



Computer, Employment and Pathway Courses

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

Pines Learning uses Windows 11 and Microsoft Office 365.

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



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. Each term focus on types of knowledge and skills for different workplaces.

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

ACFE Funded.

Day	Date	Time
Wed	28 Jan (10 wks)	9.30am - 12.00pm
Cost		Code
Funded: \$102 Funded Conc: \$80		26PQFPLITLS1

All Abilities Towards Independent Living

This course will help you live independently in supported accommodation or within your family home. Learn about what it takes to be a great house mate, understand house guidelines and communicate with others respectfully. Understand budgeting and how to prioritise essential and non-essential spending. Develop safe banking and online skills and know you can ask for assistance. Be introduced to basic First Aid and find out who in the community is there to support you.

Please contact our office for more details.

ACFE Funded.

Day	Date	Time
Mon	2 Feb (9 wks)	9.30 - 11.30am
Cost		Code
Funded: FREE		26PQFPLIT001

ACFE Funding Available to:

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

Full details at pineslearning.com.au/eligibility-criteria

How to Enrol

Option 1. Call us on 9842 6726

Option 2. In-person at The Pines Learning and Activity

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
- info@pineslearning.com.au
- 1/520 Blackburn Road Doncaster East VIC
- Office hours: Monday to Friday 9am - 4pm
- www.pineslearning.com.au
- Follow us on Facebook and Instagram



This training is delivered with Victorian and Commonwealth Government funding.



Diversity Statement

We respect, value and welcome people of all backgrounds, genders, sexualities, abilities and cultures.



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.

Computer, Employment and Pathways to Further Study Courses



Business Administration Skills 1 & 2

Equip yourself with essential digital and administrative skills for the Australian workforce in just 9 weeks. Delivered in small, supportive classes, this comprehensive course prepares you for a wide range of administration, office and reception roles. You'll gain practical experience in:

- Business administration and customer service
- Microsoft Office programs, applied to real workplace tasks
- Digital information management
- Introduction to tools like ChatGPT, Microsoft Copilot, and Google Workspace
- Basic social media creation and workplace communications

Classes are held three days a week Tuesday, Wednesday and Fridays.

Information Session:

Monday 15/12/2025 10.30am to 11.30am

Thursday 15/1/2026 10.30am to 11.30am

ACFE Funded.

Day	Date	Time	Code
Tue, Wed & Fri	27 Jan (9 wks)	9.00am - 3.00pm	26PQFPDSBAS1&2
Cost per course (Inclusive of Manual)			
26PQFPDSBAS1: Funded: \$182 Funded Conc: \$112 Non Funded: \$375			
26PQFPDSBAS2: Funded: \$158 Funded Conc: \$100 Non Funded: \$375			



Computer for Beginners Level 1

These friendly, beginner-paced classes are designed to help you feel more confident using technology for everyday tasks.

Over nine easy-to-follow sessions, you'll learn practical tips and tricks to make using a computer simpler, more efficient, and less intimidating.

With a strong focus on hands-on learning, this course will help you develop the digital skills you need for everyday life.

Enjoy learning in a small, supportive group led by an experienced trainer who will guide you step by step and provide personal support.

ACFE Funded.

Day	Date	Time	Code
Mon	2 Feb (9 wks)	9.00am - 12.00pm	26PQFPDSCBL1
Cost (Inclusive of Manual)			
Funded: \$132 Funded Conc: \$109 Non Funded: \$230			

Excel for Beginners

Learn how to create and manage workbooks, input data, and build formulas, while developing formatting techniques required for the Workforce. No previous Excel experience is needed—just basic computer skills.

ACFE Funded

Day	Date	Time	Code
Mon	2 Feb (8 wks)	12.30 - 3.00pm	26PQFPDSBAS2
Cost (Inclusive of Manual)			
Funded: \$143 Funded Conc: \$125 Non Funded: \$170			

Intro to Medical Terminology

Enhance your admin skills and opportunities for employment by developing your knowledge of medical terminology suitable for a wide range of medical environments.

Content includes word structure, parts of the anatomy, medical abbreviations, instruments and equipment, common vaccines and terminology for a wide range of medical general and specialist areas.

Pre-requisite: Basic computer skills and English for everyday life.

Day	Date	Time	Code
Thu	5 Feb (8 wks)	12.30 - 3.00pm	26EMPIMT
Cost			
Funded: \$124 Funded Conc: \$107 Non Funded: \$211			



iPad for Everyday Life

This course is designed for those who are new to an iPad and wanting to build on basic skills to build confidence and digital skills for everyday life.

You will become familiar with the Operating system, learn how to download applications, use a web browser, and bookmarks. Navigate the default applications: Calendar, Contacts and Notes. Learn to manage email on an iPad send photos and safely download and how to use your smart phone with the iPad.

ACFE Funded.

Day	Date	Time	Code
Thu	5 Feb (8 wks)	9.30am - 12.00pm	26PQFPDS012 T1
Cost (Inclusive of Manual)			
Funded: \$95 Funded Conc: \$77 Non Funded: \$170			



Skills to Apply for Work

FREE

Skills to Apply for Work is a six-week course designed to help individuals who have been out of the workforce apply for suitable employment.

Led by our experienced Careers Counsellor, the course covers essential topics such as where to find job vacancies, identifying your skills, writing a successful resume, crafting an effective cover letter, and developing interview and presentation skills. This course provides the support and tools needed to apply for jobs and re-enter the workforce.



Day	Date	Time	Cost	Code
Mon	9 Feb (6 wks)	12.00 - 3.00pm	FREE	26TAVOCT1

Basic Bookkeeping

Join our 20-hour Basic Bookkeeping course, held on Saturday mornings, and gain essential employability skills for Australian workplaces. Perfect for beginners, this course introduces fundamental bookkeeping concepts, including managing basic financial records, under the guidance of our qualified teacher who is an experienced bookkeeper. It also serves as a pathway to further study, including Business Administration Skills 1 & 2 and Xero Basics at Pines Learning.

ACFE Funded

Day	Date	Time	Code
Sat	7 Feb (8 wks)	9.30am - 12.00pm	26PQFPNUMBK
Cost (Inclusive of Manual)			
Funded: \$139 Funded Conc: \$121 Non Funded: \$211			