

Treasure Your Treasurer

Brisbane North Institute of TAFE

Require expert help with your Treasurer duties?
BNIT has the answers!

Treasure Your Treasurer

Together with QCPCA, BNIT is offering you the opportunity to develop and increase your finance skills with a short accredited course, designed especially for P&C Treasurers.

Participation in this course will provide the formal knowledge and practical skills relevant to the duties of a P&C Treasurer.

The units of competency to be undertaken

BSBCMN305A – Organise Workplace Information

This unit covers the skills and knowledge required to gather, organise and apply workplace information.

BSBCMN207A – Prepare and Process Financial Documents

While studying this unit, you will learn how to identify and complete the financial documents that are necessary in your role as treasurer.

BSBCMN214A – Create and use Simple Spreadsheets

Have you discovered the benefits of spreadsheets? For first time users and those with experience, completing this unit will enable you to prepare your accounts in a time-saving spreadsheet format.

Upon successful completion of the above competencies, participants will receive a Statement of Attainment.

Duration

Tuesday 15 April - 17 June 2008 (10 Weeks)
6.30pm to 9.00pm

Location

Brisbane North Institute of TAFE
Bracken Ridge Campus
157 Norris Road
Bracken Ridge

Interested?

Please phone Bernie Stringer on 0407 675 176 for more details.

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