

COMPUTER & PROFESSIONAL DEVELOPMENT - TRAINING CALENDAR

ALICE SPRINGS – 2011 - 2012

COURSE	DATES/TIMES	DURATION	INVESTMENT
Word Processing & Spreadsheet Training			Includes \$45 training manual
Word Introduction <i>BSBITU306A Design and produce business documents</i>	13 & 14 February 2012 1:00pm – 4:30pm	7 hours	\$360 <i>gst-free</i>
Word Complex Documents (Advanced) <i>ICAU3126B Use advanced features of computer applications</i>	15 & 16 February 2012 1:00pm – 4:30pm	7 hours	\$360 <i>gst-free</i>
Excel Introduction <i>BSBITU304A Produce spreadsheets</i>	13 & 14 February 2012 8:30am – 12 Noon	7 hours	\$360 <i>gst-free</i>
Excel Intermediate <i>BSBITU402A Develop and use complex spreadsheets</i>	15 & 16 February 2012 8:30am – 12 Noon	7 hours	\$360 <i>gst-free</i>
Professional Development Training			Includes \$45 training manual
Better Minute Taking <i>BSBADM405A Organise meetings</i>	13 October 2011 12:00pm – 4:00pm	4 hours	\$220 <i>gst-free</i>
Dealing with Challenging Situations <i>BSBCMM201A</i> <i>Communicate in the workplace</i>	14 October 2011 8:30am – 4:00pm	7 hours	\$360 <i>gst-free</i>
Diploma of Management – BSB51107		8 workshops days	
Commencing: 3 November 2011			
Manage personal work priorities & professional development – BSBWOR501A Ensure team effectiveness – BSBWOR502A Facilitate continuous improvement – BSBMGT516A Develop a workplace learning environment – BSBLED501A Manage operational plan – BSBMGT515A Ensure a safe workplace – BSBOHS509A Manage projects – BSBPMG510A Manage people performance – BSBMGT502B		3 November 4 November 24 November 25 November T.B.C. 2012 “ “ “	Full Qualification price is \$3,160 incl manuals Individual units is \$395/unit incl manual