traineeships & government incentives

Axiom College also provide Traineeships through a structured training program to upskill new or existing staff, where the cost of training may be covered by Australian Government training incentives (up to $4000).

Our unique rolling intake enables trainees to commence their studies at any time with the convenience of a range of study options. Trainees gain knowledge, skills and insights to contribute to your business - so train, retain and see your business grow!

Call one of our Business Solutions Consultants on **1800 114 419** for advice on the best training option available for your business and how to claim your incentives.

the axiom college difference

As one of Queensland's most respected registered training organisations (RTO), Axiom College provides a holistic training solution by offering over 100 qualifications and specialised training short courses relevant to each key area of business.

Axiom College continues to grow by innovating and personalising programs and delivery to the needs of everyday business by strengthening support methods in all stages of the learning process. Axiom College helps achieve career aspirations for thousands of students each year, while improving productivity, and efficiency with a new found confidence for a better future.

- Flexible, personalised training and delivery methods
- For contact and support we employ 'fulltime' trainers who are current industry professionals
- Industry based contextualised learning
- Over 16 years experience in the training industry with multiple campus locations
- Unrivalled support structure including Major Accounts and the Student Services Centre
- Solutions for staff professional development and succession planning
- Axiom College operates within the Australian Quality Training Framework (AQTF)

think forward

Corporate room hire and catering including computer, board, and training rooms are also available in a variety of spefications to suit your personal or business requirements. Email *roomhire@axiomcollege.com.au* to request a booking form.

our locations

Axiom College Brisbane (Milton)
Ground floor, 299 Coronation Drive,
Milton Qld 4064
07 3510 8000

Axiom College Mackay
Level 1, 47 Sydney Street,
Mackay Qld 4740
07 4957 4711

Axiom College Townsville
Level 1, 167 Denham Street
Townsville Qld 4810
07 4772 3366

Axiom College Cairns
Level 1, 111 Spence Street
Cairns Qld 4870
07 4031 2827

1800 114 419
axiomcollege.com.au

Nationally Recognised Training

AXIOM COLLEGE

ABN 77 063 882 824

JULY TO DECEMBER 2010

brisbane short course

TRAINING SCHEDULE

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1800 114 419
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AXIOM COLLEGE

qualifications • diplomas • traineeships • short courses • onsite training • online training • distance education • room hire

>>> SHORT COURSE TRAINING SCHEDULE

think forward >>>

july to december 2010 | brisbane

Course Location: 299 Coronation Drive, Milton 4064
Course Location: Ground Floor, Astor Terrace, Spring Hill 4000

Available Online ■ Available on CD ●

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BUSINESS		Price	Days	Time	JUL	AUG	SEP	OCT	NOV	DEC
microsoft office courses										
Basic Computer Skills | HOW TO OPERATE A COMPUTER		$315	1	9-4pm	7	-	7	-	4	-
Office 2007 | NEW FEATURES		$315	1	9-4pm	13	6, 13	14	5, 8	10	3
Office 2010 | NEW FEATURES		$315	1	9-4pm	26	17	16	20	17	10
Word | INTRODUCTION	●	$315	1	9-4pm	2, 7	5	1, 7	8	4, 8	1
Word | INTERMEDIATE	●	$315	1	9-4pm	14, 21	16, 26	17	19	10, 16	16
Word | ADVANCED	●	$315	1	9-4pm	27, 30	23	27, 29	25	24, 25	23
Excel | INTRODUCTION	●	$315	1	9-4pm	5, 22	6, 10, 19	1, 20	6, 11, 21	3, 15, 29	15
Excel | INTERMEDIATE	●	$315	1	9-4pm	22	18	14	20	23	-
Excel | INTERMEDIATE INTENSIVE	●	$630	2	9-4pm	7-8, 26-27	9-10, 25-26	7-8, 23-24	12-13, 25-26	8-9, 23-24	1-2, 16-17
Excel | ADVANCED	●	$315	1	9-4pm	-	30	-	28	-	-
Access | INTRODUCTION	●	$700	2	9-4pm	12-13, 28-29	9-10, 25-26	6-7, 23-24	11-12	4-5	2-3
Access | INTERMEDIATE	●	$315	1	9-4pm	9, 20	18	15	20	16	9
Access | ADVANCED	●	$315	1	9-4pm	26	23	28	28	23	20
Outlook | INTRODUCTION		$315	1	9-4pm	6	2	1, 9	6	2, 19	21
PowerPoint | INTRODUCTION	●	$315	1	9-4pm	5, 14	4, 20	17, 23	12	10, 12	8
Publisher 2007 | INTRODUCTION	●	$315	1	9-4pm	5	5, 6	3	7, 8	11	-
Publisher 2010 | INTRODUCTION		$315	1	9-4pm	-	-	-	11	12	-
microsoft project courses										
Project 2007 | INTRODUCTION		$825	2	9-4pm	19-20	12-13	1-2, 21-22	18-19	11-12	6-7
Project 2007 | ADVANCED		$880	2	9-4pm	-	4-5, 26-27	-	25-26	-	-
Project 2010 | INTRODUCTION		$825	2	9-4pm	-	-	-	14-15	8-9	2-3
financial courses										
MYOB | INTRODUCTION	●	$495	2	9-4pm	6-7	16–17	8-9	12-13	10-11	-
MYOB | ADVANCED	●	$495	2	9-4pm	-	12-13	-	25-26	-	-
MYOB | PAYROLL		$495	2	9-4pm	20-21	-	21-22	-	2-3	-
windows sharepoint courses										
MOSS 2007 | BUILDING TEAM SOLUTIONS		$1,650	3	9-4pm	7-9	23-25	-	27-29	-	-
SharePoint Services 3.0 | BUILDING TEAM SOLUTIONS		$1,100	2	9-4pm	-	4-5	-	5-6	-	2-3
SharePoint Designer 2007		$1,680	3	9-4pm	19-21	Phone for Details				
InfoPath 2007 | INTRODUCTION		$495	1	9-4pm	7	-	6	-	15	-
InfoPath 2007 | ADVANCED		$990	2	9-4pm	-	26-27	-	25-26	-	16-17
professional development courses										
Communicating Effectively		$215	0.5	9-12pm	-	-	22	-	19	-
Organising Work Priorities		$215	0.5	1-4pm	-	-	22	-	19	-
Professional Telephone Techniques		$215	0.5	9-12pm	-	4	-	27	-	-
Customer Service Excellence		$215	0.5	1-4pm	-	4	-	27	-	-
Negotiating Successful Outcomes		$350	1	9-4pm	5	-	9	-	10	-
Enhancing Workplace Relationships		$350	1	9-4pm	-	30	-	18	-	-
Todays Business Leader		$350	1	9-4pm	12	-	13	-	4	-
Selling Through Business Development		$350	1	9-4pm	-	13	-	11	-	-
Managing Simple Work Projects		$350	1	9-4pm	29	-	20	-	15	-
Planning and Presenting to an Audience		$350	1	9-4pm	-	19	-	7	-	-
Risk Management		$350	1	9-4pm	-	-	30	-	25	-
training and assessment courses										
Certificate IV in Training and Assessment* | DAY COURSE	■	$1,600	9	9-4pm	12-22	16-26	27 Sep-7 Oct	18-28	15-25	-
Certificate IV in Training and Assessment* | WEEKLY COURSE	■	$1,600	9	9-4pm	Every Friday for 9 Weeks Commencing 30/7/10			Every Friday for 9 Weeks Commencing 1/10/10		
Certificate IV in Training and Assessment* | EVENING COURSE (TUESDAY, WEDNESDAY & THURSDAY)	■	$1,600	18	5.30-9pm	-	31 Aug - 7 Oct			2 Nov to 9 Dec	
Upgrade BSZ to TAA Qualification* | DAY COURSE	■	$950	5	9-4pm	12-16	16-20	27 Sept - 1 Oct	18-22	15-19	-
Upgrade BSZ to TAA Qualification* | EVENING COURSE (TUESDAY, WEDNESDAY & THURSDAY)	■	$950	10	5.30-9pm	-	31 Aug - 21 Sept		-	2-23	-

*Distance learning available

DESIGN		Price	Days	Time	JUL	AUG	SEP	OCT	NOV	DEC
creative multimedia & graphic design										
Acrobat | MANIPULATE AND EDIT PDF'S		$350	1	9-4pm	-	5	-	-	10	-
Photoshop | MANIPULATE AND CREATE DIGITAL MASTERPIECES	●	$595	2	9-4pm	-	-	13-14	-	-	-
Illustrator | CREATE LOGOS AND VECTOR ILLUSTRATIONS	●	$595	2	9-4pm	19-20	-	-	14-15	-	-
InDesign | CREATE PROFESSIONAL LAYOUT DESIGN	●	$595	2	9-4pm	-	-	7-8	-	-	-
Dreamweaver | CREATE CLEAR AND APPEALING WEBSITE DESIGN	●	$595	2	9-4pm	-	19-20	-	-	2-3	-
Dreamweaver | ADVANCED		$350	1	9-4pm	29	-	-	26	-	-
Flash | CREATE ANIMATION AND ONLINE BANNERS		$595	2	9-4pm	-	-	1-2	-	-	-

HOSPITALITY		Price	Days	Time	JUL	AUG	SEP	OCT	NOV	DEC
hospitality courses										
Food Handlers	■	$90	0.5	9-12.30pm	26	13, 23	17, 27	8, 25	5, 22	-
Food Safety Supervisor B	■	$130	0.5	1-5pm	26	13, 23	17, 27	8, 25	5, 22	-
Health & Community Services | FOOD SAFETY SUPERVISOR		$395	2	9-4pm	-	9-10	13-14	20-21	17-18	-
RSA | RESPONSIBLE SERVICE OF ALCOHOL	■	$75	0.5	8.30-12.30pm	5	2	6	4	1	-
RSG | RESPONSIBLE GAMBLING SERVICES	■	$75	0.5	1-5pm	5	2	6	4	1	-

SAFETY		Price	Days	Time	JUL	AUG	SEP	OCT	NOV	DEC
construction & chemical certification courses										
White Card | WORK SAFELY IN THE CONSTRUCTION INDUSTRY | $55 ONLINE	■	$75	1	9-4pm	6, 20	3, 17, 31	14, 28	12, 26	9, 23	-
Asbestos "B" Certificate		$180	0.5	9-1pm	7, 27	10, 24	7, 21	5, 19	2, 16	-
Apply Fatigue Management Strategies		$195	0.5	9-1pm	Phone for Details					
Administer the Implementation of Fatigue Management		$420	1	9-4pm	Phone for Details					
Chemical Certification ACDC training		$295	1	9-4pm	21	25	22	13	24	-
Infection Control		$245	1	9-4pm	22	26	23	14	11	-

For course outlines or to enrol visit **www.axiomcollege.com.au**

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