

# Course Timetable

Term 3 – 13 July to 18 September 2009

Course	Commences	Time	Sessions	Cost
<b>Computer Courses</b> (a \$10 concession is available on all computer classes for eligible card holders)				
Introduction to Computers and Introduction to Internet	Mon 20 July	9.30am–12.30pm OR 6.30pm- 9.30pm	3hrs x 8wks	\$ 110
<b>Seniors</b> Introduction to Computers & Internet	Mon 20 July	9.30am-12.30pm OR 6.30pm - 9.30pm	3hrs x 8 wks	\$ 110
Microsoft Office – Word	Tues 21 July OR Wed 22 July	9.30am–12.30pm OR 6.30pm – 9.30pm	3hrs x 8 wks	\$ 110
Microsoft Office – Excel	Tues 21 July OR Wed 22 July	9.30am–12.30pm OR 6.30pm – 9.30pm	3hrs x 8 wks	\$ 110
Microsoft Office – Publisher	Tues 21 July OR Wed 22 July	9.30am–12.30pm OR 6.30pm – 9.30pm	3hrs x 8 wks	\$ 110
Microsoft Office – Power Point	Tues 21 July OR Wed 22 July	9.30am–12.30pm OR 6.30pm – 9.30pm	3hrs x 8 wks	\$ 110
Microsoft Office - Access	Tues 21 July OR Wed 22 July	9.30am–12.30pm OR 6.30pm – 9.30pm	3hrs x 8 wks	\$ 110
MYOB 18 (+ payroll)	Tues 21 July OR Fri 24 July	6.00pm – 9.00pm OR 9.30am-12.30pm	3hrs x 8 wks OR 3hrs x 8 wks	\$ 125 <b>OR</b> combine with Bookkeeping <b>ONLY</b> \$210 for <b>BOTH</b>
Photoshop CS3	Tues 21 July	9.30am-12.30pm OR 6.00pm – 9.00pm	3hrs x 8 wks	\$ 120
Dreamweaver CS3	Tues 21 July	9.30am- 12.30pm OR 6.00pm – 9.00pm	3hrs x 8 wks	\$ 125
Special combined IT Course	Tues 11 Aug	1.00pm – 3.00pm	2hrs x 6 wks	\$ 90
<b>Certificate Courses</b>				
Cert III in Children's Services	Wed 15 July	6.30pm-10.30pm	4hrs x 40wks	To Be Confirmed
Cert III in Children's Services	Mon 13 July (& Thursdays)	9.00am – 3.00pm	12hrs x 18 wks	To Be Confirmed
Diploma of Children's Services	Wed 15 July	6.30pm-10.30pm	4hrs x 40 wks	To Be Confirmed
Cert III in Aged Care Work & Cert III in Disability Work	Tues 14 July (& Wednesdays)	9.00am – 3.00pm	12hrs x18wks	To Be Confirmed
Cert III in Disability Work ( <b>BRIDGING</b> )	Wed 15 July	9.00am – 3.00pm	6hrs x 10 wks	To Be Confirmed
Cert IV in Disability Work	Mon 20 July	6.30pm-10.30pm	4 hrs x 30wks	To Be Confirmed

Course	Commences	Time	Sessions	Cost
<b>Certificate Courses continued</b>				
Cert IV in Community Services (Lifestyle & Leisure)	Mon 13 July (& Tuesdays)	9.00am– 1.00pm 9.00am- 3.00pm	10hrs x18wks	To Be Confirmed
Cert IV in Community Services (Lifestyle & Leisure) <b>BRIDGING</b>	Mon 13 July	9.00am- 1.00pm	4hrs x 14 wks	To Be Confirmed
Diploma of Community Services (Lifestyle & Leisure)	Thus 23 July	6.30pm 10.30pm	4hrs x 14 wks	To Be Confirmed
Level II Workplace First Aid Incl Anaphylaxis Awareness	<b>Sat 8 Aug &amp; Sat 15 Aug</b>	9.00am – 4.00pm	7hrs x 2 wks	\$180
CPR Reaccreditation	Wed 12 Aug	7.00pm- 10.00pm	3hrs x 1 wk	\$ 65
Refresher/Reaccreditation	Fri 4 Sept	9.15am – 3.45pm	6 ½ hrs x 1wk	\$105
Certificate III in Business	Thurs 23 July	6.30pm –10.30pm	4hrs x 15 wks	TBC
Cert IV in Training & Assessment	Wed 15 July	9.00am-12.15pm	3 ¼ hrs 15wks	To be confirmed
Certificate IV in Training & Assessment – <i>Bridging</i>	Off Campus	by Appointment		\$ 250 min
<b>Language &amp; Literacy Courses</b>				
Cert. General Education Adults	Tues 14 July	9.30am - 3.00pm	10hrs/wk x 40wk <b>Tue &amp;Thurs</b>	See inside Brochure
English as a Second Language	Tues 14 July	9.30am - 3.00pm	15hrs/wk x 40wk <b>Tue, Thurs &amp; Fri</b>	See inside Brochure
Youth Pathways Program	Tues 14 July	9.30am - 3.00pm	10hrs/wk x 40wk <b>Tue &amp;Thurs</b>	See inside Brochure
VCAL	Mon 13 July	9.30am - 3.00pm	20 hrs/wk x 40 wks <b>Mon Tue, Wed &amp;Thurs</b>	See inside Brochure
<b>Hospitality Courses</b>				
Food Handling Level I	Fri 21 Aug	9.15am - 3.15pm	6hrs x 1 wk	\$ 90 (conc \$85)
Food Safety Supervisor Level II	Fri 28 Aug	9.15am– 1.15pm	4hrs x 1 wk	\$110 (conc \$105)
Food Handling & Safety Supervisor Levels I &II (Retail)	Fri 21 Aug& Fri 28 Aug	9.15am - 3.15pm 9.15am –1.15pm	6hrs x wk 1 4hrs x wk 2	\$200 (conc \$190)
<b>General Programs</b>				
Basic Bookkeeping	Mon 3 Aug	6.30pm – 9.30pm	3 hrs x 6wks	\$120 or combine with MYOB both only \$210
Belly Dancing	Thurs 16 July	7.30pm - 8.30pm	1hr x 10 wks	\$90 Term 3
Yoga	Tues 14 July	6.30pm -7.30pm	1hr x 10 wks	\$90 Term 3
Stitch and Chat	Fri 17 July	9.30am-11.30am	2hrs x 10 wks	\$ 2 per week
Un Finished Objects – UFO <b>(NO JULY CLASS)</b>	Fri 21 Aug & 18 September	7.30pm - midnight	4 ½ hrs per month	\$ 2 per week Bring Supper
Community Bus Trips	Fri 31 July & Fri 28 August	9.00am – 2.30pm	Once a month	\$ 5 plus any entry fees
Get to know your Digital Camera	Thurs 6 Aug	7.00pm – 9.00pm	2 hrs x 5 weeks	\$110
Creative Memories-What's your Digital Dilemma	Thurs 13 <b>OR</b> 27 August	7.00pm – 10.00pm	3 hrs x 1 wk	\$15

# General and Enrolment Information

<b>Accreditation</b>	<p>Merinda Park Learning and Community Centre provides a wide variety of programs, including a number of <b>Nationally Accredited Certificate Courses</b>.</p> <p>Merinda Park Learning and Community Centre Inc. is a Registered Training Organisation, registered by the Victorian Registration &amp; Qualification Authority. R.T.O. No: 3952</p>
<b>Enrolments</b>	<p>Enrolment forms are to be completed prior to commencement of a program. A deposit is required on booking for a course. Fees must be paid in full before (non accredited) course commences. Concessions are available for eligible students in some courses. Program costs are subject to change without notification. Programs run subject to enrolment numbers. VISA/MasterCard/bankcard are accepted. Fees can be paid over the phone.</p> <p>Full fee charges apply to agency funded enrolments.</p>
<b>Cancellation</b>	<p>If Merinda Park Learning and Community Centre cancels a program, a full refund will be given to enrolled students. If a student cancels a <b>non-accredited</b> program before it is committed to start, a \$15 administration fee will be deducted from the refund. An <b>accredited</b> program attracts a \$55 cancellation fee. If a student cancels after commencement of a program, no refund will be given, and any outstanding fees must be paid in full, unless under special circumstances. Other refunds applicable as per enrolment form.</p>
<b>GST</b>	<p>We have an obligation to collect GST on behalf of the ATO where applicable. Some courses and activities are subject to GST and have been priced accordingly.</p>
<b>Privacy Statement</b>	<p>This organisation respects your rights to information privacy. Information, which we collect and hold on learners, is kept in accordance with information privacy laws. Contact us if you would like any further information on our Privacy Statement.</p>
<b>Disclaimer</b>	<p>Merinda Park Learning and Community Centre makes every effort to ensure that the information in this program is correct at the time of publication. We reserve the right to cancel or change course days, time, fees and tutors when necessary, without notification.</p>
 <p>Adult Education in the Community</p>	<p><b>Adult Community and Further Education.</b> We would like to acknowledge the financial support from the Council of Adult Community and Further Education (ACFE) The courses funded are stated in the brochure.</p>
 <p>City of Casey</p>	<p>Merinda Park Learning and Community Centre acknowledges the generous financial support received from the City of Casey.</p>
 <p>Victorian Registration &amp; Qualifications Authority</p>	<p>Merinda Park Learning and Community Centre offers accredited courses that are Nationally recognized forms of training and meet the standards and guidelines set by governing bodies.</p>

# Computer Classes

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## INTRODUCTION TO COMPUTERS & INTERNET – (ACFE FUNDED)

Never Used a Computer Before?	These classes will get you up and running and you will be typing letters, sending emails with attachments and using the internet, in no time at all. Monday 20 July, 9.30am–12.30pm <b>OR</b> 6.30pm - 9.30pm Cost \$110 Concession \$100 Cost includes an amenities fee of \$15
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## SENIORS - AN INTRODUCTION TO COMPUTERS & INTERNET

Study With People Your Own Age	Small classes will give you the confidence to start something new. Work at your own pace and you will soon be dazzling the grand kids with your knowledge Monday 20 July, 9.30am–12.30pm <b>OR</b> 6.30pm-9.30pm Cost \$110 Concession \$100 Cost includes an amenities fee of \$15
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## MICROSOFT PROGRAMS – (ACFE FUNDED)

Self Paced Tutor Assisted Classes

Knowledge of Windows is a prerequisite. Beginners to Advanced levels taught.  
**Select ONE program in either the 2003 or 2007 packages when booking for Term 3.**  
Tuesday 21 July, 9.30am-12.30pm  
**OR** Wednesday 22 July, 6.30pm – 9.30pm  
Cost \$110 Concession \$100  
Cost includes an amenities fee of \$15

Microsoft WORD 2003 or 2007	Word processing, typing, getting a professional finish and using tools to build tables, templates & merged documents, (e.g. form letters). Learn to set tabs, use macros and more.
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Microsoft EXCEL 2003 or 2007	Build professionally laid out sheets of figures and use the computer to do your calculations for you, apply formulae to ranges of figures, sort information, link books of sheets, use macros and more.
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Microsoft ACCESS 2003 or 2007	Create database applications that collect data, permit data to be queried, produce reports and display information in forms.
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Microsoft Power Point 2003 or 2007	Create computer presentations in an effective manner. For example, presentations for sales, budgets, clubs etc. Learn to add animations, run a slide show and print and publish presentations.
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Microsoft Publisher 2003 or 2007	Create a range of documents including brochures, fliers, newsletters, labels, letters, memos, faxes and calendars.
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## MYOB (ACCOUNTING PLUS, VERSION 18 WITH PAYROLL)

<p>Do your own Accounting. Combine MYOB with the Bookkeeping class and <b><u>SAVE \$35.00</u></b></p>	<p>Learn to set up and modify General Ledger, Debtors, Creditors, Inventory, Payroll and manage the GST. The course is self paced &amp; tutor assisted over 8 sessions. <b>Prerequisite:</b> - Knowledge of Windows environment and basic bookkeeping skills. BASIC BOOKKEEPING CLASSES are being held on Tuesday mornings. Tuesday 21 July, 6.00pm - 9.00pm <b>OR</b> Friday 24 July, 9.30am –12.30pm Cost \$125 Concession \$115. Cost includes an amenities fee of \$15</p>
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## PHOTOSHOP CS3 **\*\*NEW CLASS\*\***

<p>Learn to use this powerful photo editing software to create high quality, professional photos</p>	<p>Learn how to open, create, modify and apply various effects to your photos including: open and create new images and work with the Photoshop workspace, flip, rotate, straighten and transform photos, use various retouching and repairing techniques to correct images and color, work effectively with layers and layer masks and create, edit and apply numerous effect to text, <b>Prerequisites:</b> -A general understanding of computers and the Windows operating system environment. Tuesday 21 July, 9.30am – 12.30pm <b>OR</b> 6.00pm – 9.00pm Cost \$120 Concession \$110. Cost includes an amenities fee of \$15</p>
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## MACROMEDIA DREAMWEAVER CS3

<p>Design your own Home Page</p>	<p>Macromedia Dreamweaver is the most powerful Web design tool available today. In this class students will gain the HTML, Dreamweaver skills necessary to build attractive, dynamic Web pages Tuesday 21 July, 9.30am – 12.30pm <b>OR</b> 6.00pm – 9.00pm Cost \$125 Concession \$115. Cost includes an amenities fee of \$15</p>
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## SPECIAL 6 WEEK IT COURSE—3 COURSES FOR THE PRICE OF 1

<p>EBay, Digital Cameras, File skills</p>	<p>Setup your eBay and PayPal account, sell your unwanted goods for profit and bid for bargains and learn tips and tricks to use eBay safely and successfully. Learn to transfer photos to your computer, remove red-eye, adjust color, email photos and how to burn photos and music to a CD. Also file management skills, keep your computer secure, install software, backup and restore data, zip and unzip files Tuesday 11 August 1.00pm–3.00pm Cost \$90 Concession \$80. Cost includes an amenities fee of \$15</p>
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# Community Services

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## CERTIFICATE III IN CHILDREN'S SERVICES - CHC30402 – (ACFE FUNDED)

Do an evening course	Nationally Accredited Course for childcare assistants wishing to be trained as Level III childcare workers. The course aims to train students whose primary role is to care for children. Care encompasses meeting intellectual, social, emotional and physical needs of children aged 0 – 12 years. Course cost incl; First Aid Certificate & all Manuals. Wednesday 15 July, 6.30pm–10.30pm Price to be confirmed
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## CERTIFICATE III IN CHILDREN'S SERVICES - CHC30402 - (ACFE-FUNDED)

Work in Child Care	Nationally Accredited Course for childcare assistants wishing to be trained as Level III childcare workers. The course aims to train students whose primary role is to care for children. Care encompasses meeting intellectual, social, emotional and physical needs of children aged 0 – 12 years. Course cost incl; First Aid Certificate & all Manuals. Mondays & Thursdays starting 13 July, 9.00am–3.00pm Price to be confirmed
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## DIPLOMA OF CHILDREN'S SERVICES - CHC50302

Reach for the Stars	This course is for workers who are responsible for developing and evaluating a Childcare program. At this level workers have responsibility for staff and volunteer supervision and in most States is the highest qualification required at director or service manager level. Training delivery is a combination of class room and practical training. Wednesday 15 July, 6.30pm – 10.30pm Price to be confirmed
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## CERTIFICATE III IN AGED CARE WORK - CHC30102 AND CERTIFICATE III IN DISABILITY WORK - CHC30302 DUAL QUALIFICATION - (ACFE FUNDED)

Need a Career Change?	Nationally Accredited Course for direct care workers in aged care services. For workers involved in interpersonal contact with clients or residents in aged care, in both private homes and aged care facilities such as nursing homes, hostels and supported residential services. Includes all Manuals. Tuesdays and Wednesdays, starting 14 July 9.00am–3.00pm Price to be confirmed
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## CERTIFICATE III IN DISABILITY WORK – CHC30302

### **BRIDGING - (ACFE FUNDED)**

Provide care in the community or in a residential home	Learn to carry out activities related to the maintenance of an individual's personal care and/or other activities of living. Course length varies for students who are studying or have studied Certificate III in Aged Care or Certificate III in Children's Services Wednesday 15 July, 9.00am – 3.00pm Price to be confirmed
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## CERTIFICATE IV IN DISABILITY WORK – CHC40302

The chance to work without direct supervision	This courses is for people who want to provide training and support to people with disabilities to enhance their ability to achieve greater levels of independence, self reliance and community participation. Monday 20 July, 6.30pm – 10.30pm Price to be confirmed
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## CERTIFICATE IV IN COMMUNITY SERVICES (LIFESTYLE & LEISURE – DIVERSIONAL THERAPY GROUP 2) – CHC41602

Take the Next Step	Designed to give graduates the knowledge & skills to assist in the design, implementation and evaluation of health and leisure programs for clients in residential facilities, community agencies and day centres. Monday 13 July, 9.00am – 1.00pm and Tuesdays 9.00am – 3.00pm Price to be confirmed
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## CERTIFICATE IV IN COMMUNITY SERVICES (LIFESTYLE & LEISURE – DIVERSIONAL THERAPY GROUP 2) – **BRIDGING** - CHC41602

Go to the Next Level in the Community Services area	Designed for people who have a Certificate III or equivalent combined with work experience and are seeking opportunities in designing, conducting and evaluating day activity programs to promote health and well being. Monday 13 July, 9.00am – 1.00pm Price to be confirmed
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## DIPLOMA OF COMMUNITY SERVICES (LIFESTYLE & LEISURE – DIVERSIONAL THERAPY – GROUP 1) – CHC50802

New Career Opportunities with a Diploma	Designed for people who have a Certificate IV in Lifestyle and Leisure who are seeking opportunities in designing, conducting and evaluating day activity programs to promote health and well being. Thursday 23 July, 6.30pm – 10.30pm Price to be confirmed
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# Certificate Courses in First Aid

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## LEVEL II WORKPLACE FIRST AID – HLTF301B AND FIRST AID MANAGEMENT OF ANAPHYLAXIS - 21659VIC

<p>Do you know what to do in an EMERGENCY?</p>	<p>Over 2 classes learn first aid in the workplace, including DRABCD, burns &amp; bandaging, bites, stings and venoms, epilepsy, asthma, sprains, strains &amp; breaks, and CPR. The Anaphylaxis component fulfills the requirements of the Dept of Education &amp; Early Childhood Development. Learn an anaphylactic emergency action plan and risk management assessment. <b>Saturdays 8 &amp; 15 August, 9.00am–4.00pm</b> Cost \$180</p>
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## CPR REACCREDITATION WITH ONGOING SKILLS MAINTENANCE – HLTCPR201A

<p>Update your First Aid Certificate NOW</p>	<p>Single evening Reaccreditation in Level II Workplace First Aid. Suitable only for people with current qualifications requiring yearly updates. Wednesday 12 August, 7.00pm–10.00pm Cost \$65</p>
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## ONE DAY REFRESHER / REACCREDITATION – HLTF301B

<p>If you have not been doing yearly skills maintenance</p>	<p>Get your Level II Workplace First Aid validated for another 3 years. Suitable for people with current qualifications that are about to expire, who have not been attending the yearly CPR reaccreditation with ongoing skills maintenance. Friday 4 September, 9.15am – 3.45pm Cost \$105</p>
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# Business and Retail

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## CERTIFICATE III IN BUSINESS – BSB30107 – (ACFE FUNDED)

Interested in an office position?	The Certificate III will further develop practical skills and knowledge in clerical-administrative occupations. The course covers customer service, computing (including databases, electronic presentations) customer complaints and storing information, to complete a range of administrative tasks in an office environment. This qualification has a general business focus. Thursday 23 July, 6.30pm–10.30pm Available off campus Price to be confirmed
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# Training and Education

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## CERTIFICATE IV IN TRAINING & ASSESSMENT – TAA40104

The Current Industry Standard in the National VET System	This course prepares participants to assess trainees on or off the job and to plan, develop, prepare, present, manage and evaluate training for groups, or for one on one training, and is part of the National Training Package for Assessment and Workplace Training Wednesday 15 July, 9.00am – 12.15pm Price to be confirmed
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## CERTIFICATE IV IN TRAINING & ASSESSMENT BRIDGING COURSE – TAA40104

Get your Qualification Updated NOW	This course prepares participants to assess trainees on or off the job and to plan, develop, prepare, present, manage and evaluate training for groups, or for one on one training, and is part of the National Training Package for Assessment and Workplace Training. This bridging course of 8 units upgrades to the new Certificate IV in Training & Assessment. <b>Prerequisite</b> – Certificate IV in Workplace Training BSZ40198 or equivalent. OFF CAMPUS BY APPOINTMENT Cost \$250 minimum
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# Hospitality

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## FOOD HANDLING LEVEL I - THHGHS01B & SITHACS006A OR HLTFS207B – ACFE FUNDED

Minimum Requirement to work in the Food Industry	Learn about workplace hygiene, food handling practices and basic food safety practices in the Hospitality industry or Health and Community Services. Friday 21 August, 9.15am–3.15pm Cost \$90 Concession \$85 Cost includes an amenities fee of \$10
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## FOOD SAFETY SUPERVISOR LEVEL II - THHBCC11B OR HLTFS309B AND HLTFS310B – (ACFE FUNDED)

Now you can Supervise AND Train	Oversee the day to day implementation of food safety in the workplace. This is for Food Safety Supervisors in Hospitality, or Health and Community Services. Included in course fee: Student Manual/Workbook and Food Safety Program Template. Friday 28 August, 9.15am–1.15pm Cost \$110 Concession \$105 Cost includes an amenities fee of \$10
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## FOOD HANDLING & FOOD SAFETY SUPERVISOR LEVELS I & II – WRRLP6C – (ACFE FUNDED)

Why not do them all?	Food handling and responsibilities in the Retail industry. Friday 21 August, 9.15am–3.15pm & Friday 28 August, 9.15am-1.15pm Cost \$200 Concession \$190 Cost includes an amenities fee of \$10
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### **PUBLIC SERVICES AVAILABLE**

A photo copying, fax sending and laminating service are available at reception during office hours.



The Centre has computers and computer manuals for sale.

# Language & Literacy

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## CERTIFICATES OF GENERAL EDUCATION FOR ADULTS (CGEA) 21770VIC - 21774VIC (ACFE FUNDED)

Life Long Learning - Improve your skills for work or personal development	Classes cover various levels of literacy and numeric training. Students of all ages welcome. <i>(Course fee \$85, \$30 per term thereafter)</i> , <b>Tuesdays &amp; Thursdays</b> 9.30am–3.00pm
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## ENGLISH AS A SECOND LANGUAGE (ESL) – (ACFE FUNDED)

Are you looking to improve your English skills? Are you eligible for FREE English classes?	English classes for people with different levels of conversational, reading and writing skills. Courses are also funded by AMES and LLNP <i>(Course fee \$85, \$30 per term thereafter)</i> <b>Tuesdays, Thursdays and Fridays</b> , 9.30am - 3.00pm
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## YOUTH PATHWAYS PROGRAM – (ACFE FUNDED)


Are you out of school and need to get back on track?	The Youth Pathways Program provides individual support to young people 16 – 19 years old, undertaking general education. <i>(Course fee \$85 plus a \$30 recreation fee, \$30 per term thereafter)</i> <b>Tuesdays &amp; Thursdays</b> , 9.30am - 3.00pm
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## VCAL–VICTORIAN CERTIFICATE OF APPLIED LEARNING-(ACFE FUNDED)

Have you left school early and looking for an alternative?	VCAL is a hands-on course which aims to develop skills that help young people get ready for further education, training or employment. It is an alternative to VCE. Classes are held on Mondays, Tuesdays, Wednesdays & Thursdays, & Friday is for work experience. <i>(Course fee \$85, \$30 per term thereafter, plus the cost of the students VET selection)</i> <b>Mon, Tues, Wed &amp; Thurs</b> , 9.30am – 3.00pm
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# General Programs


## BASIC BOOKKEEPING **\*\*NEW CLASS\*\***

<p>Learn basic accounting practices</p> 	<p>This class can be taken alone or it can be studied in conjunction with a MYOB class, to teach students a basic understanding of accounting processes and bookkeeping practices. It can assist students studying MYOB to understand what the software can achieve.</p> <p>Monday 3 August 6.30pm – 9.30pm            Cost \$120 or combine with MYOB and SAVE</p>
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## BELLY DANCING

<p>Swing those Hips</p> 	<p>Come and join this expressive art form. Fun &amp; fitness for all ages and body types.</p> <p>Wear comfortable clothes and bring a large scarf</p> <p>Thursday 16 July, 7.30pm - 8.30pm            Cost \$90 for Term 3. <b>Fees must be paid on commencement</b></p>
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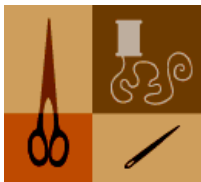
## YOGA

<p>A low impact gentle fitness style</p> 	<p>Gentle, strengthening exercises to improve your fitness. Wear comfortable clothes. <b>NO CLASS 30 JULY</b></p> <p>Tuesday 14 July, 6.30pm – 7.30pm            Cost \$90 for Term 3. <b>Fees must be paid on commencement</b></p>
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## STITCH AND CHAT

<p>Do a craft, have a cuppa, do something just for yourself</p> 	<p>Come along to a friendly “crafty” morning and make a variety of craft creations, including some long term projects. Members of the group have an extensive knowledge of a range of crafts and all are willing to help each other. If you have something specific you wish to learn, drop in and let us know.</p> <p>Friday 17 July, 9.30am – 11.30am            Cost \$2.00 per week and BYO materials</p>
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## UN FINISHED OBJECTS

<p>Finish your craft that you never find time for at home</p> 	<p>A craft night for ladies who have bits of craft and pieces that have never been finished. Come along every <b><u>3<sup>rd</sup> Friday of the month during school term</u></b> and finish them off in a fun and supportive group. Bring along some supper to share.</p> <p><b>NO CLASS IN JULY</b></p> <p>Friday 21 August &amp; 18 September, 7.30pm – Midnight            Cost \$2.00 per night, BYO craft and small supper to share</p>
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## COMMUNITY BUS TRIPS

Have a fun low cost day out, visit somewhere you wouldn't normally drive to or go on your own.



Spend the day in our 12 seater bus, maybe a visit to the, Melbourne Goal, Bayles Fauna and Flora Reserve, an Op Shop Tour or a special luncheon?? The bus will leave the centre at 9.00am and be back in time for the school pickups.

**Usually last Friday of the Month. Next dates are Friday 31 July and Friday 28<sup>th</sup> August**

**Those on the bus help select the next event  
Phone Reception to Book.**

Cost will be dependent on destination, for example a trip to the city \$5.00, a local trip \$2.00 plus any entrance costs etc.

## GET TO KNOW YOUR DIGITAL CAMERA **\*\*NEW CLASS\*\***

Start getting the most out of your camera



This course is designed for those who want to get more out of their digital camera. Learn about camera controls, camera menus, mega pixels - how many you need, exposure and focusing control, optical/digital zoom, photographing people, landscape and flowers. Simple editing techniques will also be covered. It will avoid technical jargon and emphasise the fun and enjoyment that photography can be.

**\*\*Does not include transferring pictures to computers\*\***

**BYO camera**

Thurs 6 Aug, 7.00pm – 9.00pm

Cost \$110

## CREATIVE MEMORIES – WHAT'S YOUR DIGITAL DILEMMA

Not Just Scrap booking Anymore



Got pictures everywhere? Want some clear paths to choose from when it comes to organizing your photos? This is an informative class about StoryBook Creator Software, incl professional hardbound books, Page Prints and more.

**Thursday 13 August, OR 27 August, 7.00pm – 10.00pm**

Cost \$15

# Information - Services, Hire, Organisations

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<b>COUNSELLING</b>	Confidential, professional counselling appointments are available at the Centre. Appointments are for 60 minutes and fees are on a sliding scale based on income. Minimum cost is \$11.00 per session. The Counsellor is now available <b>THREE</b> days per week in the Annex (next door to the Centre). Appointments can be made for a <b>MONDAY, WEDNESDAY</b> or a <b>FRIDAY</b> . For further details please contact reception.
<b>BEFORE &amp; AFTER SCHOOL CARE</b>	For primary school children: Before-school care commences at 6.30am and after-school care closes at 6.00pm. Breakfast is provided before 8.00am. Afternoon snacks are provided. Children are taken door to door, to and from local schools in the Community Centre bus. \$10.50 before school, \$11.00 after school (before CCB financial assistance.)
<b>SCHOOL HOLIDAY PROGRAM</b>	Exciting school holiday programs operates over the school holidays. 6.30am - 6.00pm week days. Bookings are taken two weeks before the holiday period. <b>CLOSED PUBLIC HOLIDAYS</b> The cost is \$27.50 per day (before CCB financial assistance.)
<b>OCCASIONAL CARE</b>	For under school age children 0 - 5 years: Casual and regular bookings are available. 9.30am - 12.30pm, Mon, Tues, Thurs and Fri. Bookings are essential. Cost per Session - \$12 (\$10 conc.) 1 child, \$17 (\$15 conc.) 2 children, \$20 (\$18 conc.) 3+ children
<b>PLAYGROUPS</b>	<b>Monday-Playgroup-Best Start Program</b> 12.45pm – 2.45pm. \$2.00 per family per session. ( <u>A facilitated playgroup particularly for families needing some extra assistance</u> ) <b>Wednesday-Playgroups.</b> Two sessions are available, 9.15am - 11.15 am (bring snack) OR 11.30am - 1.30pm (bring lunch) Cost per session: \$3.00 for 1 child, \$4.00 for 2 or more.
<b>VENUE HIRE</b>	<b>Rooms available for hire at affordable rates:</b> Main Hall - seats up to 80/100 people. Studio - seats up to 15 people. Computer room - 10 networked student computer workstations & central study area. General facilities - a fully equipped kitchen with commercial oven, dishwasher and central island bench.

BUS HIRE	An <b>automatic</b> 12-seater bus is available for community hire. Available weekdays between 9.00am – 2.30pm and after 4.30pm and all weekends.
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OTHER ORGANISATIONS THAT USE THE CENTRE	WEIGHT WATCHERS-Monday evenings-Ph 131997 HELEN O’GRADY DRAMA-Friday afternoons-Ph 5974 4499 ADVENTIST CHURCH-Saturday mornings-Ph 9702 1614
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## Do you have time on your hands?

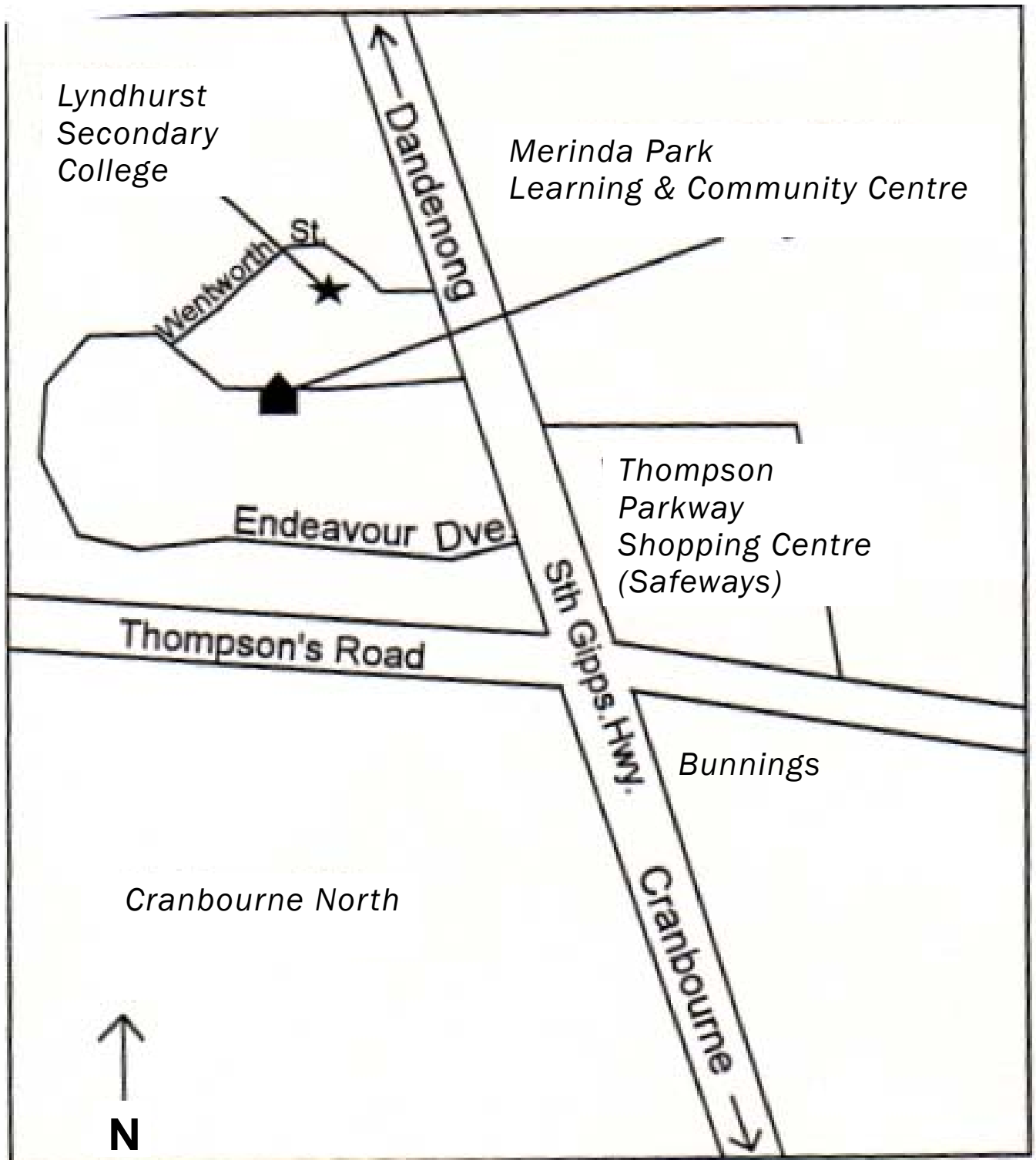
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MAINTENANCE/HANDY MAN	Are you semi-retired and looking for something to keep you occupied? We are looking for someone who could come in for a couple of hours per week to do some small maintenance/general handyman jobs and general cleaning around the front door of the Centre. Please call and speak to our Manager, Jan Gilchrist, on 5996 9056 if you would like to volunteer or need more information.
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COMMITTEE OF MANAGEMENT POSITIONS AVAILABLE	If you have time on your hands, we are looking for enthusiastic people to join our Committee of Management. One meeting per month approximately 2 hours and any other time you can spare around the Centre. There is also attending functions on behalf of the Centre with other Committee members. Please call and speak to our Manager, Jan Gilchrist, on 5996 9056 if you would like to volunteer or need more information.
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COMMUNITY AMBASSADORS PROJECT	Would you like to be a Community Ambassador? Are you passionate about our environment and about improving the safety and wellbeing of people in your community? We are looking to train community volunteers to educate others locally about: <ul style="list-style-type: none"> <li>➤ Fire safety</li> <li>➤ Community safety, and</li> <li>➤ How you can reduce greenhouse gas emissions in your home.</li> </ul> <b>To register your interest or to find out more please contact Marja Park on (03) 87875570 or email <a href="mailto:mpark@casey.vic.gov.au">mpark@casey.vic.gov.au</a></b>
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# Where to Find Us



Merinda Park Learning and Community Centre  
151 - 153 Endeavour Drive,  
Cranbourne North, 3977  
**MELWAYS REF 129 F8**

COURSES AND  
COMMUNITY GROUPS  
YOUR LOCAL LEARNING CENTRE



**MERINDA  
PARK  
LEARNING  
AND  
COMMUNITY  
CENTRE**

**TERM THREE  
JULY 13 – SEPTEMBER 18 2009**

[admin@merindapark.com.au](mailto:admin@merindapark.com.au)

[www.merindapark.com.au](http://www.merindapark.com.au)

**“ACE – AROUND THE CORNER EDUCATION”**

**OFFICE HOURS**

**MONDAY – FRIDAY 8.30AM – 4.15PM**

**PHONE 5996 9056 FAX 5996 9434**

**CLOSED PUBLIC HOLIDAYS**

*Merinda  
Park*

# HOW TO ENROL:

Enrolment forms can be obtained from reception or downloaded from our website [www.merindapark.com.au](http://www.merindapark.com.au)

- Enrolment forms must be completed prior to commencement of a program. A deposit is required on booking for a course.
- Fees must be paid in full before (non accredited) courses commence
- Fees for accredited course please refer to the student handbook.
- Concessions are available for eligible students in some courses.
- Program costs are subject to change without notification.
- Programs run subject to enrolment numbers.
- Fees can be paid in cash, cheque or VISA/MasterCard/bankcard are accepted.
- Fees can be paid over the phone with a credit card
- Fees can be deposited into our bank account by prior arrangement.
- Full fee charges apply to agency funded enrolments.