



MILPARA COMMUNITY HOUSE INC.

(ABN 84 361 485 080)

(A0019220Y)

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TERM 3 PROGRAMME 2010

12th July - 17th September (Bookings essential)

Milpara Community House is open Monday to Friday from 9.30am till 4.30pm during school terms. During school holidays Milpara is closed except for the Centrelink Agency hours.

COMPUTERS

MYOB

Learn how to set up your business books, step by step with the MYOB accounting program, including chart of accounts, process sales, purchases, bank reconciliation and GST. Participants need good basic computer skills.

Date: 4 Mondays 9th to 30th August

Time: 9.30am - 3pm

Cost: from \$110 (conc.)



QUICKBOOKS

Learn how to set up your business books, step by step with the QuickBooks accounting program, including chart of accounts, sales, purchases, bank reconciliation and GST. Participants need good basic computer skills.

Date: 7 Fridays 30th July to 10th September

Time: 10am - 1pm

Cost: from \$117 (conc.)



POWERPOINT

Learn how to create professional presentations and slide shows using digital images and sound.

Date: 2 Tuesdays 31st August & 7th Sept.

Time: 12pm - 3pm

Cost: \$60

PHOTO EDITING

Learn how to import photos into your computer and edit them & scan and restore old photographs.

Date: 3 Tuesdays 10th - 24th August

Time: 11am - 2pm

Cost: \$90

CD & DVD BURNING

Learn how to write to a CD or DVD to back up files, copy information and photos etc.

Date: 2 Mondays 6th & 13th September

Time: 12pm - 2pm

Cost: \$48

BROADBAND FOR SENIORS

(funded by the Australian Government)

Are you 50 or over? Would you like to discover how the Internet can play a great part in helping you to stay in touch with friends & family? Book in to a course (4 x 1½ hour sessions) with a volunteer tutor - a range of days and times are available. **Cost:** Gold coin donation per session

SAVE \$\$\$ Enrol in all 3 beginners computer classes or the 3 beyond basics classes for \$81.
Contact the Co-ordinators Sandra or Belinda for conditions

INTERNET FOR BEGINNERS

Learn how to access the Internet, send and receive e-mail, use browsers, search engines and download information.

Date: 2 Thursdays 22nd & 29th July

Time: 10am - 1pm

Cost: \$54



EMAIL & INTERNET BEYOND BASICS

Includes attachments, file sizes, how to zip files, save and send photos, address book, virus checks, how to make safe internet transactions on banking and buying websites.

Date: 2 Wednesdays 28th July & 4th August

Time: 9.30am - 12.30pm

Cost: \$54



COMPUTERS FOR BEGINNERS

Gain confidence and an understanding of the computer operating system. Learn to use the mouse, open and close programs and create files and folders.

Date: 3 Thursdays 5th - 19th August

Time: 10am - 1pm

Cost: \$81



FILE MANAGEMENT BEYOND BASICS

Learn how to create, find, save and move files and folders.

Date: Wednesday 11th August

Time: 9.30am - 12.30pm

Cost: \$27



WORD PROCESSING FOR BEGINNERS

Starting at how to turn the computer on, learn how to set out letters and other documents using Microsoft Word.

Date: 4 Thursdays 26th August - 16th September

Time: 10am - 1pm

Cost: \$108



COMPUTERS BEYOND BASICS

Includes Control Panel, use of right clicking, computer maintenance, desktop icons, printing tips and hints.

Date: 4 Wednesdays 18th August - 8th September

Time: 9.30am - 12.30pm

Cost: \$108



ART & CRAFT

FOLK ART

Create beautiful and functional items for your home or gifts. A list of materials required is available on enrolment.

Date: 6 Fridays 23rd July - 27th August
Time: 9.30 am - 12 noon
Cost: \$77**

PAINTING & DRAWING

This course is for beginners or those with some experience. Tracy will teach oils, acrylic, pastels, water colour, any media. Materials list is available on enrolment.

Date: 7 Mondays 26th July to 6th September
Time: 12.30pm - 3.30pm
Cost: \$153**

CROCHET

A course for total beginners or those who may need a little help. Learn the basic stitches and bring your own pattern. Materials list available on enrolment.

Date: 6 Fridays 13th August to 17th September
Time: 1pm - 3pm
Cost: \$36** (\$32 concession)

GARDEN SCULPTURE

Create a unique and totally weather-proof fabric garden sculpture using Paverpol, which seals the material.

Date: 2 Wednesdays 11th & 18th August
Time: 6.30pm to 9.30pm
Cost: \$110 (all materials included) payable to tutor

GENERAL EDUCATION

INTRODUCTION TO FAMILY HISTORY

Learn a basic range of skills to research your family tree - how to gather and record information, use genealogy software, internet research, record oral history and get help.

Date: 5 Thursdays 29th July - 26th August
Time: 7pm - 9pm
Cost: \$123**

DIGITAL PHOTOGRAPHY

Learn how to take fantastic photos using your camera.

Date: 2 Tuesdays 20th & 27th July
Time: 12pm - 3pm
Cost: \$60

MEN'S SHED PROGRAM

Milpara's Men's Shed Program is to be held at the Joinery building at the Coal Creek Historical Village when renovations to the building have been completed. Please contact Milpara to register your interest in the Men's Shed Program or in helping with the renovations.

ENGLISH FOR MIGRANTS

You can learn to express yourself with confidence in this friendly and relaxed class if English is your second language.

Date: 20 Thursdays 15th July - 9th December
Time: 2pm - 4pm
Cost: \$60 (concession \$50)

IMPROVE YOUR READING & WRITING

Help is available for adults who would like to improve their reading and writing skills. One-on-one tutoring is available at a time to suit you.

CREATIVE WRITERS' BOOK LAUNCH

Saturday 11th September, 2pm to 4pm
Korumburra Community Meeting Room

GENERAL EDUCATION

INTRODUCTION TO BOOKKEEPING

Manual bookkeeping skills for employment or before using a computerised system. Includes cash payments & receipts, the GST, bank reconciliation and single entry reports.

Date: 6 Mondays 26th July - 30th August
Time: 9.30am - 3pm
Cost: \$126 (concession \$113)

CONSTRUCTION INDUCTION

Course in Construction (OH&S Induction) (21883VIC)
This qualification is now mandatory and legally qualifies the holder for entry to building and construction sites.

Certificates issued by Worksafe.

Date: Wednesday 4th August
Time: 3pm - 9pm
Cost: \$120

Australian SafeT Consulting will be responsible for the training & assessment of the above courses

CREATIVE WRITING

A course for aspiring writers. Come along to share your work and laughter, gain ideas and confidence.

Date: 20 Thursdays 15th July - 9th December
(no class 23rd & 30th September)
Time: 9.30am - 11.30am
Cost: \$90 (concession \$81)

ENGLISH AS A SECOND LANGUAGE

A course for migrants with little or no English.

Date: 19 Tuesdays 13th July - 7th December
Time: 9.30am - 11.30am
Cost: \$107 (concession \$96)

IMPROVE YOUR ENGLISH

If English is your second language, one-on-one tutoring is available at a time to suit you.

RESPONSIBLE SERVICE OF ALCOHOL

(SITHFAB009A)

This course meets the requirements of bar & hospitality staff. People handling packaged liquor or planning on being the Licensee will need an LLVRSA certificate and must attend a class.

Date: Thursday 2nd September
Time: 9am - 12.30pm
Cost: \$85

FOOD SAFETY LEVEL 1

Follow Workplace Hygiene Practices (SITXOHS002A or HLTFS207B)

For people in hospitality and related industries, this accredited course covers new food laws, safe food preparation, handling and storage.

Date: Thursday 2nd September
Time: 1pm - 5pm
Cost: \$105

FOOD SAFETY LEVEL 2

Implement Food Safety Procedures (SITXFSA001A or HLTFS310B)

The nominated food safety supervisor of each organisation is required to do a food safety plan, which is covered by this accredited unit.

Date: Thursday 2nd September
Time: 5.30pm - 9.30pm
Cost: \$125

CFT International will undertake the training & assessment for the above courses.

TELSTRA CONNECTED SENIORS

Are you 60 or over and want to learn more about mobile telephones, computers and the Internet? The Telstra Connected Seniors program helps older residents learn how to make calls, text messages and take photos using their mobile phone. You can also learn about the Internet, email, how to send photos, banking and shopping online. *You choose the sessions which interest you.* Attend one session or as many as you like. Bookings are essential - limited places available.

INTRODUCTION TO MOBILE PHONES

Date: 3 Thursdays 29th July to 12th August
Time: 1.30pm to 3.30pm

TAKING PHOTOS & VIDEOS WITH PHONES

Date: 2 Thursdays 19th & 26th August
Time: 1.30pm - 3.30pm

INTRODUCTION TO TEXT MESSAGING

Date: Thursday 2nd September
Time: 1.30pm - 3.30pm

INTRODUCTION TO THE INTERNET- 2 PARTS

Date: Wednesday 28th July & 4th August
Time: 1pm to 3pm

INTRODUCTION TO EMAIL - 3 PARTS

Date: 3 Wednesdays 11th August - 25th August
Time: 1pm to 3pm

SHARING PHOTOS & OTHER ATTACHMENTS ONLINE

Date: Wednesday 1st September
Time: 1pm to 3pm

BLOGGING & SHARING ONLINE

Date: Wednesday 8th September
Time: 1pm to 3pm

BANKING & SHOPPING ONLINE

Date: Wednesday 15th September
Time: 1pm to 3pm

For group bookings we can come to your venue!
For more dates and times contact Milpara.

HEALTH AND WELL-BEING

WELL WOMEN'S CLINIC

This clinic with Evie Harle (GSHS) provides Pap Smears, blood pressure checks and women's health information.

Date: Wednesdays 21st July, 18th Aug & 15th Sept
Cost: \$8

FIBROMYALGIA SUPPORT GROUP

There is light at the end of the tunnel! Come and share your experiences with other people in the same situation. Meets on 3rd Thursday of the month 1pm to 2.30pm: 15th July, 19th August & 16th September. Gold coin donation.

YOGA for Fibromyalgia & Chronic Fatigue

A special session to assist relaxation and pain management. For enquiries phone Mary Lewis on 0417 305 689.

Venue: Korumburra Community Meeting Room
Date: 15th July, 19th August & 16th September
Time: 11am to noon
Cost: \$5 per session payable to the tutor

YOGA

Improve your sense of well-being through relaxation, gentle stretching and meditation.

Date: 9 Mondays
19th July - 13th September
Time: 6.30pm - 8.00pm
Cost: \$81 (term) or \$12 per session payable to the tutor

FOR THE BLOKES

Meets on Friday mornings 10am - 12 noon from 16th July to 17th September and gives men an opportunity to discuss issues that are relevant to them.

Cost \$3 per week.

For further information contact Colin on 5655 2510 or leave a message on 0428 520 034

LEVEL 2 WORKPLACE FIRST AID

(HTLFA301B) AND **CPR** (HTLCPR201A)

Learn what to do in a medical emergency. The following courses are designed to be nested inside each other. Level 1 students depart after the first day and Level 2 students all sessions.

Date: 2 Sundays 8th & 15th August
Time: 9am - 4pm
Cost: \$160 Level 2
\$60 CPR

ADMINISTRATION OF ADRENALINE FOR ANAPHYLAXIS (21659VIC)

Date: Sunday 8th August
Time: 9am - 12pm
Cost: \$60

Swinburne Centre for Occupational Health & Safety Training will issue accredited certificates for the above courses.

SAFE CAR TRAVEL WITH CHILDREN

Introduction to the new Victorian car restraint laws, the different types of child restraints, correct installation and maintenance requirements.

Date: Thursday 26th August
Time: 10.30am to 12 noon
Cost: Gold coin donation

WALKING GROUP

Meets at the Richard Street football oval rain, hail or shine every Monday & Wednesday at 8am. Starting with easy warm ups, we walk to suit our own level of fitness, finishing with some gentle exercises and stretching.

ABOUT MILPARA

COMMUNITY SUPPORT

Tool Library, Resource Library and the **Food Bank** form part of Milpara's many community support services. Milpara would be most appreciative of any donations for the Food Bank. These can include tinned and dry foods or casseroles.

FAMILY SERVICES PROGRAM

A range of confidential counselling services aimed at supporting families through the difficult times including in-home support, counselling and referral can be accessed at Milpara by phoning the Intake Worker at Kilmany Uniting Care on 5662 5150.

COMMUNITY INFORMATION

Milpara has information on a wide range of subjects and is a contact point for many groups and organizations. So if you are new to this area or just need some information please contact us during office hours.

CENTRELINK AGENCY

Centrelink Agency is open Tuesdays from 10am - 2pm, Wednesdays 10am - 1pm and Thursdays from 10am - 1pm. Milpara will not be accepting any forms or documents for lodgement outside of these hours.

SUPPORT FOR UNEMPLOYED PEOPLE

Includes a Job Bulletin Board containing current job vacancies and those appearing in the local papers. Unemployed people can access the Internet free of charge to search for job vacancies.

NEWCOMERS' LUNCHEON

Have you recently moved into the area? Would you like to meet other people who have recently moved into the area?

Come to our newcomer's luncheon.

Tuesday 3rd August at 12.30pm

Tuesday 19th October at 12.30pm

Cost \$5

Please contact Milpara to register your interest.

COMMUNITY GROUPS

Milpara provides a venue for the following groups: Fibromyalgia Support Group, South Gippsland Community Houses Network, South Gippsland Parenting Network, Korumburra Playgroup, Mental Illness Fellowship Employment Services, Cards with Barb, Tai Chi for Beginners and Blooms Supported Playgroup.

MEMBERSHIP

Become a friend of Milpara and support your community house to ensure that we can continue to provide services and respond to our local community's needs. Membership is only \$5.50 for individuals, \$11 for groups per year.

VOLUNTEERS

Volunteers are encouraged to actively participate in the management and activities at Milpara. The Co-ordinators will provide support, training and match skills with responsibilities. Volunteer opportunities exist in the areas of office administration, tutoring, childcare, Tax Help, gardening and Committee of Management.

COMMITTEE OF MANAGEMENT

If you are interested in your local community and would like to make it a better place to live, please contact us to discuss what time commitment is involved in being on Milpara's Committee of Management.

ACHIEVING FARM BUSINESS SUCCESS IN A RISKY WORLD

Presented by Alan Blackburn & Associates.

9th & 10th September 9am to 4.15pm

Establish your current financial position and develop plans that capture opportunities and manage risks, including climate change. Evaluate a range of scenarios for moving forward and choose the path ahead.

Cost: \$1390 includes lunches & refreshments, full course notes and a copy of Farm Business Planner software to take home. Farm Ready approved participants will have their **fees fully reimbursed** by Farm Ready on completion of the course.

ADULT EDUCATION

Milpara offers a wide range of adult education classes, some of which are subsidised by Adult, Community & Further Education (ACFE) - denoted by **Ⓞ**. To qualify for an ACFE subsidy you must be looking to increase your skills to return to study, gain employment or to get a better job or promotion. ACFE will also provide subsidies to people who have not completed Year 12 and who would like to gain basic skills including literacy and numeracy skills and English as a second language. ACFE course costing consists of two components: a minimum tuition fee of \$50 plus a student amenities fee for each course which covers the materials and amenities.

All classes held at Milpara are in air-conditioned rooms.

*A double asterisk (**) next to the cost of a class indicates that the cost is inclusive of GST.*

Conditions of Enrolment:

- Classes are to be paid for one week in advance. Enrolment will be confirmed on full payment of the course fee.
- Concessions are only available on advance payment of funded courses.
- A full refund will be made if the class is cancelled.
- Notice of withdrawal is required to receive a refund which may incur an administration charge.

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PUBLIC ACCESS TO THE INTERNET AND COMPUTERS

Make an appointment or call in and take potluck. Cost \$2.