

Centre for Productivity, Professional Development and Life-long Learning (CPPDLLL)
Trading Name "Centre for National Productivity" CNP

MARCH SHORT COURSE TRAINING SCHEDULES

DEPARTMENT OF EXECUTIVE MANAGEMENT PROGRAM

COURSE TITLE	DURATION	TIME	MODE	FEES (SBD)	VENUE	DATE
Customer Service	1	8-4pm	Day	750	Kukum Campus	9-Mar
Basic Communication	1	8-4pm	Day	750	Kukum Campus	11-Mar
Minute Taking	1	8-4pm	Day	750	Kukum Campus	13-Mar
Time Management	1	8-4pm	Day	750	Kukum Campus	16-Mar
Customer Service	6 hrs	5.30-8.30pm	Evening	750	Kukum Campus	9-10 Mar
Basic Communication	6 hrs	5.30-8.30pm	Evening	750	Kukum Campus	11-12 Mar
Minute Taking	6 hrs	5.30-8.30pm	Evening	750	Kukum Campus	16-17 Mar
Time Management	6 hrs	5.30-8.30pm	Evening	750	Kukum Campus	18-19 Mar

DEPARTMENT OF INFORMATION & TECHNOLOGY

Basic MS Word Processing	2	8-4pm	Day	1450	Kukum Campus	9-10 Mar
Basic MS Excel & Data Entry	2	8-4pm	Day	1450	Kukum Campus	11-12 Mar
Basic MS Power Point	2	8-4pm	Day	1450	Kukum Campus	16-17 Mar
Basic MS Office	2	8-4pm	Day	1450	Kukum Campus	18-19 Mar
Basic MS Word Processing	12 hrs	5.30-8.30pm	Evening	1450	Kukum Campus	9-12 Mar
Basic MS Excel & Data Entry	12 hrs	5.30-8.30pm	Evening	1450	Kukum Campus	16-19 Mar
Basic MS Power Point	12 hrs	5.30-8.30pm	Evening	1450	Kukum Campus	23-26 Mar
Basic MS Office	12 hrs	5.30-8.30pm	Evening	1450	Kukum Campus	30-2 Apr.

DEPARTMENT OF HOSPITALITY & SERVICES - SEA FOOD PROCESSING (EVENING CLASS WILL BE SCHEDULED AS PER INDUSTRY DEMAND)

Fish Filleting	2	8-4pm	Day	1800	Ranadi Campus	9-10 Mar
Fish Smoking	3	8-4pm	Day	2800	Ranadi Campus	11-12,16 Mar
Fish Salting and Drying	3	8-4pm	Day	2800	Ranadi Campus	17-19Mar
Fish Solar Drying	3	8-4pm	Day	3000	Ranadi Campus	23-25 Mar

DEPARTMENT OF MARINE AND PORTS

Proficiency in Personnel Survival Techniques	5	8-4pm	Day	4250	Ranadi Campus	TBA
Basic Seamanship Knowledge (Deck Watch keeping Rating)	5	8-4pm	Day	4250	Ranadi Campus	TBA
Ropes Knots & Splices (Deck Watch keeping Ratings)	5	8-4pm	Day	4250	Ranadi Campus	TBA

March Package Program (EVENING CLASS WILL BE SCHEDULED AS PER INDUSTRY DEMAND)

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Certificate of Attainment in Clerical Office Support (Completion of 10 Modules)	
1. Basic Housekeeping	6. Greeting and Scheduling Meetings
2. Customer Service	7. Basic Keyboarding, Windows & Words
3. Basic Communication Skills	8. Basic Data Input
4. Basic Telephone Etiquette	9. Basic Micro Soft Office Words 2016 Foundation level
5. Basic Office Inventory Skills	10. Basic Micro Soft Office Excel 2016 Foundation Level
Fees:	26000 SBD
Duration:	246 hrs (35 days)
Date:	23 Mar.
Pre-requisite:	Industry Office Support staffs
Certificate of Attainment in Customer Service Clerks (Completion of 10 Modules)	
1. Housekeeping	6. Telephone Etiquette
2. Front Office Management	7. Office E-recordkeeping and Filing
3. Customer Service Management	8. Micro Soft Office Words 2016
4. Basic Customer Complaint Management	9. Micro Soft Office Excel 2016
5. Minute taking	10. Time Management
Fees:	31450 SBD
Duration:	234 hrs (34 days)
Date:	30-Mar
Pre-requisite:	Some experience as office attendance.
Certificate of Attainment in Administration Officer (Completion of 10 Modules)	
1. Procedural Writing	6. Interpersonal Skills
2. Electronic Filing System	7. Reprographic Office Skills
3. Report Writing	8. Basic Research Skills
4. Inventory Skills	9. Procurement Skills
5. Public Relation	10. Micro Soft Office Excel 2016 intermediate Level
Fees:	27900SBD
Duration:	217 hrs (31 days)
Date:	30-Mar
Pre-requisite:	1 year work experience in the Administration area of work.

SHORT COURSE INFORMATION

The Short Courses will be delivered with a minimum of 15 participants. It is important that all Enrolment be filled and submitted 2 weeks in advance before course starting date.

*All fee payment **MUST** be paid 7 days before the course dates.*

Contact: Manager.CNP@sinu.edu.sb