

Course Guide - February to June 2019

ART

Drawing

Learn to draw with graphite, coloured pencils, pen, pastels and charcoal. Suitable for all.

1DRAW19: Starts Wednesday 13 February

2DRAW19: Starts Wednesday 8 May

Time: 9.30am - 12pm - 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$98.00 Concession: \$83.00

Calligraphy

A comprehensive course that will introduce students to a variety of lettering styles, decorated capitals and illumination techniques. Suitable for cards, envelopes, certificates, photo albums, invitations, in fact wherever you write, calligraphy can provide the personal touch so often lacking in today's machine driven world. Pick up list of materials on enrolment.

1CALL19: Starts Wednesday 13 February

2CALL19: Starts Wednesday 8 May

Time: 10am – 12pm - 8 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$98.00 Concession: \$83.00

Pastels

An informal and relaxed introduction to the beauty and vibrancy of pastel painting. Please collect list of requirements on enrolment.

1PAST19: Starts Tuesday 12 February

2PAST19: Starts Tuesday 7 May

Time: 12.30pm - 3pm - 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$98.00 Concession: \$83.00

Watercolour Painting

Learn to use watercolour and develop your own talent and skills, using various techniques and methods. Ideal for beginners and experienced alike. Collect list of materials on enrolment.

1WACD219: Starts Tuesday 12 February

2WACD219: Starts Tuesday 7 May

Time: 9.30am - 12pm - 8 sessions

Venue: Craft Room, Gisborne

1WACD19: Starts Thursday 14 February

2WACD19: Starts Thursday 9 May

Time: 6.30pm - 9pm - 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$98.00 Concession: \$83.00

COMPUTERS

Basic Excel

Improve your skills by learning how to enter data, create, save, print and format spreadsheets using Excel. Learn in a supportive environment where you'll be actively involved. This course assumes some familiarity with the Windows environment.

1EXCG19: Starts Monday 4 February

Time: 12.30pm - 3pm - 8 sessions

Venue: Computer Room, Gisborne

2EXCS19: Starts Tuesday 7 May

Time: 12.30pm - 3pm - 8 sessions

Venue: Computer Room, Sunbury

ACFE Fee: \$44.60 **Full Fee:** \$128.00

Beginner Computer Skills

Gain computer confidence in this beginners' computer class. Course covers basic system information and features, navigate and manipulate desktop environment, basic directory and folder structure, organise files for users and the internet in a small class. Bring along pen and notepaper. Student fee includes workbook.

1COMG19: Starts Thursday 14 February

Time: 9.30am - 12pm - 8 sessions

Venue: Computer Room, Gisborne

2COMS19: Starts Tuesday 7 May

Time: 9.30am - 12pm - 8 sessions

Venue: Computer Room, Sunbury

ACFE Fee: \$44.60 **Full Fee:** \$128.00

Beyond the Basics

Would you like to expand your knowledge of computers? This course is for those who have completed our beginners' computer class to gain a further understanding in the computer and web environment.

1COMB19: Starts Monday 4 February

Time: 9.30am - 12pm - 8 sessions

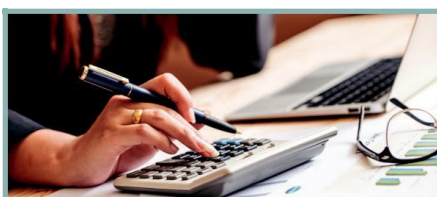
Venue: Computer Room, Gisborne

2COMB19: Starts Monday 6 May

Time: 12.30pm - 3pm - 8 sessions

Venue: Computer Room, Gisborne

ACFE Fee: \$44.60 **Full Fee:** \$128.00



Intro to 'Office' Computer Skills

Gain an introduction into Computers, how they work and the Operating Systems, Internet and Email. Word Processing, Spreadsheets and Multimedia. Intel Easy Steps Workbook included.

1INTEL19: Starts: Wednesday 13 February

2INTEL19: Starts: Wednesday 8 May

Time: 9.30am - 3pm - 8 sessions

Venue: Computer Room, Gisborne

ACFE Fee: \$66.20 **Full Fee:** \$153.00

MYOB

Learn to use this software to manage the day to day business operations of a small to medium-sized business. This hands-on course covers setup, sales & purchases functions, banking & reconciliation options, reports, plus key payroll and activity statement settings. You will gain the skills you need to set-up and manage the finances of your business effectively and efficiently; starting with setting up your accounts and processing transactions through to completing your BAS. You will learn how to use MYOB's multifaceted, integrated payroll system for pay-run processing and managing employee entitlements.

2MYOB19: Starts Tuesday 7 May

Time: 9.30am - 2.30pm - 6 sessions

Venue: Computer Room, Gisborne

ACFE Fee: \$68.20 **Full Fee:** \$128.00

Website Design

An introductory course to website design and development. Learn how to determine requirements before working together to generate a fully functioning website. This course assumes a basic knowledge of PCs and internet browsers.

1WEBD19: Starts Friday 15 February

Time: 9.30am - 12pm - 8 sessions

Venue: Computer Room, Gisborne

ACFE Fee: \$44.60 **Full Fee:** \$125.00

Website Coding

Setup a front end project built on HTML, CSS and Javascript, using best practice such as mobile first design, version control. Covers a basic introduction to front end coding. The project can be used to create a website, template or an app.

2WEBBC19: Starts Friday 10 May

Time: 9.30am - 12pm - 8 sessions

Venue: Computer Room, Gisborne

ACFE Fee: \$44.60 **Full Fee:** \$128.00

Word for Beginners

This course covers creating, editing and formatting documents. Improve presentations using font size and styles, word art, tables, inserting clip art and more. Students need basic computer knowledge. Fee includes computer manual. Bring along pen and notepaper.

1WORD19: Starts Thursday 14 February

Time: 12.30pm - 3pm – 8 sessions

Venue: Computer Room, Gisborne

2WORD19: Starts Monday 6 May

Time: 9.30am - 12pm – 8 sessions

Venue: Computer Room, Gisborne

ACFE Fee: \$44.60 **Full Fee:** \$128.00

XERO

Learn how to use the Xero accounting software to manage the day to day business operations of a small to medium-sized business. This hands-on course covers setup, sales & purchases functions, banking & reconciliation options, reports, plus key payroll and activity statement settings. The course will teach you the skills you need to set-up and manage the finances of your business effectively and efficiently; starting with setting up your accounts and processing transactions through to completing your BAS. You will learn how to use Xero's multifaceted, integrated payroll system for pay-run processing and managing employee entitlements.

1XERO19: Starts Tuesday 12 February

Time: 9.30am - 2.30pm - 6 sessions

Venue: Computer Room, Gisborne

2XERO19: Starts Thursday 9 May

Time: 9.30am - 2.30pm - 6 sessions

Venue: Computer Room, Gisborne

ACFE Fee: \$68.20 **Full Fee:** \$128.00

CRAFTS AND HOBBIES

Candle Making

Learn to make your own soy candles for that personalised gift. Bring along jars you would like to use for your candles. All other requirements are supplied. Kit includes CD with instructions.

1CAND19: Sunday 17 February

2CAND19: Saturday 18 May

Time: 12pm - 3pm - 1 session

Venue: Craft Room, Gisborne

Program Costs: \$78.00

Ceramic Tile Mosaics

In this 2 part workshop, participants will learn basic design, preparation and mosaic techniques. You will produce a ceramic tile mosaic 'trivet', which can be used indoor and outdoor as a table decoration. Please bring protective eye-ware and fitted rubber-faced garden gloves. All materials provided.

2MOS19: Saturday 25 May

2MOS19: Saturday 1 June

Time: 10am – 2pm – 1 session

Time: 10am – 11am – 1 session

Venue: Craft Room, Gisborne

Program Costs: \$85.00

Natural Light Photography

Designed for beginners and those enthusiasts who are looking to expand their landscape and wildlife photography knowledge. Bring your camera and instruction manual please.

1PHOT19: Starts Wednesday 27 February

2PHOT19: Starts Wednesday 22 May

Time: 12.30pm - 3pm - 5 sessions

Venue: Class Room, Gisborne

Program Costs: \$93.00 **Concession:** \$79.80

Polymer Clay Jewellery

Learn simple techniques such as beads, chains and marbling to make badges, pendants, earring and necklaces. See display cabinet at MRFEC.

1POLY19: Saturday 23 March

2POLY19: Saturday 11 May

Time: 10am - 2pm - 1 session

Venue: Craft Room, Gisborne

Program Costs: \$58.00

Pottery

These classes will cover handbuilding, glazing and firing and are suitable for potters of all levels. Please pick up materials list on enrolment.

1POTD19: Starts Thursday 14 February

2POTD19: Starts Thursday 9 May

Time: 9.30am - 12pm – 7 sessions

Venue: Craft Room, Gisborne

1POTA19: Starts Thursday 14 February

2POTA19: Starts Thursday 9 May

Time: 12.30pm - 3pm – 7 sessions

Venue: Craft Room, Gisborne

1POTN19: Starts Monday 11 February

2POTN19: Starts Monday 6 May

Time: 7pm – 9.30pm – 7 sessions

Venue: Craft Room, Gisborne

1POTH19: Starts Tuesday 12 February

2POTH19 Starts Tuesday 14 May

Handbuilding only

Time: 7pm - 9pm – 7 sessions

Venue: Craft Room, Gisborne

Program Costs: \$115.00 **Concession:** \$99.40

Rubs and Scrubs

Enjoy the benefits of luxurious skin care products. Make your own range of massage oils, scrubs, creams, natural deodorants, masks, and balms.

1RUBS19: Saturday 16 March

2RUBS19: Saturday 15 June

Time: 12pm - 3pm - 1 session

Venue: Craft Room, Gisborne

Program Costs: \$102.00

Soap Making

Learn how to make Clay, Goats, Moisturising, Exfoliating and Botanical Soaps. All ingredients, fragrances, colours and moulds provided.

1SOAP19: Friday 22 February

2SOAP19 Friday 17 May

Time: 12pm - 3pm - 1 session

Venue: Craft Room, Gisborne

Program Costs: \$83.00

Succulent Terrarium

Create your own unique micro-garden with a variety of succulents. All materials provided.

1TERR19: Saturday 9 March

Time: 10am -12pm - 1 session

Venue: Craft Room, Gisborne

Program Costs: \$76.60

Zen Doodling

It's a way to have fun, to relax and relieve stress or mind chatter. It's a meditative tool and opens a way to become more creative. You will be shown step by step how to build up repeated patterns, add some variations of size, colour and contrast till a design appears. Bring along paper or A5 drawing book, gel pens, black fine liner (very fine) and a grey lead pencil.

1ZEND19: Starts Wednesday 13 February

2ZEND19: Starts Wednesday 8 May

Time: 12.30pm - 1.30pm - 6 sessions

Venue: Craft Room, Gisborne

Program Costs: \$65.00 **Concession:** \$55.70

HEALTH AND RECREATION

Beginners Tai Chi

Improve your balance, flexibility, strength and confidence with mobility, through gentle, flowing movements. We focus on Tai Chi for Arthritis, Falls Injury Prevention and Rehabilitation. All welcome.

1TAID19: Starts Monday 4 February

2TAID19: Starts Monday 6 May

Time: 11.45am – 12.45pm - 8 sessions

Time: 1pm – 2pm – 8 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$83.00 **Concession:** \$71.00

Hatha Yoga & Relaxation - Gentle

Treat yourself to this relaxing class to improve your general fitness and well-being. Bring along a non-slip mat, a rug and wear loose clothing.

1YOGD19: Starts Thursday 14 February

2YOGD19: Starts Thursday 9 May

Time: 1pm - 2.15pm - 7 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$83.00 **Concession:** \$71.00

Hatha Yoga & Relaxation - Night

This class is suitable for those with experience of yoga and a degree of fitness. Bring along a non-slip mat, a rug and wear loose clothing.

1YOGN19: Starts Thursday 14 February

2YOGN19: Starts Thursday 9 May

Time: 7pm - 8.15pm - 7 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$83.00 **Concession:** \$71.00



AFL Emergency Response Coordinator Course



This is an AFL Accredited Course, which is the minimum requirement for Sports Trainers. Participants will receive AFL Accreditation on completion. All participants must hold a current First Aid Certificate. You may enrol but certification will be withheld subject to first aid being completed. Topics covered; Roles & Responsibilities, Emergency Responsibilities, Priorities & Planning, Crisis Management, Soft Tissue Assessment/RICER, Stretcher Procedures, Sports Related Medical Conditions.

1EMER19: Tuesday 26 March

2EMER19: Tuesday 30 April

Time: 6.30pm - 9.45pm - 1 session

Venue: Meeting Room, Gisborne

Program Costs: \$120.00

Keyboard for Beginners

Keyboard lessons are available for any age, even if you have never played a note before, or wish to brush up on those long forgotten skills. This class covers both theory and practical. Students must have a keyboard, headphones, exercise book and USB (optional) to bring to class.

1KEYM19: Starts Wednesday 13 February

Time: 9.30am - 12pm - 7 sessions

Venue: Class Room, Gisborne

Program Costs: \$105.00 Concession: \$89.40

Keyboard for Intermediate

1KEYA19: Starts Wednesday 13 February

Time: 12.30pm - 3pm - 7 sessions

Venue: Class Room, Gisborne

Program Costs: \$105.00 Concession: \$89.40

HOME AND GARDEN

Furniture Restoration

Antique enthusiasts bring along a small to medium sized item of old furniture and a basic carpentry tool kit. Learn how to restore treasured items whilst learning a variety of woodworking skills.

1FURM19: Starts Monday 4 February

2FURM19: Starts Monday 29 April

Time: 9.30am - 12pm - 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$119.60 Concession: \$101.75

1FURA19: Starts Monday 4 February

2FURA19: Starts Monday 29 April

Time: 12.30pm - 3pm - 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$119.60 Concession: \$101.75

LANGUAGE AND LITERACY

French - More than Beginners

Started French and love it? Participants will need to have completed a Beginners French course. Please bring a note pad and pen.

1FREB19: Starts Thursday 14 February

2FREB19: Starts Thursday 2 May

Time: 2.30pm - 3.30pm - 8 sessions

Venue: Class Room, Gisborne

Program Costs: \$123.00 Concession: \$105.00

French – Intermediate

With basic knowledge of French, you will learn conversational skills, some basic grammar and travel oriented topics. Bring a note pad and pen.

1FREI19: Starts Wednesday 13 February

2FREI19: Starts Wednesday 1 May

Time: 1pm - 3pm - 7 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$108.00 Concession: \$92.25

German - Beginners

An easy way to start making yourself understand German in a casual, relaxed and fun atmosphere. You'll acquire vocabulary and grammar for various situations and learn about the language, culture and the German way of life.

2GERMA19: Starts Tuesday 2 April

Time: 4.30pm - 6.30pm - 9 sessions

Venue: Class Room, Gisborne

Program Costs: \$137.70 Concession: \$114.75

Improve your English

Improve your spelling and grammar during Semester 1. Please contact our office for further information.

Italian – More than Beginners

An introduction, focusing on useful vocabulary and simple grammatical structures. This is a beginners' class for those who have no knowledge of the Italian language in a fun and interactive informal setting. Please bring along pen and notepaper.

1ITAB19: Starts Monday 11 February

2ITAB19: Starts Monday 6 May

Time: 7pm - 9pm - 7 sessions

Venue: Class Room, Gisborne

Program Costs: \$108.00 Concession: \$92.25

Italian - Intermediate

This is a course for people with a sound knowledge of beginners' Italian language who want to improve and expand their language skills.

1ITAI19: Starts Tuesday 12 February

2ITAI19: Starts Tuesday 7 May

Time: 6pm - 8pm - 7 sessions

Venue: Class Room, Gisborne

Program Costs: \$108.00 Concession: \$92.25

THREADS AND TEXTILES

Crochet and Knitting

Learn the basics of these two crafts or take what you know that step further. This class also goes into pattern reading. Please bring along number 5 knitting needles, or 4.50 or 4.00mm crochet hook and odd balls of 8 ply wool (not black or variegated). For those who have done some tatting before, you can also join this class to extend your tatting skills.

1CROC19: Starts Monday 18 February

2CROC19: Starts Monday 20 May

Time: 9.15am - 12.15pm - 5 sessions

Venue: Class Room, Gisborne

Program Costs: \$89.00 Concession: \$71.20

Dye Ecodye with Plant Dyes

Discover the magic of dyeing with plants to obtain colour on fabric. The use of natural dyes goes back centuries, we will focus on eucalyptus leaves to get a range of patterns and colours using shibori resist methods of wrapping and clamping. Using silk and cotton you will make several pieces. Please bring material fees of \$10 for dyes and chemicals. Skills @ \$15.50m (optional or BYO). List to bring on enrolment.

1DYE19: Starts Friday 22 February

Time: 10am - 3pm - 1 session

Venue: Offsite

Program Costs: \$60.00

Indigo / Shibori Dyeing

Indigo is one of the oldest and most magical of all the natural dyes. This workshop focuses on powdered indigo and setting up two vats - a fermentation vat and a fructose vat, using entirely non-chemical environmentally friendly techniques. Learn the Japanese art of Shibori in this fun day of folding, clamping, stitching and pole wrapping to create unique pieces for your home or to wear, quilt, make in to cushions, the only limit is your imagination. All sample materials and dye-stuffs will be included in the cost but you may bring extra fabric if you wish. Materials Fee to be paid to the tutor \$25 (includes 1 1/2m paj, 1m cotton, dyes, chemicals).

2INDS19: Starts Saturday 4 May

Time: 10am - 3pm - 1 session

Venue: Offsite

Program Costs: \$60.00

TRAINING FOR JOBS

LEAP Barista

You will learn the history of coffee, how to prepare a range of espresso coffees, texturing milk correctly, coffee machine operation, coffee presentation, using the coffee grinder and cleaning and maintenance of equipment.

1BARISTA19: Starts Thursday 21 February

1BARISTAS19: Starts Wednesday 13 March

2BARISTA19: Starts Thursday 2 May

2BARISTAS19: Starts Wednesday 29 May

Time: 6pm - 9pm - 3 sessions

Venue: Sunbury Just Planet Cafe

ACFE Fee: \$50.00 Full Fee: \$90.00

Bookkeeping for Small Business

This course will provide you with an insight and appreciation into why bookkeeping is one of the cornerstones of running a good business. Gain an understanding of basic bookkeeping concepts and terminology (double-entry, cash & accrual, debtors & creditors). Work through practical examples and learn how to organise your business transactions, undertake Bank Reconciliations and manage Petty Cash. The course provides an introduction to the ATO Tax System including ABN, GST, Tax invoices and works through examples with GST transactions all the way to lodging a BAS.

1BOOKG19: Starts Thursday 14 February

Time: 9.15am - 2.15pm - 8 sessions

Venue: Class Room, Gisborne

ACFE Fee: \$67.00 Full Fee: \$128.00



Creative Writing

Beverly Eikli delivers this course, having worked as an editor and journalist, and author of the twenty historical novels. Join her for an overview of today's publishing market and evolving opportunities for writers, and to hone your skills.

1CREA19: Starts Tuesday 12 February

Time: 9.30am - 12pm - 7 sessions

Venue: Class Room, Gisborne

ACFE Fee: \$41.60 Full Fee: \$125.00

Food Hygiene

Unit SITXFSA101 Use Hygienic Practices for Food Safety (certified through Bacchus Marsh Community College RTO 5064) required for staff in any food business. Bring pen and notepaper.

1FOOD19: Starts Thursday 7 March

2FOOD19: Starts Thursday 30 March

Time: 9am - 3pm - 1 session

Venue: Meeting Room, Gisborne

Program Costs: \$120.00



Hairdressing

An introduction to the basic skills and knowledge of hairdressing. Learn the basic principles of applying makeup.

2HAIR19: Starts Monday 13 May

Time: 9.30am - 12pm - 7 sessions

Venue: Meeting Room, Gisborne

ACFE Fee: \$44.60 Full Fee: \$128.00

Provide First Aid

Unit HLTAID003-Apply First Aid is equivalent to Workplace Level II First Aid. Suitable for anybody requiring a Level II First Aid or Senior First Aid Certificate. Bring pen and paper. It is delivered by Intelligent Training Solutions RTO 22570.

1FIRSF19: Starts Friday 8 February

1FIRSM19: Starts Saturday 16 March

1FIRSA19: Starts Saturday 13 April

2FIRSM19: Starts Saturday 18 May

2FIRSJ19: Starts Friday 14 June

Time: 9am - 4.30pm 1 session

Venue: Meeting Room, Gisborne

Program Costs: \$105.00



Provide an Emergency First Aid Response in Education and Care Setting

Unit HLTAID004 is suitable for educators and support staff working within an education and care setting who are required to respond to a first aid emergency. It is accredited and delivered by Intelligent Training Solutions RTO 22570.

1PROVF19: Starts Saturday 16 February

1PROVA19: Starts Saturday 13 April

2FIRSM19: Starts Saturday 18 May

2FIRSJ19: Starts Friday 14 June

Time: 9am - 4.30pm - 1 session

Venue: Meeting Room, Gisborne

Program Costs: \$165.00



RSA

The Victorian Commission for Gambling and Liquor Regulation (VCGLR), Responsible Service of Alcohol course is for anyone wanting to work in licensed venues. This course is conducted in conjunction with Bacchus Marsh Community College RTO 5064. Please bring along a pen and paper.

1RSA19: Starts Thursday 7 March

2RSA19: Starts Thursday 30 May

Times: 6pm - 10pm - 1 session

Venue: Meeting Room, Gisborne

Program Costs: \$80.00*



Sewing for Employment

Learn the basic skills and knowledge in garment construction and the use of a sewing machine.

2SEWG19: Starts Friday 10 May

Time: 9.30am - 12.30pm - 6 sessions

Venue: Meeting Room, Gisborne

ACFE Fee: \$44.60 Full Fee: \$128.00

Your Skills for Employment

Looking to re-enter the paid workforce? This program in employment skills will assist with resume writing, confidence building, individual skills review and interview skills.

1SCS19: Starts TBA

Time: 9.30am - 3pm - 4 sessions

Venue: TBA

ACFE Fee: \$23.80 Full Fee: \$85.00

FREE WORKSHOPS

Knowing Your Teenager

Join other parents and carers in this workshop that aims to provide information, improve understanding and explore strategies that focus on the strengths and challenges of this stage of development.

1KNOW19: Starts Thursday 14 March

1KNOW219: Starts Thursday 14 March

Time: 12pm - 2.30pm - 1 session

Time: 6pm - 8pm - 1 session

Venue: Class Room, Gisborne

Boys' Brains

This workshop will give insight in to the workings of a boy's brain and how their needs are different to girls. It will provide practical strategies to help parents and carers understand boy's needs and how to meet them.

2BOYS19: Starts Thursday 20 June

2BOYS219: Thursday 20 June

Time: 12pm - 2.30pm - 1 session

Time: 6pm - 8pm - 1 session

Venue: Class Room, Gisborne

The Board of Management and Staff of Macedon Ranges Further Education Centre gratefully acknowledge the following for their continued support: Adult Community & Further Education, Macedon Ranges Shire Council and Department of Education and Training, Tutors and of course the students. Some of the training is provided with Victorian Government funding for eligible participants through Adult, Community & Further Education (ACFE). Those seeking funded places must meet the funding criteria to be eligible.

OFFICE HOURS

Monday to Thursday **9am to 4pm**
Closed for lunch **12.30pm to 1pm**

HOW TO ENROL

Please ring the office on **5428-3799** or access the Enrolment Form @ www.mrfec.net.au and email to: enquiries@mrfec.net.au.

HOW TO PAY

In person

by cash, cheque, EFTPOS or credit card at the MRFEC office

By mail

by cheque or credit card
PO Box 68, Gisborne VIC 3437

Phone

by credit card

Expressions of Interest

- Auslan Course for Beginners. 6 Weeks
- Cake Decorating Classes
- Computerised Bookkeeping Quickbooks Online
- Mosaics
- Spanish
- Weaving

All classes are subject to minimum participant numbers.



As Gisborne's Neighbourhood house we would love to hear from you. Whether you are a community group or an individual we would like to hear what YOU think is missing from your community.

Feel free to email us or give us a call.

