### STUDENT INFORMATION

<table>
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<tr>
<th>NAME</th>
<th>AGENCY/DEPT</th>
<th>BUSINESS ADDR</th>
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<tr>
<th>PHONE &amp; FAX #</th>
<th>EMAIL ADDRESS</th>
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### AGENCY CONTACT INFORMATION

<table>
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* Please note cancellation policy at end of this form.

### APPROVING MANAGER/SUPERVISOR INFORMATION

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### Course Title

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#### OPERATING SYSTEM

- **Windows XP Professional Introduction**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $125

#### WORD PROCESSING

- **Basic Word 2002/2003 (XP)**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $125
- **Intermediate Word 2002/2003 (XP)**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $125
- **Advanced Word 2002/2003 (XP)**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $125
- **Word 2007 Beginning**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $125
- **Word 2007 Intermediate**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $125
- **Word 2007 Advanced**
  - 1st Choice: 1st Choice Date
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#### GRAPHICS

- **Basic PowerPoint 2002/2003**
  - 1st Choice: 1st Choice Date
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- **Advanced PowerPoint 2002/2003**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $125
- **PowerPoint 2007 Beginning**
  - 1st Choice: 1st Choice Date
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- **PowerPoint 2007 Advanced**
  - 1st Choice: 1st Choice Date
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#### ELECTRONIC MAIL

- **Basic Outlook 2002/2003**
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- **Advanced Outlook 2002/2003**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $125
- **Outlook 2007 Beginning**
  - 1st Choice: 1st Choice Date
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#### SPREADSHEET

- **Basic Excel 2002/2003**
  - 1st Choice: 1st Choice Date
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- **Intermediate Excel 2002/2003**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $125
- **Advanced Excel 2002/2003**
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- **Excel 2002/2003 Power User**
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- **Excel 2002/2003 VBA Programming**
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- **Excel 2007 Beginning**
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- **Excel 2007 Intermediate**
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- **Excel 2007 Advanced**
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- **Excel 2007 Power User**
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#### DATABASES

- **Access 2002/2003 Begin Forms/Rpts**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $250
- **Access 2002/2003 Advanced**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $250
- **Access 2007 Beginning**
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- **Access 2007 Intermediate**
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- **Access 2007 Advanced**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $125
- **Crystal Rpts 10/11 Designer Workshop 1**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $450
- **Crystal Rpts 10/11 Designer Workshop 2**
  - 1st Choice: 1st Choice Date
  - 2nd Choice Date: $450

[Click here for Course Schedules](#)
### INTERNET/Desktop Publishing

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### PROJECT MANAGEMENT

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<td>MS Project 2007 Advanced</td>
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<td>PMBOK Proj Mgmt Advanced</td>
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Other PC training needed, list here:

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### IOT TRAINING SERVICES

#### PROTOCOLS 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 advance or their agency WILL BE CHARGED for the class.