State of Iowa

Information Technology Department

Hoover State Office Building – B Level

Des Moines, Iowa 50319

*Debbie O’Leary, Director (Acting)*

# ITD NEWS March/April 2003 Page 1

**It’s here, MySmartForce, 1500 IT courses and 100 business and interpersonal courses**

Here is an overview of MySmartForce. It is ready to be utilized by the State of Iowa employees.

**OVERVIEW**

MySmartForce is the world’s largest fully hosted learning platform with over 2.8 million users. It is designed for organizations that want to fully exploit the power and flexibility of the Web and leverage advanced Internet technologies. It is a secure, globally scalable, multiple-application environment hosted on multimillion-dollar, state-of-the-art Internet server facilities, with full redundancy and fault tolerance and a supporting network of over 11,000 globally dispersed servers for local content replication and speed of access.

It is customizable to the specific needs of the organization, yet offers all the collaborative advantages of being part of the world’s largest community of learners.

**MySmartForce STUDENT Overview**

Learning is a unique and personal experience and MySmartForce enables personalized learning that delivers content tailored to the individual’s needs. Students can browse, access, launch, search, and be tested on a variety of content. They can synchronize offline learning with MySmartForce, provide feedback, check individual progress, and obtain resources such as articles, white papers, free seminars and case studies.

**More Student FEATURES**

The following is a list of some of the student features included with MySmartForce:

Launch e-Learning content

Web-Linked, Mentored SmartCourses

Threaded Discussions

Library Of Articles, Documents And Downloads

News, Views And Reviews

Traditional CBTs

Mentoring

FastTrack Assessment

Personal Learning Paths Toward An Objective

Seminars (live & pre-recorded) (***Excellent resource with no travel***)

Expert-Led Chats

ExamPrep Software (***TAKE NOTE if you or anyone on your staff is paying $1,000-$2,000 for this elsewhere****.*)

Track content progress

Perform pre- and post-assessments

Access content offline

Access content 24x7

Access expert mentors 24x7

Access support 24x7

View content descriptions

Access learning resources

Personalize your e-Learning views

MySmartForce is fully functional and ready to go. ITD and IDOP are busy putting together a functional website that will give you easy access to MySmartForce along with more personalized State of Iowa information. This website is not fully developed at the time of this writing but is expected to be ready at the end of March.

ITD and IDOP have partnered to bring you this Learning Solution. Watch for information coming up on a **Grand Opening** to be hosted in the ITD Learning Centers. We are currently taking appointments, to come to your meeting or user group to demonstrate, the benefits of this Learning Solution. Please feel free to call Bruce at 281-6984 or e-mail me at [Bruce.Hupke@iowa.gov](mailto:Bruce.Hupke@iowa.gov).

IT Course Content and Pricing on next page, Enrollment form on the following page.

**Direct all Education Comments and Questions to:**

Bruce Hupke – 281-6984

#### Access to Technology Skills Path for 4 months is $179 or 2 months for $99 Single course pricing listed below

**Technology Skills Path Topics include:**

###### *Technology Skills*

A+: Core Hardware

A+: Operating System Technologies

Administering MS Internet Information Services 5.0

Cisco (e3)

Application Development and Programming

ATM and Broadband ISDN

Avaya

C/C++ Programming

Cisco

COBOL

Communications Technologies Overview

Computer Telephony Integration

Crystal Reports 8.5: Report Writing Basics

Deploying and Administering Microsoft Internet

Security and Acceleration Server 2000

Designing and Deploying Microsoft Exchange 2000 Server

e-Business Technology (Internet Concepts, Website

Design and Tools, HTML and XML)

E-commerce

Frame Relay

Home User: Home and Personal Finance

i-Net+

IBM DB2 Universal Database

Implementing and Administering Microsoft Exchange 2000 Server

Implementing Microsoft Cluster Service on Windows 2000 Advanced Server

Information System Security

Internetworking Essentials

IPv6 and Future Applications

IT Project+

Java 2 Programming

Java Enterprise Development with the J2EE: Client Development, Application Deployment, and Security

Java Enterprise Dev. with the J2EE: Enterprise JavaBeans

Java Enterprise Dev. with the J2EE: J2EE Support Technologies

Java Enterprise Dev. with the J2EE: Overview of the J2EE Arch.

Linux

Lotus Domino 6: New Features

Lotus Domino R5 Application Development

Lotus Domino R5 System Administration

Macromedia

Mainframe

Managing Information Systems

Managing Microsoft Windows 2000 in a Network Environment

Microsoft .NET

Microsoft Application Center 2000: Implementing Highly Available Web Solutions

Microsoft Biztalk Server 2000

Microsoft Commerce Server 2000: Designing and Implementing Solutions

Microsoft Networking Essentials

Microsoft Office 2000 Solution Development

Microsoft Office 97

Microsoft Office 2000

Microsoft Office XP

**Technology Skills Path Topics include:**

###### *Technology Skills cont.*

Microsoft Project 2002: Advanced

Microsoft Project 2002: Beginners

Microsoft Small Business Server 2000 Solutions

Microsoft Small Business Server 2000: Advanced Features

Microsoft Solution Architectures

Microsoft SQL Server 2000

Microsoft TCP/IP on Windows NT 4.0

Microsoft Visio

Microsoft Visual Basic

Microsoft Visual C++

Microsoft Visual InterDev

Microsoft Web Development

Microsoft Windows .NET Server: Migrating from NT Server 4.0 to .NET Directory Services

Microsoft Windows 2000

Microsoft Windows 2000 Server Technologies: Designing Highly Available Web Solutions

Microsoft Windows NT 4.0 (Server and Workstation)

Microsoft Windows XP

Net Safety

Network+

OOAD with the UML

Oracle Introduction

Oracle8i Database Administration

Oracle9i

Rational Rose 2001

Routing, Bridging, and Switching

Securing Networked Information I

Securing Networked Information II

Security+

Server+

Software Programming Fundamentals

SONET/SDH

Sun Microsystems Solaris 8: Administration and Installation Fundamentals

Sun Microsystems Solaris 9: System Administration I

Supporting and Maintaining a Microsoft Windows NT Server 4.0 Network

Systems and Database Design

Telecommunications Fundamentals

Unix

WAN Technologies

Web Application Developer

Web End-user/Publisher

Web Master

Wireless Home Networking

Wireless LANs

Wireless Networking Basics for the Home and Small Business

Wireless Technologies

###### ***Certifications*** *(included in Technology Skills path)*

Avaya

Java

Lucent

CompTIA

IBM

Lotus

Microsoft

Novell

Oracle

Project Management

For a complete list of actual courses, course outlines, or

demo an online course, go to [www.skillsoft.com](http://www.skillsoft.com).

For questions or more information contact

Bruce Hupke at 515/281-6984 or e-mail at [bruce.hupke@itd.state.ia.us](mailto:bruce.hupke@itd.state.ia.us).

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|  | |
| 2 | * Instructor Led Training Schedule |
| 3 | * March and April Calendar * Sneak Peek at future Courses |
| 4 | * Enrollment Form |

**Direct all Education Comments and Questions to:**

Bruce Hupke – 281-6984

Any Single Course = $35 for 1 month access.

Enrollment Form for Learn IT

# Instructions

1. Fill out the following enrollment form and submit.
2. A Username and Password and directions will be issued to you by email.
3. Access to online courses and much more for Learn IT users will be, at any time, 24 hours a day, 7 days a week!

\***NOTE**-Learn IT users will be on the honor system and will keep their unique username and password private and not give it out to others.

# User Information

Name (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information Technology Path (All IT courses and Certifications)

Access Length (Please check one)

4 months $179

2 months $99

Single Course 1 month access $35 *x* # of courses (Please list all courses)

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# Signatures

User Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Liaison Signature (if necessary)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Submit to or fax:

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| Mail to: | Bruce Hupke  State of Iowa  Information Technology Department  Hoover B Level  Des Moines, IA 50319 |
| Or  Fax to: | (515)-281-6137 |

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| **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 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*** Apr 22 8:30 – 3:30 **23**  8:30 – 12:00  Enrollments close: Apr 11  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***  **June 10**9:00 – 3:30  **11** 9:00 – 12:00  Enrollments close: May 30  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*** May 14 8:30 – 3:30 **15**  8:30 – 12:00  Enrollments close: May 2  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***  **Mar 19** 9:00 – 3:30  **20** 9:00 – 12:00  Enrollments close: Mar 3  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***  **TBA** 9:00 – 12:00  Enrollments close: N/A  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.

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| Mar 2003 | | | | | | | | | | | | |
| **Sunday** | | **Monday** | | **Tuesday** | **Wednesday** | | | **Thursday** | **Friday** | | | **Saturday** |
| 2 | | **3** | | **4** | **5** | | | **6** | **7** | | | **1**  **8** |
| **9** | | **10** | | **11** | **12** | | | **13** | **14** | | | **15** |
| **16** | | **17** | | **18** | **19**  **Excel Level 2**  **9:00 – 3:30** | | | **20**  **Excel Level 2**  **9:00 – 12:00** | **21** | | | **22** |
| 23 | | **24** | | **25** | **26** | | | **27** | **28** | | | **29** |
| **30** | | **31** | |  |  | | |  |  | | |  |
| Apr 2003 | | | | | | | | | | | | |
| **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 – 3:30** | | | **23**  **Access Level 1**  **8:30 – 12:00** | **24** | | | **25** | **26** | |
| **27** | **28** | | **29** | | | **30** |  | | |  |  | |

**Sneak Peak: Access Level 2 May 14, 15 Excel Level 1 June 10, 11**

**ENROLLMENT FORM** Customer Liaison Division

**ITD**

Education

Information Technology Department

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| Access Level 1 (PC 808) 4/22-23 | Access Level 2 (PC 818) 5/14-15 | Excel Level 1 (PC 708) 6/10,11 |  | |  | | \* | \* | | 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@itd.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. | | | | |
| Excel Level 2 (PC 718) 3/19,20 | | InfoView (UT 501) TBA | | Name | SSN | | Telephone | |
|  |  |  |  |  | |  | | |  |  | |  | |  | |
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***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