

# Business

## Short courses

**1300 CQ TAFE**  
1300 27 8233

[www.cq.tafe.qld.gov.au](http://www.cq.tafe.qld.gov.au)



### EXTERNAL

#### **Access 2007**

Create and use databases,  
30 hours

\*Cost: Full fee \$89.95

Concession fee \$62.95

#### **Excel 2007**

Create and use spreadsheets,  
30 hours

\*Cost: Full fee \$89.95

Concession fee \$62.95

#### **MYOB**

Maintain a general ledger,  
60 hours

Process accounts payable and  
receivable, 30 hours

Process payroll, 30 hours

Maintain daily financial/business  
records, 20 hours

\*Cost: Full fee \$509.75

Concession fee \$329.75

#### **PowerPoint 2007**

Create electronic presentations  
20 hours

\*Cost: Full fee \$74.95

Concession fee \$56.95

#### **Publisher 2007**

Produce desktop published  
documents, 50 hours

\*Cost: Full fee \$119.95

Concession fee \$74.95

#### **Quickbooks**

Maintain daily financial/business  
records, 20 hours

Process accounts payable and  
receivable, 30 hours

\*Cost: Full fee \$164.90

Concession fee \$119.90

#### **Word 2007**

Produce simple word processed  
documents, 60 hours (15 weeks)

\*Cost: Full fee \$134.95

Concession fee \$80.95

# Start anytime - enrol now!

## GLADSTONE

**Study mode: Flexible**

### MYOB

Maintain daily financial/business records  
20 hours (6 weeks)

Maintain a general ledger, 60 hours (17 weeks)

Process accounts payable and receivable  
30 hours (9 weeks)

Process payroll, 30 hours (9 weeks)

\*Cost: Full fee \$384.80 Concession fee \$258.80

**Study mode: Flexible, day**

### Access 2007

Create and use databases, 30 hours (8 weeks)

\*Cost: Full fee \$89.95 Concession fee \$62.95

### Excel 2007

Create and use spreadsheets, 30 hours (20 weeks)

\*Cost: Full fee \$89.95 Concession fee \$62.95

### PowerPoint 2007

Create electronic presentations, 20 hours (5 weeks)

\*Cost: Full fee \$64.95 Concession fee \$46.95

### Publisher 2007

Produce desktop published documents

50 hours (13 weeks)

\*Cost: Full fee \$119.95 Concession fee \$74.95

### Word 2007

Produce simple word processed documents

60 hours (15 weeks)

\*Cost: Full fee \$129.95 Concession fee \$75.95

**Study mode: Flexible, night**

### Access 2007

Create and use database, 30 hours (10 weeks)

\*Cost: Full fee \$87.50 Concession fee \$56.00

### Excel 2007

Create and use spreadsheets, 30 hours (10 weeks)

\*Cost: Full fee \$89.95 Concession fee \$62.95

### PowerPoint 2007

Create electronic presentations, 20 hours (7 weeks)

\*Cost: Full fee \$74.95 Concession fee \$56.95

### Publisher 2007

Produce desktop published documents

50 hours (17 weeks)

\*Cost: Full fee \$119.95 Concession fee \$74.95

### Word 2007

Produce simple word processed documents

## MACKAY

**Study mode: Flexible, day**

### Quickbooks

Maintain daily financial/business records  
20 hours (8 weeks)

Process accounts payable and receivable  
30 hours (12 weeks)

\*Cost: Full fee \$164.90 Concession fee \$119.90

**Study mode: Flexible, night**

### MYOB

MYOB Payroll - Setup and operate a computerised  
accounting system, 80 hours (27 weeks)

\*Cost: Full fee \$132.50 Concession fee \$60.50

MYOB Payroll - Process payroll, 30 hours (10 weeks)

\*Cost: Full fee \$89.95 Concession fee \$62.95

**Study mode: Flexible, day and night**

### PowerPoint 2007

Create electronic presentations, 20 hours (7 weeks)

\*Cost: Full fee \$64.95 Concession fee \$46.95

### Publisher 2007

Produce desktop published documents

50 hours (17 weeks)

\*Cost: Full fee \$119.95 Concession fee \$74.95

**Study mode: Class, day and  
Flexible, day and night**

### Excel 2007

Create and use spreadsheets, 30 hours (10 weeks)

\*Cost: Full fee \$89.95 Concession fee \$62.95

### Word 2007

Produce simple word processed documents

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## ROCKHAMPTON

*Study mode: Flexible, day*

### MYOB

Maintain daily financial/business records  
20 hours (5 weeks)

Maintain a general ledger,  
60 hours (12 weeks)

Process accounts payable and receivable  
30 hours (8 weeks)

Process payroll, 30 hours (8 weeks)

\*Cost: Full fee \$384.80 Concession fee  
\$258.80

*Study mode: Flexible, night*

### MYOB

Maintain daily financial/business records  
20 hours (7 weeks)

Maintain a general ledger,  
60 hours (20 weeks)

Process accounts payable and receivable  
30 hours (10 weeks)

Process payroll, 30 hours (10 weeks)

\*Cost: Full fee \$384.80 Concession fee  
\$258.80

### Quickbooks

Maintain daily financial/business records  
20 hours (7 weeks)

Process accounts payable and receivable  
30 hours (10 weeks)

\*Cost: Full fee \$164.90 Concession fee \$119.90

*Study mode: Flexible, day and night*

### Excel 2007

Create and use spreadsheets,  
30 hours (8 weeks)

\*Cost: Full fee \$89.95 Concession fee \$62.95

### PowerPoint 2007

Create electronic presentations,  
20 hours (7 weeks)

\*Cost: Full fee \$64.95 Concession fee \$46.95

### Publisher 2007

Produce desktop published documents  
50 hours (17 weeks)

\*Cost: Full fee \$119.95 Concession fee \$74.95

### Word 2007

Produce simple word processed documents  
60 hours (20 weeks)

\*Cost: Full fee \$129.95 Concession fee \$75.95

*Study mode: Class, night*

### MYOB

Maintain daily financial/business records  
6 hours (2 weeks)

Process accounts payable and receivable  
21 hours (7 weeks)

Maintain a general ledger, 33 hours (11 weeks)

\*Cost: Full fee \$294.85 Concession fee \$195.85

## EMERALD

### (Central Highlands campus)

*Study mode: Flexible, day*

### Publisher 2007

Produce desktop published documents  
50 hours (9 weeks)

\*Cost: Full fee \$119.95 Concession fee \$74.95

### Word 2007

Produce simple word processed documents  
60 hours (10 weeks)

\*Cost: Full fee \$134.95 Concession fee \$80.95

*Study mode: Flexible and external*

### Word 2007

Produce simple word processed documents  
60 hours (20 weeks)

\*Cost: Full fee \$134.95 Concession fee \$80.95

## YEPPPOON

*Study mode: Flexible, day*

### Excel 2007

Create and use spreadsheets, 30 hours (8 weeks)

\*Cost: Full fee \$89.95 Concession fee \$62.95

### MYOB or Quickbooks

Maintain daily financial/business records  
20 hours (5 weeks)

Maintain a general ledger, 60 hours (12 weeks)

Process accounts payable and receivable  
30 hours (8 weeks)

Process payroll, 30 hours (8 weeks)

\*Cost: Full fee \$384.80 Concession fee \$258.80

### PowerPoint 2007

Create electronic presentations, 20 hours (7 weeks)

\*Cost: Full fee \$64.95 Concession fee \$46.95

### Publisher 2007

Produce desktop published documents  
50 hours (17 weeks)

\*Cost: Full fee \$119.95 Concession fee \$74.95

### Word 2007

Produce simple word processed documents  
60 hours (20 weeks)

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## BILOELA

### (Callide-Dawson campus)

*Study mode: Flexible, day*

#### Excel 2007

Process accounts payable and receivable  
30 hours (8 weeks)  
Create and use spreadsheets, 30 hours (8 weeks)  
\*Cost: Full fee \$89.95 Concession fee \$62.95

#### PowerPoint

Create electronic presentations, 20 hours (5 weeks)  
\*Cost: Full fee \$64.95 Concession fee \$46.95

#### Publisher

Produce desktop published documents  
50 hours (13 weeks)  
\*Cost: Full fee \$119.95 Concession fee \$74.95

#### Word 2007

Produce simple word processed documents  
60 hours (15 weeks)  
\*Cost: Full fee \$89.95 Concession fee \$62.95

## BLACKWATER (Blackwater State High School)

*Study mode: Flexible, day*

#### Excel

Create and use spreadsheets, 30 hours (5 weeks)  
\*Cost: Full fee \$89.95 Concession fee \$62.95

#### PowerPoint

Create electronic presentations, 20 hours (4 weeks)  
\*Cost: Full fee \$64.95 Concession fee \$46.95

#### Publisher

Produce desktop published documents  
50 hours (13 weeks)  
\*Cost: Full fee \$119.95 Concession fee \$74.95

**Class study mode** = Students will be taught face to face and units will progress one after the other in a classroom environment. Students must enrol in all units. Students must be prepared to commit themselves to every class and homework so as to complete all units.

**Flexible study mode** = Students work at their own pace using the relevant text and with Teacher assistance. Students can enrol in any one unit at a time.

**External study mode** = Students work at their own pace from home using email and phone to communicate and send assessments to their Teacher. Students should enrol in any one unit at a time.

## BOYNE ISLAND

*Study mode: Flexible, day*

#### PowerPoint 2007

Create electronic presentations, 20 hours (7 weeks)  
\*Cost: Full fee \$64.95 Concession fee \$46.95

#### Word 2007

Produce simple word processed documents  
60 hours (20 weeks)  
\*Cost: Full fee \$129.95 Concession fee \$75.95

*Study mode: Flexible, day or night*

#### Excel 2007

Create and use spreadsheets, 30 hours (10 weeks)  
\*Cost: Full fee \$89.95 Concession fee \$62.95

#### MYOB

Maintain daily financial/business records  
20 hours (7 weeks)  
Maintain a general ledger, 60 hours (20 weeks)  
Process accounts payable and receivable  
30 hours (10 weeks)  
Process payroll, 30 hours (10 weeks)  
\*Cost: Full fee \$384.80 Concession fee \$258.80

#### Publisher 2007

Produce desktop published documents  
50 hours (17 weeks)  
\*Cost: Full fee \$119.95 Concession fee \$74.95

*Study mode: Flexible, night*

#### Access 2007

Create and use databases, 30 hours (10 weeks)  
\*Cost: Full fee \$89.95 Concession fee \$62.95

#### PowerPoint 2007

Create electronic presentations, 20 hours (7 weeks)  
\*Cost: Full fee \$74.95 Concession fee \$56.95

#### Word 2007

Produce simple word processed documents  
60 hours (15 weeks)  
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