

## <u>Corporate Training Dates – 2012 Schedule</u>

## **Business Administration**

|       | Certificate in Business Studies & Internet Technology (301) Training Dates |                           |                       |                          |                   |  |
|-------|--|---------------------------|-----------------------|--------------------------|-------------------|--|
| Month | HTML Internet<br>Technology†   | Business<br>Communication | Accounting Principles | Business<br>Organisation | Business<br>Maths |  |
|       | 3 days   | 2 days                    | 5 days                | 2 days                   | 5 days            |  |
| Feb   |  |                           |                       |                          |                   |  |
| Mar   |  |                           |                       |                          |                   |  |
| April |  |                           |                       |                          |                   |  |
| May   |  |                           |                       |                          |                   |  |
| June  |  |                           |                       |                          |                   |  |
| July  |  |                           |                       |                          |                   |  |
| Aug   |  |                           |                       |                          |                   |  |
| Sept  |  |                           |                       |                          |                   |  |
| Oct   | 1-3  | 4-5                       | 8-12                  | 15-16                    | 22-26             |  |
| Nov   |  |                           |                       |                          |                   |  |
| Dec   |  |                           |                       |                          |                   |  |

|       | Diploma in Business Administration & Computer Systems (501) Training Dates |                               |                            |                        |            |  |
|-------|--|-------------------------------|----------------------------|------------------------|------------|--|
| Month | Economics  | Business Computer<br>Systems† | Business<br>Administration | <b>Business Ethics</b> | Accounting |  |
|       | 5 days   | 5 days                        | 3 days                     | 2 days                 | 5 days     |  |
| Feb   |  |                               |                            |                        |            |  |
| Mar   |  |                               |                            |                        |            |  |
| April |  |                               |                            |                        |            |  |
| May   |  |                               |                            |                        |            |  |
| June  |  |                               |                            |                        |            |  |
| July  |  |                               |                            |                        |            |  |
| Aug   |  |                               |                            |                        |            |  |
| Sept  |  |                               |                            |                        |            |  |
| Oct   | 1-5  | 8-12                          | 17-19                      | 15-16                  | 29 Oct     |  |
| Nov   |  |                               |                            |                        | - 2 Nov    |  |
| Dec   |  |                               |                            |                        |            |  |

| Month | Advanced Diploma in BA & Database Technology (520) Training Dates |                              |                         |                          |                         |  |
|-------|---|------------------------------|-------------------------|--------------------------|-------------------------|--|
|       | Management<br>Information<br>System & SQL†                        | Human Resource<br>Management | Marketing<br>Management | Management<br>Accounting | Financial<br>Management |  |
|       | 5 days  | 5 days                       | 5 days                  | 5 days                   | 5 days                  |  |
| Feb   |   |                              |                         |                          |                         |  |
| Mar   |   |                              |                         |                          |                         |  |
| April |   |                              |                         |                          |                         |  |
| May   |   |                              |                         |                          |                         |  |
| June  |   |                              |                         |                          |                         |  |
| July  |   |                              |                         |                          |                         |  |
| Aug   |   |                              |                         |                          |                         |  |
| Sept  |   |                              |                         |                          |                         |  |
| Oct   | 1-5   | 8-12                         | 15-19                   | 22-26                    | 29 Oct                  |  |
| Nov   |   |                              |                         |                          | - 2 Nov                 |  |
| Dec   |   |                              |                         |                          |                         |  |

**Special Requirement:** The symbol (†) mean 100% use of computer