

## Business Administration Skills - Refresher

This one day per week short course reviews and expands on the skills and knowledge acquired in the Business Administration Skills course. Students will focus on developing Word and Excel skills to advanced level as well as broadening skills to manage social media and digital images.

Manual \$39 ACFE Funded



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Instagram



Day	Date	Time	Cost	Code
Thu	14 Oct (8 wks)	9.00 am- 3.00 pm	Funded \$203 Non Funded \$460	21EMPBAR4

## Important Information

### ACFE funded places

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

- Australian Citizen
- Australian Permanent Resident (holder of permanent visa)
- Holder of Special Category Visa (sub-class 444, New Zealand Citizen)
- East Timorese Asylum seeker, or
- Holder of Temporary Protection Visa

## How to Enrol

Enrolments can be made either:

- online at [www.pineslearning.com.au](http://www.pineslearning.com.au),
- by phone on **9842 6726** or
- by coming into the Centre.

Payment is required on enrolment and 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



1/520 Blackburn Road  
Doncaster East VIC 3109

*Next to the Pines Shopping Centre*



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Pines Learning

think ▶ grow ▶ evolve ▶ relax

[www.pineslearning.com.au](http://www.pineslearning.com.au)

Computer,  
Employment and Pathway Courses

Semester 1  
Term 1: 1 Feb - 1 Apr  
Term 2: 19 Apr - 3 Jul



# Welcome to Term 2

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

Pines Learning uses Windows 10 and Microsoft Office 2016.



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.

[www.pineslearning.com.au](http://www.pineslearning.com.au)

1/520 Blackburn Rd Doncaster East  
(next to The Pines Shopping Centre)

Ph: 9842 6726

# Computer, Employment and Pathways to Further Study Courses

## Computer for Beginners Level 1 (Onsite)

Learn the basics of how to use a personal computer in eight 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	26 July (8 wks)	9.15 am-11.45 am	Funded \$162 Non Funded \$219	21DIGCFBL13

## Computer for Beginners Level 2 (Onsite)

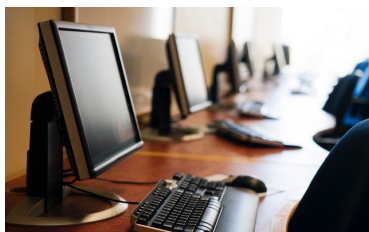
This course is designed for students who have completed Computer for Beginners Level 1 (or who have equivalent skills).

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

Manual \$39 ACFE Funded



Day	Date	Time	Cost	Code
Mon	10 May (8 wks)	9.15 am-11.45 am	Funded \$162 Non Funded \$219	21DIGCFBL22



## Skills for Work and Study Early Childhood

(Onsite)

If you want to work with infants and small children but need to improve your reading, writing and maths skills to undertake study in this sector, this is an excellent opportunity to take the first step. Full support and guidance provided.

ACFE Funded



Day	Date	Time	Cost	Code
Tue & Thu	27 Apr (8 wks)	9.30 am - 2.30 pm	Funded \$35	21SFWSChild

## Business Administration Skills (Onsite)

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

Students attend classes three days a week.

Give us a call on 9842 6726 to register for the free Information Session which will be held on Wednesday 21 April at 10 am.

Manuals \$100 ACFE Funded



Day	Date	Time	Cost	Code
Tue Wed & Fri	11 May (9 wks)	9.00 am - 3.00 pm	Funded \$455 Funded conc \$327 Non Funded \$1022	21EMPBAS2

## Skills to Apply for Work (Onsite)

This five week course is designed to assist people who have been out of the workforce to apply for suitable employment.

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
Fri	30 Apr (5 wks) (no class 28 May)	9.15 am- 11.45 am	FREE	21T2/VOC1



## All Abilities - Essential Skills for Work (Onsite)

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 and develop their understanding of employability skills relevant to the workplace.

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

ACFE Funded



Day	Date	Time	Cost	Code
Wed	21 Apr (11 wks)	9.30 am -12.00 pm	\$137	21EMPAA2

## All Abilities - Staying Safe Using Your Mobile Phone and Facebook



This workshop is for people with a medium to high functioning intellectual disability who are currently using a mobile phone and the social media platform Facebook. It aims to develop awareness of risks and challenges whilst acknowledging the many benefits of mobile phones.

**Morning tea and lunch provided.**

Please phone Reception on 9842 6726 to register.



Day	Date	Time	Cost	Code
Sat Onsite	1 May (1 wk)	10 am-2.00 pm	FREE	21T2/VOC2/AA

## Intro to Medical Terminology (Online)



Health is the second highest employment sector in Manningham. Enhance your admin skills by developing a working knowledge of medical terminology relevant to a range of medical environments. After hours classes are held via Zoom. Personal computer or laptop computer required with MS Word and working email account. High level real-time support provided – your trainer is with you for the full session each week.

Manual \$39 ACFE Funded



Day	Date	Time	Cost	Code
Wed	28 Apr (8 wks)	6.30 pm - 9.00 pm	Funded \$162 Non Funded \$219	21VOCIMT2

## MYOB v2020 for Beginners

Create and manage accounting records using Mind Your Own Business accounting software suitable for a small to medium business. Content includes overview of bookkeeping principles, how to create a company data file, produce and manage purchase orders and invoices, accounts payable and receivable plus much more.

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

Manual: \$36

ACFE Funded



Day	Date	Time	Cost	Code
This course will be offered in Term 3. Please phone Reception on 9842 6726 to register your expression of interest.				

