

Why choose Hales Institute?

Our long experience

Hales Institute has been building Australian and international students' job-ready skills for 100 years.

Trust and stability

We are a part of MEGT (Australia) Ltd, a well established Australian-owned, nationwide not-for-profit organisation.

Get a promotion or a better job

Our practically-based courses will increase your prospects in your current job or prepare you for a new career.

Central location

Our main Swanston Street campus is centrally located in Melbourne city, near Flinders Street station.

Internships

We can provide an internship in your field of study after you have gained a qualification with us.

Personal attention

At Hales Institute our classes are smaller so you will receive more personal attention and individual feedback.

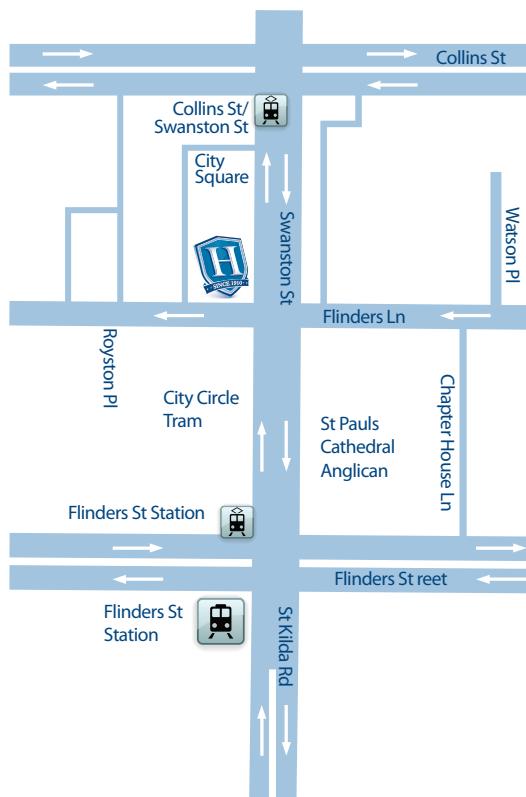
Competitive pricing

Hales Institute offers competitive pricing for our quality programs.

Nationally accredited courses

All our courses are recognised throughout Australia and respected internationally through the AQF.

Central location in the heart of
Melbourne city



**HALES
INSTITUTE**
DIVISION OF MEGT
EDUCATION GROUP



Special promotional price

2011

**Celebrating 100 years
of education**

Australian Business
Colleges Pty Ltd
ABN 57 050 235 384
NTIS Code: 3843
CRICOS Provider Code: 01191B

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Melbourne VIC Australia
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Courses

Hales Institute specialises in business courses for international students. Students will be able to use their qualification and apply their newly acquired business skills into the international work force.

Our courses develop students' practical skills and knowledge in a number of functional areas of an organisation.

You will be provided with opportunities to develop a range of knowledge and skills highly sought after including marketing, human resources and business development.



Our courses

Certificate II in Business

Students undertaking this course will gain basic administration skills to enable them to work effectively in a business environment.

Certificate IV in Business

This course focuses on the technical skills required for work in a more senior role in a business environment. Students will be able to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Diploma of Business

This qualification will allow students to build on their current skills. It provides knowledge and training in business activities including marketing, managing business risks, selecting and inducting staff.

Certificate II in Information Technology (IT)

Students undertaking this course will gain basic IT skills to enable them to work effectively in a business environment.

2011 Course fees

Valid through 1 July – 31 December 2011

Course name	Course code	Tuition weeks	Max duration (weeks)	Special tuition fee	+ Material fee
Certificate II in Business	BSB20107	15	21	A\$1,750	A\$200
Certificate IV in Business	BSB40207	20	26	A\$3,000	A\$250
Diploma of Business	BSB50207	20	26	A\$3,000	A\$250
Certificate II in IT	ICA20105	15	21	A\$1,750	A\$150

Prices are subject to change without notice

Please note:

- An additional administration fee of \$250 applies.
- All prices quoted are in Australian dollars and do not include GST.
- The initial fee is payable on receipt of course acceptance agreement. Subsequent fees are payable at the beginning of each semester.
- All international students are required to have purchased health cover for the duration of their student visa.
- Please refer to the Hales Institute brochures and website for further information.

2011 Course start dates

Certificate II in Business or IT	28 February, 11 April, 23 May, 4 July, 15 August and 24 October
Certificate IV and Diploma courses	11 April, 4 July and 26 September

Package your courses!

English + Hales Institute qualification

English course in Melbourne at Ability Education

Certificate II in Business
Certificate IV in Business
Diploma of Business
Certificate II in IT

One application fee for English and a Hales qualification – savings of \$250

Hales Institute qualification + university

Certificate II in Business
Certificate IV in Business
Diploma of Business

Charles Sturt University Bachelor of Business

Great savings and practical skills!
Acquire up to one year of credit at Charles Sturt University Bachelor of Business.

Hales Institute qualification + internship

Certificate II in Business
Certificate IV in Business
Diploma of Business
Certificate II in IT

Possible areas of internship for 6 weeks to 6 months:
Administration
Accounting and Finance
Office support
Human Resources
Marketing
Communications