ITD NEWS

Richard J. Varn, Chief Information Officer

State of Iowa
Information Technology Department
Hoover State Office Building – B Level
Des Moines, Iowa   50319

Courses Available through ITEC

ITEC (Iowa Training and Education Consortium) is an organization of many companies in the central Iowa area that have joined together to provide training/educational opportunities locally. The State of Iowa is an affiliate of ITEC, with the Iowa Department of Personnel (IDOP) holding the membership to ITEC. Any state employee attending an ITEC sponsored class will receive a 10% discount on the public price of the course.
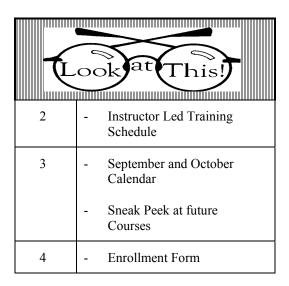
Course Outlines may be viewed at www.goportable.com by clicking on "Training Schedule", then scrolling down to the Course Title, & clicking on the underlined title. State of Iowa Employee Registration Fees are listed below. CALL 515-727-1749 to register!

1. September 10-12: "Fast Start in Project Management" – Systemation Instructor - Nikki Armstrong - Registration Fee: $1080.

The classes below are not yet confirmed, though registrants have already entered the classes, & additional registrations are NEEDED to guarantee that these classes will be provided.

1. September 10-13: "Introduction to PERL Scripting" - at ISS – Verhoef Instructor - Registration Fee: $1350.
2. September 10-13: "Requirements & Object Oriented Analysis" – Valtech Instructor - Registration Fee: $1705.50.
3. September 10-14: "MQ Series Introduction & Application Programming" - Verhoef Instructor - Registration Fee: $1575.
4. September 17-21: "Designing an Internet Application with J2EE & EJB" - Valtech Instructor – Registration Fee: $2155.50.
5. October 1-5: "Oracle 8/8i Database Administration" - Verhoef Instructor - Registration Fee: $1575.
6. October 1-5: "Object Oriented Analysis & Design with UML & Patterns" Valtech Instructor - Registration Fee: $1975.50.
7. October 8-12: "Building Web Applications with JAVA" - Valtech Instructor - Registration Fee: $1795.50.
8. October 15-19: "UNIX Essentials" & "UNIX Shell Programming" – Verhoef Instructor - George North - Registration Fee: $1575
9. October 15-19: "Developing XML Applications with JAVA" – Valtech Instructor - Registration Fee: $1435.50.
10. October 29-November 1: "MVS Job Control Language" - Verhoef Instructor - Host Site: Allied Insurance - Registration Fee: $1350.
11. October 29-31: "AIX System Administration" - Verhoef Instructor - George North - Registration Fee: $990.
12. October 31-November 2: "Solaris System Administration" - Verhoef Instructor - George North - Registration Fee: $990.

Direct all Education Comments and Questions to:

Bruce Hupke – 281-6984
Darrell Fremont – 281-7185

PC Skills

MS OFFICE

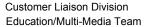|	
## Access Level 1 This hands on class will provide the skills you need to create, update, query, and report from an ACCESS 97 table. Students will know proper database planning and design principals. You will learn database concepts and terminology by working with ACCESS databases. A workbook and exercises will be included to reinforce learning. **Prerequisite: Basic Windows or similar experience.**	*Access Level 1* *$115* *Course: PC808* **Dec 6** 8:30 – 4:00 **7** 8:30 – 12:00 Enrollments close: Nov 21 Hoover 'B' Level/Learning Center 2
EXCEL LEVEL 1 This hands on class will provide the skills you need to create, update, format and maintain a basic EXCEL spreadsheet. The class will work with ranges and various financial and statistical functions. Exercises will be included to reinforce learning. A workbook and a data diskette are provided. **Prerequisite: Basic Windows or similar experience**	**Excel Level 1** *$115* *Course: PC708* **Dec 18** 9:00 – 4:00 **19** 9:00 – 12:00 Enrollments close: Aug 3 Hoover 'B' Level/Learning Center 2
ACCESS LEVEL 2 This hands-on class will enhance the ACCESS skills you learned in Basic ACCESS class. You will create tables, forms and reports using advanced techniques. Class will learn the principles of table design, table relationships, normalizing data, and referential integrity. Advanced query, form, and report design techniques will be covered. **Prerequisite: Basic Microsoft ACCESS class**	*Access Level 2* *$115* *Course: PC718* **Sep 19** 8:30 – 4:00 **20** 8:30 – 12:00 Enrollments close: Aug 10 Hoover 'B' Level/Learning Center 2
EXCEL LEVEL 2 This hands-on class will provide the skills you need to create, modify, and customize EXCEL charts. Drawing tools will be used to enhance worksheets and charts. You will use advanced sorting techniques for locating and managing information. Class will work with an Excel database. You will learn the querying capabilities of EXCEL. **Prerequisite: Basic Microsoft EXCEL class or similar EXCEL experience**	*Excel Level 2* *$115* *Course: PC718* **Jan 16** 9:00 – 4:00 **17** 9:00 – 12:00 Enrollments close: N/A Hoover 'B' Level/Learning Center 2
BUSINESS OBJECTS INFOVIEW InfoView is a web based report creating and viewing software. This hands-on Introduction to InfoView will teach students to create several types of reports. Included in reports students will create are: calculations, sorting, grouping, breaking, conditions, crosstab and bar charts. Also formatting a report. Students will learn to send /receive and publish reports. Students in class will do report drilling. **Prerequisite: Basic Windows or similar experience**	*InfoView* *$50* *Course: UT501* **Sep 25** 9:00 – 12:00 Enrollments close: Sep 14 *Or* **Oct 23** 9:00 – 12:00 Enrollments close: Oct 12 Hoover 'B' Level/Learning Center 2

Please Remember   Enrollment in a class must be canceled at least 3 working days prior to the start of the class. If you cannot attend, substitutions can be made. Cancellations after the 3-day limit, except for illness, will be charged to the department. ITD Education reserves the right to cancel a class because of low enrollments. The determination of whether to hold the class or not will be made no later than three days before the session. Any enrollee will be scheduled into the next session.

Sept 2001

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16		18	19 **Access Level 2** **8:30 – 4:00**	20 **Access Level 2** **8:30 – 12:00**	21	22
		25 **InfoView** **9:00 – 12:00**	26	27	28	29

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 **InfoView** **9:00 – 12:00**	24	25	26	27
28	29	30	31			

Sneak Peak: Access Level 1 Dec. 6,7   Excel Level 1 Dec. 18,19   Excel Level 2 Jan. 16,17

ENROLLMENT FORM

ITD
Information Technology Department

INSTRUCTIONS: **List each person only once. To the left of the name, in the grid provided, indicate which session(s) or class that person is to be enrolled.**
Please call Bruce Hupke @ 281-6984
(Email: **Bruce.Hupke@its.state.ia.us)**
If you have any questions.

*   **Please use these open columns to list those of our** regular **courses that you do not see included in the current offerings.**
Enrollees will be added to the respective waiting list.
We use this to assess demand for scheduling future sessions.

Access Level 2 (PC818) 9/19-20	InfoView (UT501) 9/25	InfoView (UT501) 10/23	Access Level 1 (PC808) 12/6-7	Excel Level 1 (PC 708) 12/18-19	Excel Level 2 (PC718) 1/16-17		Name	SSN	Telephone

Your department will be charged for cancellations made within three (3) days of the scheduled class.

Agency / Department_____   **Date** _____

Authorized Signature_____   **Telephone** _____

Training Liaison Signature_____   **Telephone** _____
(if required)

Mailing Address: Information Technology Department
                             Education Section
                             Hoover Building – Level B
                             Des Moines, IA   50319-0141

Fax number: (515) 281-6137