NDA

Business Skills
Qualifications
IT Solutions

Dear [fname]

This month we have two outstanding training opportunities for Microsoft systems and programming qualifications combined with a Diploma in IT. These are the first examples of the state government's new approach to funding training. **Both government and private organisations can access the funding through a Registered Training Organisation (RTO) such as NDA**. Here's how it works:

1. An organisation or industry identifies a new training need.

2. The organisation asks NDA to align the training with a nationally accredited qualification.

3. The organisation and NDA make a joint application to Skills Tasmania to fund the training under the Productivity Places program.

4. If the application is successful NDA delivers the training and Skills Tasmania pays 90% of the costs.

NDA was successful with all six tenders submitted to the last round of funding. These included:

• Ten Certificate IVs in Project Management with an electrical contractor.

• Six Certificate IVs in Training and Assessment with a hospitality company.

• Ten Certificate IIIs in Customer Contact with a call centre company.

• Thirty-six Diplomas in IT with the IT industry (see below).

Don't waste this excellent opportunity - talk to NDA if you have a new training need. We can assist you with IT, Frontline Management, Project Management, Training and Assessment, Customer Contact, Tourism and Retail.

Kind regards

Nigel Davies

Director, NDA

Please click Forward-to-a-Friend if you know someone who would like to receive this newsletter.

* Qualifications funded by Skills Tasmania through the Productivity Places program.

Government-Funded MCSE / MCPD Qualifications
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Following the success of last year's pilot program, NDA offers the following highly practical training courses for a fraction of their true cost. We have made this possible by mapping the course content for both the Microsoft Certified Systems Engineer (MCSE) and Microsoft Certified Professional Developer (MCPD) qualifications to a Diploma in IT.

Students will acquire valuable skills in state-of-the-art Microsoft products in full readiness to complete the relevant Microsoft exams*. Successful completion of the course will result in the award of a Diploma in IT for which Skills Tasmania will pay 90% of the course fees.

Course outlines and an application form to enrol for the training may be downloaded from the links below:

Diploma in IT + MCSE

Twelve places available; course fee $460.

Diploma in IT + Microsoft Certified Systems Engineer course outline

Diploma in IT + MCPD

Twelve places available; course fee $390.

Diploma in IT + Microsoft Certified Professional Developer course outline

Application form for enrolment on either qualification

• Available to both private and public sector employees.

• Expert course presenters.

• Practical course content relevant to current industry needs.

• Training presented over approximately 18 months through six to eight classroom sessions, each of three days duration, at two monthly intervals.

• Closing date for applications 30 June 2009.
* Completion of, and payment for, the Microsoft exams is the separate responsibility of the student.

From the NDA Help Desk
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NDA has always offered free phone support for an unlimited period for all material presented in IT courses. Here are two support calls received by the Help Desk last month.

Rounding in Excel

How do you round a number in Excel to two decimal places? Go to the back of the class if you didn't immediately think of the =Round(number,num_digits) function (or the Comma, Currency, Increase Decimal or Decrease Decimal tools to change just the appearance of the number).

However last month we had to think for a moment when the Help Desk received a call from a firm of agricultural consultants who wanted to round numbers to the nearest $100. The answer came from a dimly remembered programming course in the Basic language sometime during the early 1980's. Ten seconds for this one, you'll find the answer at the bottom of the page.

Task duration in Project

A client entered task durations to a project as whole numbers of days (1, 3, 2 etc) but after assigning resources to the tasks the durations changed to appear as decimals of days (.66, 2.7, 1.25 etc). The client wanted to retain the original task durations.

The cause of this is Project's default setting of 'Effort driven' task duration. The initial task duration entered by the user assumes a single unit of resource assigned to the task full-time. If the user assigns multiple resources to a task or anything less than a full-time assignment then Project automatically adjusts the task duration accordingly. For example, if two people are assigned to a task with a duration of one day then the task duration will become half a day.

If the user requires the original durations to remain unchanged then the solution is to define all tasks as Fixed Duration. To do this (Project 2003):

1. Select all the tasks in the project.
2. Choose **Project, Task Information**.
3. Click on the **Advanced** tab.
4. Set **Task Type** to **Fixed Duration** and click **OK**.

Wolfram Alpha - New Search Engine
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Wolfram Alpha (www.wolframalpha.com) is a new search engine created by English mathematical prodigy Dr Stephen Wolfram. It aims to achieve two advantages over Google:
1. An answer to a specific question (Google provides a list of relevant websites where the user can search for an answer), and;
2. A reliable authority for the answer (Google relies on the often questionable accuracy of website authors).
We tested WolframAlpha with a few questions:

Question	WolframAlpha	Google	Score
Who invented WolframAlpha?	No	Dr Stephen Wolfram	0-1
Most famous French sheep's milk cheese	No	Ossau-Iraty	0-2
Wine to drink with aged cheddar	No	Syrah / Shiraz	0-3
Winner of 2008 Tour de France	No	Carlos Sastre	0-4
English FA Cup winner 2009	No	Chelsea	0-5

Still some work to do on the important stuff then, Steve? As a consolation prize we asked for the value of Pi which both search engines correctly but boringly returned as 3.1415. On a more optimistic note, if you ask WolframAlpha "How many roads must a man walk down?" it correctly responds that "The answer is blowin' in the wind". However it was not able to advise on the cost of dirty deeds - although Google took an inspired stab at "Dirt cheap".

Forthcoming Training Courses
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NDA is now able to release the following courses for stand-by enrolment, some at significant discounts on standard rates (**to obtain the discount, please phone Kristina on 1300 765 736** and mention this email when making bookings):

Hobart – IT courses
Office 2007 Conversion 3 Jun – 30% discount $193 (standard rate $275)
Publisher 2003 and 2007 4 Jun – 20% discount $184 (standard rate $230)
Excel Introductory 2007 4/9 Jun – 20% discount $368 (standard rate $460)
Excel Intermediate 2007 9/10 Jun – 20% discount $368 (standard rate $460)
Project 2003 and 2007 9/11 Jun – standard rate $460
Outlook 2007 15 Jun – standard rate $230
PowerPoint 2007 25 Jun – standard rate $230
Hobart – Business Skills courses
Conflict Resolution & Assertiveness 24 Jun – standard rate $275
Professional Telephone Techniques 5 Jun – standard rate $275
Launceston – IT courses
Excel Basics 2007 4 Jun – 30% discount $184 (standard rate $161)
Excel Introductory 2007 4/9 Jun – 20% discount $368 (standard rate $460)
Excel Intermediate 2007 6/7 Jun – 20% discount $368 (standard rate $460)
Project 2003 and 2007 9/11 Jun – standard rate $460
Excel Advanced 2007 10/12 Jun – standard rate $460
Internet Basics 12 Jun – 10% discount $207 (standard rate $230)
Access Introductory / Internediate 2003 15/16 Jun – standard rate $460
Word Introductory 2003 16/18 Jun – 10% discount $414 (standard rate $460)
MYOB Setup and Operation 18/19 Jun – standard rate $550
Word Intermediate 2003 18/22 Jun – standard rate $460
Word Advanced 2003 22/24 Jun – standard rate $460
Launceston – Business Skills courses
Time Management 3 Jun – 30% discount $193 (standard rate $275)
Professional Telephone Techniques 5 Jun – 30% discount $193 (standard rate $275)
Business Writing Skills 16 Jun – standard rate $275
Devonport – IT courses
Designing Simple Websites 3 Jun - Standard rate $230
Excel Introductory 2007 4/9 Jun – 20% discount $368 (standard rate $460)
Excel Intermediate 2007 9/10 Jun – 20% discount $368 (standard rate $460)
Project 2003 and 2007 11/12 Jun – standard rate $460

To round a number to the nearest 100 divide the number by 100, round to two decimal places and multiply by 100: =Round(number/100,2)*100.

HOBART	LAUNCESTON	DEVONPORT
Level 3, Trafalgar Centre, 110 Collins St Hobart TAS 7000 Phone: (03) 6224 2660	Level 1, 65 St John Street Launceston TAS 7250 Phone: (03) 6334 4910	The Roberts Building, 23 Stewart St Devonport TAS 7310 Phone: (03) 6423 4547