

(Please type or print information.)

DATE _____

(Office Use)

**Indiana Office of Technology
Student Enrollment Form Using PC End User Training**

<u>STUDENT INFORMATION</u>	
NAME	
AGENCY/DEPT	
BUSINESS ADDR	
PHONE & FAX #	
EMAIL ADDRESS /	

<u>AGENCY CONTACT INFORMATION</u>	
NAME	
AGENCY/DEPT	
BUSINESS ADDR	
PHONE & FAX #	
EMAIL ADDRESS /	
APPROVAL DATE	
ACCOUNT UNIT (aannnnnnnn)	

* Please note cancellation policy at end of this form

<u>APPROVING MANAGER/SUPERVISOR INFORMATION</u>	
NAME/Signature	PHONE & FAX #
EMAIL ADDRESS	APPROVAL DATE /

Course Title	Days	ETI										
		1st Choice Date	2nd Choice Date	1st Choice Date	2nd Choice Date	1st Choice Date	2nd Choice Date	1st Choice Date	2nd Choice Date			
Click Here for Course Schedules												
OPERATING SYSTEM												
Windows XP Professional Intorduction	1	\$125										
Windows 7 Professional Introduction	1	\$125										
ProSeries: Microsoft New Features	0.5	\$199										
WORD PROCESSING												
Word 2007 Level 1	1	\$125										
Word 2007 Level 2	1	\$125										
Word 2007 Level 3	1	\$125										
Word 2010 Level 1	1	\$125										
Word 2010 Level 2	1	\$125										
Word 2010 Level 3	1	\$125										

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GRAPHICS & PRESENTATION												
PowerPoint 2007 Level 1	1	\$125										
PowerPoint 2007 Level 2	1	\$125										
PowerPoint 2010 Level 1	1	\$125										
PowerPoint 2010 Level 2	1	\$125										
ProSeries: The Art of Creating Powerful Presentat	0.5	\$199										
Visio 2007 Level 1	1	\$125										
Visio 2007 Level 2	1	\$125										
Visio 2010 Level 1	1	\$125										
Visio 2010 Level 2	1	\$125										
SPREADHSEETS												
Excel 2007 Level 1	1	\$125										
Excel 2007 Level 2	1	\$125										
Excel 2007 Level 3	1	\$125										
Excel 2007 Level 4	1	\$125										
Excel 2007 Level 5	1	\$125										
ProSeries: Charts That Wow 2007	0.5	\$199										
ProSeries: Forms & Functions 2007	0.5	\$199										
ProSeries: Power of Pivoting 2007	0.5	\$199										
Excel 2010 Basic	1	\$125										
Excel 2010 Intermediate	1	\$125										
Excel 2010 Advanced	1	\$125										
Excel 2010 Power User	1	\$125										
Excel 2010 Visual Basic	1	\$125										
ProSeries: Charts That Wow 2010	0.5	\$199										
ProSeries: Forms & Functions 2010	0.5	\$199										
ProSeries: Power of Pivoting 2010	0.5	\$199										

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ELECTRONIC MAIL												
Outlook 2007 Level 1	1	\$125										
Outlook 007 Level 2	1	\$125										
Outlook 2010 Level 1	1	\$125										
Outlook 2010 Level 2	1	\$125										
ProSeries: Rising Above the Junk - Intro to Email Marketing Design	1	\$199										
Pro Series: Using Outlook for Effective Time Management	1	\$199										
Pro Series: Working with Mail Merge in Word, Outlook and Access 2010	1	\$199										
DATABASES												
Access 2007 Level 1 (Tables & Queries)	1	\$125										
Access 2007 Level 2 (Forms & Reports)	1	\$125										
Access 2007 Level 3	1	\$125										
Access 2010 Level 1 (Tables & Queries)	1	\$125										
Access 2010 Level 2 (Forms & Reports)	1	\$125										
Access 2010 Level 3	1	\$125										
Pro Series: Conquering Queries in Access: Creating and using effective queries in Microsoft Access	1	\$199										
Crystal Reports XI Designer 1	2	\$560										
Crystal Reports XI Designer 2	2	\$560										
Crystal Reports XI Designer 3	1	\$280										
Crystal Reports 2008 Designer 1	2	\$560										
Crystal Reports 2008 Designer 2	2	\$560										
Crystal Reports 2008 Designer 3	1	\$280										
PROJECT MANAGEMENT												
Project 2007 Level 1	1	\$125										
Project 2007 Level 2	1	\$125										
Project 2010 Level 1	1	\$125										
Project 2010 Level 2	1	\$125										

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Pro Series: Project Planning Success: Creating a working, effective project plan in Project 2010	1	\$199											
Pro Series: Project 2010: Resources and Finalization Creating and using Resources, Baseline and the Critical Path	1	\$199											
Essentials of Project Management	1	\$195											
Managing Project Teams	1	\$195											

INTERNET/Desktop Publishing													
HTML 4 Level 1	1	\$150											
HTML 4 Level 2	1	\$150											
Dreamweaver CS 5 Level 1	1	\$150											
Dreamweaver CS 5 Level 2	1	\$150											
Dreamweaver CS 5.5 Level 1	1	\$150											
Dreamweaver 5.5 Level 2	1	\$150											
Photoshop CS5 Level 1	1	\$150											
Photoshop CS5 Level 2	1	\$150											
Photoshop CS 5.5 Level 1	1	\$150											
Photoshop CS 5.5 Level 2	1	\$150											
Illustrator CS5 Level 1	1	\$150											
Illustrator CS5 Level 2	1	\$150											
Illustrator CS 5.5 Level 1	1	\$150											
Illustrator CS 5.5 Level 2	1	\$150											
ProSeries: A Real Page Turner - Creating Interactive and Mobile Documents	0.5	\$199											
InDesign CS5 Level 1	1	\$150											
InDesign CS5 Level 2	1	\$150											
InDesign CS 5.5 Level 1	1	\$150											
Indesign CS 5.5 Level 2	1	\$150											

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ProSeries: Cover to Cover - Creating Newsletters they'll Read	0.5	\$199												
ProSeries: Rising Above the Junk - Intro to Email Marketing Design	0.05	\$199												
Acrobat 9 Pro	1	\$150												
ProSeries: Forms in Acrobat 9	0.5	\$199												
Acrobat X Pro	1	\$150												
ProSeries: Forms in Acrobat X	0.5	\$199												
Captivate 5 Complete	1	\$150												
ProSeries: RoboHelp Complete	0.5	\$199												
Publisher 2007 Basic	1	\$150												
Publisher 2007 Advanced	1	\$150												
INTERNET/Desktop Publishing cont.														
Publisher 2010 Basic	1	\$150												
Publisher 2010 Advanced	1	\$150												
Infopath 2007 Complete	1	\$150												
InfoPath 2010 Complete	1	\$150												
Sharepoint: Building Team Sites	1	\$345												
Sharepoint Designer 2007 Basic	1	\$150												
Sharepoint Designer 2007 Advanced	1	\$150												
Business Skills														
Basic Financial Management	1	\$249												
Advanced Financial Management	1	\$249												
Coaching Clinic	1	\$249												
Communications Across Cultures	1	\$249												
Communication and Listening Skills	1	\$249												
Communications Strategies	1	\$249												
Connecting Generations	1	\$249												
Emotional Intelligence	1	\$299												
Diversity in the Workplace	1	\$249												
Effective Business Writing - Emails	0.5	\$175												
Effective Business Writing - Letters	0.5	\$175												
Effective Leadership	1	\$249												

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Goal Setting for Results	1	\$249											
Grammar Essentials	1	\$249											
Fundamentals of Customer Service	1	\$249											
Keyboarding Skills	1	\$249											
Negotiating Skills	1	\$249											
Five Dysfunctions of a Team	1	\$549											
Conflict Management	1	\$249											
DISC	1	\$249											
Time Management	1	\$249											
Effective Presentations	2	\$498											

Technical Courses													
10135B: Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010 Service Pack 2	5	\$1,875											
6420B Fundamentals of Windows Server 2008	5	\$1,875											
6451B Planning Deploying and Managing Microsoft System Center Configuration Manager 2007	5	\$1,875											
50439A Working with Data Using SQL Server 2008 R2 for the Non-Database Administrator	3	\$1,125											
6231B Maintaining a Microsoft SQL Server 2008 R2 Database	5	\$1,875											
6232B: Implementing a Microsoft SQL Server 2008 R2 Database	5	\$1,875											
40007A: First Look Clinic Microsoft SQL Server 2012	1	\$375											
2778A: Writing Queries Using Microsoft SQL Server 2008 Transact-SQL	3	\$1,125											
Contact ETI for all other Microsoft Technical Courses													

Other PC Training needed, list here:

PCEnrollForm Revised 2013.xlsx

C:\Users\msteele\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\MR53QTL7\PCEnrollForm Revised 2013.xlsxrev. 1/14/2013

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**IOT TRAINING SERVICES STUDENT ENROLLMENT INSTRUCTIONS
PROCEDURES FOR FILLING OUT THE FORM:**

STUDENT NAME: Print or type the name of the student who is enrolling in the class.

AGENCY/DEPARTMENT: Please state the agency and the agency department that are requesting training.

BUSINESS ADDRESS: Write the student's business mailing address including City, State, and Zip Code if applicable.

STUDENT PHONE AND FAX NUMBER: Write the student's area code and phone number, also include the student's fax number.

AGENCY CONTACT: The person responsible for signing the students up for PC classes.

AGENCY ADDRESS: Agency contact's mailing address.

PHONE NUMBER: List the agency contact's area code and phone number.

APPROVING MANAGER'S INFO: The information of the person that is authorizing the student to take the class for the agreed cost.

ACCOUNT UNIT: 2 characters plus 8 numbers. Can be secured from fiscal staff or agency voice coordinator.

SELECTING CLASSES: Next to each training course is the version of software that will be taught and the cost per course. Click on vendor link and look up class schedule. Fill in 1st and 2nd choices in vendor column.

SUBSTITUTION POLICY: If a student is unable to cancel five (5) working days in advance, a substitution will be allowed.

NOTE: Please fill the form out completely. When the form is completed, please mail the completed form to the address listed below.

**Indiana Office of Technology
Indiana Government Center North
100 North Senate Ave, Room N551
Indianapolis, IN 46204**

Attn: Class Enrollments Rachel Campbell or Fax (317) 232-0748

For more information concerning training classes, please call Training Services at (317) 234-4357 option 0 OR

Visit our web site at <http://www.in.gov/iot>

*******Cancellation Policy*******

The Office of Technology reserves the right to change or reschedule classes as needed.

*Students must cancel **5 WORKING DAYS** in advanced or their agency **WILL BE CHARGED** for the class.*