

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

ITE NEWS May/June 2004

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SkillSoft's SkillPort set to replace MySmartForce

Coming in May - a brand new look for eLearning!

Through the merging of SmartForce and SkillSoft, ITE has new e-learning platform called SkillPort.

Q. What does this mean to you?

A. A brand new e-Learning platform with SkillSoft's enhanced Search and Learn Functionality. Courseware – Over 1500 SkillSoft IT courses and 20 Interpersonal skill courses will be available to State of Iowa Employees

Simulations and Exercises

Test Prep Exams

Mentoring - 24x7 online mentoring by

SkillSoft content experts

Resources - Job Aids and SkillBriefs

Books 24x7 Referenceware

Q. What happens to the current platform (MySmartForce)?

A. The current platform MySmartForce will be discontinued shortly after we launch SkillPort. That means you must finish any course you are currently taking before the launch to SkillPort. ITE will allow those with access to MySmartForce finish the access time on the MySmartForce platform. Those with more than a month access left will be transitioned to the new SkillPort site. New students signing up will be using SkillPort.

Q. What courses are being offered?

A. DAS/ITE has SkillSoft's entire IT library of over 1500 courses, plus for FY05 we will be offering 20 InterPersonal Skills courses.

Internet based SkillPort is accessible 24 hours a day, 7 days a week from your Office or Home.

An enrollment form and pricing along with an IT course topic list are in this newsletter. To see the entire list of IT courses, visit www.SkillSoft.com.

InterPersonal Skills Online Courses to be offered

For FY05 (July 1) DAS/ITE will be offering 20 online InterPersonal Skills Courses for State of Iowa Employees. These courses will be delivered through our SkillPort learning portal. Enrollment form and pricing can be found in this newsletter. Preliminarily the following courses will be available.

1. COMM001 - The Process of Interpersonal Communication
2. COMM002 - The Mechanics of Effective Communication
3. COMM003 - Communication Skills for Workplace
4. COMM004 - Communicate for Results
5. COMM0151 - The Basics of Listening
6. COMM0152 - Listening for Comprehension
7. MGMT0310 - How to Overcome Negativity in the Workplace
8. CUST0102 - Fundamentals of Exceptional Customer Service
9. CUST0105 - Customers, Conflict and Confrontation
10. PD0113 - Managing Time
11. PD0121 - Time as a Resource
12. PD0122 - Eliminate the Time Wasters
13. HR0131 - What is Sexual Harassment
14. PD0181 - Finding Your Life Balance
15. PD0332 - Making the Change
16. HR0141 - Workplace Diversity
17. HR152 - Difficult People in the Workplace
18. EBUS0101 - The Fundamentals of e-Business
19. EBUS0102 - Approaches of e-Business
20. EBUS0106 - e-Business Solutions

Our SkillPort site is nearing completion and should be fully functional by the end of May. 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.

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**
July 21 8:30 – 3:30
22 8:30 – 12:00
 Enrollments close: Jul 9
 Hoover 'B' Level/Learning Center 2
OR
Oct 6 8:30 – 3:30
7 8:30 – 12:00
 Enrollments close: Sep 24
 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

\$115 **Course: PC701**
Sept 22 9:00 – 3:30
23 9:00 – 12:00
 Enrollments close: Sept 10
 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**
Oct 6 8:30 – 3:30
7 8:30 – 12:00
 Enrollments close: Sept 24
 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**
Dec 8 9:00 – 3:30
9 9:00 – 12:00
 Enrollments close: Nov 29
 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**
TBA 9:00 – 12:00
 Enrollments close:
 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.

May 2004

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

June 2004

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: Access Level 1 Jul 21,22 or Oct 6,7 Excel Level 1 Sep 22,23 Access Level 2 Oct 20,21



ENROLLMENT FORM

ITE
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@iowa.gov)

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 2 (PC 811) 05/12-13
Access Level 1 (PC 801) 07/21/22
Excel Level 1 (PC 701) 09/22-23
Access Level 1 (PC 801) 10/20-21
Excel Level 2 (PC 711) 12/8,9
*Business Objects (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

Enrollment Form for SkillPort IT Courses

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 SkillPort IT users will be, at any time, anywhere, 24 hours a day, 7 days a week!
***NOTE**-SkillPort 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) _____ 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

1 month access to 1 Course \$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
DAS/ITE
Hoover B Level
Des Moines, IA 50319

Or
Fax to: (515)-281-6137

Enrollment Form for SkillPort Interpersonal Skills Courses

Instructions

- 4) Fill out the following enrollment form and submit.
- 5) A Username and Password and directions will be issued to you by email.
- 6) Access to online courses and much more for SkillPort Interpersonal Skills users will be, at any time, anywhere, 24 hours a day, 7 days a week!
***NOTE**-SkillPort Interpersonal Skills 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) _____ Phone _____

Email _____ Date _____

Dept Name _____ Division Name _____

Information Technology Path (All IT courses and Certifications)

Access Length (Please check one)

4 months access to 10 courses \$179

2 months access to 5 courses \$99

1 month access to 1 Course \$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
DAS/ITE
Hoover B Level
Des Moines, IA 50319

Or
Fax to: (515)-281-6137

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 2000
Microsoft Office XP

Any Single Course = \$35 for 1 month access.

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

Certification (included in Technology Skills path)

Avaya Cisco
Java
Lucent
CompTIA
IBM
Lotus
Microsoft
Novell
Oracle
Project Management

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