ITD NEWS

Richard J. Varn, *Chief Information Officer*

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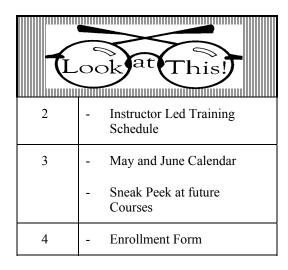Hoover State Office Building – B Level
Des Moines, Iowa   50319

County Employees Take Advantage of ITD's Knowledge Access

Over 200 county employees, most being in the Treasurers Office, are taking advantage of ITD Online Courses.   The pilot project for county employees will run from April 15th to July 15th. The advantages of taking courses from their desktops, wherever they are in the state, and the ability to access the courses 24 hours a day, 7 days a week from home or office, works well for the busy employees. If you're a county employee and want to take advantage of this opportunity give Bruce a call.

ITD has available online courses on many subjects. Access to these courses is available 24 hours a day, 7 days a week, from home or office. Please go to the Knowledge Community website listed below. Then click on Knowledge Access to access the course descriptions, directions, enrollment forms, prices, or Go to Courses (must have an ID).

http://www.infoweb.state.ia.us/knowledgecomm.

Call Bruce Hupke at 281-6984 if you need more information.   Bruce.Hupke@itd.state.ia.us

	Look at This!	
2	-	Instructor Led Training Schedule
3	-	May and June Calendar
	-	Sneak Peek at future Courses
4	-	Enrollment Form

MicroSoft Office

Did you know…
In the MicroSoft Office suite, Excel, Word, and Access you have the capability to print, rename or delete files. Which can save you time if you are used to going to Windows Explorer to perform these operations.   In the MicroSoft Office product. Choose File then Open. Open folder of your choice. The files are listed. Right click on the file you want to work with. From the shortcut menu, you may choose to print, rename, delete or perform other operations, from the choices.

UNDER CONSTRUCTION!

In case you haven't heard.   The south side of B Level, which was home to many ITD employees, and the ITD Learning Centers, is under construction. We hope to be back to our B level home by the end of May. Meanwhile, the phone numbers for ITD employees is the same. Sorry for any inconvenience.

Direct all Education Comments and Questions to:

Bruce Hupke – 281-6984

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 database. 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*
	May 22 8:30 – 4:00
	     23 8:30 – 12:00
	Enrollments close: May 11
	Aug 28 8:30 – 4:00
	     29 8:30 – 12:00
	Enrollments close: Aug 16
	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*
	Aug 21 9:00 – 4:00
	     22 9:00 – 12:00
	Enrollments close: Aug 9
	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: PC818*
	Sep 25 8:30 – 4:00
	     26 8:30 – 12:00
	Enrollments close: Mar 8
	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*
	TBA 9:00 – 4:00
	                                     9:00 – 12:00
	Enrollments close:
	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* **June 19** 9:00 – 12:00 Enrollments close: Jun 7 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.

May 2002

Sunday	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 **Access Level 1** **8:30 – 4:00**	23 **Access Level 1** **8:30 – 12:00**	24	35
26	27 **Memorial Day**	28	29	30	31	

June 2002

Sunday	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 **InfoView** **9:00 – 12:00**	20	21	22
	24	25	26	27	28	29

Sneak Peak: Excel Level 1 Aug 21, 22   Access Level 1 Aug. 28, 29   Access Level Sep. 25, 26

ENROLLMENT FORM

ITD
Information Technology Department

Customer Liaison Division
Education

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 1 (PC 808) 5/22-23	Access Level 1 (PC 808) 8/28-29	Access Level 2 (PC 818) 9/25-26	Excel Level 1 (PC 708) 8/21-22	Excel Level 2 (PC 718) TBA	InfoView (UT 501) 6/19	*	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