

2021 SHORT COURSE TRAINING FOR FEBRUARY

DEPARTMENT OF EXECUTIVE MANAGEMENT PROGRAM					
COURSE TITLE	DURATION	TIME	DATE	FEE	VENUE
Effective Communication Skills	14 hrs	8am—4pm	22nd - 23rd	\$1,100	Kukum Campus
Time Management	14 hrs	8am—4pm	22nd - 23rd	\$1,100	Kukum Campus
Basic Book Keeping	21 hrs	8am—4pm	15th –17th	\$1650	Kukum Campus
Basic Costing & Pricing	14 hrs	8am—4pm	25th-26th	\$1100	Kukum Campus
How to develop a business plan	28hrs	8am—4pm	1st –4th	\$2200	Kukum Campus
Financial Literacy	14hrs	8am—4pm	11th-12th	\$1,100	Kukum Campus
Bank Reconciliation Preparation	7hrs	8am—4pm	15th	\$550	Kukum Campus
Basic Organisational Skills	14hrs	8am—4pm	8th-9th	\$1,300	Kukum Campus
Basic Management Skills	14hrs	8am—4pm	18th– 19th	\$1,300	Kukum Campus
Managing People for Optimal Performance	14hrs	8am—4pm	4th - 5th	\$1,500	Kukum Campus
Principle of Recruiting, Selecting & Retaining Talent	14hrs	8am—4pm	1st– 2nd	\$1,500	Kukum Campus
Workforce planning	14hrs	8am—4pm	8th-9th	\$1,500	Kukum Campus
Principles of Coaching and Mentoring	21hrs	8am—4pm	15th– 17th	\$2,250	Kukum Campus

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COURSE TITLE	DURATION (Hours)	TIME	DATE	FEE	VENUE
Managing People for Optimal Performance	14hrs	8am—4pm	4th– 5th	\$1,500	Kukum Campus
Budget Planning & Preparation	14hrs	8am—4pm	8th– 9th	\$1,300	Kukum Campus
Finance for Non-Finance Managers	21hrs	8am—4pm	22nd– 24th	\$2,250	Kukum Campus
Advanced MYOB	28hrs	8am—4pm	1st - 4th	\$2,600	Kukum Campus
Sales and Marketing Techniques	14hrs	8am—4pm	8th-9th	\$1,300	Kukum Campus
Financial Statement Preparation	21hrs	8am—4pm	15th-17th	\$1650	Kukum Campus
Audit Preparation	14hrs	8am—4pm	22nd - 23rd	\$1,100	Kukum Campus

2021 SHORT COURSE TRAINING FOR FEBRUARY

DEPARTMENT OF INFORMATION & TECHNOLOGY– BASIC LEVEL					
COURSE TITLE	DURATION	TIME	DATE	FEE	VENUE
MS Excel 2013 Basic	14hrs	8am—4pm	1st-2nd	\$1,100	Kukum Campus
MS Word 2013 Basic	14hrs	4:30pm-7:30pm	1st-4th	\$1,100	Kukum Campus
MS Access 2013 Basic	14hrs	4:30pm-7:30pm	8th-11th	\$1,100	Kukum Campus
MS Power Point Presentation	14hrs	4:30pm-7:30pm	15th– 18th	\$1,100	Kukum Campus

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DEPARTMENT OF INFORMATION & TECHNOLOGY– INTERMEDIATE LEVEL					
COURSE TITLE	DURATION	TIME	DATE	FEE	VENUE
MS Excel 2013 Intermediate	14hrs	8am—4pm	8th-9th	\$1,300	Kukum Campus
MS Word 2013 Intermediate	14hrs	4:30pm-7:30pm	22nd-25th	\$1,300	Kukum Campus

DEPARTMENT OF INFORMATION & TECHNOLOGY– ADVANCE LEVEL					
COURSE TITLE	DURATION	TIME	DATE	FEE	VENUE
MS Excel 2013 Advance	14hrs	8am—4pm	15th-16th	\$1,500	Kukum Campus
MS Word 2013 Advance	14hrs	8am-4pm	22nd-23rd	\$1,500	Kukum Campus
MS Power Point Presentation 2013 Advance	14hrs	8am-4pm	4th-5th	\$1,500	Kukum Campus

2021 SHORT COURSE TRAINING FOR FEBRUARY

DEPARTMENT OF HOSPITALITY & TOURISM					
COURSE TITLE	DURATION	TIME	DATE	FEE	VENUE
Bed Making	7hrs	8am—4pm	1st	\$550	Kukum Campus
Waitress Services	7hrs	8am—4pm	2nd	\$550	Kukum Campus
Time & Money Savings— Cleaning Tips for Shower room	7hrs	8am—4pm	3rd	\$550	Kukum Campus
Time & Money Savings— Cleaning Tips for Kitchen	7hrs	8am—4pm	4th	\$550	Kukum Campus
Cocktail & Mixing Drinks	7hrs	8am—4pm	5th	\$550	Kukum Campus
Cleaning Knowledge & Skills for Cleaners	21hrs	8am—4pm	10th-12th	1650	Kukum Campus