

Expand your Skills and Move On

EVERY TERM



COMPUTERS for EMPLOYMENT

Beginner If you've never used a computer, or are unsure about the online world, the idea can be daunting. But it doesn't have to be. Intel® Learn Easy Steps is designed to give you the help you need and build your confidence to use technology in the workplace.

Day: **Tuesdays 1.00pm-3.00pm**

Start date: **Term 3 17 July, Term 4 9 October**

Cost: \$25 term fee, plus

Subsidised \$5 Non subsidised \$9/\$6 per session

Where do I go from here? Intermediate level/Cert II Business Administration, paid work, volunteering

Intermediate Learn to use Microsoft Office 2016 programs: Word, Excel, Publisher, Access, PowerPoint, Outlook and Windows 10. QuickBooks, Internet, email, iPads & tablets can also be covered.

Day: **Thursdays 10am-12pm**

Start date: **Term 3 19 July, Term 4 11 October**

Cost: \$25 term fee, plus

Subsidised \$5 Non subsidised \$9/\$6 per session

Where do I go from here? Cert II All Business Administration, paid work, volunteering

Advanced Extend all your computing skills!

Term 4 **Mon 1pm-3pm** Start date **8 Oct**

TERM 3

APPLIED RECEPTION and CUSTOMER SERVICE TRAINING

Good customer service makes you stand out, and this course will make sure you are doing all the right things to get noticed!

Customer service, reception and office administration skills are taught in a friendly group in the classroom, and practised individually in our reception and office, supported by a trainer.

Course length: 6 hrs a week for 10 weeks

Day: **Monday 9.30am-12.30pm group work**

Individual office practice **Mon pm or Wed am**

Start date: **Term 3 Mon 16 July**

Cost: \$25 term fee, plus \$5 per session

Where do I go from here? Cert III/III Customer Contact, paid work, volunteering

EVERY TERM

ENGLISH for EVERYTHING!

Join us to get on with things you have always wanted to.....

build confidence and skills for an accredited course, prepare for an entrance assessment—tell us which one and we will help you! Read your gas bill, write a letter of complaint, read a story to your kids, apply for a job!

Day: **Wednesdays 10am-12pm**

Start date: **Term 3 18 July, Term 4 10 October**

Cost \$5 per session—**no Term Fee**

Where do I go from here? EVERYWHERE!

TERM 3 ART BUSINESS

This is an exciting collaboration between Churchill Neighbourhood Centre and ARC Yinnar. Meet a well established artist and experienced 'techie' colleague, both accomplished businesswomen who know that business planning and marketing are often underestimated but essential skills in this area. Together they make an awesome team who can help you sell your art work effectively.

Day: **Saturdays**
ARC Yinnar: **28 July, 11 Aug, 15 Sept 10-1pm**
Churchill Neighbourhood Centre:
25 Aug, 1 and 8 Sept 10-4pm

Cost: \$160 (option: direct debit in 4 instalments of \$40)

Where do I go from here? Run own business

TERM 4

KICK START YOUR CAREER IN DIGITAL MARKETING

Do you know that Digital Technology has lots of potential for employment? Many businesses have yet to take advantage of the enormous potential of the Internet. This course will show you that you can help them grow their business on-line, and grow a business for yourself!

This short entry level course has been designed by people who really know what they are doing. It will help you understand how you can easily learn the skills required and guide you to the next step.

Day: **Thursdays 12.30pm- 3pm**

Start date: **11 Oct**

Cost: \$25 term fee, plus

Subsidised \$6 Non subsidised \$9/\$7.50 per session

Where do I go from here? Cert II and III in Information, Digital Media and Technology

General Computer Courses— every term

Computer Conversations using Intel® Easy Steps

Basic Computer Skills

If you've never used a computer, or are unsure about the online world, the idea can be daunting. But it doesn't have to be. Intel® Learn Easy Steps is designed to give you the help you need, in good company!

Day: **Tuesdays or Fridays 10am-12pm**

Start dates: **Term 3 17 or 20 July Term 4 9 or 12 October**

Cost: \$25 term fee, plus

\$8 full fee/\$6 concession per session

Intermediate Computers

Learn to use Microsoft Office 2016 programs: Word, Excel, Publisher, Access, PowerPoint, Outlook, Windows 10 and QuickBooks. Internet, email, iPads & tablets can also be covered. For students with basic computer skills.

Digital Technologies including Marketing and Photo Editing

Using ACDSee photo editor learn how to edit and enhance photos. Try out our 360° camera!

Day: **Mondays 10.30am-12.30pm**

Start date **Term 3 16 July Term 4 8 Oct**

Cost: \$25 term fee, plus

\$8 full fee or \$6 concession per session

Materials extra

Workshops

Smile—take great family photos!

Learn how to make props, use your lighting to best advantage, and get everyone ready for the shot Gran will cherish!

Saturday 27 October 9.30am -12.30pm
\$30 or \$25 concession

Photography—the basics

Learn how to take better photos, and manage framing, composition and light, as well as how to use all those buttons on your camera. Suitable for digital and SLR, & point and shoot cameras.

Saturday 24 November 9.30 am-12.30pm

\$30 or \$25 concession

Street Photography

Join our roving photographer to learn how to take great shots on the go!

Saturday 15 December 9.30am-12.30pm \$30 or \$25 concession

Art, Craft & Creativity – every term

Patchwork

Learn patchwork, material choice, techniques and design. Learn new skills as well as share tips and tricks.

Eve: **Wednesdays 6.30pm-9pm**

Start date: **Term 3 18 July**

Term 4 10 October

Day: **Thursdays 10am-12pm or 1pm-3pm**

Start date: **Term 3 19 July**

Term 4 11 Oct

Cost: \$25 term fee, plus
\$9.50 or \$7.50 concession per session

Quilting Lessons

Long arm quilting machine lessons.

1st Monday of the month 10am-12pm or 1pm-3pm

\$15 per 2 hour lesson



Neighbourhood Houses
The heart of our community

Knitting & Crochet Group

Learn & share skills, swap ideas, bring UFOs, share stories, get inspiration and help. Work on your own projects or knit for a cause. We have a library of patterns to share.

Day: **Wednesdays 9:45am-12.15pm**

Start date: **Term 3 18 July**

Term 4 10 Oct

Cost: \$25 term fee, plus

\$3 per session

Churchill Men's Shed

The Churchill Men's Shed is a place for all men to spend time working on their own, or on community projects, in woodworking, furniture restoration, metalworking or anything else. It is a great chance to meet others and form new friendships.

Day: **Mondays 9.30am-2.30pm**

Cost: \$5 per session

Churchill Neighbourhood Centre is a not-for-profit organisation. All classes need a minimum of 7 people to go ahead.

Discussion — every term

English for Parents

Practise pronunciation, improve comprehension, understand Australian slang, bring your children! Improve your English in a child-friendly environment. Any level of English welcome.

Day: **Wednesdays 12:30pm-2:30pm**

Start date: Term 3 **18 July**
Term 4 **10 October**
Cost: \$25 term fee, plus \$5 full fee or \$4 concession per session

Social Discussion Group

A social group discussing current affairs, environmental issues and any other topics brought to the table in a friendly atmosphere. (This group doesn't meet on the last Friday of the month.)

Day: **Fridays 10am-12pm**
Start date: Term 3 **20 July**
Term 4 **12 October**

Cost: \$25 term fee, plus \$3 per session

Churchill Bookworms

Join the Churchill Bookworms; read and discuss a book a month! Contact us for the booklist.

Day: **Last Friday of the month 10am-12pm** Start date: **27 July**
Cost: Gold coin donation

Let's Connect

Community Singing

You don't need to be able to read music. Just come along and sing fantastic songs from all over the world for the sheer pleasure of singing — for fun! Contact Yvonne communitysingingchurchill@gmail.com or phone 5122 2573

Last Saturday of the month at the Churchill Community Hub **3pm-5pm**

Country Kitchen

Cooking
Learn basic principles of cooking country style using fresh produce. For beginners and the more advanced cooks.

Tuesdays 10am-12pm
Start date: Term 3 **17 July**
Term 4 **9 October**

Cost: \$25 term fee, plus \$12.50 full fee or \$9.50 concession per session

Saturday Cooking with

Noelene Marchwicki
10am-12pm
Start date: Term 3 **21 July**
Term 4 **13 October**
Cost: **\$20 per person**

Tai Chi

Slow, gentle and tranquil movements which enable harmony in mind and body, improved mobility, suppleness and mental alertness.

Tuesdays 9am-10am and 6pm-7pm
All enquiries: please phone 5122 2589

Community Café

All community members are welcome to come along, share a meal and meet new people.

Mondays 12:30pm, usually term-time
Start date: **16 July**

\$3 per meal
Stay on for a coffee and a chat, do a puzzle, or read a book!

Health & Wellbeing — every term

Wallaby Walkers

You'll walk-by joining us!

This is a **FREE** Heart Foundation family friendly activity to build fitness and friends. We ask that children enjoy this activity from the comfort of their stroller if a 25 minute walk is too much for them.



Wednesdays 9:30am

Term time (and some holidays by arrangement with the group).
Meet at the Churchill Hub entrance.

Come back to the Hub for a nutritious morning tea (optional \$1) and then at 10:30am let's listen to

Story Time at the Library!

Groups — every term

CNC Fundraising and Events Committee

A group of volunteers who organise events and fundraising at the Churchill Neighbourhood Centre.

Third Monday of every month 3:30pm

Pistons Car Club

All makes and models chrome bumper club. New members welcome.

First Wednesday of every month 7:30pm

Contact Catherine 0402 320 153

Churchill Community Garden

Join local gardeners to share and learn ideas, skills and interests in the beautiful Hub garden.

Mondays 10am-12pm FREE

Centre Information

A vibrant, active and connected community—it's what we stand for. Everyone is welcome here. Join us to:

- **do a course.** We run courses to help you build confidence and skills, courses to help you get into or back into employment or volunteering, and courses for fitness, fun and friend finding! Look through this brochure to find something you like. If you can't find what you want, talk to us. We may be able to run it, or can help you find what you want elsewhere.
- **eat a tasty meal** at the Community Café on a Monday lunch time or morning tea on a Wednesday. Food and friends freshly made.
- **take a walk.** On Wednesday mornings the Wallaby Walkers take a brisk walk, returning for morning tea and Story Time at the Library.
- **have a rest** in one of our comfy chairs out of the heat or the cold. Have a coffee, a chat, do a puzzle, read a book or the newspaper, make a new friend and beat them at chess...
- **do a workshop** throughout the year.
- **find out information.** We can signpost you to services and activities. We are impartial.
- **volunteer!**



Churchill Neighbourhood Centre acknowledges that we work on the traditional land of the Braiakaulung people of the Gunaikurnai nation.

We also acknowledge the support of the Victorian Government and Latrobe City Council.

Does your community group need somewhere to meet? Contact the Churchill Neighbourhood Centre to discuss room bookings.

Course Fees

A Term Fee of \$25 is paid at the beginning of the term and a fee is charged weekly. This helps the Centre budget and maintain its services. Please talk to the Manager if you have difficulty with payment.

Computer Class Fees

Classes called 'Computers for Employment' are designed for people who are developing their skills for further training, volunteering or employment. These courses are subsidised by the Adult Community and Further Education Board.

Classes called 'Computer Conversations' are for all other students. These courses are not subsidised.

Cancellations and Refunds

The Centre may at times cancel a class if numbers are insufficient. If this occurs, we will contact you in advance and refund all fees paid.

Once booked, if you decide not to take a course before it starts, give us 5 working days' notice and you will get a full refund.

Our CODE of CONDUCT

The Churchill Neighbourhood Centre welcomes everyone in the spirit of good neighbours. We expect all users of the Churchill Neighbourhood Centre to follow our Code of Conduct below:

- show each other the goodwill and respect we expect ourselves
- look out for the safety and wellbeing of each other
- act honestly, fairly and reasonably in our dealings with each other
- provide an environment free from harassment, either sexual, verbal, physical or emotional
- provide an environment free from bullying

Office hours: Mon to Fri 9:30am-4:00pm
PO Box 21, Churchill VIC 3842

t: **5120 3850 (new number!)**

e: info@churchill.org.au

w: www.churchill.org.au



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