

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*

# ITE EDUCATION NEWS May/June 2006 Page 1

**\*Skillsoft’s Skillport contract to end June 30th**

We would like to thank those of you who have used the Skillsoft online learning system, but DAS-ITE will not be renewing it’s contract with Skillsoft at the end of this fiscal year (June 30, 2006).

Beginning in Fiscal Year 2007 (July 1, 2006) Performance & Development Solutions (PDS) with DAS-Human Resources Enterprise will offer an online learning program. A variety of information technology and business skills courses will be available.

New enrollment information and online course offerings will be posted on the PDS website by June 15, 2006. You may visit the website - <http://www.das.hre.iowa.gov/LearnAtPDS/>, or

call Leslie Davenport with PDS at 281-5456 for more information.

Current users have until June 30th to continue using and complete their coursework in the Skillsoft program.

\*Enrollment Deadline: June 1st

From now until June 1st, only single courses for one month duration will be accepted. No new Skillsoft enrollments will be accepted after June 1st.

There are still over 1500 IT courses and 20 Interpersonal skill courses available until **June 30, 2006**! Internet based SkillPort is accessible 24 hours a day, 7 days a week from your Office or Home. With enrollment to the IT online courses, you also have access to:

* Simulations and Exercises
* Test Prep Exams
* Mentoring - 24x7 online mentoring by SkillSoft content experts
* Resources - Job Aids and SkillBriefs
* Books 24x7 Referenceware – Powerful search engine to the complete contents of 100s of reference books.

An enrollment form and pricing along with an IT course topic list are in this newsletter. To see the entire list of IT courses and outlines visit [www.SkillSoft.com](http://www.SkillSoft.com).

Want to see our list of the Business Skills Courses?

(Includes descriptions, target audience and duration.)

|  |  |
| --- | --- |
|  | |
| 2 | Instructor Led Training Schedule |
| 3 | May and June Calendar Sneak Peek at Future Courses |
| 4 & 5 | Enrollment Forms |

Go to the below link and click on Sep/Oct 04.

[ITE Newsletter Archive](http://www.infoweb.state.ia.us/newsletter)

<http://www.infoweb.state.ia.us/newsletter/>

If you are interested in

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

Bruce Hupke – 281-6984

[bruce.hupke@iowa.gov](mailto:bruce.hupke@iowa.gov)

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|  |  |  |
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| *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*** Jul 12 8:30 – 3:30 **13** 8:30 – 12:00  Enrollments closed June 30 Sep 13 8:30 – 3:30 **14** 8:30 – 12:00  Enrollments close: Sep 1  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 17** 8:30 – 4:00  Enrollments close: May 5  **Jul 19** 8:30 – 4:00  Enrollments close: Jul 8  Hoover ‘B’ Level/Learning Center 2 |
| *Access Level 2* In this hands-on course, you will learn how to enhance your database design by using the principles of normalization and table relationships. You'll also learn how to query multiple tables for data that is used in customized forms and reports. In addition, you'll be able to take the guesswork out of creating databases by learning to use data-normalization techniques. See how to take advantage of relational database efficiency to maintain data. You will also learn techniques to save time by controlling data entry and automating tasks. Benefit by becoming familiar with Access features that will enable you to customize forms and reports. An introduction to Data Access pages and Mail Merging with Word will be presented. 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 Microsoft ACCESS class** |  | ***Access Level 2***  ***$115 Course: PC811*** May 3 8:30 – 3:30 **4**  8:30 – 12:00  Enrollments close: Closed  Hoover ‘B’ Level/Learning Center 2 Sep 27 8:30 – 3:30 **28**  8:30 – 12:00  Enrollments close: Sep 15  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 24** 9:00 – 3:30  **25** 9:00 – 12:00  Enrollments close: May 12  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](http://disdatawarehouse.state.ar.us/DWH_Gloss/#bo) 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***  TBA 9:00 – 12:00  Enrollments close:  Hoover ‘B’ Level/Learning Center 2 |

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|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| May 2006 | | | | | | | | | | | | |
| **Sunday** | | **Monday** | | **Tuesday** | **Wednesday** | | | **Thursday** | **Friday** | | | **Saturday** |
|  | | **1** | | **2** | **3**  **Access Level 2**  **8:30 – 3:30** | | | **4**  **Access Level 2**  **8:30 – 12:00** | **5** | | | **6** |
| **7** | | **8** | | **9** | **10** | | | **11** | **12** | | | **13** |
| **14** | | **15** | | **16** | **17**  **Excel Level 1**  **8:30 – 4:00** | | | **18** | **19** | | | **20** |
| **21** | | **22** | | **23** | **24**  **Excel Level 2**  **9:00 – 3:30** | | | **25**  **Excel Level 2**  **9:00 – 12:00** | **26** | | | **27** |
| **28** | | **29** | | **30** | **31** | | |  |  | | |  |
| June 2006 | | | | | | | | | | | | |
| **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** |  | |

**Sneak Peak: Excel 1 July 19 Access 1 Jul 12, 13 Access 2 Sep 27, 28**

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| **Performance & Development Solutions (PDS)**  **Course Registration Form** |

**(Please Print)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | SS #: |  | |
|  | *Last* | | | *First* | *MI* |  | | |
| Agency: | |  | | | | Classification: | |  |
| **Work Location:** | | |  | | | **Work Phone:** | |  |
| **E-Mail Address:** | | |  | | | | | |

**FOR NON-STATE EMPLOYEES, PLEASE PROVIDE BILLING INFORMATION:**

|  |  |
| --- | --- |
| **Non-State Agency/Organization:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact:** |  | **Phone #:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | **City/Zip:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Course Number | Course Title | Date Preference | Alternative Date |
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| **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 Name* |  | *Employee Signature* |  | *Date* |
|  |  |  |  |  |
| *Supervisor Name* |  | *Supervisor Signature* |  | *Date* |
|  |  |  |  |  |
| *Training Liaison Name (State Employee Only)* |  | *Training Liaison Signature* |  | *Date* |

**Accommodation Request:** Please contact PDS at 515-281-5456 or [pds@iowa.gov](mailto:pds@iowa.gov) to indicate any special needs that PDS may be able to address to make your participation more enjoyable.

*Please return the completed form to:*

State Employees: Your agency’s Training Liaison

Non-State Employees: Leslie Davenport, PDS Training (DAS-HRE)

Phone: 515-281-5456 Fax: 515-242-5152

*CFN 552-0142 Rev. 3/06*

|  |
| --- |
| **Personnel Development Seminars (PDS)**  **e-learning Registration Form (2 pages)** |

**(PLEASE PRINT)**

# 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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name (printed):** | |  | | | | **SS #:** |  | |
|  | |  | | | |  |  | |
| **Email:** |  | | | | **Phone:** | | |  |
|  |  | | | |  | | |  |
| **Department Name:** | | |  | **Division Name:** | | | |  |

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

|  |  |  |
| --- | --- | --- |
| **Technical Online Courses** |  | **Interpersonal Skills Online Courses** |

|  |  |  |  |  |
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|  |  |  |  |  |
|  | 1 single course for 1 month ($35.00) |  |  | 1 single course for 1 month ($35.00) |

**Please list single courses below**

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

# Signatures

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **User Signature:** |  | | | **Date:** |  |
|  |  | | |  |  |
| **Authorized Signature:** | |  | | **Date:** |  |
|  | |  | |  |  |
| **Training Liaison Signature:** | | |  | **Date:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Submit (by Mail) to: | Leslie Davenport  DAS-Human Resources Enterprise  Performance & Development Solutions (PDS)  Grimes State Office Building  400 East 14th Street  Des Moines, IA 50319 | **OR** | **Submit (by Fax) to:** | (515)-242-5152 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***For PDS Use Only:*** | | |  |  |  | | |  | |  | |
| ***Date Activated*** | |  | |  | ***Completion Date By*** | |  | | | |  |
| ***Report Sent*** |  | | |  | ***Date Deactivated*** |  | | | | |  |
|  |  | | |  |  | | | |  | |  |

Rev. 6/0

#### Access to both IT End-User & Professional Curricula Single course, 1 month $35

**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

Microsoft Office 97

Microsoft Project 2002

Microsoft Visio 2000

Microsoft Windows 2000 for End Users

Microsoft Windows 98 for End Users

Microsoft Windows ME for End Users

Microsoft Windows XP for End Users

Netscape 6

Netscape 6.2

PDAs

Seagate Crystal Reports

**IT Professional Curricula**

**Enterprise Database Systems Solution Area Topics**

Microsoft SQL Server

Microsoft SQL Server 2000

Microsoft SQL Server 7.0 Database Implementation

Microsoft SQL Server 7.0 System Administration

Oracle8i Backup and Recovery

Oracle8i Introduction

Oracle8i Database Administration

Oracle8i Network Administration

Oracle8i Performance Tuning

Oracle9i

Systems and Database Design

**IT Professional Curricula**

**Internet and Network Technologies Solution Area Topics**

ATM Fundamentals (CBE) - 1M0-801

Avaya

BCMSN 2

BCRAN 2

BSCI 2

Cisco ARCH

Cisco CCDA/CCDP Certification

Cisco CIT

Cisco CCNA and CCNP Certification

Cisco INTRO

Cisco IMCR (Installation and Maintenance of Cisco Routers)

CompTIA iNET+ Certification

CompTIA Network+ Certification

Data/Telecomms

DSL Theory, Standards and Protocols - LCTE/401

Frame Relay Fundamentals (CBE) - 1M0-901

Internet Security

Internetworking Essentials

Networking and Telecommunications Fundamentals

SANS GSEC

Security Principles, Procedures, and Solutions

Telecommunications

VoIP Theory, Protocols and Standards (CBE) - 1M0-301

VPN Theory, Protocols and Standards (CBE) - 1M0-201

WAN Technologies

Wireless Communications

**IT Professional Curricula**

**Operating Systems and Server Technologies Solution Area Topics**

CompTIA A+ Certification

CompTIA Server+ Certification

CompTIA Linux+ Certification

Linux: Basic System Administration

Lotus Domino R6

IBM Mainframe

Microsoft Application Center 2000

Microsoft BizTalk Server 2000

Microsoft Commerce Server 2000

Microsoft Exchange Server 2000

Microsoft Exchange Server 5.5

Microsoft Internet Information Server 4.0

Microsoft Internet Information Services 5.0

Microsoft Internet Security and Acceleration Server 2000

Microsoft Proxy Server 2.0

Microsoft Small Business Server 2000

Microsoft Systems Management Server 2.0

Microsoft TCP/IP on Windows NT 4.0

Microsoft Windows 2000

Microsoft Windows 2000 Update from NT 4.0

Microsoft Windows 2003

Microsoft Windows NT 4.0 (Server and Workstation)

Microsoft Windows XP

Microsoft Windows 98 Service and Support

Operating Systems

Sun Solaris 8

Sun Solaris 9

UNIX Essentials

Windows Server 2003

## IT Professional Curricula

**Software Development Solution Area Topics**

ANSI C Programming

C/C++ Programming

Cobol

Java 2 (Platform 1.2)

Java 2 Programming (Platform 1.3)

Java Enterprise Connectivity

Java Web Services

Lotus Notes Domino 6.0

Microsoft .NET for Developers

Microsoft .NET Software Development Tools

Microsoft Office 2000 Solution Development

Microsoft Solution Architectures

Microsoft VBScript

Microsoft Visual Basic 5.0

Microsoft Visual Basic 6.0

Microsoft Visual C++

Rational Rose 2001

Software Design

Software Design Methodology

Software Programming Fundamentals

**IT Professional Curricula**

**Web Design Solution Area Topics**

Adobe

Macromedia

Microsoft FrontPage

Scripting and Web Languages

Web Site Design - Principles

For a complete list of actual courses, course outlines, or demo an online course, go to [www.skillsoft.com](http://www.skillsoft.com).

For questions or more information contact Bruce Hupke at 515/281-6984 or e-mail at [bruce.hupke@iowa.gov](mailto:bruce.hupke@iowa.gov)