State of Iowa

Information Technology Department

Hoover State Office Building – B Level

Des Moines, Iowa 50319

*Richard J. Varn, Chief Information Officer*

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**Online Courses**

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](mailto:Bruce.Hupke@itd.state.ia.us)

**ITD Construction Complete!**

The south side of Hoover B Level, home to many ITD employees is done. The ITD Learning Centers are back to normal. Seating arrangements of ITD employees has changed. Phone numbers for most ITD employees are the same.

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

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

Bruce Hupke – 281-6984

###### **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. Please contact Deb Winne at 281-5456 to register for any of the below classes. Outlines are available at [www.GoPortable.com](http://www.GoPortable.com)

Business Objects 5.0 Basic Reporting

Sept. 11-12 State Price - $1170

No Registration Deadline - Confirmed to run

Domino Designer Fundamentals

Sept. 30 - Oct. 2 State Price - $900

No Registration Deadline - Needs 2 more to run

#1013 - Mastering Microsoft Visual Basic 6.0 Development

Sept. 16-20 State Price - $1225

No Registration Deadline - Needs 2 more to run

#2373 - Programming with MS Visual Basic .NET

(VB programmers moving to .net platform)

Sept. 23-27 State Price - $1225

No Registration Deadline - Needs 1 more to run

#2152 - Implementing Microsoft Windows 2000 Professional & Server

Sept. 23-27 State Price - $1225

No Registration Deadline - Needs 3 more to run

#2559 - Introduction to VB.NET Programming

(for new VB Programmers)

Nov. 4-8 State Price - $1225

No Registration Deadline

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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*** Oct 29 8:30 – 3:30 **30** 8:30 – 12:00  Enrollments close: Oct 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 4**9:00 – 3:30  **5** 9:00 – 12:00  Enrollments close: Nov 25  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*** Sept 25 8:30 – 3:30 **26**  8:30 – 12:00  Enrollments close: Sept 16  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***  **Sept 18** 9:00 – 3:30  **19** 9:00 – 12:00  Enrollments close: Sept 9  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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| Sept 2002 | | | | | | | | | | | | |
| **Sunday** | | **Monday** | | **Tuesday** | **Wednesday** | | | **Thursday** | **Friday** | | | **Saturday** |
| 1 | | **2**  **Labor Day** | | **3** | **4** | | | **5** | **6** | | | **7** |
| **8** | | **9** | | **10** | **11** | | | **12** | **13** | | | **14** |
| **15** | | **16** | | **17** | **18**  **Excel Level 2**  **9:00 – 3:30** | | | **19**  **Excel Level 2**  **9:00 – 12:00** | **20** | | | **21** |
| 22 | | **23** | | **24** | **25**  **Access Level 2**  **8:30 – 3:30** | | | **26**  **Access Level 2**  **8:30 – 12:00** | **27** | | | **28** |
| **29** | | **30** | |  |  | | |  |  | | |  |
| Oct 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** | | | **23** | **24** | | | **25** | **26** | |
| **27** | **28** | | **29**  **Access Level 1**  **8:30 – 3:30** | | | **30**  **Access Level 1**  **8:30 – 12:00** | **31** | | |  |  | |

**Sneak Peak: Excel Level 1 Dec 4, 5 Access Level 1 Jan 15, 16**

**ENROLLMENT FORM** Customer Liaison Division

**ITD**

Education

Information Technology Department

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| InfoView (UT 501) TBA | Access Level 1 (PC 808) 10/29-30 | Access Level 2 (PC 818) 9/25-26 |  | |  | | Access Level 1 (PC 808) 1/15-16 | \* | | 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. | | | | | |
| Excel Level 1 (PC 708) 12/4-5 | | Excel Level 2 (PC 718) 9/18-19 | | 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