ITE Education News

State of Iowa
Department of Administrative Services (DAS)
Information Technology Enterprise (ITE)
Hoover State Office Building – B Level
Des Moines, Iowa   50319

John Gillispie, *Chief Operating Officer, ITE*

New and Updated Course Offerings

ITE has many new courses available from My SmartForce, an Online Learning Mangement System. The courses will be under some existing curriculums and learning paths. Here is the list:

Curriculum: MicroSoft.NET Development Tools
   9 Learning Paths which include 21 courses.
Curriculum: MicroSoft.NET Server
   1 Learning Path which includes 2 courses
Curriculum: Unix
   3 Learning Paths which includes 9 courses
Curriculum: Data/Telecommunication
   8 Learning Paths which includes 15 courses
Curriculum: SANS GSEC
   1 Learning Path which includes 15 courses
Curriculum: Cisco CCNA & CCNP Certification
   1 Learning Path which includes 6 courses
Curriculum: Cisco CCDA/CCDP Certification
   1 Learning Path which includes 11 courses
Curriculum: System and Database Design
   2 Learning Paths which includes 7 courses

Don't forget some of the features you get with MySmartForce.

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
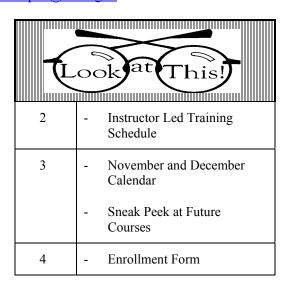Access content offline
Access content 24x7
Access expert mentors 24x7
Access support 24x7
View content descriptions
Access learning resources
Personalize your e-Learning views

MySmartForce is fully functional and 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.

MySmartForce Online Course List

E-mail or call and we can send you a list of high level IT course content and an enrollment form. For a complete list of actual IT courses, IT course outlines, or to demo an online IT course, go to www.skillsoft.com.

For questions or more information contact Bruce Hupke at 515/281-6984 or e-mail at bruce.hupke@iowa.gov.

Look at This!

2	-	Instructor Led Training Schedule
3	-	November and December Calendar
	-	Sneak Peek at Future Courses
4	-	Enrollment Form

Direct all Education Comments and Questions to:

Bruce Hupke – 281-6984
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* **Feb 11** 8:30 – 3:30 **12** 8:30 – 12:00 Enrollments close: Jan 31 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: PC701* **Jan 14** 9:00 – 3:30 **15** 9:00 – 12:00 Enrollments close: Jan 2 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. Including data validation, input masks, concatenation, combo boxes and subforms. **Prerequisite: Basic Microsoft ACCESS class**	*Access Level 2* *$115* *Course: PC811* **Dec 9** 8:30 – 3:30 **10** 8:30 – 12:00 Enrollments close: Nov 28 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: PC711* **Jan 28** 9:00 – 3:30 **29** 9:00 – 12:00 Enrollments close: Jan 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. 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.

November 2003

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

December 2003

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

Sneak Peak: Excel Level 1   Jan 14,15   Excel Level 2   Jan 28,29   Access Level 1   Feb 11, 12

ENROLLMENT FORM

ITE
Information Technology Enterprise

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Education

<u>INSTRUCTIONS</u>: **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.**
<u>Please call Bruce Hupke @ 281-6984</u>
<u>(Email: **Bruce.Hupke@iowa.gov**)</u>
<u>If you have any questions.</u>

* <u>**Please use these open columns to list those of our** regular **courses that you do not see included in the current offerings.**</u>
Enrollees will be added to the respective waiting list.
We use this to assess demand for scheduling future sessions.

Access Level 1 (PC 801) 11/13-14 (Closed)	Access Level 2 (PC 811) 12/09,10 (Closed)	Excel Level 1 (PC 701) 01/14-15	Excel Level 2 (PC 711) 01/28-29	Access Level 1 (PC 801) 02/11-12	* 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