



July - Dec  
2010

15 Chelsea Road, Chelsea  
PO Box 159 CHELSEA VIC 3196  
Phone: 9776 1386 Fax: 9776 1174  
Email: [admin@longbeachplace.org.au](mailto:admin@longbeachplace.org.au)  
[www.longbeachplace.org.au](http://www.longbeachplace.org.au)  
Training Organisation ID: 3693  
Reg No: A0016717P  
ABN: 29 756 088 003

A Neighbourhood House delivering Adult Community Education  
The **PLACE** for learning and development

## Accredited Units in Computing & Business

These unit blocks are components of Cert. II in Business and Information Technology



beginners



next level



advanced

**Pre-requisite:** Access to computer and internet for assessment and homework

After you have paid \$130 for a block of accredited units, further unit blocks will cost you \$25 each within the calendar year if you have a concession card. To be eligible for our government funded training places, you must be a permanent Australian Resident, Australian Citizen or approved visa holder, *if not our fee-for-service cost is \$750 for each block of units.* Cost includes amenities fee of \$25 per accredited unit block.

**More information & timetables:** please see our **FAQ sheets** at [www.longbeachplace.org.au](http://www.longbeachplace.org.au)

*Please note: no classes on public or school holidays*

### 4 Introductory Units in Computing

\$130 (ACFE funded)

This block of units covers four units from the accredited Certificate in Information Technology and Cert. II in Business. Includes: Using a Personal Computer ICAU1128B; Operating a Word Processing Application ICAU1129B; Sending and Receiving Information over the Internet; Using browsers (Internet and Email) ICAU1133B; BSBWOR204A Using business technology.

Friday 9.30 am - 3 pm, 11 sessions starting 16<sup>th</sup> July (code IT30)

### 3 Intermediate Units in MS Office

These three units are the more advanced applications from MS Office 2007. Includes Access, Excel and PowerPoint. From the accredited Certificate in Information Technology: Operate a Spreadsheet Application ICAU1130B; Operate a Database Application ICAU1131B; Operate a Presentation Package ICAU113B. \$130 (ACFE funded) plus \$66 for student manual

Thursday 9.30 am - 3 pm, 13 sessions starting 15<sup>th</sup> July (code IT28)

### Advanced Applications of MS Office

\$130 (ACFE funded)

Two accredited units common to both Information Technology (ICA20105) and Business (BSB20107): ICAU2013B Integrate commercial computing packages and ICAD2012B Design organisational documents using computing. A must for the office environment. Extend your computer skills and knowledge with advanced features of MS Office Applications (Word, Publisher & Excel)

Tuesday 9.30 am - 3 pm, 9 sessions starting 7<sup>th</sup> September (code IT32)

### Working in an IT Environment

\$130 (ACFE funded)

Four units from the nationally accredited Cert. II in Information Technology: Work effectively with computing hardware and software. Wednesday 9.30 am - 3 pm, 9 weeks starting 1st Sept (code IT09)

## Accredited Units in Business

These unit blocks are components of Cert. II in Business and Information Technology

### Spreadsheets Using Excel

\$130 (ACFE funded)

Create and use simple spreadsheets BSBITU202A. This is an essential unit of Certificate II in Business and covers using Excel 2007. Pre-requisite: Enrolment in Certificate II in Business.

Thursday 9.30 am - 3 pm, 5 sessions starting 15<sup>th</sup> July (code IT28B)

### Business Skills Units

\$130 (ACFE funded)

These 3 accredited units in business workplace skills are an essential component of Certificate II in Business. BSBWOR202A Organise and complete daily work activities, BSBWOR203A Work effectively with others, BSBITU203A Communicate electronically.

Friday 9.30 am - 3 pm, 9 sessions starting 15<sup>th</sup> October (code IT33)

### Workplace Skills in OHS & Communication

\$130 (ACFE funded)

Gain essential skills for the workplace with 2 accredited units common to both Information Technology and Business. Workplace safety procedures (OH&S) and Communicate in the workplace and These units are an essential component of Certificate II in Info Tech (ICA20105) and Cert. II in Business (BSB20107)

Thursday 9.30 am - 3 pm, 8 sessions starting 28<sup>th</sup> October (code IT34)

## MYOB – Computerised Accounting

### MYOB and Bookkeeping

\$130 (ACFE funded) \$400 if not a permanent Australian resident (fee-for-service price)

MYOB for home based business or office use in computerised accounting. This nationally accredited unit, Operate accounting packages ICAU1211B, is essential for anyone looking for work in an office environment. Start with the basics in manual bookkeeping before setting up your accounts on the MYOB computerised accounting program, includes payroll. Cost includes resources.

Pre-requisite: fundamental skills in computing

Monday 12.30 pm - 3 pm, 14 sessions starting 12<sup>th</sup> July (code IT35)

Monday 6 pm – 9 pm, 14 sessions starting 12<sup>th</sup> July - Evening Class (code IT36)

## How to enrol

To book your place phone **9776 1386** or call in during office hours.

Office hours for bookings: Monday to Wednesday 9.30 am - 3 pm,

Thursday & Friday 9.30 am - 12 noon

Annual Membership Fee of \$20 applies to all students More details at: [www.longbeachplace.org.au](http://www.longbeachplace.org.au) .

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