(Please type or print information.)

DATE _____ (Office Use)

Indiana Office of Technology
Student Enrollment Form for PC End User Training

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

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

*** Please note cancellation policy at end of this form.**

APPROVING MANAGER/SUPERVISOR INFORMATION

NAME/Signature _____ PHONE & FAX # /

EMAIL ADDRESS _____ APPROVAL DATE

Course Title	Days	ETI											
		Click here for Course Schedules											
			1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date
OPERATING SYSTEM													
Windows XP Professional Introduction	1	$125											
WORD PROCESSING													
Basic Word 2002/2003 (XP)	1	$125											
Intermediate Word 2002/2003 (XP)	1	$125											
Advanced Word 2002/2003 (XP)	1	$125											
Word 2007 Beginning	1	$125											
Word 2007 Intermediate	1	$125											
Word 2007 Advanced	1	$125											
GRAPHICS													
Basic PowerPoint 2002/2003	1	$125											
Advanced PowerPoint 2002/2003	1	$125											
PowerPoint 2007 Beginning	1	$125											
PowerPoint 2007 Advanced	1	$125											
ELECTRONIC MAIL													
Basic Outlook 2002/2003	1	$125											
Advanced Outlook 2002/2003	1	$125											
Outlook 2007 Beginning	1	$125											
SPREADSHEET													
Basic Excel 2002/2003	1	$125											
Intermediate Excel 2002/2003	1	$125											
Advanced Excel 2002/2003	1	$125											
Excel 2002/2003 Power User	1	$125											
Excel 2002/2003 VBA Programming	1	$125											
Excel 2007 Beginning	1	$125											
Excel 2007 Intermediate	1	$125											
Excel 2007 Advanced	1	$125											
Excel 2007 PowerUser	1	$125											
DATABASES													
Access 2002/2003 Begin Forms/Rpts	2	$250											
Access 2002/2003 Advanced	2	$250											
Access 2007 Beginning	1	$125											
Access 2007 Intermediate	1	$125											
Access 2007 Advanced	1	$125											
Crystal Rpts 10/11 Designer Wkshop 1	2	$450											
Crystal Rpts 10/11 Designer Wkshop 2	2	$450											

INTERNET/Desktop Publishing													
HTML 4 Level 1	1	$150											
HTML 4 Level 2	1	$150											
Dreamweaver 8 Level 1	1	$150											
Dreamweaver 8 Level 2	1	$150											
Dreamweaver MX Level 1	1	$150											
Dreamweaver MX 2004 Basic	1	$150											
Dreamweaver MX 2004 Advanced	1	$150											
FileMaker Pro 6	1	$150											
PageMaker 7 Level One	1	$150											
PageMaker 7 Level Two	1	$150											
PhotoShop CS Level One	1	$150											
PhotoShop CS Level Two	1	$150											
Publisher 2002/2003 Basic	1	$125											
Publisher 2002/2003 Advanced	1	$125											
Any Cold Fusion MX class	1	$150											
Any Fireworks class	1	$150											
Any Flash class	1	$150											
FrontPage 2002/2003 Basic	1	$125											
FrontPage 2002/2003 Advanced	1	$125											
Any Illustrator CS class	1	$150											
Any InDesign CS class	1	$150											
Visio 2002/2003 Basic	1	$125											
Visio 2002/2003 Advanced	1	$125											
SharePoint Srvs: Bldg Team Web Sites	2	$300											
SharePt Srvs: Bldg Extended Solutions	2	$300											
PROJECT MANAGEMENT													
MS Project 2002/2003 Basic	1	$125											
MS Project 2002/2003 Advanced	1	$125											
MS Project 2007 Beginning	1	$125											
MS Project 2007 Advanced	1	$125											
Proj Mgmt Fundamentals	1	$195											
PMBOK Proj Mgmt Basic	1	$195											
PMBOK Proj Mgmt Intermediate	1	$195											
PMBOK Proj Mgmt Advanced	1	$195											

Other PC Training needed, list here:

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 Diana Halstead or Fax (317) 232-0748

For more information concerning training classes, please call Training Services at (317) 234-4357 option 4 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.*