

### Headstart

Course Name	Cost	Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Module 1 - Getting Started	\$220.00	09:00 am - 12:30 pm			Tue 1		Tue 24				Tue 20			
Module 2 - Sales Orders	\$220.00	01:30 pm - 05:00 pm			Tue 1		Tue 24				Tue 20			
Module 3 - Purchasing and Stock Costs	\$220.00	09:00 am - 12:30 pm			Wed 2		Wed 25				Wed 21			
Module 4 - Maintaining Stock	\$220.00	01:30 pm - 05:00 pm			Wed 2		Wed 25				Wed 21			
Module 5 - Payables, Receivables and Bank Rec	\$220.00	09:00 am - 12:30 pm			Thu 3		Thu 26				Thu 22			
Module 6 - General Ledger and End of Period	\$220.00	01:30 pm - 05:00 pm			Thu 3		Thu 26				Thu 22			

### Clarity

Course Name	Cost	Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Beginners	\$440.00	09:00 am - 04:30 pm				Tue 19							Tue 15	
Intermediate	\$520.00	09:00 am - 04:30 pm				Wed 20							Wed 16	
Advanced	\$685.00	09:00 am - 04:30 pm				Thu 21							Thu 17	

### Business Tools

Course Name	Cost	Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Business Tools	\$685.00	09:00 am - 04:30 pm			Fri 4						Fri 23			



**Manuals:** Comprehensive training manuals provided  
**Discount:** Early-Bird discounts available for early bookings  
**Course Fees:** All course fees payable in advance  
**Course Outlines:** [www.k-c.com.au/training-courses](http://www.k-c.com.au/training-courses)

**Bookings:** Contact us on 1300 857 464 or [training@k-c.com.au](mailto:training@k-c.com.au)  
**Course Location:** Training Choice, Level 2, 220 St George's Terrace, Perth  
**Refreshments:** Tea and Coffee facilities provided