

Enrol now
- places fill
quickly!

SHORT COURSES

September - December '08 - Brisbane Training Schedule

Computer Software	Level	On-line	Class	Price (inc GST)	Sep	Oct	Nov	Dec
Microsoft Word	Intro	Y	1 Day	\$245	5		4	18
Microsoft Word	Inter	Y	1 Day	\$245	16	10	13	11
Microsoft Word	Adv	Y	1 Day	\$245	24		19	
Microsoft Excel	Intro	Y	1 Day	\$245	4	14		9
Microsoft Excel	Inter	Y	1 Day	\$245	8	27	3	17
Microsoft Excel	Adv	Y	1 Day	\$245	15		20	
Microsoft Access	Intro	Y	1 Day	\$245			14	
Microsoft Access	Inter	Y	1 Day	\$245	9			10
Microsoft Access	Adv	Y	1 Day	\$245		15		
Microsoft Outlook		Y	1 Day	\$245		21		5
Microsoft PowerPoint	Intro	Y	1 Day	\$245	11		24	
Microsoft Project		Y	1 Day	\$350	1			
Microsoft Publisher	Intro	Y	1 Day	\$245	19			

Multimedia/Web	Level	On-line	Class	Price (inc GST)	Sep	Oct	Nov	Dec
Adobe Illustrator	Intro	Y	2 Days	\$595		30&31		8&9
Adobe Indesign	Intro	Y	2 Days	\$595	2&3		17&18	
Photoshop	Intro	Y	2 Days	\$595		6&7		3&4
Adobe Premiere		N	2 Days	\$595		13&14		
Macromedia Dreamweaver	Intro	Y	2 Days	\$595	17&18		11&12	
Macromedia Dreamweaver	Adv	Y	1 Day	\$435	22			15
Macromedia Flash	Intro	Y	2 Days	\$595			27&28	
Macromedia Fireworks	Intro	N	1 Day	\$325		22		

Hospitality	On-line	Class	Price (inc GST)	Sep	Oct	Nov	Dec
Food Handlers	Y	Morning	\$95		call for more dates		
Food Safety Supervisor	Y	1 Day	\$165	29	27	24	
Responsible Gaming Services	Y	N	\$95		only available on-line		

Construction	On-line	Class	Price (inc GST)	Sep	Oct	Nov	Dec
Blue Card (General Safety Induction)	N	Morning	\$80		Tuesday of each week		
Asbestos "B" Certificate	N	Morning	\$150	4,10,24	call for more dates		
Operate a Forklift—License	N	On-Site		call Axiom to arrange On-Site Training			

Financial Services	Level	On-line	Class	Price (inc GST)	Sep	Oct	Nov	Dec
Getting Started with MYOB	Intro	N	2 Days	\$595		7&8		3&4
Managing Payroll using MYOB	Intro	N	1 Day	\$300	16		25	
Advanced Features in MYOB	Adv	N	2 Days	\$595	2&3		5&6	
Cert IV in Financial Services (Bookkeeping)		N	3 weeks	\$1990	1-19			

Training & Assessment	Class	Price (inc GST)	Sep	Oct	Nov	Dec
Training & Assessment Day Course	Mon-Fri	\$1200	22Sep-10Oct	17Nov-5Dec		
Training & Assessment Evening Course	Tue&Wed	\$1200		14Oct to 17 Dec		
Bridging course Day	Mon-Fri	\$750	22Sep-9Oct	17Nov-4Dec		
Bridging course Evening	Tue&Wed	\$750		14Oct to 16 Dec		
Workplace Assessor Day	Wed&Thur	\$550		8-9		3-4
Workplace Assessor Evening	Wed&Tue	\$550		8-9		10&16

MORE SHORT COURSES...

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Agricultural Chemicals	<u>Class</u>	<u>Price (inc GST)</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Chemical Certification ACDC training	1 Day	\$295	5		3	

Professional Development	<u>Class</u>	<u>Price (inc GST)</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Effective Communication Skills	Half Day	\$195			3	
Time Management	Half Day	\$195	1			
Negotiating Skills	Half Day	\$195				
Conflict Management	Half Day	\$195		23		
Mentoring & Coaching in the Workplace	Half Day	\$195				11
Presentation Skills	2 Days	\$495	15		6&7	
Leadership Intelligence	1 Day	\$350				
Self Empowerment	1 Day	\$350		20		
Professional Telephone Techniques	Half Day	\$195				
Business Plans	Half Day	\$195	4			
Budgeting Techniques	1 Day	\$350				1

Security/Emergency	<u>Class</u>	<u>Price (inc GST)</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Corporate Defence Tactics	1 Day	\$350			31	
Armed Holdup Awareness	1 Day	\$350				8
Counter Terrorism Awareness	1 Day	\$350			28	
Basic Risk Management	1 Day	\$350		19		
Emergency Procedure Awareness	1 Day	\$350				13

Legal—Available On-Line Only	<u>Price (inc GST)</u>
Diploma of Business (Legal Services)	\$4720
Certificate III Business (Legal Admin)	\$1200
Certificate IV Business (Legal Services)	\$2200
A-Z Conveyancing	\$1620

For online courses visit
axiomecampus.com.au

ROOM HIRE

Meeting Rooms & Computer Training Rooms

Room	Capacity	Specifications	Price (excl GST—GST does not apply)
8	8	8 x P4 1.6GHz, O.S-XP SP2, 512mb RAM, 20 GB HDD, CRT Monitors, Internet Access	\$750 (+\$100 for weekend or eve)
1	12	12 x P4 2.6GHz, O.S-XP SP2, 512mb RAM, 40 GB HDD, LCD Monitors, Internet Access	\$750 (+\$100 for weekend or eve)
9/10	22	22 x P4 1.6GHz, Office Win 2K, 256mb RAM, 20 GB HDD, CRT Monitors, Internet Access	\$850 (+\$100 for weekend or eve)
11	12	Meeting Room	\$350 (+\$100 for weekend or eve)
3/4	20 Ushape	Meeting Room	\$450 (+\$100 for weekend or eve)
2	25 Ushape	Meeting Room	\$450 (+\$100 for weekend or eve)

Equipment Hire	Price Per Day
Flip Chart	\$25
Data Projector & Screen	\$100
Screen only	\$25
TV/VCR/DVD/CD	\$50
Scanner	\$25
Printer	No charge