United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Alaska Fire Service- Office of Wildland Fire Training
P.O. Box 35005
Ft. Wainwright, Alaska 99703-0005
907-356-5632

Hello,

You have been selected to attend of E-ISuite-All Modules. The class is being held in the Computer Lab at Alaska Fire Service, 1541 Gaffney Road, Ft. Wainwright, AK. Class will be held from 1200 to 1700 on **April 20th**, 2016 and 0800 to 1700 on **April 21st** and **22nd**, 2016. Do not make plans to leave class early.

References and materials for the class will be provided. Office supplies will be provided for note taking.

It is highly recommended you have basic computer literacy and have completed IS-100b before the course begins. This link will take you to the online IS-100b course http://www.training.fema.gov/is/courseoverview.aspx?code=IS-100.b.
Click on Interactive Web Based Course and complete the course before taking the final exam also at the above link. Students need to have intermediate computer skills as defined in this document; this is not a "how to use the computer" class. Students should be able to accomplish most of the following:

- Locate and retrieve files in various directories
- Save the same file in multiple locations (flash drive, My Documents, network folders)
- Recognize and save files in various formats (.bmp, .jpg, .pdf, .html, etc.)
- Create folders to organize files
- Rename files
- Delete files
- Select appropriate printer and print
- Choose appropriate page setup features
- Use multiple ways to accomplish the same task including keyboard shortcuts, icons and menus
- Use input device (e.g., mouse) - Select/Right click
- Multitask by using Task Bar and or minimize/maximize command or icon
- Troubleshoot common technology problems (e.g. printer queue management and network connections)

Your Lead Instructors will be Jocelyn Crizer and Brian Lamb.

Please be advised that the AFS Dining Hall will serve lunch and dinner only during the week. If you are in need of a barracks room reservation you will need to call the AFS barracks to reserve

one. Their number is 907-356-5706. If you are not an AFS employee, please read the attached logistics letter. It contains information concerning the AFS Dining Hall, AFS Barracks, and access procedures for Fort Wainwright.

In the event you are unable to attend this class you will need to let the course coordinator know immediately.

We look forward to seeing you in class.

Tim Epp
Course Coordinator
Alaska Fire Service
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