Community Education (GENERAL)

Short Courses: Business

Business Basics

Gain foundation knowledge for employment in an accounts position with bookkeeping and business basics through to intermediate level; suitable for anyone requiring knowledge from the ground up.

Code B/ED011

16th or 24th April 9am–4pm

Cost $420

Bookkeeping

This course will provide students with a comprehensive understanding of bookkeeping and a great deal of hands-on experience

Code B/ED020

19th April 9am–2.30pm (one session only so advance bookings essential)

Cost $250

New Enterprise Module

Understand company structures, tax rates, deductions, employer obligations, profit and loss statements, GST and budgeting for tax.

Code B/ED030

15th or 27th May 6pm–9pm

Cost $105

LIVEWORKSHEETS

Social Networking – the Latest Marketing Tool

This broad overview gives you the opportunity to analyse what web technologies are available and how they can benefit your organisation.

Code B/ED033

1st or 8th or 15th June 6pm–9pm

Cost $95

Communication

Take the fear out of talking to large gatherings of people. Gain the public-speaking experience that will empower you with better communication skills and confidence.

Code B/ED401

12th or 13th or 14th July 6pm–9pm

Cost $90

Questions 9-14: Do the following statements agree with the information given in the text? Answer True, False or Not given to questions 9–14.

9) Business Basics is appropriate for beginners.

10) Bookkeeping has no practical component.

LIVEWORKSHEETS

11) Bookkeeping is intended for advanced students only.

12) The New Enterprise Module can help your business become more profitable.

13) Social Networking focuses on a specific website to help your business succeed.

14) The Communication class involves speaking in front of an audience.

LIVEWORKSHEETS