

Intro to Medical Terminology

Enhance your admin skills by developing a working knowledge of terminology relevant to a wide range of medical workplaces. Join our face to face classes to become familiar with word structure, anatomy, vaccines, abbreviations, body parts, procedures, specialist areas plus much more.

Textbook: \$42 ACFE Funded



Day	Date	Time
Mon	12 Feb (8 wks)	12.30 - 3.00 pm
Cost	Code	
Funded: \$95 Non Funded: \$230	24EMPIMT1	

How to Enrol

Enrolments can be made either:

- By phone on **9842 6726** or
- By coming into the Centre.

After enrolment is confirmed, payment is required. A confirmation receipt will be sent to confirm your place.

We accept cash, cheque, eftpos or credit card (Mastercard and Visa only).

Contact Us



9842 6726



Follow us on Facebook and Instagram



Subscribe to our YouTube channel



1/520 Blackburn Road
Doncaster East VIC 3109
Next to the Pines Shopping Centre

Our Environment

Pines Learning welcomes people with a disability and those facing barriers to participation.

During enrolment, please share if there is anything which would impact on your participation so that we can put support in place.

ACFE Funded Places

Will only be offered to students with one of the following Citizen or Residency Status:

- Australian Citizen
- Holder of an Australian Permanent Visa
- New Zealand Citizen
- Asylum Seekers

See [pineslearning.com.au/eligibility-criteria](https://www.pineslearning.com.au/eligibility-criteria) for full details for categories.

Acknowledgement of Country

Pines Learning acknowledges the Wurundjeri people of the Kulin Nations as the traditional custodians of the land on which we work and learn. We pay respect to their elders past, present and emerging.

Manningham
Learns

www.manninghamlearns.com
[facebook/Manningham-Learns.com](https://facebook.com/Manningham-Learns.com)



Pines Learning

think ▶ grow ▶ evolve ▶ relax

www.pineslearning.com.au



Computer, Employment and Pathway Courses

Term 1
29 Jan – 28 March 2024

Welcome to Term 1

All courses are delivered in a friendly, supportive environment by qualified and experienced trainers.

Pines Learning uses Windows 10 and Microsoft Office 365.

To see eligibility criteria for the following ACFE Funded courses refer to the ACFE funded places section on the back page or visit our website.



Computer, Employment and Pathways to Further Study Courses

Computer for Beginners Level 1

Learn the basics of how to use a personal computer in nine step by step gentle-paced lessons.

Content includes creating and saving documents, file management, using MS Outlook for email and Google Chrome for internet.

Manual: \$39 ACFE Funded

Day	Date	Time	Cost	Code
Mon	12 Feb* (9 wks)	9.00 am– 12.00 pm	Funded: \$140 Non Funded: \$230	24DLECFBL11

*No class Monday 11 March and during Term break

Computer for Beginners Level 2

This course is designed for students who have completed Computer for Beginners Level 1 (or who have equivalent skills).

It reviews and develops file management, MS Word, internet and email skills and introduces MS Excel and Zoom.

Manual: \$39 ACFE Funded

Day	Date	Time	Cost	Code
Mon	6 May* (9 wks)	9.00 am– 12.00 pm	Funded: \$140 Non Funded: \$230	24DLECFBL22

*No class Monday 10 June

All Abilities

Essential Skills for Work

This course is designed to provide hands on opportunities for students with a high functioning intellectual disability. Students will build on their literacy and numeracy skills for the workplace.

A short interview is required for anyone not previously enrolled in this course.

ACFE Funded

Day	Date	Time	Cost	Code
Wed	7 Feb (8 wks)	9.30 am–12.00 pm	Funded: \$143	24EMPAAESFW1

Cyber Safety Basics

Never has it been more important than now to protect your online presence.

In eight easy to follow sessions, learn about online threats such as scams and viruses and the skills to identify and manage suspected or real attacks. Limited places.

Day	Date	Time	Cost	Code
Thu	13 Feb (8 wks)	9.15– 11.45 am	Funded: \$95 Non Funded: \$170	24DLECSB1

Intro to Artificial Intelligence (AI)

Join our beginners' guide to demystify and explore the exciting world of AI which has hit the internet by storm. You will experiment with some of the key AI tools and learn how they can impact your everyday life. Basic computer skills required.

Limited places.

Day	Date	Time	Cost	Code
Tue	13 Feb (2 wks)	7.00– 9.30 pm	Funded: \$43 Non Funded: \$70	24ENGAIN1

Skills to Apply for Work

This course is designed to assist people who have been out of the workforce.

Content includes where to look for job vacancies, identifying skills, resume writing, cover letter writing plus interview and presentation skills.

Day	Date	Time	Cost	Code
Thu	22 Feb (5 wks)	9.15–11.45 am	FREE	24T1/VOC1

Business Administration Skills

Become job ready in just nine weeks. Update your resume, be skilled at MS Office programs, admin, social media, plus much more.

Students attend classes three days a week. Register for the information Session, Thursday, 13 December at 10.30 am

Manual: \$100 ACFE Funded

Day	Date	Time	Cost	Code
Tue, Wed & Fri	7 Feb* (9 wks)	9.00 am– 3.00 pm	Funded: \$383 Funded Conc: \$255 Non Funded: \$750	24EMPBAS1

*Class Thursday 6 April in lieu of no class Good Friday 7 April

Word for Business Online

Designed for those with a rudimentary understanding of MS Word wanting to develop their skills to workplace standard, content includes formatting, Tabs, Tables, Mail Merge plus lots more. Students study self-paced (approximately four hours per week) with the opportunity to attend fortnightly Zoom support sessions. This course forms part of a Business Admin skillset being offered at Pines Learning in 2024.

Manual: \$59 ACFE Funded

Day	Date	Time	Cost	Code
Tue	20 Feb (13 wks)	9.30 am– 2.30 pm	Funded: \$88 Non Funded: \$120	24EMPBASOC

Bookkeeping Basics

Learn the basics of manual bookkeeping in a supportive environment. Content includes the bookkeeping process, the accounting equation, double entry accounting, journals plus much more.

This course pathways to Xero Basics and other employment courses.

Manual: \$44 ACFE Funded

Day	Date	Time	Cost	Code
Sat	11 Feb (8 wks)	9.30 am– 12.00 pm	Funded: \$95 Non Funded: \$170	24EMPBB1

