

*John Gillispie, Chief Operating Officer, ITE*

## Check it out on IITS

Did you know that if you have access to CICS you have capability to look up what courses you or a co-worker are enrolled in. You can also get a look at what classes you or a co-worker have taken in the past. You can also look to see when and where future sessions of a course are going to be held. Here is how to access IITS, (Iowa Interagency Training System).

- From the CICS Production System Menu press <Enter> to clear the screen.
- For a transaction-id type IITS and press <Enter>.

### **For Student enrollment or history information.**

- From the IITS Primary Menu, type 1 and press <Enter>. (No sign on is necessary).
- From the IITS – Employee Transactions screen, type 1 or 2 for an option, and the SSN of the student you want information for and press <Enter>. F Keys are listed at the bottom of the screens for navigating.

### **To check where or when a course is being held.**

- From the IITS Primary Menu, type 2 and press <Enter>.
- From the IITS –Course Transactions screen, type 2 for an option and the **course number** you would like information for and press <Enter>. (You will need to know the course number. Example of a course number for Basic Excel would be CDP PC 708). The course information will be displayed.

A status of open, means that the session is still open for enrollment. A status of closed means the session is full or the date for enrollments has passed.

If you have any questions regarding the IITS system feel free to call Bruce Hupke at 281-6984

## Online Learning

MySmartForce is fully functional and being used by many State Employees. We can 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).

## Free Online Learning for a Month

ITE is offering free access to MySmartForce, ITE's Online Learning System. All you have to do is take one of our Access or Excel Instructor Led Courses which are listed on the next page. **(Right now both the Excel Level 1 and Access Level 1 classes have several openings. Sign up soon.)** During the class, students will receive a form to fill out. Once the form is completed, the student will be issued an ID and password that will allow them to access all of the MicroSoft Office courses for 1 month. This would include all courses from Beginning to Advanced in Word, Access, Excel, and PowerPoint in both Office 2000 and XP. There is also an Outlook and some FrontPage courses included. Take advantage of this offer while you can.

If you have any questions about this offer feel free to contact Bruce at 281-6984 or e-mail me at [bruce.hupke@iowa.gov](mailto:bruce.hupke@iowa.gov).

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  
[bruce.hupke@iowa.gov](mailto:bruce.hupke@iowa.gov)

**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: PC801**  
**Apr 27** 8:30 – 3:30  
**28** 8:30 – 12:00  
 Enrollments close: Apr 19  
 Hoover 'B' Level/Learning Center 2  
 Plus Free Online Learning for 1 Month

**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: PC701**  
**April 7** 9:00 – 3:30  
**8** 9:00 – 12:00  
 Enrollments close: Mar 29  
 Hoover 'B' Level/Learning Center 2  
 Plus Free Online Learning for 1 Month

**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. Including data validation, input masks, concatenation, combo boxes and data access pages.

**Prerequisite: Basic Microsoft ACCESS class**

**Access Level 2**

**\$115** **Course: PC811**  
**May 12** 8:30 – 3:30  
**13** 8:30 – 12:00  
 Enrollments close: May 1  
 Hoover 'B' Level/Learning Center 2  
 Plus Free Online Learning for 1 Month

**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: PC711**  
**TBA** 9:00 – 3:30  
**TBA** 9:00 – 12:00  
 Enrollments close:  
 Hoover 'B' Level/Learning Center 2  
 Plus Free Online Learning for 1 Month

**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:  
 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. ITE 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.

### March 2004

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	23	24	25	26	27
28	29	30	31			

### April 2004

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

Sneak Peak: Access Level 2 May 12, 13

Access Level 1 Jul 21, 22

Excel Level 1 Sep 22, 23



# ENROLLMENT FORM

ITE  
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@iowa.gov](mailto:Bruce.Hupke@iowa.gov))

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 1 (PC 701) 04/7-8  
Excel Level 2 (PC 711) TBA  
Access Level 1 (PC 801) 04/27-28  
Access Level 1 (PC 801) 07/21-22  
Access Level 2 (PC 811) 05/12-13  
\* InfoView (UT 501) TBA

								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 Enterprise  
Education Section  
Hoover Building – Level B  
Des Moines, IA 50319-0141

**Fax number:** (515) 281-6137