



Business Skills
IT Solutions
Qualifications

[Make a booking](#) [Make an enquiry](#) [Course dates](#) [NDA Website](#)

Thank you for the tremendous response to our last minute promotion of the [Windows 2000/2003 Basic Administration](#) and [Access Advanced](#) courses. Both courses sold out so we have scheduled an additional presentation of each for those who were disappointed – please see below for dates.

If you require any assistance in identifying the most appropriate training course for the skills you require, please give me or Jenny a call on 1300 13 1983.

Kind regards

Nigel Davies

Director, NDA

Business Skills

There is a groundswell of interest this month in [Business Writing Skills](#). The focus of this course is how to write tight, correct prose that communicates your message convincingly – but also with empathy. The course is presented in a PC training room and makes extensive use of less-than-perfect sample documents. Practice your editing skills on these documents and see how your solutions compare with the sample solutions. Participants are invited to bring from their organisation one example each of a 'good' document and a 'bad' document. See below for course dates.

IT Skills

Last month we explained how [Google Alerts](#) can keep you informed about new Web information on any search key you create. This month, why not take a look at [Google Desktop](#)? This free program provides two main functions. The first is a one second response time to search for any information on your computer – emails, Office documents, cached web sites – regardless of whether the search term is in the title or content of the document. We think you will soon find this program indispensable. The second function is a floating desktop panel that you can customise to display regular web updates on news, finance, sport, weather and a variety of other functions, such as photos from your PC, emails and diary reminders. Recommended!

Stand by rates

To obtain the discounts listed below, please mention this email when making a booking.

Hobart – Business Skills courses

[Managing Successful Projects](#) 30 Mar - \$250
[Time Management](#) 6 Apr - \$212 (standard rate \$250)
[Business Writing Skills](#) 26 Apr - \$250

Hobart – IT courses

[Intro to PCs](#) 27/29 Mar – \$374 (standard rate \$440)
[Visio](#) 31 Mar / 3 Apr - \$450 (standard rate \$500)
[Publisher](#) 5 Apr - \$176 (standard rate \$220)
[Excel Basics](#) 6 Apr - \$220
[MYOB Setup and Operation](#) 11/13 Apr - \$450 (standard rate \$500)
[Outlook](#) 13 Apr - \$198 (standard rate \$220)
[Access Intro](#) 19/20 Apr – \$396 (standard rate \$440)
[Word Intermediate](#) 20/24 Apr - \$440
[Access Advanced](#) 21/27 Apr - \$440
[PowerPoint](#) 27 Apr – \$198 (standard rate \$220)
[Windows 2000/2003 Basic Administration](#) 10/11 May - \$500

Launceston – Business Skills courses

[Managing Successful Projects](#) 30 Mar – \$225 (standard rate \$250)
[Time Management](#) 6 Apr – \$200 (standard rate \$250)
[Superior Customer Service](#) 12 Apr - \$212 (standard rate \$250)
[Business Writing Skills](#) 26 Apr - \$250

Launceston – IT courses

[Intro to PCs](#) 27/29 Mar - \$396 (standard rate \$440)
[Access Programming](#) 4/5 Apr - \$500
[Publisher](#) 5 Apr - \$176 (standard rate \$220)
[Excel Basics](#) 6 Apr - \$220
[Project](#) 11/12 Apr - \$440
[MYOB Setup & Operation](#) 19/20 Apr - \$450 (standard rate \$500)

North West – Business Skills courses

[Business Writing Skills](#) 26 Apr - \$250

North West – IT courses

[Intro to PCs](#) 27/29 Mar - \$356 (standard rate \$440)

[MYOB Adv](#) 28 Mar – \$225 (standard rate \$250)

[MYOB Setup & Operation](#) 4/5 Apr - \$450 (standard rate \$500)

[Excel Basics](#) 6 Apr - \$198 (standard rate \$220)

[Excel Intermediate](#) 7/10 Apr - \$396 (standard rate \$440)

[Project](#) 11/12 Apr - \$396 (standard rate \$440)

[MYOB Payroll](#) 24 Apr – \$200 (standard rate \$250)

Please call NDA on 1300 13 1983 for more information or make a [booking](#) here. Existing bookings may not be amended but, where at least one person is already enrolled at full price, additional people from the organisation may be enrolled for 50% of the standard course fee. These discounts may not be used in conjunction with any other offer.

Our privacy policy

NDA will not provide your email address or contact details to any other party. NDA's privacy statement is published in full at <http://www.nda.com.au/Privacy.htm>. If you do not wish to receive the NDA newsletter, please click [here](#). You will receive one more email from NDA confirming your removal from our mailing list.

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