



# PSD Professional Systems Distribution (Pty) Ltd

Distributors of CISMO Hospitality & Business Management Software

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TRAINING COURSES	
Syllabus	4 Hrs Sessions
CRM - Customer Relationship	1
COM - Communications	1
CME - Membership	2
HRE - Reservations	2
HFO - Front Office	2
HSK - Housekeeping	1
STO - Stock Control (IN)	1
SPR - Procurement	1
FTR - Transaction Processing	1
FDR - Debtors Control (AR)	1
FCR - Creditors Control (AP)	1
FGL - General Ledger (GL)	2
FAS - Asset Register	1
FRE - Reporting	1
TRE - Retail Sales	1
TRR - Restaurant Sales	1
TGA - Gallery Sales	1
ASP - Spa Scheduling	2
ACT - Activity Scheduling	1
REA - Real Estate Register	1
RLE - Leasing Control	1
RTS - Time Share Control	1
AGO - Golf Management	1
SYS - System Maintenance	1

PRICE STRUCTURE	
Training Rates per 4 Hour Training Session	
1 student per 4 hour session	ZAR 1,280.00
2 students per 4 hour session	ZAR 2,240.00
3 students per 4 hour session	ZAR 3,120.00
4 students per 4 hour session	ZAR 3,840.00
5 students per 4 hour session	ZAR 4,400.00
6 students per 4 hour session	ZAR 4,800.00
7 students per 4 hour session	ZAR 5,040.00
8 students per 4 hour session	ZAR 5,120.00

### Benefits

Training courses are designed to provide users with intensive, operating procedure (SOP) based training, using CISMO business management software. This provides users with a thorough understanding of the standard operating procedures which are utilised in various management areas. The training will facilitate effective use of the software and will improve user accuracy, productivity and financial control.

### Training Course Rules & Regulations

#### 1. Training times

Training will start punctually at the specified times:

- Morning sessions from 08:00 until 12:00
- Afternoon sessions from 13:00 until 17:00
- All flights and travel arrangements must please be scheduled to ensure punctual arrival at the training venue.

#### 2. Venue rules

- Only registered students will be permitted in the training venue.
- Students shall provide their own Notebook computers.
- Cellphones shall be switched off. No calls are allowed during training sessions.
- Breaks are provided at regular intervals. A one hour lunch break is provided between morning and afternoon sessions.

#### 3. Refreshments

- Tea, coffee and filtered water is provided at the venue.
- Lunch is available at special request for bookings of 5 students or more, at a cost of R50.00 per student.

#### 4. Accreditation

- Accreditation examinations are set after each training course.
- Students who achieve the minimum pass rate of 80% receive a CISMO competency certificate, and are listed on the CISMO Management School certification register.

#### 5. Registration

- Registration is strictly on a first-come-first-serve basis on receipt of the confirmation form.
- Proof of payment must accompany the confirmation form.
- Refunds will not be provided to students who fail to attend the full training session.
- PSD Professional Systems Distribution (Pty)Ltd reserves the right to cancel any course should there be an insufficient number of students booked for a training session.

Training Schedule - April 2012				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b>	<b>3</b>	<b>4</b> CRM COM	<b>5</b> CME CME	<b>6</b>
<b>9</b>	<b>10</b>	<b>11</b> HRE HRE	<b>12</b> HFO HFO	<b>13</b> HSK FTR
<b>16</b> FDR STO	<b>17</b> SPR FCR	<b>18</b> FGL FGL	<b>19</b> FRE TRE	<b>20</b> TRR ACT
<b>23</b> REA RLE	<b>24</b> RTS FAS	<b>25</b> AGO AGO	<b>26</b> TGA SYS	<b>27</b>
<b>30</b>				

Due to the specialised nature of the training seats are limited and early booking is essential.

Closing date for each training course is 7 days before the scheduled course date.

### Please direct enquiries or bookings to:

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