

Important Information

ACFE funded places

Will only be offered to Learners 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

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How to Enrol

Enrolments can be made either:

- online at 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).

Manningham
Learns 

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

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



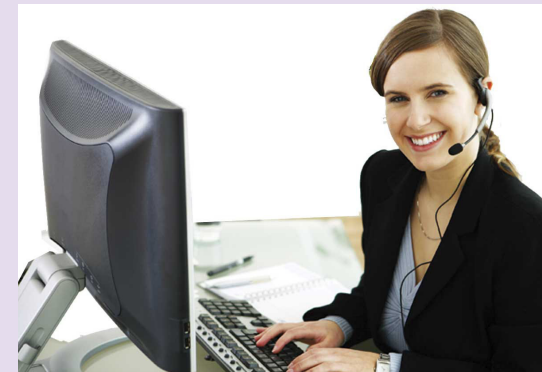
Computer and Pathway to Employment Courses

Term 2, 2019

We offer a range of computer, iPad and employment courses.

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

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



Ph: 9842 6726

Computers and Pathway to Employment Courses

Computer for Beginners Level 1

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.

ACFE Funded



Day	Date	Time	Cost	Code
This course will be offered in Term 3, 2019. Please phone Reception on 9842 6726 to register your expression of interest.				



Computer for Beginners Level 2

This course is designed for learners 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 as well as builds confidence to use a personal computer independently.

Manual \$39

ACFE Funded



Day	Date	Time	Cost	Code
Mon	6 May (8 wks)	9.15-11.45 am	Funded \$162 Non Funded \$219	19ALNCFBL22
Please note: No class Monday 10 June				

iPads Level 1

This gentle-paced hands-on course is tailored to those who have minimal digital literacy skills. Learners bring their own fully charged iPad and gain an understanding of Settings, web browsing, downloading applications, how to take and manage photos, Contacts, Calendar, email and FaceTime (video phone calls).

ACFE Funded



Day	Date	Time	Cost	Code
Wed	1 May	12.30-3.00 pm	Funded \$162 Non Funded \$219	19ALNIPD2

MS Word

Build on your Computer for Beginners skills. In four lessons learn how to create, save, close and open documents, enter, edit and format text, insert Header and Footers, Cut/Copy/Paste, Spellcheck, insert images and objects plus LOTS more

Manual included in course cost.

Day	Date	Time	Cost	Code
Fri	3 May (4 wks)	9.30 am -11.30 am	\$165	19T2/FFS1

All Abilities

Essential Skills for Work

This course is designed to provide hands on opportunities for learners with a high functioning intellectual disability. Learners 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	24 Apr (10 wks)	9.30 am -12.00 pm	\$137	19EMPAA2

Business Administration Skills

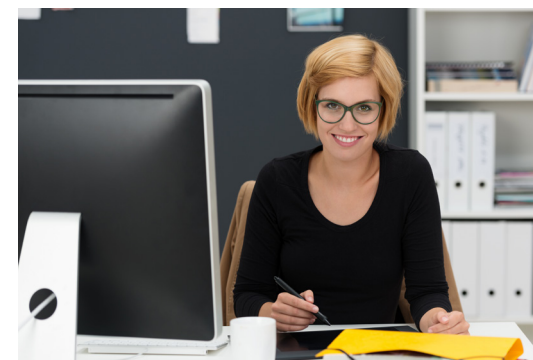
Become job ready in just nine weeks. Update your resume, be skilled at MS Office programs, admin, social media plus much more. Course is held three days a week. No classes during term break.

Please phone Reception on 9842 6726 to register.

ACFE Funded



Day	Date	Time	Cost	Code
Tue Wed & Fri	30 Apr (9 wks)	9.00 am - 3.00 pm	Funded \$455 Funded conc \$327 Non Funded \$1022	19EMPBAS2



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.

Learners 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



Day	Date	Time	Cost	Code
This course will be offered in Term 4, 2019. Please phone Reception on 9842 6726 to register your expression of interest.				

