

This schedule is from Jul 2010 to Dec 2010

This public schedule is correct as of 30/07/2010 6:03:53 AM

Business Skills

Business Communication	Days	Price inc. GST	Jul	Aug	Sep	Oct	Nov	Dec
Business Writing	1	\$450.00	13	17	14	19	9	7
Negotiating Skills	1	\$450.00	14	18	15	20	10	8

BOOKING & QUERIES: Call (07) 4031 5500 or email infocns@nhaustralia.com.au

Management & Leadership	Days	Price inc. GST	Jul	Aug	Sep	Oct	Nov	Dec
Project Management Fundamentals	2	\$900.00	27	30	29	27	17	15
Team Leadership	1	\$450.00	1	10	1	5	2	2

BOOKING & QUERIES: Call (07) 4031 5500 or email infocns@nhaustralia.com.au

Performance Enhancement	Days	Price inc. GST	Jul	Aug	Sep	Oct	Nov	Dec
Assertiveness at Work	2	\$900.00	15	19	16	21	11	9
Essential Skills for EAs and PAs	2	\$900.00	7	4	8	13	29	
Time Management	1	\$450.00	6	3	7	12	4	1

BOOKING & QUERIES: Call (07) 4031 5500 or email infocns@nhaustralia.com.au

Sales, Marketing & Customer Service	Days	Price inc. GST	Jul	Aug	Sep	Oct	Nov	Dec
Fundamentals of Customer Service	1	\$450.00	22	12	2	1	3	14

BOOKING & QUERIES: Call (07) 4031 5500 or email infocns@nhaustralia.com.au

Desktop Applications

Microsoft Access	Days	Price inc. GST	Jul	Aug	Sep	Oct	Nov	Dec
Access 2007 - Level 1	2	\$700.00	5, 13, 19, 27	2, 9, 17, 23, 30	7, 13, 21, 28	4, 12, 18, 26	1, 9, 15, 22, 30	6, 14
Access 2007 - Level 2	2	\$700.00	5, 13, 19, 27	2, 9, 17, 23, 30	7, 13, 21, 28	4, 12, 18, 26	1, 9, 15, 22, 30	6, 14
Access 2007 - Level 3	1	\$350.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15
Access 2007 New Features	1	\$350.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15
Access 2003 - Level 1	2	\$700.00	5, 13, 19, 27	2, 9, 17, 23, 30	7, 13, 21, 28	4, 12, 18, 26	1, 9, 15, 22, 30	6, 14
Access 2003 - Level 2	2	\$700.00	5, 13, 19, 27	2, 9, 17, 23, 30	7, 13, 21, 28	4, 12, 18, 26	1, 9, 15, 22, 30	6, 14
Access 2003 - Level 3	1	\$350.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15

BOOKING & QUERIES: Call (07) 4031 5500 or email infocns@nhaustralia.com.au

Microsoft Excel 2007	Days	Price inc. GST	Jul	Aug	Sep	Oct	Nov	Dec
Excel 2007 - Level 1	1	\$260.00	5, 6, 7, 7, 12, 13, 14, 14, 19, 20, 21, 21, 26, 27, 28, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15
Excel 2007 - Level 2	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15
Excel 2007 - Level 3	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15
Excel 2007 New Features	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15

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Microsoft Excel 2003	Days	Price inc. GST	Jul	Aug	Sep	Oct	Nov	Dec
Excel 2003 - Level 1	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15
Excel 2003 - Level 2	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15
Excel 2003 - Level 3	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15

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Microsoft Office New Features	Days	Price inc. GST	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Office 2007 New Features	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15

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Microsoft Outlook	Days	Price inc. GST	Jul	Aug	Sep	Oct	Nov	Dec
Outlook 2007 - Level 1	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15
Outlook 2007 - Level 2	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15
Outlook 2003 - Level 1	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15
Outlook 2003 - Level 2	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15
Outlook 2003 - Level 3	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15

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Microsoft PowerPoint	Days	Price inc. GST	Jul	Aug	Sep	Oct	Nov	Dec
PowerPoint 2007 - Level 1	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 2, 3, 3, 4, 4, 9, 9, 10, 10, 11, 11, 16, 16, 17, 17, 18, 18, 23, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	1, 6, 7, 8, 13, 14, 15
PowerPoint 2007 - Level 2	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	
PowerPoint 2007 New Features	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	
PowerPoint 2003 - Level 1	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	
PowerPoint 2003 - Level 2	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	

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Microsoft Project	Days	Price inc. GST	Jul	Aug	Sep	Oct	Nov	Dec
Project 2007	2	\$700.00	5, 12, 19, 26	2, 9, 16, 23, 30	6, 13, 20, 28	4, 11, 18, 25	1, 8, 15, 22, 29	
Project 2003	2	\$700.00	5, 12, 19, 26	2, 9, 16, 23, 30	6, 13, 20, 28	4, 11, 18, 25	1, 8, 15, 22, 29	

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Microsoft Word 2007	Days	Price inc. GST	Jul	Aug	Sep	Oct	Nov	Dec
Word 2007 - Level 1	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	
Word 2007 - Level 2	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	
Word 2007 - Level 3	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	

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Microsoft Word 2003	Days	Price inc. GST	Jul	Aug	Sep	Oct	Nov	Dec
Word 2003 - Level 1	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	
Word 2003 - Level 2	1	\$260.00	5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	
Word 2003 - Level 3	1	\$260.00	5, 6, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28	2, 3, 4, 9, 10, 16, 17, 18, 23, 24, 25, 30, 31	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 28, 29	4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30	

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REGISTRATION FORM

STUDENT NAME

FIRST NAME	LAST NAME	COURSE DETAILS	DATE	PRICE
TOTAL PRICE				

COMPANY NAME: _____

TRAINING CONTACT: _____ AUTHORISER: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

PURCHASE ORDER NUMBER: _____ ORDER DATE: _____

PLEASE INVOICE ON PURCHASE ORDER NUMBER: _____

I HAVE MAILED A CHEQUE FOR: \$ _____

PLEASE CHARGE MY: BANKCARD MASTERCARD VISA AMEX

CARD NUMBER: _____ EXPIRY DATE: _____

CARDHOLDERS NAME: _____

CARDHOLDERS SIGNATURE: _____

TERMS AND CONDITIONS

- All bookings for New Horizons courses must be supported with a customer completed and signed (by an authorised signatory) "Registration Form".
- All bookings must be supported with a company/organisation Purchase Order. It is the responsibility of the individual authorising the Registration Form to obtain and forward such documentation at the time the registration form is submitted. The Purchase Order number must be filled out on the Registration Form. The Purchase Order must be sent to New Horizons Learning Centre, to verify that the authoriser has their company's authorisation to accept New Horizons terms and conditions, with or following the Registration Form.
- Following receipt of the fully completed Registration Form details, New Horizons Learning Centre will send a course confirmation letter to the attendee.
- The course booking Registration is accepted subject to each course attendee meeting all the course pre-requisites. The pre-requisites are detailed on New Horizons Learning Centre course outlines. It is the responsibility of the authoriser on the Registration Form to ensure that all pre-requisites are met prior to the course.
- All Payments must be received PRIOR to course commencement. Failure to pay will result in the student being asked to leave the course and full fee payment for the course will be required.
- New Horizons Learning Centre reserves the right to cancel any course with insufficient enrolments / alter the date or change price of any course, without any penalty to New Horizons.
- Any attendee or person, unbecoming of conduct or disruptive to the orderly progress of the course may be asked to leave.

CANCELLATION FEE:

- All transfers or cancellations of a registration must be received in writing and signed by a duly authorised person from the nominating organisation.
- Cancellation of a registration for a public course requires at least TEN working days written notification, to enable re-allocation of place/s. If five working days are not received, the full course fee will be charged.
- The conditions of course pre-requisites and payment PRIOR to course commencement apply to transfers.

TRAINING TERMS AND CONDITIONS CONTAINED ABOVE ACKNOWLEDGED

AUTHORISER'S SIGNATURE: _____

CENTRE	ADDRESS	PHONE	FAX	EMAIL
Brisbane	Level 4, 200 Creek Street, Brisbane, QLD 4000	07 3835 2600	07 3831 1477	infobris@nhaustralia.com.au
Melbourne	Level 2, 31 Queen Street, Melbourne, VIC 3000	03 9670 3366	03 9620 9340	infomel@nhaustralia.com.au
Newcastle	9 Denison Street, Newcastle West NSW 2302	02 4969 0690	02 4969 0699	infonewc@nhaustralia.com.au
Perth	Level 6, 5 Mill Street, Perth WA 6000	08 9265 9600	08 9324 1147	infoper@nhaustralia.com.au
Sydney	Level 6, 31 Market Street, Sydney NSW 2000	02 8263 5900	02 9261 5959	infosyd@nhaustralia.com.au
Cairns	Shop M3, Mezzanine Level The Pier at the Marina Pier Point Road Cairns Qld 4870	07 4041 5555	07 4041 5555	infocns@nhaustralia.com.au