

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 March/April 2003

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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.

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

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.
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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)

Signatures

User Signature _____

Authorized Signature _____

Training Liaison Signature (if necessary) _____

Submit to or fax:

Mail to: Bruce Hupke
State of Iowa
Information Technology Department
Hoover B Level
Des Moines, IA 50319

Or
Fax to: (515)-281-6137

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.

Mar 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	/
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
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) 5/14-15
Excel Level 1 (PC 708) 6/10,11
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