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# TRAINING SCHEDULE 2021

## CERTIFICATE COURSES

Nationally Recognised

CLASS DELIVERY	MODE OF DELIVERY	DETAILS	PRICE	FEB 2022	APR 2022
<b>BSB30120 - Certificate III in Business (Administration)</b> (Subsidies for eligible learners under the C3G program (DESBT))	Class	13 class sessions. Please request our timetables	<b>\$45</b> (concessional) <b>\$145</b> (non-conc) <b>\$1,800.00</b> Payment plans available	<b>2<sup>nd</sup></b> (Wed)	<b>21<sup>st</sup></b> (Thurs)
<b>BSB30120 - Certificate III in Business (Medical Administration)</b> (Subsidies for eligible learners under the C3G program (DESBT))	Blended (class and online learning)	13 units of competency 4 online units 9 class sessions	<b>\$45</b> (concessional) <b>\$145</b> (non-conc) <b>\$1,800.00</b> Payment plans available	<b>2<sup>nd</sup></b> (Wed)	<b>21<sup>st</sup></b> (Thurs)
ONLINE	MODE OF DELIVERY	DETAILS	PRICE	INFORMATION	
<b>BSB30120 – Certificate III in Business (Administration)</b> (Subsidies for eligible learners under the C3G program (DESBT))	ONLINE	13 units of competency See our website for more information	<b>\$45</b> (concessional) <b>\$145</b> (non-conc) <b>\$1,800.00</b> Payment plans available	Start any time and complete within 12 months. Please visit our website for more information	
<b>BSB30120 – Certificate III in Business (Medical Administration)</b> (Subsidies for eligible learners under the C3G program (DESBT))	ONLINE	13 units of competency See our website for more information	<b>\$45</b> (concessional) <b>\$145</b> (non-conc) <b>\$1,800.00</b> Payment plans available	Start any time and complete within 12 months. Please visit our website for more information	
<b>BSB30120 – Certificate III in Business (Customer Engagement)</b> (Subsidies for eligible learners under the C3G program (DESBT))	ONLINE	13 units of competency See our website for more information	<b>\$45</b> (concessional) <b>\$145</b> (non-conc) <b>\$1,800.00</b> Payment plans available	Start any time and complete within 12 months. Please visit our website for more information	



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<b>HLT37315 – Certificate III in Health Administration</b>	ONLINE	13 units of competency See our website for more information	<b>\$1,450.00</b> Payment plans available	Start any time and complete within 12 months. Please visit our website for more information
<b>Upgrade your existing BSB30415 – Certificate III in Business Administration or BSB31115 Certificate III in Business Administration (Medical) to the NEW BSB30120 qualification</b>	<p>If you are looking at undertaking gap units to upgrade an old qualification you can gain credit transfers and undertake extra units.</p> <p>There is <b>no charge</b> for Credit Transfers.          For a limited time only, we are discounting the unit price for these upgrades from \$195.00 per unit to \$105.00 per unit.</p> <p>Please contact us for a <b>quote</b> to discuss your particular situation as we do this on a case-by-case basis.</p>			
<b>Upgrade your existing BSB30415 – Certificate III in Business Administration to BSB31115 Certificate III in Business Administration (Medical) by undertaking five medical units</b>	<p>\$800.00          (all study must be completed by Mar 15 2022)</p>			





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## ONE-DAY COMPUTER COURSES (FACE-TO-FACE)

(NON-ACCREDITED)

COURSE	LEVEL	DURATION	FEE	OCT-2021		NOV-2021		DEC-2021		JAN-2022	
				Comp Fund.		Comp Fund.		Comp Fund.		Comp Fund.	
<b>Starter Package</b> <i>Ideal for absolute beginners and includes 4 sessions</i>	Beginner	1 day a week for 4 weeks	\$1,650.00	Comp Fund.	5 <sup>th</sup>	Comp Fund.	8 <sup>th</sup>	Comp Fund.	6 <sup>th</sup>	Comp Fund.	10 <sup>th</sup>
				Word	12 <sup>th</sup>	Word	15 <sup>th</sup>	Word	9 <sup>th</sup>	Word	
				Excel	19 <sup>th</sup>	Excel	22 <sup>nd</sup>	Excel	13 <sup>th</sup>	Excel	
				Outlook	26 <sup>th</sup>	Outlook	29 <sup>th</sup>	Outlook	15 <sup>th</sup>	Outlook	

### BUSINESS SKILLS FOR THE WORKPLACE LEVELS 1,2 AND 3

COURSE	DURATION	FEE	OCT/NOV-2021	NOV/DEC-2021	JAN/FEB-2022	FEB/MAR-2022
<b>Business Skills for the Workplace – Level 1</b>	1 day a week for 5 weeks	<b>\$1,700.00</b> <small>Payment plans available</small>	13, 20, 27 Oct 3, 11 Nov	8,16,23,30 Nov and 12 Dec	27 Jan, 3,10,17,24 Feb	
<b>Business Skills for the Workplace – Level 2</b>	1 day a week for 6 weeks	<b>\$1,850.00</b> <small>Payment plans available</small>	21,28 Oct and 4,11,18,25 Nov		18,25 Jan, 1,8,15,22 Feb	
<b>Business Skills for the Workplace – Level 3</b>	1 day a week for 7 weeks	<b>\$1,900.00</b> <small>Payment plans available</small>		3,20,27,24 Nov and 1,8,15 Dec		8,15,22,29 Mar and 5,12 and 19 April

### MYOB ESSENTIALS COURSES

COURSE	LEVEL	DURATION	FEE	OCT-2021	NOV-2021	DEC-2021	JAN-2022	FEB-2022
<b>MYOB Essentials Daily Tasks</b>	Introduction	½ day	<b>\$280</b>	18 <sup>th</sup>	24 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	7 <sup>th</sup>
<b>MYOB Essentials Introduction</b>	Intro	1 day	<b>\$420</b>	25 <sup>th</sup>	30 <sup>th</sup>	8 <sup>th</sup>	21 <sup>st</sup>	14 <sup>th</sup>



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## MYOB ACCOUNTRIGHT COURSES

COURSE	LEVEL	DURATION	FEE	OCT-2021	NOV-2021	DEC-2021	JAN-2022	FEB-2022
MYOB AccountRight Daily Tasks	Introduction	½ day	\$280	8 <sup>th</sup>	8 <sup>th</sup>	6 <sup>th</sup>	19 <sup>th</sup>	3 <sup>rd</sup>
MYOB AccountRight Introduction	Intro	1 day	\$420	11 <sup>th</sup> or 27 <sup>th</sup>	1 <sup>st</sup>	6 <sup>th</sup>	13 <sup>th</sup>	16 <sup>th</sup>
MYOB AccountRight Intermediate	Intermediate	1 day	\$450	25 <sup>th</sup>	15 <sup>th</sup>	14 <sup>th</sup>	20 <sup>th</sup>	22 <sup>nd</sup>
MYOB AccountRight Payroll	Intermediate	1 day	\$490	28 <sup>th</sup>	29 <sup>th</sup>	28 <sup>th</sup>	26 <sup>th</sup>	28 <sup>th</sup>

**VIRTUAL MYOB courses** Please visit the page on our website for virtual courses to see dates and prices.

**MYOB PACKAGE – book all three MYOB courses for \$1,200**

## XERO ACCOUNTING COURSES

COURSE	LEVEL	DURATION	FEE	OCT-2021	NOV-2021	DEC-2021	JAN-2022	FEB-2022
Xero in a Day	Intro.	1 day	\$425	7 <sup>th</sup> F	12 <sup>th</sup> V	10 <sup>th</sup> F	11 <sup>th</sup> V	11 <sup>th</sup>
Xero Payroll	Intro.	1 day	\$425	22 <sup>nd</sup> F	19 <sup>th</sup> V	17 <sup>th</sup> V	18 <sup>th</sup> V	18 <sup>th</sup>
Xero Smarter	Intermediate	1 day	\$425	28 <sup>th</sup> V	25 <sup>th</sup> V		29 <sup>th</sup> V	24 <sup>th</sup>
Xero Projects	Intro	1/2 day	\$295	1 <sup>st</sup> V	5 <sup>th</sup> V		25 <sup>th</sup> V	25 <sup>th</sup>

F = Face-to-face V = Virtual

All of the above courses are delivered at our premises by Elke Wick (Xero Consultant) from Make It Easy Business Solutions

### Xero Pricing

	Single Course	2 – Course Pack	3 – Course Pack	4-course Pack
Face-to-Face in Class	\$425	\$795	\$1,095	\$1,395
Virtual	\$395	\$750	\$995	\$1,350



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## EXCEL v.2016 COURSES

COURSE	LEVEL	DURATION	FEE	OCT-2021	NOV-2021	DEC-2021	JAN-2022	FEB-2022
Excel v.2016 Introduction	Intro	1 day	\$395	7 <sup>th</sup> 18 <sup>th</sup> or 28 <sup>th</sup>	8 <sup>th</sup> or 25 <sup>th</sup>	2 <sup>nd</sup> or 19 <sup>th</sup>	12 <sup>th</sup> or 27 <sup>th</sup>	1 <sup>st</sup> or 15 <sup>th</sup> or 24 <sup>th</sup>
Excel v. 2016 Intermediate	Intermediate	1 day	\$420	14 <sup>th</sup> or 25 <sup>th</sup>	22 <sup>nd</sup>	16 <sup>th</sup>	17 <sup>th</sup> or 27 <sup>th</sup>	9 <sup>th</sup> or 17 <sup>th</sup>
Excel v. 2016 Advanced	Advanced	1 day	\$450	11 <sup>th</sup> or 27 <sup>th</sup>	29 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup> or 24 <sup>th</sup>	23 <sup>rd</sup>
<b>VIRTUAL</b> Excel courses	Please visit the page on our website for virtual courses to see dates and prices.							

**EXCEL PACKAGE – book all three levels of Excel for \$1,100**

## WORD v.2016 COURSES

COURSE	LEVEL	DURATION	FEE	OCT-2021	NOV-2021	DEC-2021	JAN-2022	FEB-2022
Word v. 2016 Introduction	Intro	1 day	\$395	11 <sup>th</sup> or 20 <sup>th</sup>	4 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	10 <sup>th</sup>
Word v. 2016 Intermediate	Intermediate	1 day	\$420	18 <sup>th</sup>	11 <sup>th</sup>	16 <sup>th</sup>	26 <sup>th</sup>	8 <sup>th</sup>
Word v. 2016 Advanced	Advanced	1 day	\$450	28 <sup>th</sup>	25 <sup>th</sup>	22 <sup>nd</sup>		28 <sup>th</sup>
<b>VIRTUAL</b> Word courses	Please visit the page on our website for virtual courses to see dates and prices.							

**WORD PACKAGE – book all three levels of Word for \$1,100**



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## PROJECT v.2016 COURSES

COURSE	LEVEL	DURATION	FEE	OCT-2021	NOV-2021	DEC-2021	JAN-2022	FEB-2022
Project v. 2016 Intro.	Intro	1 day	\$450	13 <sup>th</sup> or 28 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>	13 <sup>th</sup>	10 <sup>th</sup>
Project v. 2016 Interim.	Intermediate	1 day	\$470	27 <sup>th</sup>	15 <sup>th</sup>	15 <sup>th</sup>	27 <sup>th</sup>	17 <sup>th</sup>
Project v. 2016 Advanced	Advanced	1 day	\$530		22 <sup>nd</sup>	22 <sup>nd</sup>		24 <sup>th</sup>

**VIRTUAL** Project courses Please visit the page on our website for virtual courses to see dates and prices.

**PROJECT PACKAGE – book all three levels of Project for \$1,200**

## OUTLOOK v.2016 COURSES

COURSE	LEVEL	DURATION	FEE	OCT-2021	NOV-2021	DEC-2021	JAN-2022	FEB-2022
Personal Organisation with Outlook 2016	Intro	1 day	\$420	11 <sup>th</sup>	18 <sup>th</sup>	13 <sup>th</sup>	24 <sup>th</sup>	21 <sup>st</sup>

## LOW DEMAND COURSES (Please contact us if you wish to undertake any of the following and we can organise dates)

COURSE	DURATION	FEE
Personal Organisation with Outlook 2016	1 day	\$420.00
Access v. 2016	1 day each	<b>Intro.</b> \$420.00, <b>Interm.</b> \$450.00, <b>Adv.</b> \$470.00
PowerPoint v. 2016	1 day each	<b>Intro.</b> \$395.00, <b>Interm.</b> \$420.00, <b>Adv.</b> \$450.00
Publisher 2016	1 day	<b>Intro.</b> 420.00



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## DISCOUNT PACKAGES (as of 2/9/2021)

Courses must be booked and paid for at once to qualify

### The “Any Three” Package

Book **any three** or more courses at any level and get a **10%** discount.

### The “More than Three” Package

Book **more than three** courses at any level and get a **12%** discount.

### Excel or Word Package

Book all three levels of Excel or all three levels of Word for **\$1,100.00**

### Project Package

Book all three levels of Project for **\$1,200.00**

### MYOB Package

Book Introduction, Intermediate and Payroll for **\$1,200.00**

## VIRTUAL TRAINING

All courses on our schedule can be delivered virtually over zoom. Please visit the page on our website for Virtual Training.

## ONSITE TRAINING

All courses on our schedule can be delivered to groups at your premises. All materials provided including laptops if required. We have been delivering all over Queensland for 12 years. [Please contact us for a quote.](#)

