

ITD NEWS

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

Debbie O’Leary, Director (Acting)

ITD NEWS January/February 2003

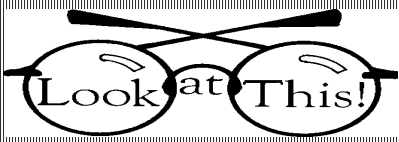
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Online Courses Change Coming

Coming soon. Over 1500 courses offered through a new Learning Management System. We are currently working on learning path designs and pricing structures. You will get a lot more information in a separate promotional mailing. (Coming soon, so look for a change) Students on the old system will be notified and moved over to the new LMS. In the mean time, ITD still 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

	
2	- Instructor Led Training Schedule
3	- January and February Calendar - Sneak Peek at future Courses
4	- Enrollment Form

Direct all Education Comments and Questions to:

Bruce Hupke – 281-6984

Learning Management System

A Learning Management System (LMS) is a software application of Web-based technology used to plan, implement, and assess a learning process. Typically, a Learning Management System provides the means to create and deliver content. The student and Administrators can monitor student or group participation, and performance. Students access courses via the web, and typically have the ability to use interactive features such as threaded discussions, video clips, and discussion forums. A Learning Management System provides students with 24 hours a day, 7 days of week access to learning from there home or office.



Acting Director

Rich Varn has resigned as Director and CIO of ITD. Debbie O’leary will serve as the acting Director.



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**
Feb 19 9:00 – 3:30
20 9:00 – 12:00
 Enrollments close: Feb 7
 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**
Feb 5 8:30 – 3:30
6 8:30 – 12:00
 Enrollments close: Jan 24
 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: 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**
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.

Jan 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	23	24	25
26	27	28	29	30	31	

Feb 2003

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

Sneak Peak: Excel Level 2 March 19, 20

Access Level 1 April 22, 23



ENROLLMENT FORM

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@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.

Access Level 1 (PC 808) 4/22-23
Access Level 2 (PC 818) 2/5-6
Excel Level 1 (PC 708) 2/19,20
Excel Level 2 (PC 718) 3/19,20
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 Department
Education Section
Hoover Building – Level B
Des Moines, IA 50319-0141

Fax number: (515) 281-6137