


Forsythes Training Course Schedule

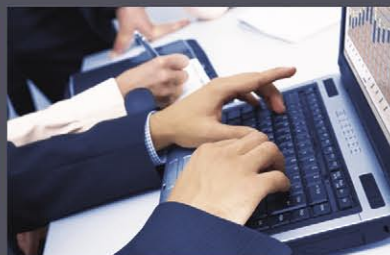
January to June 2010



Your nationally accredited
innovative training leader!



Nationally Recognised
Qualifications



Desktop Applications



Short Courses



IT Technical

forsythesit.com.au

Registered Training Organisation RTO No. 91479

Forsythes IT & Training

Course Schedule January to June 2010

Contents

DESKTOP APPLICATIONS



Operating Systems/Networking
Office 2007 Upgrade Training
Spreadsheets - Excel
Word Processing - Word
Databases - Access
Information Management - Project
Internet, Communication & Web Design - Outlook, Frontpage, DreamWeaver, Flash Fireworks
Management Tools - Vision, Crystal Reports
Desktop Publishing & Graphics - PowerPoint, Publisher, PhotoShop, Illustrator, InDesign, Acrobat, Corel
InfoPath
Accounting - MYOB
TUGGERAH TRAINING PREMISE - NEW!
<ul style="list-style-type: none"> ▪ Spreadsheets - Excel ▪ Information Management - Project

PROFESSIONAL DEVELOPMENT



Business Essentials
<ul style="list-style-type: none"> ▪ Business Writing ▪ Effective Presentations ▪ Power Negotiating ▪ Customer Service ▪ Finance for Non-Financial Managers ▪ Team Participation & Leadership ▪ Effective Communication ▪ How to Handle Difficile People ▪ Time Management ▪ Project Management Fundamentals

ACCREDITED TRAINING



BSB07 Training Package Qualifications - NEW!
<ul style="list-style-type: none"> ▪ BSB40807 Certificate IV in Frontline Management - NEW! ▪ BSB51107 Diploma of Management - NEW! ▪ BSB41407 Certificate IV in Occupational Health & Safety - NEW! ▪ BSB51307 Diploma of Occupational Health & Safety - NEW!
MNC04 Coal Training Package Training - NEW!
<ul style="list-style-type: none"> ▪ MNCG1001A Apply Risk Management Processes S1 ▪ MNCG1008A Conduct Health & Safety Investigations S2 ▪ MNCG1009A Communicate Information S3 ▪ MNCG1002A Implement & Apply Risk Management Processes G2
MSA31108 Certificate III in Competitive Manufacturing - NEW!
MSA41108 Certificate IV in Competitive Manufacturing - NEW!
TAA04 Training & Assessment Training Package Qualifications
<ul style="list-style-type: none"> ▪ Industry Trainer & Assessor - NEW! ▪ TAA40104 Certificate IV in Training & Assessment - NEW! ▪ TAA40104 Certificate IV in Training & Assessment UPGRADE - NEW! ▪ TAA50104 Diploma in Training & Assessment - NEW!

IT PROFESSIONAL



ITIL
Citrix
Cisco
Microsoft
<ul style="list-style-type: none"> ▪ Windows 2003, Vista, 2008 ▪ SharePoint ▪ Databases Small Business Server ▪ Exchange 2003, 2007 ▪ Visual Studio 2005 ▪ SQL 2000, 2005

ENROLMENT FORM

Contact Us

Whilst every effort is made to ensure accuracy with course listings, dates and pricing, courses are subject to change. For the latest information on courses, dates and pricing please visit our website at:

www.forsythesit.com.au/home.aspx

If you cannot find what you are looking for, or you would like to arrange customised training please contact us on 02 4969 0690 or e-mail training@forsythesit.com.au to discuss how we can help you.

Forsythes IT & Training Overview

Forsythes Information Technology & Training is the Region's leading provider of technology and training solutions. With more than 50 years history Forsythes combines a tradition of business expertise with innovative thinking and state-of-the-art systems in today's dynamic commercial environment.

Forsythes IT & Training is a Registered Training Organisation, RTO ID 91479 and is the only Microsoft Gold Partner for Learning Solutions in Regional NSW. This means we have demonstrated superior levels of implementations and customized training solutions for Microsoft products.

We operate a New Horizons Franchise business in Newcastle delivering quality training solutions to both individuals and Businesses from the Hunter Valley, Newcastle, Lake Macquarie and the Central and Northern coasts of NSW.

Our fully equipped computer training rooms are available for hire whilst our mobile training room can bring a training room to your premises for on-site convenience.

Courses are designed to deliver outcome-based learning. We offer the widest range of services and expertise locally, including online training and facilitator led customised training solutions for IT professionals, professional development & PC applications.

We offer training and solutions in:

- Computer training for Microsoft and Adobe applications
- Certificate III and Certificate IV in Competitive Manufacturing
- Certificate IV in Frontline Management, Diploma of Management
- Certificate IV & Diploma of Occupational Health & Safety
- Courses from the MNC04 Coal Training Package (S1, S2, S3, G2)
- Short Business Skills Courses - can be customised as required
- Microsoft Certified Training for IT Professionals, ITIL, Cisco & Citrix Courses
- On-site Computer training
- Computer training room hire

Statement of Attainment for PC Applications Training

As a result of our RTO status we now offer clients the opportunity to achieve a Statement of Attainment (SOA) from the Certificate II, III or IV in Frontline Management when you attend selected application training courses.

Forsythes Training have mapped the units of competency to the content delivered in our courses. Participants can complete exercise files in class and a short assessment at the completion of the course to demonstrate competency and receive a SOA.

Competency based training is Nationally recognised means of demonstrating that you are proficient in using software, providing a benefit for the individual and the employer.

Courses where Statements of Attainment are offered will be GST FREE from July 1st 2009.

Locations

Forsythes IT & Training have **TWO** training locations:

Newcastle West: 9 Denison Street NEWCASTLE WEST NSW 2302

P: 02 4969 0690

F: 02 4969 0699

Central Coast: Unit 4/2 Bounty Close TUGGERAH BUSINESS PARK NSW 2259

P: 02 4353 0999

F: 02 4969 0699

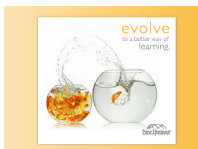
eMail: training@forsythesit.com.au

Innovative Learning Methods and options

Forsythes IT & Training continually strives to produce new and innovative training solutions in partnership with private and public sector training providers.

Instructor Led

Learn the traditional way, in our classroom with one of our outstanding instructors.



Walk In or Mentored Learning

Gain the skills you need with focused learning, one-on-one mentoring and flexible scheduling. Register for a free information seminar.

Private Group Classes

Our instructor will cover your topic of choice, related to your specific business needs, using standard or custom curriculum.



On Site Training

Choose from Business skills, technical or application training taught in the convenience of your location, using our equipment or yours.

Room Hire

Our four PC training rooms are available for hire, whilst using our modern catering facilities. Take a virtual tour of our facility or read about our innovative Mobile Training Room.

Online Anytime

Learn at your convenience using our web based training.

Contact Us - If the course or date you require is not listed in our schedule, or you would like to arrange customised training please contact us on **02 4969 0690** or e-mail training@forsythesit.com.au

Forsythes IT & Training Newcastle Public Schedule

January to June 2010

DESKTOP APPLICATIONS

Course	Price*	Days	Jan	Feb	Mar	Apr	May	Jun	
Operating Systems & Networking									
Windows 2002 XP Level 1	\$363.00	1			8				
Windows 7 Level 1	\$363.00	1	29	24	19	23	19	25	
Office 2007 Upgrade									
Office 2007 Upgrade Training	\$440.00	1		19		16		18	
Spreadsheets*									
Excel 2007 Level 1 - NEW! <i>BSBITU202A Create & use spreadsheets</i>	\$363.00	1		17	10	14	12	9	
Excel 2007 Level 2 - NEW! <i>BSBITU304A Produce spreadsheets</i>	\$363.00	1		24	17	21	19	16	
Excel 2007 Level 3 - NEW! <i>BSBITU402A Develop & use complex spreadsheets</i>	\$363.00	1		18		23		24	
Excel 2002/2003 Level 1* <i>BSBITU202A Create and use spreadsheets</i>	\$363.00	1	25	8, 15	1, 15	6, 19	3, 17	1, 15	
Excel 2002/2003 Level 2* <i>BSBITU304A Produce spreadsheets</i>	\$363.00	1	27	9, 16	2, 16	7, 20	4, 18	2, 16	
Excel 2002/2003 Level 3* <i>BSBITU402A Develop & use complex spreadsheets</i>	\$363.00	1		19	19	23	21	18	
Excel 2003 Pivot Tables, Macros and Functions	\$363.00	1		26	26	30	28	25	
VBA for Excel	\$1100.00	2		4-5		8-9		3-4	
Word Processing*									
Word 2007 Level 1 - NEW! <i>BSBITU201A Produce simple word processed documents</i>	\$363.00	1	27	12	12	9	7	4	
Word 2007 Level 2 - NEW! <i>BSBITU303A Design & produce text documents</i>	\$363.00	1		22	22	27	24	21	
Word 2007 Level 3 - NEW! <i>BSBITU401A Design & develop complex text documents</i>	\$363.00	1		25		28		25	
Word 2002/2003 Level 1* <i>BSBITU201A Produce simple word processed documents</i>	\$363.00	1		15	8	12	10	7	
Word 2002/2003 Level 2* <i>BSBITU303A Design & produce text documents</i>	\$363.00	1		16	9	13	11	8	
Word 2002/2003 Level 3* <i>BSBITU401A Design & develop complex text documents</i>	\$363.00	1	29	26	26	30	28	25	
VBA for Word	\$1100.00	2	Call 02 4969 0690 for dates						
Databases*									
Access 2007 Level 1 - NEW!	\$770.00	2	28-29	15-16	15-16	12-13	17-18	15-16	
Access 2007 Level 2 - NEW! <i>BSBITU301A Create & use databases</i>	\$770.00	2		2-3		22-23		24-25	
Access 2007 Level 3 - NEW!	\$440.00	1		8		6		1	
Access 2002/2003 Level 1 <i>BSBITU401A Design Databases</i>	\$770.00	2		22-23	22-23	19-20	17-18	21-22	
Access 2002/2003 Level 2* <i>BSBITU301A Create & use databases</i>	\$770.00	2		25-26		29-30		28-29	
Access 2002/2003 Level 3	\$440.00	1		16		20		16	
VBA for Access	\$1100.00	2	Call 02 4969 0690 for dates						
Information Management*									
Project 2002/2003/2007 Levels 1 & 2	\$770.00	2	28-29	4-5 22-23	1-2 25-26	12-13	13-14 24-25	17-18	
Internet, Communication & Web Design									
Outlook 2007 Level 1 - NEW! <i>BSBITU203A Communicate electronically</i>	\$363.00	1		4	4	1	6	3	
Outlook 2007 Level 2 - NEW!	\$363.00	1		11		8		11	
Outlook 2002/2003 Level 1* <i>BSBITU203A Communicate electronically</i>	\$363.00	1		25	25	29	27	24	
Outlook 2003 Level 2	\$363.00	1	Call 02 4969 0690 for dates						

SPECIAL OFFER: Book 3 or more participants onto the same course & date and receive a 10% Discount
 *Applies to selected publicly scheduled desktop applications courses only
 Interested in a course not listed on our schedule? Call us on 02 4969 0690



Prices include GST unless otherwise stated
 *These courses are Nationally Accredited and are GST Exempt
 Forsythes IT & Training



Forsythes IT & Training Newcastle Public Schedule

January to June 2010

DESKTOP APPLICATIONS

Course	Price*	Days	Jan	Feb	Mar	Apr	May	Jun
Internet, Communication & Web Design								
FrontPage 2003 Level 1	\$440.00	1		26		30		29
DreamWeaver CS3 Level 1	\$440.00	1	29		29		29	
DreamWeaver CS3 Level 2	\$440.00	1		26		28		26
Flash CS3 Level 1	\$440.00	1						
Management Tools								
Visio Professional Level 1	\$440.00	1		10		7		10
Crystal Reports Level 1	\$1100.00	2		11-12		15-16		10-11
Crystal Reports Level 2	\$550.00	1		25		21		23
Desktop Publishing & Graphics								
PowerPoint 2007 Level 1 - NEW! <i>BSBITU302A Create electronic presentations</i>	\$363.00	1	20	12	12	16	14	11
PowerPoint 2007 Level 2 - NEW!	\$363.00	1		5		8		4
PowerPoint 2002/2003 Level 1* <i>BSBITU302A Create electronic presentations</i>	\$363.00	1	22	19	19	23	21	18
PowerPoint 2002/2003 Level 2	\$363.00	1	29		29		28	
Publisher 2003 Level 1* <i>BSBITU309A Produce desktop published documents</i>	\$385.00	1		18		15		17
Photoshop CS3 Level 1	\$880.00	2	27-28		25-26		27-28	
Photoshop CS3 Level 2	\$880.00	2	Call 02 4969 0690 for dates					
Illustrator CS Level 1	\$440.00	1		19		16		16
Illustrator CS Level 2	\$440.00	1	Call 02 4969 0690 for dates					
InDesign CS Level 1* <i>BSBITU309A Produce desktop published documents</i>	\$880.00	2		25-26		21-22		24-25
InDesign CS Level 2* <i>BSBITU404A Produce complex desktop published documents</i>	\$440.00	1	Call 02 4969 0690 for dates					
Acrobat 8.0/CS Level 1	\$440.00	1		24		30		12
CorelDraw Level 1	\$770.00	2	Call 02 4969 0690 for dates					
CorelDraw Level 2	\$770.00	2	Call 02 4969 0690 for dates					
Infopath								
InfoPath 2003 - Creating Forms Level 1	\$440.00	1	19		22		17	
InfoPath 2007 - Creating InfoPath Forms	\$440.00	1		22		20		21
Accounting								
MYOB Level 1 & Payroll	\$880.00	2		18-19		12-13		10-11
MYOB Level 2	\$440.00	1			24		21	

Forsythes IT & Training Central Coast Public Schedule

Forsythes IT & Training is pleased to announce that we can offer training to our Central Coast clients at our new facility in the Tuggerah Business Park

The venue offers a large 14-seat boardroom that can be used for Professional Development training courses or for Nationally Accredited Qualifications training programs. We can also utilise our fleet of laptops to offer PC Applications training courses.

Please contact us to discuss running a dedicated corporate event. We are offering limited publicly scheduled courses at this time:

Course	Price*	Days	Jan	Feb	Mar	Apr	May	Jun
Spreadsheets								
Excel 2002/2003 Level 1* <i>BSBITU202A Create and use spreadsheets</i>	\$363.00	1		22		12		28
Excel 2002/2003 Level 2* <i>BSBITU304A Produce spreadsheets</i>	\$363.00	1		23		13		29
Information Management*								
Project 2002/2003/2007 Levels 1 & 2	\$770.00	2	Call 02 4969 0690 for dates					

SPECIAL OFFER: Book 3 or more participants onto the same course & dates and receive a 10% Discount
*Applies to selected publicly scheduled desktop applications courses only
Interested in a course not listed on our schedule? Call us on 02 4969 0690



*Prices include GST unless otherwise stated
Forsythes IT & Training

9 Denison Street NEWCASTLE WEST NSW 2302 Phone: 02 4969 0690 Fax: 02 4969 0699



Forsythes IT & Training Newcastle Public Schedule

January to June 2010

PROFESSIONAL DEVELOPMENT

Course	Price*	Days	Jan	Feb	Mar	Apr	May	Jun
Business Essentials								
Writing Technical Documentation	\$495.00	1	Call 02 4969 0690 for dates					
Business Writing <i>BSBWRT401A Write Complex Documents</i>	\$495.00	1		17		21		16
Effective Presentations <i>BSBCMM401A Make a Presentation</i>	\$495.00	1	29		24		26	
Negotiating Skills	\$495.00	1		10		7		7
Customer Service <i>BSBCUS403A Implement Customer Service Standards</i>	\$990.00	2	Call 02 4969 0690 for dates					
Finance for Non-Financial Managers	\$495.00	1	25		30		28	
Team Participation & Leadership <i>BSBWOR402A Promote Team Effectiveness</i>	\$495.00	1		19		14		16
Effective Communication <i>BSBWOR401A Establish Effective Workplace Relationships</i>	\$495.00	1	Call 02 4969 0690 for dates					
How to Handle Difficult People	\$495.00	1	Call 02 4969 0690 for dates					
Time Management <i>BSBWOR404A Develop Work Priorities</i>	\$495.00	1	21		1		10	
Project Management Fundamentals	\$990.00	2		1-2		1-2		3-4

ACCREDITED TRAINING

Forsythes IT & Training, RTO ID 91479 offers the following qualifications from the BSB07 Business Services Training Package:



BSB40807: Certificate IV in Frontline Management

The Certificate IV is designed for workers in team leader, supervisory, front desk or line management positions. At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes. The Certificate IV qualification is made up of 10 units of competence, consisting of 4 core units and 6 elective units.



BSB51107: Diploma of Management

The Diploma is designed for middle managers. It requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team. The Diploma qualification is made up of 8 units of competence, consisting of 5 core and 3 elective units.

Publicly Scheduled Programs

Forsythes IT & Training Publicly scheduled Certificate IV and Diploma courses are comprised of the following units:

Certificate IV Units	Diploma Units	Dates	
BSBWOR404A Develop work priorities and BSBWOR401A Establish effective workplace relationships	BSBWOR501A Manage personal work priorities and professional development and BSBMGT502B Manage people performance	23rd March 2010	26th July 2010
BSBOHS407A Monitor a safe workplace	BSBOHS509A Ensure a safe workplace	20th April 2010	23rd August 2010
BSBWOR402A Promote team effectiveness	BSBWOR502A Ensure team effectiveness	18th May 2010	20th September 2010
BSBMGT401A Show leadership in the workplace and BSBMGT403A Implement continuous improvement	BSBMGT403A Implement continuous improvement	15th June 2010	25th October 2010
Mentoring Day		20th July 2010	15th November 2010
BSBCUS403A Implement customer service standards	BSBCUS501A Manage quality customer service	3rd August 2010	29th November 2010
BSBMGT402A Implement operational plan	BSBMGT515A Manage operational plan	24th August 2010	13th December 2010
BSBRSK401A Identify risk & apply risk management processes	BSBRSK501A Manage risk	21st September 2010	7th February 2011
BSBINN301A Promote innovation in a team environment	n/a	26th October 2010	7th March 2011
Mentoring Day		16th November 2010	4th April 2011

Frontline Management training programs are conducted regularly throughout the year.

Please refer to our website for full details and program dates:

<http://www.forsythesit.com.au/trainingcourses/frontline-management-bsb07.aspx>



Interested in a course not listed on our schedule? Call us on 02 4969 0690

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ACCREDITED TRAINING

Occupational Health & Safety Training

Forsythes IT & Training partner with RTO **On Time Resources, RTO ID 90654** to offer the following qualifications in Occupational Health and Safety:

- **BSB41407 Certificate IV in Occupational Health & Safety**
- **BSB51307 Diploma of Occupational Health & Safety**

Certificate IV Units	Diploma Units	Dates
		Newcastle/ Tuggerah
BSBOHS401B Contribute to the implementation of a systematic approach to managing OHS	BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS	16th March 2010
BSBOHS402B Contribute to the implementation of the OHS consultation process	BSBOHS502B Participate in the management of the OHS information and data systems	6th April 2010
BSBOHS403B Identify hazards and assess OHS risks	BSBOHS503B Assist in the design and development of OHS participative arrangements	4th May 2010
BSBOHS404B Contribute to the implementation of strategies to control OHS risk	BSBOHS504B Apply principles of OHS risk Management	8th June 2010
BSBOHS405B Contribute to the implementation of emergency procedures	BSBOHS505B Manage hazards in the work environment	29th June 2010
BSBOHS408A Assist with compliance with OHS and other relevant laws	n/a	6th July 2010
BSBOHS508B Participate in the investigation of incidents	BSBOHS508B Participate in the investigation of incidents	10th August 2010
BSBRSK401A Identify risk and apply risk management processes	BSBRSK501A Manage Risk	19th October 2010
BSBPMG510A Manage projects	BSBPMG510A Manage projects	14th September 2010

Occupational Health & Safety training programs are conducted regularly throughout the year.

Please refer to our website for full details and program dates:

<http://www.forsythesit.com.au/trainingcourses/cert-iv-diploma-of-ohs.aspx>

MNC04 Coal Training

Forsythes IT & Training, in conjunction with **Col Joy Training Services, RTO ID 6491** offer a number of competencies from the **MNC04 Coal Training Package**.

The units of competency are:

- **MNCG1001A Apply Risk Management Processes S1**
- **MNCG1008A Conduct Health & Safety Investigations S2**
- **MNCG1009A Communication Information S3**
- **MNCG1002A Implement & Apply Risk Management Processes G2**

MNC04 Coal Training Units are conducted regularly throughout the year.

Please refer to our website for full details and program dates:

<http://www.forsythesit.com.au/trainingcourses/coal-mining-competencies.aspx>

Qualifications in Competitive Manufacturing - Incorporating LEAN Methodologies & Consulting

Forsythes IT & Training is partnering with RTO **Performance Frameworks** to offer the following qualification in Competitive Manufacturing:

- **MSA31108 Certificate III in Competitive Manufacturing**
- **MSA41108 Certificate IV in Competitive Manufacturing**

Forsythes IT & Training's competitive manufacturing program comprises of modules that have been selected to maximise business outcomes, provide tools and templates for continuous improvement whilst implementing LEAN methodology on real workshop improvement projects.

Forsythes IT & Training work in consultation with clients to tailor a training program encompassing relevant units of competency to match company specific goals and deliver improved business performance.

Competitive Manufacturing Training Programs are conducted regularly throughout the year.

Please refer to our website for full details and program dates:

<http://www.forsythesit.com.au/trainingcourses/competitive-manufacturing.aspx>



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Forsythes IT & Training

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Forsythes IT & Training Newcastle Public Schedule

January to June 2010

TAA04: TRAINING & ASSESSMENT TRAINING PACKAGE QUALIFICATIONS

Forsythes IT & Training partner with RTO **Local Government Training Institute, RTO ID 90870** to offer the following qualifications and training from the TAA04 Training and Assessment Training package:

- **Industry Trainer & Assessor - Statement of Attainment**
- **TAA40104 Certificate IV in Training & Assessment**
- **TAA40104 Certificate IV in Training & Assessment - Upgrade**

Industry Trainer & Assessor Full program fee is \$1550.00

This qualification is ideally suited to people who are training and assessing people's competency in a workplace/industry related environment. **On successful completion of assessments candidates will receive a Statement of Attainment in the following Units of Competency:**

Module 1 - Provide Training: 2 Days

TAADEL301C Provide training through instruction & demonstration of work skills

Module 2 - Assessor: 3 Days

TAAASS401A Plan & Organise Assessment
TAAASS402A Assess Competence
TAAASS403A Develop Assessment Tools
TAAASS404A Participate in Assessment Validation

TAA40104 Certificate IV in Training & Assessment Full program fee is \$3000.00

The Certificate IV in Training and Assessment is the national minimum standard formally required by professionals involved in training and assessment. This course provides all the skills necessary to conduct training and assessment in a professional manner.

Module 1 - Provide Training: 2 Days

TAADEL301C Provide training through instruction & demonstration of work skills

Module 2 - Environment: 1 Day

TAAENV401B Work effectively in vocational education & training
TAAENV402B Foster & promote an inclusive learning culture
TAAENV403B Ensure a healthy & safe learning environment

Module 3 - Design: 2 Days

TAADES401B Use training packages to meet client needs
TAADES402B Design & develop learning programs

Module 4 - Delivery: 2 Days

TAADEL401B Plan & organise group-based delivery
TAADEL402B Facilitate group-based learning
TAADEL403B Facilitate individual learning
TAADEL404B Facilitate work-based learning

Module 5 - Assessor: 3 Days

TAAASS401C Plan & organise assessment
TAAASS402C Assess competence
TAAASS403B Develop assessment tools
TAAASS404B Participate in assessment validation

TAA40104 Upgrade Full program fee is \$1550.00

The TAA40104 Upgrade program is for trainers who currently hold the BSZ40198 Certificate IV in Workplace Training & Assessment qualification. It is required to upgrade their qualification to the new TAA40104 Certificate IV in Training & Assessment qualification - the national minimum standard formally required by professionals involved in training and assessment.

Module 1 - Environment: 1 Day

TAAENV401B Work effectively in vocational education & training
TAAENV402B Foster & promote an inclusive learning culture
TAAENV403B Ensure a healthy & safe learning environment

Module 2 - Design: 1 Day

TAADES401B Use training packages to meet client needs
TAADES402B Design & develop learning programs

Module 3 - Delivery:

TAADEL401B Plan & organise group-based delivery
TAADEL402B Facilitate group-based learning
TAADEL403B Facilitate individual learning
TAADEL404B Facilitate work-based learning

Module 4 - Assessor: 2 Days

TAAASS403B Develop assessment tools
TAAASS404B Participate in assessment validation

TAA programs are conducted regularly throughout the year.

Please refer to our website for full details and program dates:

<http://www.forsythesit.com.au/nationally-recognised-qualifications.aspx>



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Forsythes IT & Training Newcastle Public Schedule

January to June 2010

IT PROFESSIONAL

The following Windows 2003, Vista and Windows 2008 courses are available during the following dates utilising the innovative Walk-In™ Learning Method:

18-22 January 1-5 February 15-19 February 8-12 March
 22-26 March 12-16 April 27-30 April 17-21 May
 31 May-4 June 15-18 June 28 June-2 July

Microsoft - Windows XP/2003

Course	Price	Days
2261 Supporting Users Running Microsoft Windows XP Operating Systems	\$1800.00	3
2262 Supporting Users Running Applications on a Microsoft Windows XP Operating System	\$1200.00	2
2272 Implementing & Supporting Microsoft Windows XP Professional	\$3000.00	5
2273 Managing & Maintaining a Microsoft Windows Server 2003 Environment	\$3000.00	5
2274 Managing a Windows Server 2003 Environment	\$3000.00	5
2275 Maintaining a Microsoft Windows Server 2003 Environment	\$1800.00	3
2276 Implementing a Microsoft Windows Server 2003 Network Infrastructure: Network Hosts	\$1200.00	2
2277 Implementing, Managing & Maintaining a MS Windows Server 2003 Network Infrastructure: Network Services	\$3000.00	5
2278 Planning & Maintaining a Microsoft Windows Server 2003 Network Infrastructure	\$3000.00	5
2279 Planning, Implementing & Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure	\$3000.00	5
2282 Designing a Microsoft Windows Server 2003 Active Directory & Network Infrastructure	\$3000.00	5
2285 Installing, Administering & Configuring Microsoft Windows XP Professional	\$1200.00	2
2823 Implementing & Administering Security in a Windows Server 2003 Network	\$3000.00	5

NEW! Microsoft - Vista

5115 Installing & Configuring the Windows Vista Operating System	\$1800.00	3
5116 Configuring Windows Vista Mobile Computing & Applications	\$1200.00	2
5118 Maintaining & Troubleshooting Windows Vista Computers	\$1800.00	3
5119 Supporting Windows Vista with Desktop Images & Application Packages	\$1200.00	2

NEW! Microsoft - Windows 2008

6416B Updating your Infrastructure & Active Directory Skills to Windows Server 2008 - NEW!	\$3000.00	5
6417B Updating Applications Infrastructure Technology Skills to Windows Server 2008 - NEW!	\$1800.00	3
6420 Fundamentals of Windows Server 2008 Network Infrastructure & Application Platform	\$3000.00	5
6421 Configuring & Troubleshooting a Windows Server 2008 Network Infrastructure	\$3000.00	5
6424 Fundamentals of Windows Server 2008 Active Directory	\$1800.00	3
6425A Configuring & Troubleshooting Windows Server 2008 Active Directory Domain Service - NEW!	\$3000.00	5
6426B Configuring Identity & Access Solutions with Windows Server 2008 Active Directory - NEW!	\$1800.00	3
6427B Configuring & Troubleshooting Internet Information Services in Windows Server 2008 - NEW!	\$1800.00	3
6428A Configuring & Troubleshooting Windows Server 2008 Terminal Services	\$1200.00	2
6430A Managing & Maintaining Windows Server 2008 Servers - NEW!	\$3000.00	5
6431A Managing & Maintaining Windows Server 2008 Network Infrastructure Servers - NEW!	\$1200.00	2
6432A Managing & Maintaining Windows Server 2008 Active Directory Servers - NEW!	\$1200.00	2
6435 Designing a Windows Server 2008 Network Infrastructure	\$3000.00	5
6436 Designing a Windows Server 2008 Active Directory Infrastructure & Services	\$3000.00	5
6437A Designing a Windows Server 2008 Applications Infrastructure	\$1800.00	3

Microsoft - Windows 2003/Vista

Course	Price*	Days	Jan	Feb	Mar	Apr	May	Jun
2731 Deploying & Managing Microsoft Identity Integration Server 2003 (MIIS)	\$3000.00	4		22-25		6-9		
5117 Installing, Configuring, Troubleshooting, and Maintaining Windows Vista	\$1200.00	2	28-29		1-2			21-22

Microsoft - Database

2071 Querying MS SQL Server 2000 with Transact-SQL	\$1200.00	2		8-9		19-20		21-22
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Interested in a course not listed on our schedule? Call us on 02 4969 0690

***Prices include GST unless otherwise stated**

Forsythes IT & Training

9 Denison Street NEWCASTLE WEST NSW 2302 Phone: 02 4969 0690 Fax: 02 4969 0699

Microsoft
GOLD CERTIFIED
 Partner



Forsythes IT & Training Newcastle Public Schedule

January to June 2010

IT PROFESSIONAL

Course	Price*	Days	Jan	Feb	Mar	Apr	May	Jun
Microsoft - Windows 2008								
6418 Deploying Windows Server 2008	\$1800.00	3		8-10		19-21		
6419 Configuring, Managing and Maintaining Windows Server 2008 Servers	\$3000.00	5			1-5		3-7	
6429A Configuring & Managing Windows Media Services for Windows Server 2008	\$1200.00	2	Call 02 4969 0690 for dates					
6434 Automating Windows Server 2008 Administration with Microsoft Powershell	\$1800.00	3	27-29		31-2 Apr			7-9
Microsoft - Windows 7								
6291A Updating your Technology Knowledge of Microsoft Windows XP to Windows 7	\$1800.00	3		8-10			10-12	
6292A Installing & Configuring Windows 7 Client	\$1800.00	3			1-3	6-8		21-23
Microsoft - SharePoint								
SharePoint 2007 End-User Training: Site Members	\$600.00	1	25		1		24	
SharePoint 2007 End-User Training: Site Owner	\$1200.00	2		22-23		1-2		24-25
Prof Sharepoint 2007 Development	\$3000.00	4	Call 02 4969 0690 for dates					

The following SBS, SharePoint and Exchange courses are available during the following dates utilising the innovative Walk-In™ Learning Method:

18-22 January 1-5 February 15-19 February 8-12 March
 22-26 March 12-16 April 27-30 April 17-21 May
 31 May-4 June 15-18 June 28 June-2 July

Microsoft - Small Business Server 2003

2395 Designing, Deploying & Managing a Network Solution for the Small & Medium-Sized Business	\$1800.00	3
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Microsoft - SharePoint

Course	Price*	Days
5060 Implementing Windows SharePoint Services 3.0 - NEW!	\$1200.00	2
5061 Implementing Microsoft Office SharePoint Server 2007 - NEW!	\$1800.00	3

Microsoft - Exchange

Course	Price*	Days
2400 Implementing & Managing Microsoft Exchange 2003	\$3000.00	5
3938 Updating Skills from Microsoft Exchange 2000/2003 to Microsoft Exchange Server 2007	\$1800.00	3
5047 Intro to Installing & Managing Microsoft Exchange Server 2007	\$1800.00	3
5050 Recovering Messaging Servers and Databases Using Exchange 2007	\$600.00	1
5051 Monitoring & Troubleshooting Microsoft Exchange Server 2007	\$1200.00	2

IT PROFESSIONAL

Course	Price*	Days	Jan	Feb	Mar	Apr	May	Jun
ITIL								
ITIL Essentials (2 days training + optional exam)	\$2050.00	3			22-26		31-4 Jun	
Citrix								
1259BI: Citrix XenApp 4.5 & 5.0 for Windows Server Administration 2003	\$5489.00	5	Call 02 4969 0690 for Dates					
Cisco								
ICND1 Interconnecting Cisco Network Devices 1	\$4000.00	5		8-12			10-14	



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Forsythes IT & Training Newcastle Public Schedule

January to June 2010

IT PROFESSIONAL

The following Visual Studio 2005 & 2008 and SQL 2000, 2005 & 2008 courses are available during the following dates utilising the innovative Walk-In™ Learning Method:

15-19 March

17-21 May

NEW! Microsoft - Visual Studio 2008

Course	Price*	Days
2310 Developing Web Applications using Visual Studio 2008	\$3000.00	5
6460 Visual Studio 2008: Windows Presentation Foundation	\$1800.00	3
6461 Visual Studio 2008: Windows Communication Foundation	\$1800.00	3
6462 Visual Studio 2008: Windows Workflow Foundation	\$1200.00	2
6463 Visual Studio 2008 - ASP.NET 3.5	\$1200.00	2
6464 Visual Studio 2008: ADO.NET 3.5	\$1200.00	2

NEW! Microsoft - Visual Studio 2005

Course	Price*	Days
2541 Core Data Access with Microsoft Visual Studio 2005	\$1800.00	3
2542 Advanced Data Access with Microsoft Visual Studio 2005	\$1200.00	2
2543 Core Web Application Technologies with Microsoft Visual Studio 2005	\$1800.00	3
2544 Advanced Web Application Technologies with Microsoft Visual Studio 2005	\$1200.00	2
2546 Core Windows Forms Technologies with Visual Studio 2005	\$1800.00	3
2547 Advanced Windows Forms Technologies with Visual Studio 2005	\$1200.00	2
2548 Core Distributed Applications Development with Visual Studio 2005	\$1800.00	3
2549 Advanced Distributed Applications Development with Visual Studio 2005	\$1200.00	2
4994 Introduction to Programming Microsoft .NET Applications with Visual Studio 2005	\$3000.00	5
4995 Programming with the Microsoft .NET Framework using Visual Studio 2005	\$3000.00	5

NEW! Microsoft - SQL 2008

Course	Price*	Days
6231 Maintaining a Microsoft SQL Server 2008 Database	\$3000.00	5
6232 Implementing a Microsoft SQL Server 2008 Database	\$3000.00	5
6236 Implementing and Maintaining Microsoft SQL Server 2008 Reporting Services	\$1800.00	3
2778 Writing Queries Using Microsoft SQL Server 2008 Transact-SQL	\$1800.00	3

NEW! Microsoft - SQL 2005

Course	Price*	Days
2779 Implementing a Microsoft SQL Server 2005 Database - NEW!	\$3000.00	5
2780 Maintaining a Microsoft SQL Server 2005 Database - NEW!	\$3000.00	5
2781 Designing Microsoft SQL Server 2005 Server-Side Solutions - NEW!	\$1800.00	3
2782 Designing Microsoft SQL Server 2005 Databases - NEW!	\$1200.00	2
2783 Designing the Data Tier for Microsoft SQL Server 2005 - NEW!	\$600.00	1
2784 Tuning and Optimizing Queries Using Microsoft SQL Server 2005 - NEW!	\$1800.00	3
2786 Designing a Microsoft SQL Server 2005 Infrastructure - NEW!	\$1200.00	2
2787 Designing Security for Microsoft SQL Server 2005 - NEW!	\$1200.00	2
2788 Designing High Availability Database Solutions using SQL Server 2005 - NEW!	\$1800.00	3
2789 Administering & Automating Microsoft SQL Server 2005 Databases & Servers - NEW!	\$600.00	1
2790 Troubleshoot & Optimising Database Servers using Microsoft SQL Server 2005 - NEW!	\$1200.00	2



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Company Details

Company Name _____

Address _____

Suburb _____ Postcode _____ State _____

Billing Contact _____ Telephone _____

Fax _____ e-mail _____

Order Contact _____ Telephone _____

Fax _____ e-mail _____

SPECIAL OFFER: Book 3 or more participants onto the same course & date & receive a 10% Discount * Applies to selected applications courses only

Course Details

Course Name	Date	Price	Participant Name	e-mail

Accredited Training (Please tick)

Qualification	Commencement Date	Tick if Self Directed
<input type="checkbox"/> TAA Units of Competency Only		<input type="checkbox"/>
<input type="checkbox"/> TAA Upgrade		<input type="checkbox"/>
<input type="checkbox"/> TAA Industry		<input type="checkbox"/>
<input type="checkbox"/> TAA40104 Certificate IV in Training & Assessment		
<input type="checkbox"/> BSB40807 Certificate IV in Frontline Management		
<input type="checkbox"/> BSB51107 Diploma of Management		

Payment Details

Cheque Cheque Number _____ Fee Enclosed \$ _____

Purchase Order # _____ (For Approved Accounts Only)

Credit Card Bankcard Mastercard Visa AMEX Diners Club

Card Number Expiry -

Cardholders Name _____ Signature _____

Please Note: A 3% Processing Fee applies to all credit card payments

Terms & Conditions

ENROLMENT CONFIRMATION: Participants' enrolments are automatically confirmed: 1. Upon receipt of a signed Course Enrolment Form accepting Forsythes IT & Trainings Terms & Conditions; AND 2. Upon receipt of; 2.1 Payment 10 days prior to course date or 2.2 Purchase Order from Approved Corporate Accounts or 2.3 Appropriate voucher numbers.

REGISTRATION: Course registration opens at 8:30am on the first day of the course with courses commencing at 9:00am. To minimise disruption to courses, Forsythes IT & Training reserves the right to refuse entry to a course that has commenced. Forsythes IT & Training also reserves the right to ask any person to leave a course, if in Forsythes IT & Trainings sole discretion that person is disruptive to the orderly progress of a course.

PAYMENT POLICY: Forsythes IT & Training does not guarantee a place on a course until enrolment is confirmed (see above). With the exception of approved Corporate Accounts all course fees must be paid 10 days prior to course commencement.

For approved Corporate Accounts payment is due 30 days from date of invoice. Failure to comply with the 30-day credit period will necessitate payment in advance for future training. The full course fee is charged for cancellation of any enrolment within 10 working days of course commencement. A surcharge will be applied for transferring any enrolment within 10 working days of course commencement. Requests for such transfers must be received in writing and acknowledge by Forsythes IT & Training.

REPLACEMENTS: Suitably qualified replacements are welcome provided they register prior to the commencement of the first day of the course.

RESCHEDULED COURSES: Forsythes IT & Training makes every effort to deliver courses on the scheduled dates. However, when necessary, Forsythes IT & Training reserves the right to, without notice, change course schedules, discontinue courses, modify courses, limit class sizes and refuse entry to a course.

I have read and agree to comply with the above Terms & Conditions Signature _____