



Sarina Russo Schools | Australia
 82 Ann St Brisbane QLD 4000
 phone 07 3221 5100 fax 07 3221 5161
 info@sarinarusso.com.au
 www.sarinarussoschools.com.au
 CRICOS PROVIDER NUMBER 00607B

2012

SHORT COURSE INFORMATION

HOSPITALITY SHORT COURSES		SESSIONS	INTAKES	FEE	
Bar Skills Program**	This course includes: Responsible Gaming Services (RGS), Bar Operations and Responsible Service of Alcohol (RSA).	Monday-Friday 8:15am - 3:15pm (5 Days)	<ul style="list-style-type: none"> 16 Jan - 20 Jan 13 Feb - 17 Feb 5 Mar - 9 Mar 16 Apr - 20 Apr 14 May - 18 May 18 Jun - 22 Jun 	<ul style="list-style-type: none"> 16 Jul - 20 Jul 20 Aug - 24 Aug 17 Sep - 21 Sep 22 Oct - 26 Oct 19 Nov - 23 Nov 10 Dec - 14 Dec 	\$ 385.00
Responsible Service of Alcohol (RSA)**	This course covers the legal requirements for a person to work in a bar serving alcohol. It focuses on the areas of identifying intoxicated customers, customer service with attention to refusal of service to patrons, compliance with legal issues and assisting customers to drink sensibly.	Monday 8:15am - 3:15pm (1 Day)	<ul style="list-style-type: none"> 16 Jan 13 Feb 5 Mar 16 Apr 14 May 18 Jun 	<ul style="list-style-type: none"> 16 Jul 20 Aug 17 Sep 22 Oct 19 Nov 10 Dec 	\$ 95.00
Bar Operations**	This course covers the fundamental skills for a person to work in a bar. It focuses on the areas of customer service, beer, wine and spirit pouring as well as cocktail making and non-alcoholic beverages.	Tuesday-Thursday 8:15am - 3:15pm (3 Days)	<ul style="list-style-type: none"> 17 Jan - 19 Jan 14 Feb - 16 Feb 6 Mar - 8 Mar 17 Apr - 19 Apr 15 May - 17 May 19 Jun - 21 Jun 	<ul style="list-style-type: none"> 17 Jul - 19 Jul 21 Aug - 23 Aug 18 Sep - 20 Sep 23 Oct - 25 Oct 20 Nov - 22 Nov 11 Dec - 13 Dec 	\$ 195.00
Responsible Gaming Service (RGS)	This course covers the legal requirements for a person to work in a gaming room. It focuses on the areas of identifying problem gamblers, customer service with attention to exclusion of patrons, compliance with legal issues and assisting customers to undertake gaming sensibly. This is an industry requirement for working in gaming venues.	Friday 8:15am - 3:15pm (1 Day)	<ul style="list-style-type: none"> 20 Jan 17 Feb 9 Mar 20 Apr 18 May 22 Jun 	<ul style="list-style-type: none"> 20 Jul 24 Aug 21 Sep 26 Oct 23 Nov 14 Dec 	\$ 95.00
Coffee Making	This course covers the fundamental skills for a person to work in a coffee shop or venue that serves coffee. It focuses on the areas of non-alcoholic beverages, including the preparation and service of espresso coffees.	Monday-Thursday 8:15am - 3:15pm (4 Days)	<ul style="list-style-type: none"> 20 Feb - 23 Feb 12 Mar - 15 Mar 23 Apr - 26 Apr 21 May - 24 May 25 Jun - 28 Jun 23 Jul - 26 Jul 	<ul style="list-style-type: none"> 27 Aug - 30 Aug 24 Sep - 27 Sep 29 Oct - 1 Nov 26 Nov - 29 Nov 17 Dec - 20 Dec 	\$ 300.00

ADDITIONAL TRAINING - INTAKES ON APPLICATION		TUITION	RESOURCES
Reception & Telephone Techniques**	This one day course covers the skills for a person to work in a Reception area. It focuses on the areas of customer service, communication, telephone techniques and time management.	\$200	-
Accounting to Trial Balance (60 hrs)	Bookkeeping procedures from source documents to daily entries in all journals & ledger accounts to trial balance. Includes petty cash & bank reconciliation.	\$480	\$90.70
MYOB (30 hrs)	(Prerequisite: Accounting to Trial Balance) A practical activity in using an electronic bookkeeping program in the maintenance of daily accounting.	\$300	\$39.80
Payroll MYOB (15 hrs)	Establishing employees in the company & processing pays over a pay period. Includes tax & printing reports.	\$150	\$26.20
Galileo (70hrs)	<ul style="list-style-type: none"> E-learning module to obtain the industry specific certificate Galileo Live sessions where they experience the real system (Focalpoint and Viewpoint) Galileo Live assessment where students have to complete a detailed booking Crosscheck Travel – the Back-Office system 	\$399.28	\$36.50
Fidelio (70hrs)	Fidelio includes the computerised accommodation reception services used within the rooms division operations.	\$360.06	\$21.46

On successful completion of any course above, any participant will receive a Statement of Attainment. (*These courses will result in a Certificate of Completion being issued in lieu of a Statement of Attainment). Courses/Subjects operate with minimum numbers. Fees, class times and dates are subject to change. All fees & resources are inclusive of GST where applicable. Classes do not operate on public holidays. English entry level (for international students) MUST have an Upper Intermediate English level to undertake these courses.





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COMPUTER TRAINING (Self Paced)		SESSIONS	INTAKES	TUITION	RESOURCES
Computer Skills Program (150 hrs – 6 months duration)	This program includes: <ul style="list-style-type: none"> Computer Basics & Keyboarding Microsoft Word (Intro/Intermediate) Microsoft Word (Advanced) Microsoft Excel (Intro/Intermediate) Microsoft Access (Intro/Intermediate) Microsoft PowerPoint 	Monday - Wednesday 8:15am - 10:15am	<ul style="list-style-type: none"> 5 Mar – 22 Aug 16 Apr – 3 Oct *8 May – 24 Oct 4 Jun – 21 Nov 2 Jul – 28 Nov – Break – 11 Feb – 27 Feb 2013 6 Aug – 28 Nov – Break – 11 Feb – 3 Apr 2013 3 Sep – 28 Nov – Break – 11 Feb – 1 May 2013 8 Oct – 28 Nov – Break – 11 Feb – 5 Jun 2013 5 Nov – 28 Nov – Break – 11 Feb – 3 Jul 2013 	\$ 1,050.00	\$ 280.00
Computer Basics (6 hrs)	An introduction to a personal computer or business computer terminal, learn how to correctly navigate the desktop environment and use a range of basic functions.	Monday - Wednesday 8:15am - 10:15am	<ul style="list-style-type: none"> 5 Mar – 7 Mar 16 Apr – 18 Apr *8 May – 10 May 4 Jun – 6 Jun 2 Jul – 4 Jul 5 Mar – 28 Mar 16 Apr – 9 May *8 May – 30 May 4 Jun – 27 Jun 2 Jul – 25 Jul 5 Mar – 28 Mar 16 Apr – 9 May *8 May – 30 May 4 Jun – 27 Jun 2 Jul – 25 Jul 	\$ 60.00	\$ 5.40
Microsoft Word Intro/Interm (24 hrs)	An introduction to word processing including the keying in of simple text, basic editing techniques and tabulation.	Monday - Wednesday 8:15am - 10:15am	<ul style="list-style-type: none"> 5 Mar – 28 Mar 16 Apr – 9 May *8 May – 30 May 4 Jun – 27 Jun 2 Jul – 25 Jul 6 Aug – 29 Aug 3 Sep – 26 Sep 8 Oct – 31 Oct 5 Nov – 28 Nov 	\$ 300.00	\$ 35.85
Microsoft Word Advanced (24 hrs)	Further develop your skills, learning advanced editing techniques, merging and advanced tabulation to produce sophisticated business documents.	Monday - Wednesday 8:15am - 10:15am	<ul style="list-style-type: none"> 5 Mar – 28 Mar 16 Apr – 9 May *8 May – 30 May 4 Jun – 27 Jun 2 Jul – 25 Jul 6 Aug – 29 Aug 3 Sep – 26 Sep 8 Oct – 31 Oct 5 Nov – 28 Nov 	\$ 300.00	\$ 36.75
Microsoft Excel Intro/Interm (18 hrs)	This course provides an introduction to Excel, and includes creating and designing spreadsheets, manipulating data and creating charts.	Monday - Wednesday 8:15am - 10:15am	<ul style="list-style-type: none"> 5 Mar – 21 Mar 16 Apr – 2 May *8 May – 23 May 4 Jun – 20 Jun 2 Jul – 18 Jul 6 Aug – 22 Aug 3 Sep – 19 Sep 8 Oct – 24 Oct 5 Nov – 21 Nov 	\$ 150.00	\$ 35.85
Microsoft Excel Advanced (24 hrs)	Learn to create more complex spreadsheets, including creating and using macros, linking, charting and advanced formulas.	Monday - Wednesday 8:15am - 10:15am	<ul style="list-style-type: none"> 5 Mar – 28 Mar 16 Apr – 9 May *8 May – 30 May 4 Jun – 27 Jun 2 Jul – 25 Jul 6 Aug – 29 Aug 3 Sep – 26 Sep 8 Oct – 31 Oct 5 Nov – 28 Nov 	\$ 300.00	\$ 31.59
Microsoft Access Intro/Interm (18 hrs)	In this course, learn how to create simple data tables, forms, reports and queries to create a simple database that is used for storage and retrieval of information.	Monday - Wednesday 8:15am - 10:15am	<ul style="list-style-type: none"> 5 Mar – 21 Mar 16 Apr – 2 May *8 May – 23 May 4 Jun – 20 Jun 2 Jul – 18 Jul 6 Aug – 22 Aug 3 Sep – 19 Sep 8 Oct – 24 Oct 5 Nov – 21 Nov 	\$ 150.00	\$ 35.85
Microsoft Access Advanced (24 hrs)	Learn to create and manipulate more complex databases, queries, forms and reports, including creating and using macros and the importing of data.	Monday - Wednesday 8:15am - 10:15am	<ul style="list-style-type: none"> 5 Mar – 28 Mar 16 Apr – 9 May *8 May – 30 May 4 Jun – 27 Jun 2 Jul – 25 Jul 6 Aug – 29 Aug 3 Sep – 26 Sep 8 Oct – 31 Oct 5 Nov – 28 Nov 	\$ 300.00	\$ 29.70
PowerPoint (18 hrs)	Provides the student with knowledge and skills to produce presentation material and/or office documents using a computer presentation software package.	Monday - Wednesday 8:15am - 10:15am	<ul style="list-style-type: none"> 5 Mar – 21 Mar 16 Apr – 2 May *8 May – 23 May 4 Jun – 20 Jun 2 Jul – 18 Jul 6 Aug – 22 Aug 3 Sep – 19 Sep 8 Oct – 24 Oct 5 Nov – 21 Nov 	\$ 160.00	\$ 35.85
Keyboarding (20 hrs)	Develop touch-typing skills and proficiency.	Monday - Wednesday 8:15am - 10:15am	<ul style="list-style-type: none"> 5 Mar – 26 Mar 16 Apr – *8 May *8 May – 28 May 4 Jun – 25 Jun 2 Jul – 23 Jul 6 Aug – 27 Aug 3 Sep – 24 Sep 8 Oct – 29 Oct 5 Nov – 26 Nov 	\$ 100.00	\$ 4.30
Speed & Accuracy (20 hrs)	Develop touch-typing skills & acquire an Australian Standards speed.	Monday - Wednesday 8:15am - 10:15am	<ul style="list-style-type: none"> 5 Mar – 26 Mar 16 Apr – *8 May *8 May – 28 May 4 Jun – 25 Jun 2 Jul – 23 Jul 6 Aug – 27 Aug 3 Sep – 24 Sep 8 Oct – 29 Oct 5 Nov – 26 Nov 	\$ 100.00	\$ 4.00
Typing Test (Up to 1 hour)	Typing/Speed testing done to Australian Standards, including a letter issued with current typing speed.	Each Wednesday Between 9:15am - 10:15am		\$ 50.00	-

*Please note when a public holiday falls within a given week a substitute day will be allocated.

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