

Courses	Days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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### IT Courses - \$330 per day

Access Introductory	2				19/20				9/10				13/14
Access Advanced	1				21				12				16
Excel Introductory	2	4/5	3/4	1/2	12/13	3/4	7/8	5/6	2/3	6/7	4/5	2/3	6/7
Excel Intermediate	2	5/6	4/5	2/3	13/14	4/5	8/9	6/7	3/4	7/8	5/6	3/4	7/8
Excel Advanced	2	6/7	5/8	3/4	14/15	5/6	9/10	7/8	4/5	8/9	6/11	4/8	8/9
Introduction to PCs	1	Call for dates											
Outlook (\$192)	0.5	Call for dates											
PowerPoint	1	11				10				13			
Project	2		15/16		28/29		21/22		25/26		18/19		22/23
Publisher	1	12				11				14			
Word Introductory	2			15/16				19/20				15/16	
Word Intermediate	2	19/20		16/17		18/19		20/21		21/22		16/17	
Word Advanced	2	20/21		17/18		19/20		21/22		22/23		17/18	

### Specialised IT Courses - \$375 per day (LAUNCESTON ONLY)

Excel Programming	2	Call for dates											
MYOB Setup & Operation	2		23/25		26/27		23/24		23/24		28/29		20/21
MYOB Payroll	1			11				15				11	
MYOB Advanced	1		9				17				12		
SQL Introductory	1	Call for dates											
Visio	1	Call for dates											

### Private Training

The following courses are planned to be offered as public courses, starting in mid 2021. If you are interested in training in these topics before then, please contact us and arrange a private course.

- ∞ Assertiveness in Action
- ∞ Building Better Work Habits
- ∞ Coaching at Work
- ∞ Dealing with Challenging People
- ∞ Managing Difficult Behaviours
- ∞ Managing Workplace Culture
- ∞ Minute Taking
- ∞ Self-Development for Managers
- ∞ Strategic Thinking
- ∞ Team Building
- ∞ Wellness

### Qualifications

Most of the above courses are Nationally Accredited so you have the option of completing an 'Optional Assessment' which (if successfully completed) will result in a Statement of Attainment for the related unit. If you decide to enrol in one of our qualifications, then you will receive a Credit Transfer for any relevant units that you have already completed with us individually.

NDA offers the following qualifications:

- ∞ Cert II in Business
- ∞ Cert III in Business Admin
- ∞ Cert IV in L'ship & M'ment
- ∞ Cert IV in Project M'ment Practice
- ∞ Cert IV in TAE
- ∞ Cert III in Business
- ∞ Cert III in Business Admin (Legal)
- ∞ Diploma of L'ship & M'ment
- ∞ Diploma of Project M'ment
- ∞ Cert IV in Business
- ∞ Cert IV in Business Admin
- ∞ Cert IV in Human Resources (HR)
- ∞ Cert III in IT
- ∞ Diploma of Business
- ∞ Diploma of Business Admin
- ∞ Diploma of HR M'ment
- ∞ Cert IV in IT

For further information or to make a booking - [www.nda.com.au](http://www.nda.com.au) or contact Janelle on 03 6423 4547 or [bookings@nda.com.au](mailto:bookings@nda.com.au)