



MELTON SOUTH COMMUNITY CENTRE INC.

Term 4 2022 - PROGRAM OF CLASSES

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



41 Exford Road (PO Box 2010) MELTON SOUTH 3338

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Website: meltonsouth.org.au

ABN: 97 587 962 424 | INC NO: A0010526NNJ

All our courses are held at the Centre.
MSCC has Covid-safe procedures in place to keep patrons protected.
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 11 as well as Microsoft Office 2016. Manual is included.

Wednesday
19 October – 7 December
9:30am – 12noon OR
6:00 – 8:30pm
**\$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
18 October – 13 December
6:30 – 9:00pm
(no class 1 November)
**\$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.

Thursday
20 October – 8 December
9:30am – 12noon
**\$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.

Thursday
20 October – 8 December
12:30 – 3:00pm
**\$30.00 or
\$20.00 Con
8 Sessions

EDITING IMAGES – BYO USB

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.

Tuesday
18 October – 13 December
12:30 – 3:00pm
(no class 1 November)
**\$30.00 or
\$20.00 Con
8 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.

Tuesday
18 October – 13 December
9:30am – 12noon
(no class 1 November)
**\$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.

Wednesday
19 October – 7 December
9:30am – 12noon
**\$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.

Wednesday
19 October – 7 December
12:15 – 2:45pm
**\$30.00 or
\$20.00 Con
8 Sessions

EXCEL – BEGINNERS

This comprehensive course is designed to take you from an absolute beginner level to being a confident user of Excel. Learn to create tailored spreadsheets for the home or office. Manual is included.

Monday
17 October – 5 December
12:30 – 3:00pm
**\$30.00 or
\$20.00 Con
8 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.

Tuesday 18 Oct – 13 December
6:30 – 9:00pm
(no class 1 November) OR
Thursday 20 Oct – 8 December
9:30am – 12noon
**\$30.00 or
\$20.00 Con
8 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 26 Oct – 14 December
12:30 – 3:00pm OR
Thursday 20 Oct – 8 December
12:15 – 2:45pm
**\$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.

Tuesday
18 October – 13 December
9:30am – 12noon OR
6:30 – 9:00pm
(no class 1 November)
**\$30.00 or
\$20.00 Con
8 Sessions

MYOB BUSINESS – CLOUD-BASED VERSION – BEGINNERS

Discover the skills and knowledge you need to set up and successfully operate a cloud-based accounting system. Process day-to-day transactions accurately and use that data to produce reports. Includes working with a chart of accounts, enter sales and receive payments, bank reconciliations, petty cash, journals, BAS reporting and end-of-year financial year processing. Also discover how to prepare the payroll for a small business. Manual is included. Must have basic bookkeeping and computer experience.

Monday
17 October – 5 December
9:30am – 12:30pm OR
6:00 – 9:00pm
**\$45.00 or
\$35.00 Con
8 Sessions

MSCC is always on the lookout for new tutors and courses for our program.
Please contact the Centre if you are interested.



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 November – 10 December 10:00am start (no class 3 December)	**\$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.	Tuesday 18 October – 13 December 6:30 – 9:00pm (no class 1 November)	**\$125.00 or \$95.00 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.	Saturday 5 November – 10 December OR Tuesday 8 November – 13 December 9:30am – 12:30pm	**\$85.00 or \$65.00 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 18 October – 13 December 12:30 – 3:00pm (no class 1 November)	**\$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, terminology, hemming and lace techniques. Complete at least 3 projects. BYO working sewing machine, fabrics, patterns & threads. See requirements. Pathway to Sewing – Advanced.	Thursday 20 October – 8 December 12:15 – 2:45pm	**\$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.	Tuesday 18 October – 13 December (no class 1 November) OR Thursday 20 October – 8 December 9:30am – 12noon	**\$30.00 or \$20.00 Con 8 Sessions

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

PERFORM CPR (HLTAID009) 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. On the day learn the practical and be tested on both. Valid for 1 year.	Saturday 15 October or 12 November 9:00am – 12noon	\$65.00 or \$60.00 Con 1 Session
PROVIDE FIRST AID (HLTAID011) 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 (HLTAID009), which is required to be updated annually. Certificate is valid for 3 years.	Saturday 15 October or 12 November 9:00am – 4:30pm	\$115.00 or \$110.00 Con 1 Session
PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION & CARE SETTING (HLTAID012) 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 (HLTAID009), which is required to be updated annually. Certificate is valid for 3 years.	Saturday 15 October or 12 November 9:00am – 4:30pm	\$165.00 or \$160.00 Con 1 Session

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

INTRO TO PASTRY & BAKING COURSE – SEE INDUSTRY PATHWAYS SECTION		
AROUND THE WORLD COOKING – NEW COURSE Amaze your family and friends with dishes from 8 different countries. Includes Japanese (sushi rolls and vegetable tempura), Indian (butter chicken, rice and naan bread), Lebanese (falafel, tabouli and hummus dip), Moroccan (baharat chicken tagine and saffron pilaf), Singaporean (Singapore noodles and pork spare ribs), Italian (homemade fresh spaghetti from scratch and matriciana sauce), American (home-made cheeseburger with hash browns) and Australian (chicken sausage rolls and beef meat pies). You are welcome to stay and eat or bring a container to take the dishes home with you. Everything is supplied.	Monday 24 October – 12 December 10:00am – 12noon	\$120.00 or \$115.00 Con 8 Sessions
CAKE DECORATING FOR BEGINNERS Learn how to make and assemble a sponge cake, as well as different icing and decorating techniques. Includes practicing piping techniques using pre-made cupcakes. See requirements.	Thursday 3 – 24 November 6:00 – 8:30pm	\$115.00 or \$110.00 Con 4 Sessions

BEAUTY WORKSHOPS

INTRO TO BEAUTY COURSE – SEE INDUSTRY PATHWAYS SECTION		
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 5 November 10:00 – 12noon	\$40.00 or \$35.00 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 5 November 1:00 – 4:00pm	\$60.00 or \$55.00 Con 1 Session
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 November 10:00am – 12noon	\$20.00 or \$15.00 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 November 10:00am – 2:30pm	\$110.00 or \$105.00 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 November 9:30am – 12:30pm	\$110.00 or \$105.00 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 November 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 and homecare advice. Includes a gel lamp, kit, instructions as well as a Certificate of Participation. Offered in Intro to Beauty course.	Saturday 10 December 10:00am – 2:30pm	\$140.00 or \$135.00 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.	Sunday 11 December 10:00am – 4:00pm	\$150.00 or \$145.00 Con 1 Session

MUSIC LESSONS – ADULTS & CHILDREN (AGES 8+)

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
17 October – 5 December OR
Friday
21 October – 9 December
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
17 October – 5 December OR
Friday
21 October – 9 December
30-minute lessons from 4:00pm
Call Centre for available times

\$95.00 or
\$90.00 Con
8 Sessions

KID'S AFTER SCHOOL ACTIVITIES

LITTLE MASTERCHEFS (AGES 8–12 YEARS) – HELD HERE AT MELTON SOUTH COMMUNITY CENTRE

A hands-on cooking program designed to teach children how to identify and select healthy ingredients to make delicious meals for themselves and their family. Everything is provided including chef's hats and aprons. These classes are proudly funded by Lendlease, Atherstone. Places are strictly limited.

Monday
17 October – 5 December
4:00 – 6:00pm

\$10.00
8 Sessions

LITTLE MASTERCHEFS (AGES 8–12 YEARS) – HELD AT BRIDGE ROAD COMMUNITY CENTRE

A hands-on cooking program designed to teach children how to identify and select healthy ingredients to make delicious meals for themselves and their family. Everything is provided including chef's hats and aprons. These classes are proudly funded by Lendlease, Atherstone. Places are strictly limited.

Wednesday
19 October – 7 December
4:00 – 6:00pm

\$10.00
8 Sessions

To book for this program at Bridge Road please call Alex at Bridge Road directly on 9747 5958.

CHRISTMAS WORKSHOPS

CHRISTMAS-THEMED SOY CANDLES & MELT

Save money and learn how to make your very own soy candles and melt. Make two Christmas candles and a Christmas melt in the fragrances of your choice, perfect for Christmas presents or for the Christmas table. Learn to know what wax to use, how much fragrance is safe, how to measure and melt the wax, measure the fragrance and pour to make the perfect candle. Understand the laws and legalities of candle making, where to purchase supplies from and what makes a candle jar safe. Students can purchase starter kits and ongoing supplies from the trainer. Everything is supplied. Bring a box or container to take your goodies home in.

Sunday 27 November OR
Monday 28 November
10:00am – 12:30pm

\$95.00 or
\$90.00 Con
1 Session

CHRISTMAS CANAPES – NEW COURSE

Come and learn how to make sweet and savoury canapes you can serve your guests at Christmas time. You will make some straightforward canapes and some with more flair using everyday ingredients with some easy-to-do techniques. You will take home approx. 20 pieces, including sweet and savoury tarts as well as cakes and chocolate truffles. Everything is supplied. Please bring an apron and a container.

Sunday
4 December
10:00am – 1:00pm

\$45.00 or
\$40.00 Con
1 Session

CHRISTMAS MACAROONS

Discover how to make these popular delicious French sweet treats in Christmas colours. Great idea as gifts or as a Christmas treat. Everything you need is supplied. Please bring an apron and a container.

Sunday
27 November
10:00am – 1:00pm

\$45.00 or
\$40.00 Con
1 Session

JAMS & PRESERVES

Have you ever wanted to make your own jam or preserves? Try this hands-on workshop which will give you all the tips and tricks to get you started. Covers classic jam and preserving techniques that you will be able to take home and master. Discover ways of using the pickles and preserves. Everything is supplied. You will take home one jar of seasonal fruit jam, a few jars of pickles and a jar of preserved fruit or vegetable.

Sunday
11 December
10:00am – 1:00pm

\$40.00 or
\$35.00 Con
1 Session

CHRISTMAS WREATH

Create a festive welcome at your front door, or could be used as a centrepiece for your Christmas table. Everything is included.

Sunday
18 December
10:00 – 12noon

\$50.00 or
\$45.00 Con
1 Session

FLORAL CHRISTMAS CENTREPIECE

Learn how to create an extravagant table piece using beautiful fresh flowers for your Christmas table. Everything is included.

Sunday
18 December
1:00 – 3:00pm

\$50.00 or
\$45.00 Con
1 Session

REFLEXOLOGY – NEW COURSE

Facilitated by a qualified practitioner, come along to this enjoyable and hands-on workshop. Reflexology is generally relaxing and helps alleviate stress. The theory behind it is that areas of the foot correspond to organs and systems of the body. Pressure applied to the foot is believed to bring relaxation and healing to the corresponding area of the body. You will work with other participants to practice. Includes Manual, foot care pack & Certificate of Participation.

Saturday
19 November
10:00am – 2:00pm

\$60.00 or
\$55.00 Con
1 Session

COMMUNITY WORKSHOPS

GET ONLINE – TECH & TRIVIA SESSION FOR SENIORS

Come along to this fun interactive session. Firstly there will be an information session on how to keep safe online using different devices and then using those devices we will have a fun trivia game. Includes afternoon tea as well as prizes for the trivia. Please call the Centre to book in as places are strictly limited.

Wednesday
19 October
1:30 – 3:00pm

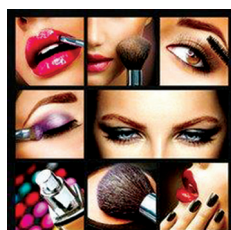
FREE
1 Session

FINANCIAL INFORMATION WORKSHOP

Presented by Services Australia, this informative workshop covers planning for aged care and what you need to know. Also includes information on medical power of attorney. Afternoon tea is provided. Please call the Centre to book in as places are strictly limited.

Wednesday
23 November
1:30 – 3:00pm

FREE
1 Session



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 time to return for the collection of your parcels. Must have a Government concession card and be a resident of Melton. Please bring your own bags.	Fridays 10:30am – 2:30pm
FREE – CRAFT & CARD MAKING GROUP Bring your own craft supplies and work on your projects, whilst having a cuppa and a chat.	Mondays fortnightly 10:30am – 12noon Contact: Centre 9747 8576 for details
FREE – MEN'S FELLA-SHIP GROUP – NEW GROUP Come along and have a chat, a cuppa and participate in activities and outings. Great if you would like to get out of the house.	Wednesdays 1:00 – 3:00pm Contact: Centre 9747 8576 for details
FREE – MELMARSH PROSTATE CANCER SUPPORT GROUP If you or a loved one is dealing with a prostate cancer diagnosis and you would like to know more about this illness, you are welcome to come along to this monthly support group. Attendees are welcome to share their experiences, or just sit and listen as the group discusses relevant news and developments as well as help and resources available. Meetings are informal and confidential and are run by dedicated community volunteers.	First Thursday of the month 7:00 – 9:00pm Contact: Grenville on 0412 741 865 for details
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 for details
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 (2 nd & 4 th 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 – MELTON SOUTH COMMUNITY CENTRE COMMUNITY GARDEN If you like gardening, our community garden needs volunteers to plant and maintain the community garden.	Last Thursday of the month 1:30 – 3:00pm Contact: Centre 9747 8576 for details
NEIGHBOURHOOD GROUP A fun group of ladies offering friendship, crafts, games, cards, outings and guest speakers. All welcome. The cost is \$2 weekly to the group leader, which covers afternoon tea, special lunches including Christmas	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 a welcoming environment is offered.	Fridays 7:00 – 8:30pm Helpline: 1300 252 666 Email: alanonvsa@netspace.net.au Website: al-anon.org.au
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. Please note that we do not hire for private parties or functions.



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.



MSCC respectfully acknowledges the Wurundjeri people of the Kulin nation and pay our respects to their elders, past, present and emerging.

MSCC actively supports and facilitates participation and inclusion of Aboriginal children and their families as well as celebrating Aboriginal peoples, their achievements, communities and cultures.

MSCC prioritises the safety of children and will not tolerate child abuse, racism or any other harmful behaviours towards children.

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