

INSTRUCTOR LED TRAINING***ACCESS LEVEL 1***

In this hands-on course, you'll design and create databases, tables, queries, forms, and reports. You'll learn database concepts and terminology. You'll learn how to design and create a table. You'll learn how to work with tables and forms, including adding records, modifying table and form design, finding and editing records, deleting and copying records and values, and filtering and sorting records. You'll learn how to design and use select queries. You'll learn how to create and use forms for a single table and multiple-tables. You'll learn how to create and use reports. You'll learn how to create and maintain a database. You'll learn rules for database design, including an introduction to table relationships. You will examine a database with design flaws and make corrections. Exercises and/or wrap-up lessons follow each of the 7 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index, and disc with all course files.

Prerequisite: Basic Windows or similar experience

Access Level 1

\$115 **Course: PC801**
Apr 6 8:30 – 3:30
7 8:30 – 12:00
 Enrollments close: Mar 25
 Hoover 'B' Level/Learning Center 2

EXCEL LEVEL 1

In this hands-on course you'll learn the skills you need to create, update, format, print and maintain an Excel spreadsheet. The class will work with ranges and various functions. You will create a simple chart sheet and work with an outline structure for a worksheet. You will also discover how to use an electronic spreadsheet to create basic data reports. Exercises and/or wrap-up lessons follow each of the 8 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disc with all course files.

Prerequisite: Basic Windows or similar experience

Excel Level 1

\$80 **Course: PC701**
May 11 :8:30 – 4:00
 Enrollments close: May 2
 Hoover 'B' Level/Learning Center 2

ACCESS LEVEL 2

In this hands-on course you'll learn the skills you need to create, update, format, print and maintain an Excel spreadsheet. The class will work with ranges and various functions. You will create a simple chart sheet and work with an outline structure for a worksheet. You will also discover how to use an electronic spreadsheet to create basic data reports. Exercises and/or wrap-up lessons follow each of the 8 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disc with all course files.

Prerequisite: Basic Microsoft ACCESS class

Access Level 2

\$115 **Course: PC811**
Apr 20 8:30 – 3:30
21 8:30 – 12:00
 Enrollments close: Apr 8
 Hoover 'B' Level/Learning Center 2

EXCEL LEVEL 2

In this hands-on course you'll learn the skills you need to create, modify, and customize Excel charts. You will work with both chart sheets and embedded charts. Drawing tools will be used to enhance worksheets and charts. You will use advanced sorting and filtering techniques for locating and managing information. You will learn the querying capabilities of Excel. Exercises and/or wrap-up lessons follow each of the 6 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disc with all course files.

Prerequisite: Basic Microsoft EXCEL class or similar EXCEL experience

Excel Level 2

\$115 **Course: PC711**
May 25 9:00 – 3:30
26 9:00 – 12:00
 Enrollments close: May 16
 Hoover 'B' Level/Learning Center 2

BUSINESS OBJECTS

This class is taught using ZABO, a downloadable, self-installing version of Business Objects. ZABO, short for Zero Administration Business Objects, is functionally equivalent to the full-client. It has an integrated suite of Business Objects modules (InfoView, WebIntelligence Explorer and WebIntelligence Reporter.) ZABO is a web based report creating and viewing software. This hands-on course will teach students to create several types of reports. Included in reports students 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. Step by step workbook included.

Prerequisite: Basic Windows or similar experience

Business Objects

\$50 **Course: UT501**
March 29 9:00 – 12:00
 Enrollments close: March 21
 Hoover 'B' Level/Learning Center 2

March 2005

| 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 Business Objects 9:00 – 12:00 | 30 | 31 | | |

April 2005

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

Sneak Peak: Excel Level 1 May 11 Excel Level 2 May 25, 26

Personnel Development Seminars (PDS)

Course Registration Form

2004-2005

(Please Print)

Name: _____ **SS #:** _____
Last First MI

Agency: _____ **Classification:** _____

Work Location: _____ **Work Phone:** _____

E-Mail Address: _____

Supervisor's Name: _____ **Supervisor's Phone:** _____

If NOT a State of Iowa employee, bill training to: _____

| <u>Course Number</u> | <u>Course Title</u> | <u>Date Preference</u> | <u>Alternative Date</u> |
|----------------------|---------------------|------------------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Once any course costing \$99.00 or less is confirmed, the participant's agency will be billed for the full amount of training unless cancellations are received by PDS at least five (5) working days prior to the class date. For courses that cost \$100.00 or more, agencies will be billed for ANY cancellations after confirmation. Departments may substitute confirmed course participants when necessary. To cancel, call (515) 281-5456. (See page 2 for other cancellation information.)

The following signatures indicate approval of the course(s) requested above and understanding of PDS' cancellation policy.

Employee Date

Supervisor Date

Training Liaison Date

| Accommodation Request: | |
|--|---|
| Please indicate if you have any special needs that we can address to make your participation more enjoyable. <u>Please provide 8 weeks notification.</u> | |
| <input type="checkbox"/> Braille | <input type="checkbox"/> Sign Language Interpretation |
| <input type="checkbox"/> Large Print | <input type="checkbox"/> Other _____ |

Mail to: Suzie Reicks
 DAS-Human Resources Enterprise
 Personnel Development Seminars
 Grimes State Office Building

OR Fax to: Personnel Development Seminars
 (515)-242-5152

SkillPort e-learning Online Course Registration Form

2004-2005

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 SkillSoft IT users will be, at anytime, anywhere, 24 hours a day, 7 days a week!
- *NOTE:** SkillSoft IT users will be on the honor system and will keep their unique username and password private and not give it out to others.

User Information (PLEASE PRINT)

Name _____ Phone: _____

Email: _____ Date: _____

Department Name: _____ Division Name: _____

Information Technology Path (All online classes) Access Length (Please check one)

Technical Online Courses

- 1,500 courses for 4 months (\$179.00)
- 1,500 courses for 2 months (\$99.00)
- 1 single course for 1 month (\$35.00)

Interpersonal Skills Online Courses

- 10 courses for 4 months (\$179.00)
- 5 courses for 4 months (\$99.00)
- 1 single course for 1 month (\$35.00)

Please list single courses below

1. _____
2. _____
3. _____
4. _____
5. _____

Signatures

User Signature: _____

Authorized Signature: _____

Training Liaison Signature: _____

Submit by Mail or Fax

Mail to: Suzie Reicks
 DAS-Human Resources Enterprise
 Personnel Development Seminars
 Grimes State Office Building

OR Fax to: Personnel Development Seminars
 (515)-242-5152

Access to both IT End-User & Professional Curricula 4 months is \$179 or 2 months for \$99 Single course pricing below

IT End-User Curricula TOPICS

- Adobe Acrobat 5
- Home and Personal
- IBM Lotus Sametime 3 and QuickPlace 3
- Lotus Notes R6 End-User
- Microsoft End-User Operating Systems and Tools
- Microsoft Internet Explorer 5.5
- Microsoft Office XP
- Microsoft Office 2003
- Microsoft Office 2000

For a complete list of actual courses, course outlines, or demo an online 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

- CompTIA Linux+ Certification
- Linux: Basic System Administration
- Lotus Domino R6
- IBM Mainframe
- Microsoft Application Center 2000
- Microsoft BizTalk Server 2000

