms

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

<b>Thursdays</b> 6:00pm – 9:00pm	<b>18 Feb – 1 Apr</b> 7 weeks	<b>Fee: \$60</b>
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[Click HERE to book!](#)

## Maintain Your WordPress Website - Part 2 (21EMPCREAWEB)



For returning students or individuals with a current WordPress website.

Learn how to overcome hurdles and expand the functionality of your WordPress website.

Topics covered:

- Advanced photo editing, layers and transparency
- Domain name and hosting providers
- Advanced Enfold Tools
- Building and changing complicated web pages
- Portfolio items
- Creating advanced web forms
- Introduction to the online web shop

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

<b>Wednesdays</b> 6:00pm – 9:00pm	<b>17 Feb – 31 Mar</b> 7 weeks	<b>Fee: \$60</b>
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[Click HERE to book!](#)

## Professional Resume & Career Direction (21EMPRESUME)



Looking for work but need some help with your resume or career direction?

This short course will help you:

- Understand your career direction
- Explore job roles and responsibilities
- Highlight your strengths and articulate them in your resume
- Write a resume appropriate for specific job criteria
- Prepare and feel confident with online job applications and interviews

Thursdays  
9:30am -  
12:30pm

18 Feb - 25 Mar  
6 weeks

Fee: \$50

[Click HERE to book!](#)

## Introduction to Starting Your Small Business (21EMPSMALBUS)



Learn the foundational knowledge that is essential in setting up and running a small business.

Course content covers:

- How to manage finance
- Develop a practical business plan
- Learn proven techniques for providing customer service to build your business
- Marketing and promotion
- Responsibilities and obligations when employing staff in a small business setting

Saturdays  
9:30am -  
3.30pm

20 Feb - 13 Mar  
No class 6 Mar  
3 weeks

Fee: \$40

[Click HERE to book!](#)

## Small Business Victoria & ATO Workshops

Small Business Victoria and ATO workshops are **COMING SOON!**

Please contact us for more information.

# Industry Preparation

## Courses

### Floristry for Beginners (21EMPINTFLOR)



Join our experienced floristry teacher as she introduces you to the basics of Floral Art.

Learn how to:

- Create vibrant floral arrangements
- Prepare flowers and foliage
- Design your arrangements according to scale, balance and colour

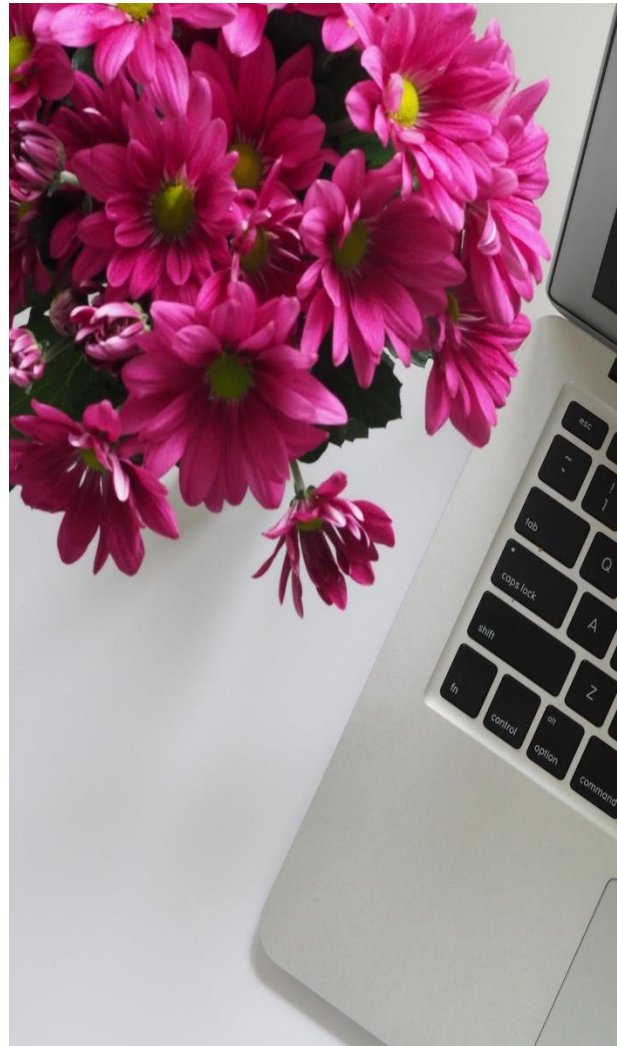
**\*Flowers are not included**

**Thursdays**  
1:00pm –  
4:00pm

**18 Feb – 18 Mar**  
5 weeks

**Fee: \$70**  
(Includes  
a kit)

[Click HERE to book!](#)



# Computer & Technology

## Courses

### Refresh & Learn Computers (21EMPUSKRTWF)



Learn how to use your computer from the start.

Topics covered:

- Windows 10 basics and applications
- Internet search
- How to email
- Word processing basics
- Understanding computer security

**Mondays**  
10:00am –  
1:00pm

**8 Feb – 29 Mar**  
No class 8 Mar  
7 weeks

**Fee: \$60**

[Click HERE to book!](#)

## Introduction to Excel (21EMPUSKRTWF)



This short course aims to give the new spreadsheet user a thorough grounding in the basics of spreadsheets and Microsoft Excel.

Learn to:

- Navigate around Microsoft Excel
- Work with ranges and work with basic formulas and functions used to perform calculations in a worksheet
- Use formula cell referencing to create more complex formulas
- Use formatting techniques to enhance the look of a worksheet and align the contents of cells in a number of ways
- Create effective charts

*Prerequisite: No prior knowledge of Microsoft Excel required. However, it is beneficial to have a general understanding of personal computers and the Windows operating system environment.*

<b>Thursdays</b> 6:00pm – 9:00pm	<b>18 Feb – 1 Apr</b> 7 weeks	<b>Fee: \$60</b>
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[Click HERE to book!](#)

## Learn Google Suite & Canva for Small Business (21EMPGOOGLE)



This course provides an introduction to Google Suite and Canva. You will:

- Gain insight into a range of Google Suite apps and how they can be used on a personal and professional level.
- Get practical examples and tutorials on a range of Google Suite applications including Gmail, Contacts, Calendar, Task, Drive, Docs, Sheets, Slides and Forms
- Learn how to use Canva for personal and commercial purposes

*Prerequisite: Must have a google account/gmail address and a Canva account (sign up for free).*

<b>Tuesdays</b> 6:00pm – 9:00pm	<b>23 Feb – 23 Mar</b> 5 weeks	<b>Fee: \$50</b>
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[Click HERE to book!](#)

## Learn Google Suite for the Office (21EMPOFFADMN)



This short course covers:

- A basic introduction to office administration duties
- How Google Suite can support you in being more productive and efficient in the workplace
- Practical examples and walkthroughs of a range of Google Suite applications including Gmail, Contacts, Calendar, Task, Drive, Docs, Sheets, Slides, Forms and Keep

*Prerequisite: Must have a google account/gmail address.*

<b>Wednesdays</b> 9:30am – 12:30pm	<b>24 Feb – 24 Mar</b> 5 weeks	<b>Fee: \$50</b>
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[Click HERE to book!](#)



## Beyond Basics – Word, Excel & PowerPoint (21EMPUSKRTWF)



Learn how to:

- Create, save and work with text in a Word document
- Understand various tab options including the Home Tab, Layout Tab etc
- Printing preparation and features
- Use the Quick Access toolbar
- Use formatting functions including mirroring, borders, rotating, cropping and adding watermarks
- Utilise margins, line spacing, indentation and page numbering
- Create and edit workbooks in Excel
- Use ranges, sums and autofill features
- Convert a worksheet into a chart
- Enter text, edit and format a PowerPoint presentation
- Insert and manipulate various graphics

<b>Thursdays</b> 12:30pm – 3:00pm	<b>11 Feb – 1 Apr</b> 8 weeks	<b>Fee: \$60</b>
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[Click HERE to book!](#)

## Introduction to iPads (21DGINTRCOM)



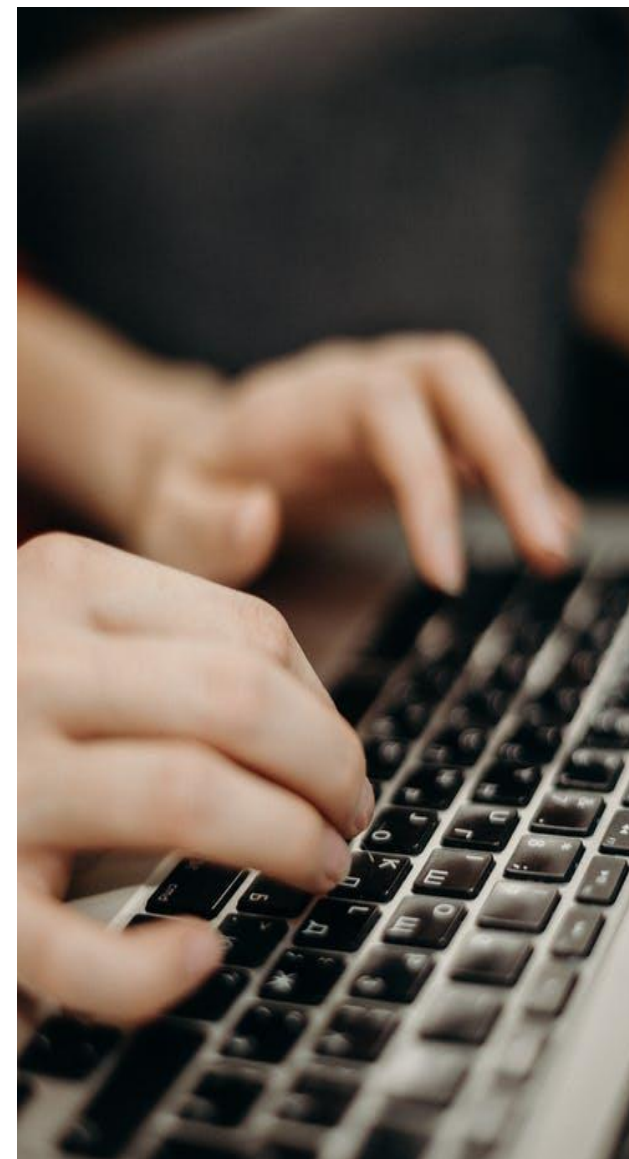
Come and learn everything you need to know about your iPad.

This course covers:

- iPad setup
- Internet searching
- Emailing with attachments
- Using the App Store including app recommendations
- iCloud
- Camera basics
- Viewing photos and more!

<b>Thursdays</b> 10:00am – 1:00pm	<b>11 Feb – 25 Mar</b> 7 weeks	<b>Fee: \$60</b>
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[Click HERE to book!](#)



# Photography Courses

## 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.

**Thursdays**  
7:00pm - 9:00pm

**11 Feb - 4 Mar**  
4 weeks

**Fee:**  
\$150

**Includes excursions:**

**City**  
Thursday 25 Feb  
6:00pm - 9:00pm

**Wilsons Park**  
Sunday 28 Feb  
8:00am - 10:00am

[Click HERE to book!](#)

## Photo Editing with Photoshop Elements



Photoshop Elements is a great program for people wanting to adjust or enhance their photographs easily.

Learn how to:

- Navigate and understand the basic features of the program
- Edit images
- Improve visual effects
- Correct faults
- Remove or modify unwanted inclusions

*Prerequisite: Basic computer skills*

**Thursdays**  
7:00pm - 9:00pm

**11 Mar - 1 Apr**  
4 weeks

**Fee: \$105**

[Click HERE to book!](#)



# Health & Wellbeing

## Meditation



Join our friendly meditation classes from the comfort of your own home. You will learn:

- The benefits of meditation
- Different forms of meditation
- Visualisation and breathing techniques
- How to calm the body, mind and soul
- How to develop a deeper inner peace, harmony and soul connection

Suitable for beginners and experienced participants.

<b>Wednesdays</b> 7:00pm - 8:00pm	<b>10 Feb - 31 Mar</b> 8 weeks	<b>Fee: \$40</b>
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[Click HERE to book!](#)

## Essential Oils Workshop – Stress, Sleep & Emotions



Learn how to use essential oils to support you in managing your emotions. Discover how:

- Stress affects our systems
- To create a night routine for a good night's sleep
- To use essential oils to cope with emotions such as stress, frustration, anger, sadness and anxiety

Participants will make two roller bottles to take home.

<b>Wednesday</b> 1:45pm - 2:45pm	<b>10 Mar</b>	<b>Fee: \$15</b>
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[Click HERE to book!](#)

## Tai Chi



Join our experienced Tai Chi trainer and discover the benefits that this ancient art and exercise has on the body and mind. Learn:

- Tai Chi movements
- Breathing and relaxation techniques
- Strategies to improve your balance and posture

**Beginners** [Click HERE to book!](#)

<b>Thursdays</b> 10:45am - 11:30am	<b>11 Feb - 1 Apr</b> 8 weeks	<b>Fee: \$96</b>
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**Intermediate** [Click HERE to book](#)

<b>Tuesdays</b> 9:30am - 10:15am	<b>9 Feb - 30 Mar</b> 8 weeks	<b>Fee: \$96</b>
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**Advanced** [Click HERE to book](#)

<b>Tuesdays</b> 10:30am - 11:15am	<b>9 Feb - 30 Mar</b> 8 weeks	<b>Fee: \$96</b>
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**Highly Advance - Swords** [Click HERE to book](#)

<b>Thursdays</b> 9:45am - 10:30am	<b>11 Feb - 1 Apr</b> 8 weeks	<b>Fee: \$96</b>
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## Belly Dancing



Wiggle and giggle your way through our fun belly dancing class as you learn the ancient art of Middle Eastern dance.

<b>Mondays</b> 7:30pm - 8:30pm	<b>8 Feb - 29 Mar</b> No class 8 Mar 7 weeks	<b>Fee: \$110</b>
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[Click HERE to book!](#)



## Social Groups

### Coffee, Connect & Chat



Coffee connect is a casual online hangout and chat group.

Join the group to:

- Connect with others
- Build friendships
- Have fun playing games and discussing your favourite topics

<b>Fridays</b> 10:30am - 11:30am	<b>12 Feb - 26 Mar</b> 8 weeks	<b>FREE</b>
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[Call for more info](#)

## Knitting



<b>Wednesdays</b> 11:00am - 1:00pm	<b>10 Feb - 31 Mar</b> 8 weeks	<b>FREE</b>
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[Call for more info](#)

## Embroidery



<b>Fridays</b> 9:30am - 12:00pm	<b>12 Feb - 26 Mar</b> 7 weeks	<b>Fee:</b> \$125
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[Call for more info](#)

## Social Circle 55+



10:00am – 12:00pm

Every Thursday

[Call for more info](#)

## Movie Club



Time varies depending on cinema session

Every 3<sup>rd</sup> Tuesday of the month

[Call for more info](#)

## Art & Craft Classes

### Drawing & Painting for Adults



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

*Bring along: sketchpad, pencil and an eraser to your first class. Tutor will advise on subsequent materials for following classes.*

Fridays  
1:00pm –  
2:30pm

12 Feb – 26 Mar  
7 weeks

Fee:  
\$135

[Click HERE to book!](#)

## Cake Decorating



Build your cake decorating skills and impress family and friends with amazing cake masterpieces.

Learn how to:

- Decorate with buttercream and fondant
- Use piping techniques
- Colour fondant
- Use texture mats and create quilting effects on fondant

*Please bring 12 cupcakes to the first class.*

Thursdays  
6:30pm –  
8:30pm

18 Feb – 18 Mar  
No class 8 Mar  
5 weeks

Fee:  
\$195

[Click HERE to book!](#)

## Make a Photobook using Snapfish



Have you got lots of digital photos that you don't know what to do with? Then why not turn them into a photobook? Come along to this workshop and learn how to:

- Use a great online website called Snapfish to create your photobook
- Select the perfect size book
- Insert and design photo pages
- Add text, elements, backgrounds and colours
- Purchase and ship your photobook (an additional cost is required to purchase your book via Snapfish)
- Explore a range of other products on offer

*Prerequisite: an email address to create your Snapfish account and some digital photos to start your photobook.*

<b>Monday</b> 7:00pm – 9:00pm	<b>15 Mar</b>	<b>Fee: \$20</b>
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[Click HERE to book!](#)

## Introduction to Autodesk SketchBook



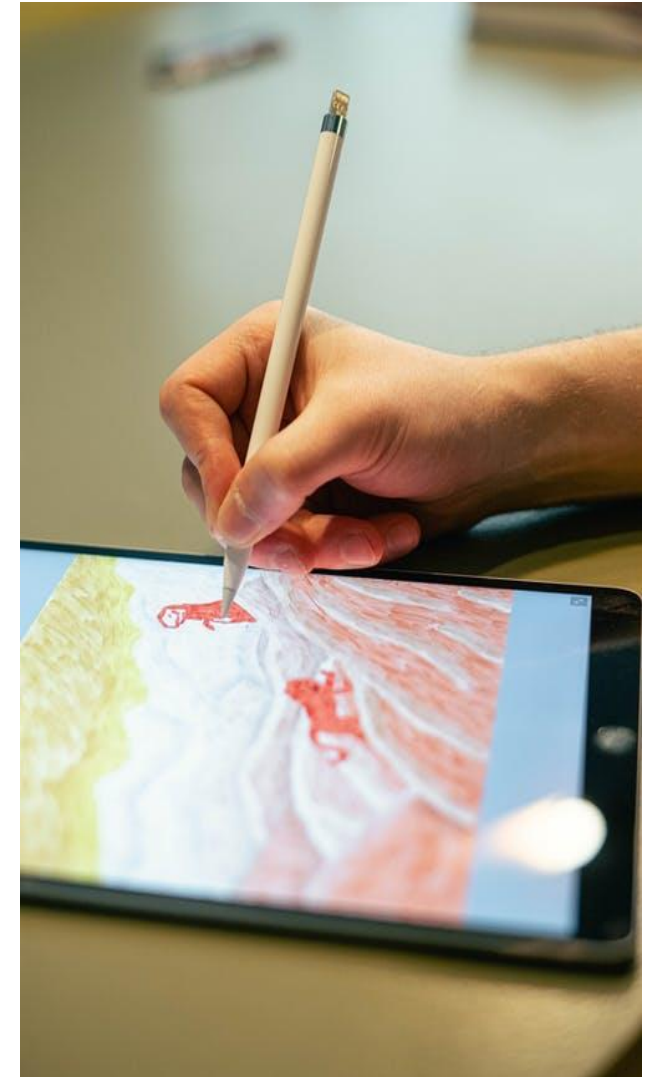
Are you wanting to learn how to create digital drawings and paintings? Then this free Autodesk app is a great place to start! Learn how to:

- Create quick and easy sketches on a device/tablet
- Use the tools and features available in SketchBook
- Make the most of this free digital painting app

*Prerequisite: Autodesk SketchBook downloaded onto a tablet or iPad and a stylus pen to easily draw on your device. (Instructions for downloading the application will be given upon enrolment)*

<b>Monday</b> 6.30pm – 8.30pm	<b>15 Feb – 1 Mar</b> 3 weeks	<b>Fee: \$50</b>
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[Click HERE to book!](#)



# Languages

## Spanish Language



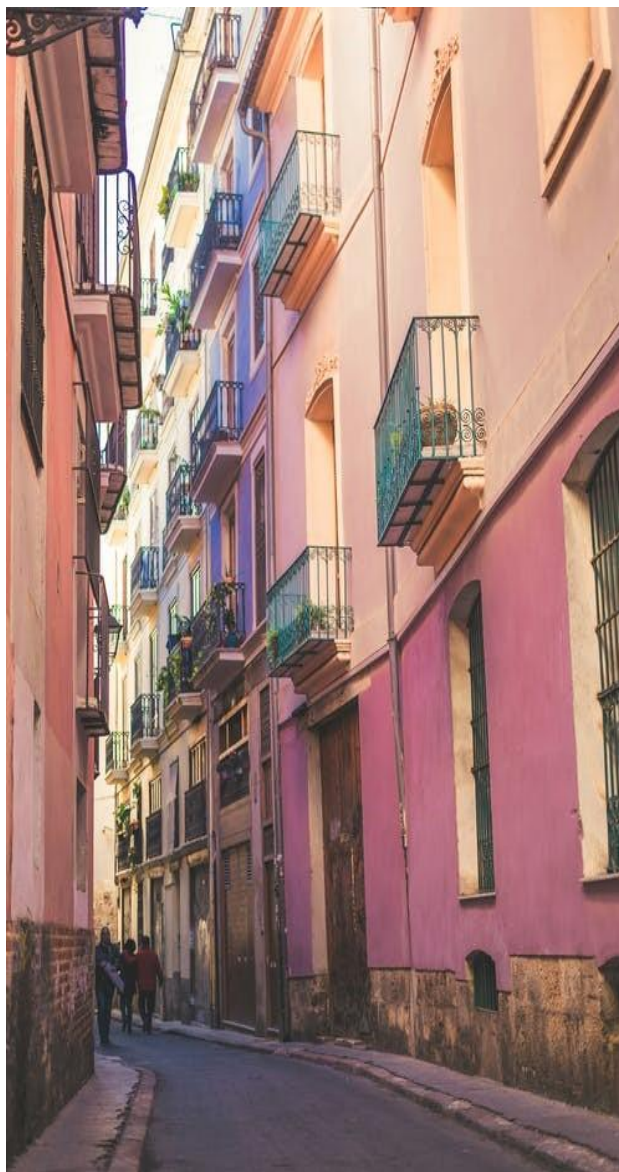
### *For returning students*

In this course we aim to consolidate and expand the basics of Spanish grammar that we have learnt so far (i.e. greetings, exchanging personal information, numbers, date and time, verb conjugation in the present tense of regular and some irregular verbs, etc.) through listening, speaking, reading and writing activities, while we explore the richness and diversity of Hispanic cultures. There will continue to be a strong emphasis in pronunciation, in order to enhance fluency and understanding.

Suitable for students wanting to further their Spanish communication skills in everyday situations.

<b>Mondays</b> <b>7:30pm -</b> <b>8:30pm</b>	<b>8 Feb - 29 Mar</b> <b>No class 8 Mar</b> <b>7 weeks</b>	<b>Fee: \$73</b>
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[Click HERE to book!](#)



# Children's Classes

## Yoga with Tamika for Yr 7 – 12 students



Yoga with Tamika 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.

<b>Mondays</b> <b>5:15pm -</b> <b>6:00pm</b>	<b>8 Feb - 29 Mar</b> <b>No class 8 Mar</b> <b>7 weeks</b>	<b>Fee: \$35</b>
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[Click HERE to book!](#)

## Preschool Music, Dance & Story



Come and join Mrs. B as she reads an original story and creates dance, mime, and actions to enhance the storytelling experience. Children are encouraged to participate by listening to the story and following Mrs. B's movements. They will have fun as they discover the magic of storytelling, dance and music.

<b>Wednesdays</b> 9:30am - 10:15am	<b>10 Feb - 31 Mar</b> 8 weeks	<b>Fee: \$96</b>
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[Click HERE to book!](#)



## Clay Play For 5 – 8 year olds



Come and get your hands dirty as we explore the medium of clay! Children will learn the techniques involved in making hand-built pottery. With a new project each week, they will have the opportunity to make, paint and glaze their creations in this fun and hands-on class.

**\*All materials included**

<b>Wednesdays</b> 4:00pm - 5:00pm	<b>10 Feb - 31 Mar</b> 8 weeks	<b>Fee: \$165</b>
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[Click HERE to book!](#)



## Sketching & Drawing with Anthony For 8 – 12 year olds



Are your kids interested in learning how to draw and sketch? Join Anthony as he teaches how to easily draw faces, facial expressions, cartoon characters, cool animals and awesome vehicles.

**\*All materials included**

**Fridays  
4:30pm -  
6:00pm**

**12 Feb - 26 Mar  
7 weeks**

**Fee: \$145**

[Click HERE to book!](#)

## Expression of Interest

Call us to register your interest for the following classes:

- Highland Dancing for kids
- German language
- Italian language
- Mandarin language
- Mosaics

## Membership

To participate in our courses, you will need to become a member of our organisation. Membership is \$3 per calendar year.

## Enrolment Information

A contactless enrolment procedure is available via the [Click Here to Book!](#) Links. Payment can be made using credit card.

Please email [info@communitylc.org.au](mailto:info@communitylc.org.au) for more details.

## Cancellations

If a course is cancelled or delayed, a full refund will be made available. **No refunds or transfers are available after a course has started.** Refunds will be credited back by bank transfer only.

Rowville Neighbourhood Learning Centre Inc. Trading as:

### **Community Learning Centre**

40 Fulham Road, Rowville, 3178

Email: [info@communitylc.org.au](mailto:info@communitylc.org.au)

