FEE SCHEDULE

National Certificate in Business Administration and Computing (Level 2)

Course Code	Name of Course	Unit Standards	Version	Credits	Cost	EFT Value
BA201001	Word Processing			15	$400.30	0.1249
	Apply language and text processing skills to produce communications	107	5	5		
	Use a word processor to produce documents	111	5	5		
	Write formal personal correspondence	10792	2	3		
	Use data entry skills to input computer data	103		3		
BA201005	Employment Preparation			5	$163.10	0.0417
	Obtain job search skills	4253	4	3		
	Participate in an informal one-to-one face-to-face interview	1293	4	2		
	Produce a targeted resume	4252	3	2		
BA201003	Internet and Email			5	$134.50	0.0417
	Use the Internet for information retrieval in an organisation	20332	3	3		
	Use digital communications technologies	25662	1	3		
BA201007	Researching and Presenting Data			5	$134.50	0.0417
	Produce a presentation using a desktop presentation computer application	5940	7	3		
	Protect health and safety in the workplace	497	7	3		
BA201002	Business Solutions			10	$264.20	0.0833
	Create and use a simple computer spreadsheet to solve a problem	2784	6	3		
	Create and use a simple computer flatfile database to solve a problem	2786	6	3		
	Integrate spreadsheet and database data into a word processed document to solve a problem	2791	6	3		
BA201006	Office Administration			5	$136.10	0.0833
	Provide customer service in given situations	57	5	2		
	Use office administration and communication systems	121	5	5		
BA201004	Business Transactions			10	$265.80	0.0833
	Document business transactions	327	5	4		
	Process financial information for cash transactions	329	5	4		
	Perform calculations for the workplace	64	4	2		
				Programme Totals	$1,471.40	0.4999

An Annual Internet Fee of $45.00 is to be added to the first enrolment of each academic year.

The fees on this schedule are correct at time of printing. Fees are inclusive of GST at 15%