



**Business, Computer First Aid Training  
For Semester 2 - July — December 2009**

For More Information On Any Course Simply Call 1800 66 00 00 or email info@NQTraining.com

Computer Courses	Length of Course	Cost	July	August	September	October	November	December
Upgrade to Microsoft Office 2007	1 Day	\$255	8					23
Computer Basics 101	1 Day	\$255	22	19	16	21	18	
Microsoft Word Level 1	1 Day	\$255	7	10	14	12	26	14
Microsoft Word Level 2	1 Day	\$255	8	11	15	13	27	15
Microsoft Word Level 3	1 Day	\$255	27	27	24	19	5	10
Microsoft Word Level 4	1 Day	\$255	28	28	25	20	6	11
Microsoft Excel Level 1	1 Day	\$255	9	17	7	5	2	7
Microsoft Excel Level 2	1 Day	\$255	10	18	8	6	3	8
Microsoft Excel Level 3	1 Day	\$255	23	13	28	15	12	3
Microsoft Excel Level 4	1 Day	\$255	24	14	29	16	13	4
Microsoft Access Level 1	1 Day	\$255	1	5	1	8	16	
Microsoft Access Level 2	1 Day	\$255	2	6	2	9	17	
Microsoft Access Level 3	1 Day	\$255	30	24	10	29	23	
Microsoft Access Level 4	1 Day	\$255	31	25	11	30	24	
Microsoft Outlook Level 1	1 Day	\$255			30			
Microsoft Outlook Level 2	1 Day	\$255				23		
Microsoft PowerPoint Level 1	1 Day	\$255	16	3	3	1	9	1
Microsoft PowerPoint Level 2	1 Day	\$255	17	4	4	2	10	2
Microsoft Visio	1 Day	\$255		12	9			
Microsoft Project 2-Day Core	2 Day	\$595	13 & 14	20 & 21	17 & 18	22 & 23	19 & 20	17 & 18
Microsoft Project Advanced	2 Day	\$595	20 & 21		21 & 22	26 & 27		21 & 22
MYOB Core 2-Day	2-Day	\$499	11 & 12	8 & 9	12 & 13	10 & 11	7 & 8	5 & 6
MYOB Advanced 2-Day	2-Day	\$499		15 & 16		31 & 1 Nov		12 & 13
MYOB Payroll	2-Day	\$255	18	29	26	24	28	
Quickbooks 2-Day Core	2-Day	\$499	25 & 26	1 & 2	19 & 20	17 & 18	14 & 15	19 & 20
Quickbooks Advanced 2-Day	2-Day	\$499		22 & 23	5 & 6	3 & 4		
Quickbook Payroll	1-Day	\$255	19	30	27	25	29	

*\*Please Note All Courses Shown Above Are Non-Accredited Courses—Certificate of Attendance will be issued!*

Business Training Courses	Length	Cost	July	August	September	October	November	December
Anger Management: Understanding Anger - Yours and Others	1-Day	\$245		31			18	
Business Writing 101	1- Day	\$295						16
Conflict Resolution: Dealing with Difficult People	1-Day	\$245			16		30	
Minute Takers Workshop	1-Day	\$295	29					
Negotiating for Results	1-Day	\$245	6					
Sales Training: Overcoming Objections to Nail the Sale	1-Day	\$245					14	
Sales Training: Prospecting for Leads like a Pro	1-Day	\$245				7		
Stress Management Training	1-Day	\$295		7				
Time Management: Get Organized for Peak Performance	1-day	\$295	15	26	23	28		9

**First Aid Training\***

*\*All First Aid and CPR Courses are Nationally Accredited.*

One Day—First Aid Courses and CPR Refresher courses are now run three times a week and lunch is included!

**CPR Refresher & LVR Course (Only \$85):**

Courses are run once a week -  
Tuesday 07:45 am to 12:00 pm

\*NB: LVR is not a Nationally Accredited Course

**Applied First Aid Courses (Only \$145):**

Courses are run three times a week -  
Monday 07:45 am to 06:00 pm  
Thursday 07:45 am to 06:00 pm  
Saturday 07:45 am to 06:00 pm

**Advanced 2-Day First Aid Course (Only \$175):**

Next Course Dates: Thursday 23 & Friday 24 July  
Thursday 10 & Friday 11 September  
Thursday 3 & Friday 4 December

**CPR Refresher Course (Only \$50):**

Courses are run three times a week -  
Monday 07:45 am to 11:30 am  
Thursday 07:45 am to 11:30 am  
Saturday 07:45 am to 11:30 am

**Qualification Issued By:**

One-on-One Professional Business Training

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