



MELTON SOUTH COMMUNITY CENTRE INC.

Term 1 2022 - PROGRAM OF CLASSES

OFFICE HOURS: MONDAY to FRIDAY 9:30AM – 4:30PM



41 Exford Road (PO Box 2010) MELTON SOUTH 3338

Phone: 9747 8576 | Fax: 9747 0677

Email: msscentr@bigpond.net.au

Website: meltonsouth.org.au

ABN: 97 587 962 424 | INC NO: A0010526NNJ

All our courses are at the Centre.

Sanitising procedures and any Government mandates are strictly adhered to.

We aim to create a welcoming and positive experience for all.

COMPUTERS

ABSOLUTE BEGINNERS – BYO USB

An opportunity for adults of all ages with little or no computer skills. Start from the beginning and get confidence whilst learning the essential operations of a computer. Increase your independence and make your life easier by being connected. You will be working on a laptop using Windows 10 as well as Microsoft Office 2016. Manual is included.

Wednesday
16 February – 6 April
9:30am – 12noon OR
6:00 – 8:30pm

**\$30.00 or
\$20.00 Con
8 Sessions

EMAIL, INTERNET & SOCIAL COMMUNICATIONS – BEGINNERS

Discover social media tools to help keep you connected with the world today. Feel comfortable and secure surfing the Web as well as sending and receiving emails. Discover a basic understanding of Facebook and Skype. Manual is included.

Thursday
17 February – 7 April
12:30 – 3:00pm

**\$30.00 or
\$20.00 Con
8 Sessions

BUILD YOUR OWN WEBSITE – BEGINNERS

Build your very own website in WordPress which can be tailored to your requirements. Learn about the structure of a website, pages, fonts, colours, search engines as well as social media. Ideal for a community project or small business.

Tuesday
15 February – 5 April
6:30 – 9:00pm

**\$30.00 or
\$20.00 Con
8 Sessions

HOW TO BE A YOUTUBER – BYO USB

Have you ever thought about starting your own YouTube channel? With this introductory course you will learn everything you need to know to get started. Discover free software options that are available. Covers audio-capturing and editing software, as well as image editing (for video thumbnails), how to add text, transitions and other effects to make the videos look professional. Learn how to produce, edit and upload your first video. Includes Handouts.

Tuesday
15 February – 5 April
6:30 – 9:00pm

**\$30.00 or
\$20.00 Con
8 Sessions

START A BUSINESS ONLINE – BYO USB

Do you have an idea for a business and do not know where to start, or have an existing business and want to upgrade it to include online integration? Covers ABN and business names, how to set up a free website (including payment plugins), social media, email lists, advertising online, laws, regulations & basic account keeping. Includes Handouts.

Wednesday
16 February – 6 April
12:30 – 3:00pm

**\$30.00 or
\$20.00 Con
8 Sessions

EDITING IMAGES – BYO USB – NEW FORMAT

Using free software, discover how to edit images using drawing and photoshopping tools. Learn all the tips and tricks required in order to touch up photos or other documents and create interesting visual effects in order to take them to the next level. Use layers, filters and much more. Includes Handouts.

Monday
14 February – 4 April
12:15 – 3:15pm
(no class 14 March)

**\$30.00 or
\$20.00 Con
7 Sessions

MICROSOFT OFFICE (2016) – MUST HAVE BASIC COMPUTER SKILLS – BYO USB

MICROSOFT OFFICE SUITE – BEGINNERS

For those with a little computer knowledge wanting to learn the basics of Microsoft Office programs. Covers the basics of Word, Excel, PowerPoint and Publisher. Manual is included.

Thursday
17 February – 7 April
9:30am – 12noon

**\$30.00 or
\$20.00 Con
8 Sessions

WORD – INTERMEDIATE

Designed for those who are competent in the basics of Word. Learn more features and functions of Word including advanced tables, graphics, mail merge, headers & footers, styles & themes as well as printing. Manual is included.

Thursday
17 February – 7 April
12:15 – 2:45pm

**\$30.00 or
\$20.00 Con
8 Sessions

WORD – ADVANCED

For intermediate users of Word, learn more complex functions to further progress your skills. Includes inserting of comments, adding a signature line, sending an email using Word, creating labels with mail merge, creating and modifying a bibliography and creating bookmarks and cross references. Manual is included.

Monday
14 February – 4 April
9:15am – 12:15pm
(no class 14 March)

**\$30.00 or
\$20.00 Con
7 Sessions

EXCEL – INTERMEDIATE

A follow-on course from Excel Beginners or for those already competent in the basics of Excel. Learn to do more complex formulas to manage and analyse complex data. Learn to generate tax invoices, time sheets and budgets. Manual is included.

Monday
14 February – 4 April
6:30 – 9:00pm
(no class 14 March)

**\$30.00 or
\$20.00 Con
7 Sessions

EXCEL – ADVANCED

For intermediate users of Excel, learn more complex functions to further progress your skills. Includes outlining data, Count, CountA, filtering data, freezing panes, sparklines, Countif, sharing a workbook and more. Manual is included.

Wednesday
16 February – 6 April
9:30am – 12noon

**\$30.00 or
\$20.00 Con
8 Sessions

ACCOUNTS

MANUAL BOOKKEEPING – BEGINNERS

Learn how to keep a basic set of books. This comprehensive course covers payroll, GST, ledgers, invoices, journals, bank reconciliations, petty cash, trial balance & balance sheet. Ideal pathway to MYOB course. Manual is included.

Thursday
17 February – 7 April
9:30am – 12noon OR
6:30 – 9:00pm

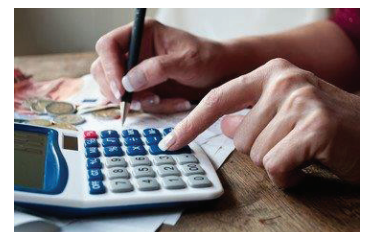
**\$30.00 or
\$20.00 Con
8 Sessions

MYOB V19 (INCLUDING PAYROLL) – BEGINNERS – BYO USB

Learn to create a company data file complete with historical & opening balances, produce and manage purchases and invoices, manage accounts payable and receivable as well as produce BAS documentation. Also discover how to prepare the payroll for a small business. Manual is included. Must have basic bookkeeping and computer experience.

Tuesday
15 February – 5 April
9:30am – 12:30pm OR
6:00 – 9:00pm

**\$45.00 or
\$35.00 Con
8 Sessions



INDUSTRY PATHWAYS – PRE ACCREDITED (tailored for those seeking employment or a pathway to Accredited Training)

INTRO TO BEAUTY (RRP \$480.00 IF THE WORKSHOPS ARE DONE SEPARATELY) Covers Indian Head Massage, Professional Makeup Made Easy, Body Waxing, French Manicure & Pedicure, Lash Lift & Tint and Shellac Nails. Some kits included. Ideal pathway to Certificate III Beauty Services or employment.	Saturday 12 February – 5 March 10:00am start	**\$120.00 or \$90.00 Con 4 Sessions
INTRO TO FLORISTRY Learn how to work with a variety of flowers, foliage and accessories including wiring techniques. You will create boxed arrangements, table centres, corsages and posies. Take designs home weekly. This is an ideal pathway to Certificate II Floristry or employment opportunities in the florist industry.	Monday 7 February – 4 April (no class 14 March) OR Tuesday 15 February – 5 April 6:30 – 9:00pm	**\$120.00 or \$90.00 Con 8 Sessions
INTRO TO PASTRY & BAKING Learn hands-on the skills required to work in the patisserie industry. Discover breadmaking and learn to make choux pastry, tarts, puddings, as well as modern and traditional desserts. Your tutor was trained in France. This is an ideal pathway to Certificate III Hospitality or employment opportunities.	Wednesday 23 February – 30 March OR Saturday 26 February – 9 April (no class 12 March) 12:30 – 3:00pm	**\$95.00 or \$75.00 Con 6 Sessions
INTRO TO SEWING Designed for beginners, learn basic techniques of how to use a sewing machine as well as some hand sewing stitches. Make small projects such as a pillowcase, pot stand, pin cushion, tote bag or apron. BYO working sewing machine, fabrics and threads. See requirements list. Ideal pathway to Sewing – Intermediate or employment opportunities.	Tuesday 15 February – 5 April OR Thursday 17 February – 7 April 9:30am – 12noon	**\$30.00 or \$20.00 Con 8 Sessions
SEWING – INTERMEDIATE For those who have done the Intro to Sewing course or who have sewing experience, build on your skills including putting in zips, pleating, gathering, garment construction and terminology, hemming and lace techniques. Complete at least 3 projects. BYO working sewing machine, fabrics, patterns and threads. See requirements list. Ideal pathway to Sewing – Advanced or employment.	Tuesday 15 February – 5 April 12:30 – 3:00pm	**\$30.00 or \$20.00 Con 8 Sessions
SEWING – ADVANCED For those who have completed Intermediate Sewing or have a good understanding of garment construction. Create your own garments using commercial patterns with your own choice of fabric (you must supply). Learn to alter patterns to your own shape and tailor to your individual taste. Includes adding trims, changing lengths, adding extra details and discovering the tricks of the trade. BYO working sewing machine, fabrics, patterns and threads. See requirements list. Ideal pathway to employment.	Thursday 17 February – 7 April 12:30 – 3:00pm	**\$30.00 or \$20.00 Con 8 Sessions

ACCREDITED TRAINING – MUST HAVE A USI (UNIQUE STUDENT IDENTIFIER) NUMBER TO ATTEND

FOOD HANDLERS – FOLLOW BASIC FOOD SAFETY PRACTICES (HLTFSE001) Designed for those involved in food preparation and provides basic hygiene principles for all food handlers. Any service or business that serves food, even snacks, must ensure that members of their staff hold this certificate. Valid for 3 years.	Saturday 5 March 10:00am – 1:00pm	\$65.00 or \$60.00 Con 1 Session
FOOD SAFETY SUPERVISOR (HLTFSE005 & HLTFSE007) Must be completing Food Handlers on the same day, or have completed it through us in the past 12 months. Every food supply business must have a Food Safety Supervisor. Designed to provide the skills required to prevent, recognise and address food handling hazards as well as supervise other people handling food to ensure that food handling is carried out correctly and safely. A Manual is provided on the day. Please note that two post-course assessments must be completed. Certificate is valid for 3 years.	Saturday 5 March 1:30 – 4:30pm	\$90.00 or \$85.00 Con 1 Session
PERFORM CPR (HLTAID001) Provides the skills to recognise and manage a person who is unconscious and not breathing. CPR is a lifesaving technique and a skill everyone should have. The theory component must be completed online beforehand. This information is emailed when payment is made. Certificate is valid for 1 year.	Saturday 29 January OR 19 February OR 26 March 9:00am – 12noon	\$65.00 or \$60.00 Con 1 Session
PROVIDE FIRST AID (HLTAID003) Designed to develop skills and knowledge to administer first aid in an emergency. The theory component must be completed online beforehand. This information is emailed when payment is made. On the day learn the practical and be tested on both. Includes CPR (HLTAID001), which is required to be updated annually. Certificate is valid for 3 years.	Saturday 29 January OR 19 February OR 26 March 9:00am – 4:30pm	\$115.00 or \$110.00 Con 1 Session
PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION & CARE SETTING (HLTAID004) Designed for those working in an education and care setting to develop skills and knowledge to administer first aid. The theory component of the course must be completed online beforehand. This information is emailed when payment is made. On the day learn the practical and then be tested on both. Meets the First Aid, Asthma and Anaphylaxis requirements as required by the Australian Children's Education and Care Quality Authority (ACEQA). Includes CPR (HLTAID001), which is required to be updated annually. Certificate is valid for 3 years.	Saturday 29 January OR 19 February OR 26 March 9:00am – 4:30pm	\$165.00 or \$160.00 Con 1 Session

BEAUTY WORKSHOPS

INTRO TO BEAUTY COURSE – SEE INDUSTRY PATHWAYS SECTION		
INDIAN HEAD MASSAGE Learn this age-old art of massaging to achieve a total state of relaxation and calmness. Discover these simple and effective techniques. Covers scalp, shoulders and neck. Offered in Intro to Beauty course.	Saturday 12 February 10:00am – 12noon	\$20.00 or \$15.00 Con 1 Session
PROFESSIONAL MAKEUP MADE EASY Covers the three steps to makeup. 1. Preparing and base work, 2. Face-framing, contouring/highlighting and 3. Colouring in eyes and lips. Make your eyes pop with natural, classic and/or smokey eyes. Includes full makeup usage, instructions and Certificate of Participation. Offered in Intro to Beauty.	Saturday 12 February 12:30 – 3:00pm	\$40.00 or \$35.00 Con 1 Session
BODY WAXING Using traditional roll-on strip and hot wax. Learn before/after care and hygiene. Covers underarms, legs, bikini, lips, chin, arms & brows. Included is a wax kit, instructions and a Certificate of Participation. Offered in Intro to Beauty.	Saturday 19 February 10:00am – 2:30pm	\$115.00 or \$110.00 Con 1 Session
LASH LIFT & TINT Learn to lift and tint lashes including brow tint. Includes instructions and a kit. Also includes a Certificate of Participation. Offered in Intro to Beauty course.	Saturday 26 February 9:30am – 12:30pm	\$95.00 or \$90.00 Con 1 Session
FRENCH MANICURE & PEDICURE Save money by learning how to do your own. Learn to do a French 'Mani & Pedi' the easy and effective way. Includes a kit containing products, as well as a Certificate of Participation. Offered in Intro to Beauty course.	Saturday 26 February 1:00 – 4:00pm	\$60.00 or \$55.00 Con 1 Session
SHELLAC NAILS Learn how to prepare the nails with a dry manicure and then coat with shellac application. Covers shaping, removal, nail repairs & homecare advice. Includes a kit, instructions & Certificate of Participation. Offered in Intro to Beauty.	Saturday 5 March 10:00am – 2:30pm	\$150.00 or \$145.00 Con 1 Session
DELUXE FACIALS Learn how to cleanse, tone, scrub and apply an eye and face mask. Then finish off with a moisturising and relaxing massage. Includes a kit, instructions and a Certificate of Participation.	Saturday 26 March 10:00am – 1:00pm	\$60.00 or \$55.00 Con 1 Session
DIP POWDER NAILS Similar to SNS, covers natural nail and tip application, nail repair, refills, removals and jewel nail art. Includes kit and Certificate of Participation.	Saturday 2 April 10:00am – 4:00pm	\$150.00 or \$145.00 Con 1 Session

ARTS & CRAFTS

CARD MAKING FOR BEGINNERS

Come along and enjoy a social get together. Design and glue pre-prepared kits to make several cards for all occasions. Class not designed for those that have cutting and measuring skills. Everything is supplied.

Monday
21 February
10:30am – 12noon

\$8.00 or
\$5.00 Con
1 Session

CARD MAKING – INTERMEDIATE

For those with more experience, measure, cut, fold and assemble as per instruction sheets. A variety of designs are available. Everything is supplied.

Monday
7 March
10:30am – 12:30pm

\$8.00 or
\$5.00 Con
1 Session

HEALTH, WELLBEING & SPIRITUAL

GUIDED MEDITATION

A gentle and accessible practice that transforms the mind, encourages concentration, clarity and emotional balance. BYO yoga mat and a drink.

Wednesday
2 February – 6 April
9:45 – 10:15am

\$52.50 or
\$50.00 Con
10 Sessions

YOGA

Designed for adults of all levels to improve health whilst catering for individual needs. Increase flexibility and strength as well as reduce stress. Everyone is welcome regardless of fitness level or experience. BYO yoga mat and a drink.

Wednesday
2 February – 6 April
10:30 – 11:30am OR
6:00 – 7:00pm

\$105.00 or
\$100.00 Con
10 Sessions

IN THE KITCHEN – ENCLOSED SHOES MUST BE WORN – BRING APRON AND CONTAINER

INTRO TO PASTRY & BAKING COURSE – SEE INDUSTRY PATHWAYS SECTION

SAVOURY PIES – NEW COURSE

Discover how to make both short crust and puff pastry. You will then make a meat-filled and a vegetarian-filled pie (not vegan). We will also make an open pie and demonstrate how to use a pie maker.

Saturday 26 March &
Sunday 27 March
9:00am – 12noon

\$70.00 or
\$65.00 Con
2 Sessions

CROQUEMBOUCHE AND CARAMEL COOKING WORKSHOP

In this hands-on workshop, you will create a small tower of custard filled profiteroles held together by crisp caramel. During this process you will learn the techniques of making choux pastry. Please bring a 20cm cake board and large container. Great for those extra special occasions.

Sunday
27 February
1:00 – 4:30pm

\$60.00 or
\$55.00 Con
1 Session

BREADMAKING FOR BEGINNERS

Learn the essential techniques for effective breadmaking. You will make a basic bread loaf, sourdough starter, brioche and flatbread. Discover the function and importance of using different types of grain flour, cheese, fruit and vegetables. Everything you need is supplied.

Saturday 5 March &
Sunday 6 March
9:00am – 12noon

\$85.00 or
\$80.00 Con
2 Sessions

CAKE DECORATING FOR BEGINNERS

Learn how to make and assemble a sponge cake, as well as different icing and decorating techniques. See requirements.

Thursday
3 – 24 March
6:00 – 8:30pm

\$115.00 or
\$110.00 Con
4 Sessions

FRENCH MACAROONS

Impress your family and friends and discover how to make these popular delicious French sweet treats in various colours. Great idea as gifts. Everything you need is supplied.

Saturday
26 February
9:00am – 12noon

\$50.00 or
\$45.00 Con
1 Session

THAI COOKING – MENU 1

Come along and learn the basics of Thai cooking in this hands-on course. Using fresh ingredients, you will create dishes with strong aromatic components that will make your tastebuds dance. Includes crispy mixed vegetables & ginger samosas, chicken satay, corn fritters, stir-fried beef in oyster sauce, sweet & sour pork and salad, chicken laksa and Thai-style fried rice. You are welcome to stay and eat or bring a container to take it home. Everything is supplied.

Monday
7 – 28 February
10:00am – 12noon

\$65.00 or
\$60.00 Con
4 Sessions

THAI COOKING – MENU 2 (NEW MENU)

Learn basic Thai dishes in this hands-on course. Using fresh ingredients, you will create dishes including chicken & galangal soup, pork mince pot stickers, green chicken curry, Thai-style fried rice, fish cakes with dipping sauce, Chai Mai noodles, crispy vegetable spring rolls and cucumber salad with peanuts and chilli. You are welcome to stay and eat or bring a container to take it home. Everything is supplied.

Monday
7 March – 4 April
10:00am – 12noon
(no class 14 March)

\$65.00 or
\$60.00 Con
4 Sessions



MUSIC LESSONS – CHILDREN (AGES 8+) & ADULTS

ACOUSTIC GUITAR – BEGINNERS

Come along and see how enjoyable it can be to learn to play the acoustic guitar. Bring your own guitar. Your tutor has 20+ years live and recording experience, and is an ARIA-nominated signed recording artist.

Monday 7 Feb – 4 April
(no class 14 March) OR
Friday 18 February – 8 April
30-minute lessons from 4:00pm
Call Centre for available times

\$95.00 or
\$90.00 Con
8 Sessions

KEYBOARD – BEGINNERS

Discover how enjoyable it is to learn to play the keyboard. Bring your own keyboard. Your tutor has 20+ years live and recording experience, and is an ARIA-nominated signed recording artist.

Monday 7 Feb – 4 April
(no class 14 March) OR
Friday 18 February – 8 April
30-minute lessons from 4:00pm
Call Centre for available times

\$95.00 or
\$90.00 Con
8 Sessions

KID'S AFTER SCHOOL ACTIVITIES

HOMEWORK CLUB – FREE

A free after-school homework club for **primary school** children facilitated by Kruch Foundation. Bring your books & pencils. Contact April on 0422 404 748 – bookings are essential as there are limited places.

Thursday
10 February – 7 April
4:30 – 6:00pm

FREE

LITTLE CHEFS (AGES 8–12 YEARS)

Designed to teach children how to make dishes for breakfast lunch and dinner. Also includes making snacks and delicious desserts. Everything is provided, including chef's apron. Places are strictly limited.

Monday
21 February – 21 March
4:00 – 6:00pm
(no class 14 March)

\$60.00
\$55.00
4 Sessions

SELF HELP & SOCIAL GROUPS – HELD HERE AT THE MELTON SOUTH COMMUNITY CENTRE

ADRA/MELTON SOUTH COMMUNITY CENTRE FOOD PARCEL SERVICE – \$3 donation appreciated

Come from 10:30am and volunteers will issue a number and time to return for the collection of your parcels. Must have a Government concession card and be a resident of Melton.

Fridays 10:30am – 2:30pm

NEIGHBOURHOOD GROUP

A fun group of ladies offering friendship, crafts, games, cards, outings and guest speakers. All welcome. All attendees are to pay \$2 weekly to the group leader, which covers afternoon tea and special lunch days.

Wednesdays 1:00 – 3:00pm
Contact: Centre 9747 8576 for details

AL-ANON FAMILY GROUPS

Confidential and anonymous meetings for families and friends of alcoholics and problem drinkers, where support and hope is offered.

Fridays 7:00 – 8:30pm
Contact & Helpline: 1300 252 666
Email: alanonvsa@netspace.net.au
Website: al-anon.org.au

FREE – MELTON SOUTH KNIT & NATTER (INCLUDES CROCHETING AS WELL)

If you would like to learn to knit or crochet or enjoy doing it, then come along and join in on the fun. BYO materials.

Mondays 10:00am – 12noon
Contact: Centre 9747 8576 to register

FREE – MELTON SOUTH COMMUNITY SINGERS

If you enjoy singing then come along and join the fun. Includes some performances at different venues.

Tuesdays 10:30am – 12noon (1st & 3rd of month)
Contact: Sue 0400 082 413 for details

FREE – WOMEN'S HEALTH & WELLBEING SUPPORT GROUP

Facilitated by a caring professional in a welcoming and relaxed environment. Come along for a chat and cuppa.

Mondays 1:00 – 2:30pm
Contact: Val 0418 667 150 for details

FREE – LITTLE LIBRARY

Available from our waiting room is a range of books for children, teens and adults. Donations of children's books are appreciated.

FREE – COMPUTER USE FOR JOB SEARCH

One-hour sessions available to search the internet for job-related sites or to create or update resumes.

Contact Centre 9747 8576 for more details
Bookings are required.

ROOMS AVAILABLE FOR HIRE

We have excellent training and meeting rooms at the Centre that can be hired at reasonable rates. Call the Centre on 9747 8576 for more details.



HOW TO ENROL – BOOKINGS ESSENTIAL

FEES: Call the office for payment options and details.
Payment is required no later than one week before the class commences.
**ACFE funded courses – course cost includes fees, manuals, class materials and amenities.

REFUNDS: Will be given if the class is cancelled or 5 days' notice is given to the Centre.
Refunds or make-up sessions will not be provided for missed classes.



Neighbourhood Houses



PROGRAM IS SUBJECT TO CHANGE AND IS CORRECT AT TIME OF PRINTING