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. Next course will be offered in Term 3.

ACFE Funded

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. Next course will be offered in Term 3*.*

ACFE Funded

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

f 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** 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

Pines Learning

think ▶ grow ▶ evolve ▶ relax

www.pineslearning.com.au

Computer, Employment and Pathway Courses

Term 2
15 April – 29 June 2024

Welcome to Term 2

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.

No Classes: Thu 25 Apr (ANZAC Day) and Mon 10 Jun (King's Birthday)

Computer, Employment and Pathways to Further Study Courses

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

All Abilities *Essential Skills for Work*

This course is designed for students with a high functioning intellectual disability. It focuses on 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	17 Apr (11 wks)	9.30 am–12.00 pm	Funded: $143	24EMPAAESFW2

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.
ACFE Funded

Day	Date	Time	Cost	Code
Tue	21 May (8 wks)	12.30–3.00 pm	Funded: $50 Non Funded: $95	24DLECSB2

No classes during term break

Canva Basics

Finding it hard to convert ideas into reality? learn how to use Canva, the free digital tool which is taking the whole world by storm. Canva simplifies the design process by customising templates and providing a wide of features to create your own, to share or print .
Basic computer skills required.
ACFE Funded

Day	Date	Time	Cost	Code
Thu	2 May (8 wks)	12.30-3.00 pm	Funded: $95 Non Funded: $170	24DLECB2

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, Wednesday, 17 April at 10.00 am

Manuals: $100   ACFE Funded

Day	Date	Time	Cost	Code
Tue, Wed & Fri	7 May (9 wks)	9.00 am–3.00 pm	Funded: $383 Funded Conc: $255 Non Funded: $750	24EMPBAS2

No classes during term break

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	Cost	Code
Mon	6 May (8 wks)	12.30 pm - 3.00 pm	Funded: $95 Non Funded: $170	24EMPIMT2

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.

ACFE Funded

Day	Date	Time	Cost	Code
Tue	30 Apr (3 wks)	7.00–9.30 pm	Funded: $43 Non Funded: $70	24ENGAIN2

Word for Work

NEW

Students with a rudimentary understanding of Word learn the features of MS Word v365 plus formatting conventions used in the Australian workplace. Content includes Tabs, Tables, managing text, Mail Merge plus much more. Students attend seven Tuesday and six Wednesday morning sessios.

Manual: $49   ACFE Funded

Day	Date	Time	Cost	Code
Tue & Wed	14 May (7 wks)	10.00 am–12.00 pm	Funded: $88 Non Funded: $120	24EMPBASW2

Excel for Work

NEW

Learn how to create and manage spreadsheets and charts using MS Excel 365. Beyond learning features such as how to create workbooks, input data, create formulas and charts you will learn how to format your spreadsheets to the Australian workplace standard. Basic computer skills required but no knowledge of Excel is necessary.

Manual: $39   ACFE Funded

Day	Date	Time	Cost	Code
Tue	14 May (8 wks)	12.30-3.00 pm	Funded: $58 Non Funded: $100	24EMPBASE2

XERO Basics

NEW

Learn how to create and manage accounting records using XERO software suitable for a small to medium business. Content includes overview of bookkeeping principles. Previous knowledge of bookkeeping is not required

Textbook: $36   ACFE Funded

Day	Date	Time	Cost	Code
Sat	11 May (8 wks)	9.30 am-12.00 pm	Funded: $95 Non Funded: $211	24EMPXER2