



We offer 29 new qualifications that supersede the previous BSB01 Training Package:

BSB10107	<a href="#"><u>Certificate I in Business</u></a>
BSB20107	<a href="#"><u>Certificate II in Business</u></a>
BSB20207	<a href="#"><u>Certificate II in Customer Contact</u></a>
BSB30107	<a href="#"><u>Certificate III in Business</u></a>
BSB30207	<a href="#"><u>Certificate III in Customer Contact</u></a>
BSB30307	<a href="#"><u>Certificate III in Micro Business Operations</u></a>
BSB30407	<a href="#"><u>Certificate III in Business Administration</u></a>
BSB30707	<a href="#"><u>Certificate III in Occupational Health and Safety</u></a>
BSB30807	<a href="#"><u>Certificate III in Recordkeeping</u></a>
BSB30907	<a href="#"><u>Certificate III in Business Administration (Education)</u></a>
BSB31107	<a href="#"><u>Certificate III in Business Administration (Medical)</u></a>
BSB31207	<a href="#"><u>Certificate III in Frontline Management</u></a>
BSB40107	<a href="#"><u>Certificate IV in Advertising</u></a>
BSB40207	<a href="#"><u>Certificate IV in Business</u></a>
BSB40307	<a href="#"><u>Certificate IV in Customer Contact</u></a>
BSB40407	<a href="#"><u>Certificate IV in Small Business Management</u></a>
BSB40507	<a href="#"><u>Certificate IV in Business Administration</u></a>
BSB40607	<a href="#"><u>Certificate IV in Business Sales</u></a>
BSB40807	<a href="#"><u>Certificate IV in Frontline Management</u></a>
BSB41007	<a href="#"><u>Certificate IV in Human Resources</u></a>
BSB41307	<a href="#"><u>Certificate IV in Marketing</u></a>
BSB41507	<a href="#"><u>Certificate IV in Project Management</u></a>
BSB41707	<a href="#"><u>Certificate IV in Recordkeeping</u></a>
BSB50207	<a href="#"><u>Diploma of Business</u></a>
BSB50407	<a href="#"><u>Diploma of Business Administration</u></a>
BSB50607	<a href="#"><u>Diploma of Human Resources Management</u></a>
BSB51107	<a href="#"><u>Diploma of Management</u></a>
BSB51207	<a href="#"><u>Diploma of Marketing</u></a>
BSB51407	<a href="#"><u>Diploma of Project Management</u></a>

#### Stand by rates

NDA is now able to release the following courses for Stand-by enrolment, most at significant discounts on standard rates (to obtain the discount, please mention this email when making bookings):

#### Hobart – IT courses

- [Word Advanced](#) 25/27 Feb – 25% discount \$345 (standard rate \$460)
- [PowerPoint](#) 28 Feb – 20% discount \$184 (standard rate \$230)
- [Introduction to PCs with Windows and Office](#) 28/29 Feb – standard rate \$460
- [Access Advanced](#) 3/4 Mar – 10% discount \$414 (standard rate \$460)
- [Publisher](#) 4 Mar – 20% discount \$184 (standard rate \$230)
- [Outlook](#) 11 Mar – standard rate \$230
- [Crystal Reports Advanced](#) 13/14 Mar – 10% discount \$495 (standard rate \$550)
- [Word Intermediate](#) 17/19 Mar – standard rate \$460
- [Word Advanced](#) 19/20 Mar – standard rate \$460
- [PowerPoint](#) 20 Mar – standard rate \$230

#### Hobart – Business Skills courses

- [Understanding Financial Reports](#) 12 Mar – standard rate \$275

#### Launceston – IT courses

- [Introduction to PCs with Windows and Office](#) 25/26 Feb – standard rate \$460

[Word Advanced](#) 25/26 Feb – standard rate \$460  
[PowerPoint](#) 28 Feb – 35% discount \$149 (standard rate \$230)  
[Excel Basics](#) 5 Mar – standard rate \$230  
[Excel Introductory](#) 5/7 Mar – 10% discount \$414 (standard rate \$460)  
[Publisher](#) 5 Mar – 20% discount \$184 (standard rate \$230)  
[Adobe Acrobat](#) 6 Mar – 20% discount \$220 (standard rate \$275)  
[Excel Intermediate](#) 7/11 Mar – standard rate \$460  
[Outlook](#) 11 Mar – standard rate \$230  
[Project](#) 11/12 Mar – standard rate \$460  
[MYOB Setup and Operation](#) 17/18 Mar – standard rate \$550  
[Word Advanced](#) 19/20 Mar – standard rate \$460  
[InDesign Introductory](#) 26 Mar – 20% discount \$220 (standard rate \$275)  
[MYOB Advanced](#) 27 Mar – standard rate \$275

#### **Launceston – Business Skills courses**

[Conducting Successful Meetings](#) 5 Mar – 20% discount \$220 (standard rate \$275)  
[Assessment](#) 18/19 Mar – 20% discount \$440 (standard rate \$550)  
[Managing Successful Projects](#) 26/27 Mar – standard rate \$550

#### **North West – IT courses**

[Introduction to PCs with Windows and Office](#) 25/27 Feb – 20% discount \$368 (standard rate \$460)  
[Outlook](#) 26 Feb – 35% discount \$149 (standard rate \$230)  
[Publisher](#) 4 Mar – 20% discount \$184 (standard rate \$230)  
[Excel Basics](#) 5 Mar – standard rate \$230  
[Excel Introductory](#) 5/7 Mar – standard rate \$460  
[Excel Intermediate](#) 7/11 Mar – standard rate \$460  
[Project](#) 12/13 Mar – 10% discount \$414 (standard rate \$460)  
[MYOB Setup and Operation](#) 17/18 Mar – standard rate \$550  
[Access Introductory / Intermediate](#) 19/20 Jan – standard rate \$460  
[Introduction to PCs with Windows and Office](#) 25/27 Feb – standard rate \$460

#### **North West – Business Skills courses**

[Professional Telephone Techniques](#) 31 Mar – 20% discount \$220 (standard rate \$275)

Call NDA on 1300 765 376 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's privacy statement is published in full at <http://www.nda.com.au/quickfind/privacy.html>. If you do not wish to receive the NDA newsletter, please click [here](#).

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