

General Price List

Computer and Finance Software Training

What the participant will receive:

- Course length: up to 1 month (nominal as times can be negotiated and rate of progress varies with individual's underpinning knowledge).
- Tailored delivery through a flexible combination of one-on-one tutorial and self-paced learning, determined for each participant.
- One-on-one assisted tutorial time: nominal 2hrs per week (bookings are preferred to avoid possible disappointment)
- Recommended minimum self-paced learning: 4hrs per week (more often, where practical)
- Telephone support, as required and for 1 month on completion of training.
- Training disk to keep on successful completion.
- A Statement of Attainment, detailing the relevant BSB20107, BSB30407 and BSB40507 competencies. Units also can be credited to BSB31007 and BSB40807 certificates.

Touch Typing with AS2708 typing speed test (average 20 hours) (BSBITU 307A Develop Keyboarding Speed and Accuracy)	\$ 225
MS Windows Essentials (average 8 hours) (BSBWOR204A Use Business Technology with Internet/Email)	\$ 125
MS Word Essentials (average 10 hours) (BSBITU201A Produce Simple Word-processed Documents)	\$ 225
MS Word Intermediate (average 12 hours) (BSBITU303A Design and Produce Text Documents)	\$ 275
MS Word Advanced (average 14 hours) (BSBITU401A Design and Develop Complex Text Documents)	\$ 325
MS Excel Essentials (average 10 hours) (BSBITU202A Create and Use Spreadsheets)	\$ 225
MS Excel Intermediate (average 12 hours) (BSBITU304A Produce Spreadsheets)	\$ 275
MS Powerpoint Essentials (average 10 hours) (BSBITU302A Create Electronic Presentations)	\$ 225
MS Publisher Essentials (average 10 hours) (Part completion of BSBITU306A Design and Produce Business Documents)	\$ 225
MS Access Intermediate (average 18 hours) (BSBITU301A Create and Use Databases)	\$ 425
Internet & Email (MS Outlook) (average 10 hours) (BSBITU203A Communicate Electronically)	\$ 225
Basic Bookkeeping Skills (average 12 hours) (FNSICGEN305A Maintain Daily Financial/Business Records)	\$ 225
MYOB or Quickbooks (average 24 hours) (BSB Finance competencies: (FNSICGEN305A, BSBFIA303A, BSBFIA304A and BSBFIA301A)	\$ 750
MYOB or Quickbooks Payroll (average 10 hours) (BSBFIA302A Process Payroll)	\$ 225

(Note: Prices per participant are GST-free as all training is based around nationally recognised competencies.)

WITH INDUSTRY-STANDARD SOFTWARE VERSIONS

SPECIAL PRICES AVAILABLE ON APPLICATION - FOR MULTIPLE PROGRAMS

TUTOR-LED CLASSES are available, on application only.