# ITD NEWS

*Richard Varn, Chief Finacial Officer*

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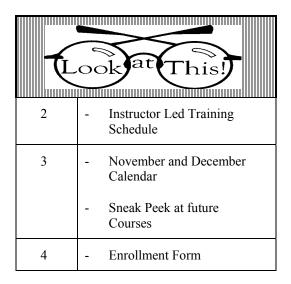Hoover State Office Building – B Level
Des Moines, Iowa  50319

## Online Courses

ITD 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 | - | November and December Calendar |
|   | - | Sneak Peek at future Courses |
| 4 | - | Enrollment Form |

## Direct all Education Comments and Questions to:

Bruce Hupke – 281-6984

## Check it out on IITS

Did you know that if you have access to CICS you have the capability to look up what classes you or a co-worker are enrolled in.  You can get a look at what classes you or a co-worker have taken in the past.  You can also look to see when and where future sessions of a course are going to be held.  Here is how to access IITS, (Iowa Interagency Training System).

- From the CICS Production System Menu press <Enter>  to clear the screen.
- For a transaction-id type   IITS   and press <Enter>.

**For Student enrollment or history information.**
- From the IITS Primary Menu, type 1 and press <Enter>. (No sign on is necessary).
- From the IITS – Employee Transactions screen, type 1 or 2 for an option, and the SSN of the student you want information for and press <Enter>.   F Keys are listed at the bottom of the screens for navigating.

**To check where or when a course is being held.**
- From the IITS Primary Menu, type 2 and press <Enter>.
- From the IITS –Course Transactions screen, type 2 for an option and the course number you would like information for and press <Enter>. (You will need to know the course number.  Example of a course number for Basic Excel would be CDP PC 708).  The course information will be displayed.
  A status of open means that the session is still open for enrollment.  A status of closed means the session is full or the date for enrollments has passed.
  If you have any questions regarding the IITS system feel free to call Bruce Hupke at 281-6984 or Nancy Loghry at 281-6130.

# PC Skills

## MS OFFICE

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|---|---|
| ### ACCESS LEVEL 1<br><br>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.<br>**Prerequisite: Basic Windows or similar experience** | ### Access Level 1<br>*$115*                       *Course: PC808*<br>**Jan 15**                       8:30 – 3:30<br>  **16**                       8:30 – 12:00<br>Enrollments close:               Jan 3<br>Hoover 'B' Level/Learning Center 2 |
| ### EXCEL LEVEL 1<br><br>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.<br>**Prerequisite: Basic Windows or similar experience** | ### Excel Level 1<br>*$115*                       *Course: PC708*<br>**Feb 19**                       9:00 – 3:30<br>  **20**                       9:00 – 12:00<br>Enrollments close:               Feb 7<br>Hoover 'B' Level/Learning Center 2 |
| ### ACCESS LEVEL 2<br><br>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.<br>**Prerequisite: Basic Microsoft ACCESS class** | ### Access Level 2<br>*$115*                       *Course: PC818*<br>**Feb 5**                       8:30 – 3:30<br>  **6**                       8:30 – 12:00<br>Enrollments close:               Jan 24<br>Hoover  'B' Level/Learning Center 2 |
| ### EXCEL LEVEL 2<br><br>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.<br>**Prerequisite: Basic Microsoft EXCEL class or similar EXCEL experience** | ### Excel Level 2<br>*$115*                       *Course: PC718*<br>**TBA**                       9:00 – 3:30<br>                       9:00 – 12:00<br>Enrollments close:               N/A<br>Hoover 'B' Level/Learning Center 2 |
| ### BUSINESS OBJECTS INFOVIEW<br><br>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.<br>**Prerequisite: Basic Windows or similar experience** | ### InfoView<br>*$50*                       *Course: UT501*<br>**TBA**                       9:00 – 12:00<br>Enrollments close:               N/A<br>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.

## Nov 2002

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
|  |  |  |  |  | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11<br>Veteran's Day Holiday | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28<br>Thanksgiving Day Holiday | 29<br>Thanksgiving Day Holiday | 30 |

## Dec 2002

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

**Sneak Peak:**     **Access Level 1  Jan 15, 16**          **Access Level 2  Feb 5, 6**

# ITD
Information Technology Department

# ENROLLMENT FORM

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@its.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) 1/15-16 | Access Level 2 (PC 818) 2/5-6 | Excel Level 1 (PC 708) 12/4-5 | Excel Level 2 (PC 718) TBA | 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