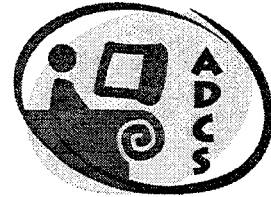


## Academic and Distributed Computing Services

# Training Bulletin

Winter 1998



### New Winter Quarter Offerings

- New courses on Technology Enhanced Learning designed for faculty who would like to use technology to enhance teaching and learning in the classroom.
- New courses on repurposing existing documents for the Web.
- A new introductory course on using Netscape Composer to create Web pages. Composer is a Web editor that is part of Netscape Communicator 4.01.
- More courses on CD-ROM Development, including an introductory course on Authorware and a seminar on project planning.
- More courses on graphics and video production, including courses covering both the technical and creative aspects of these media types.
- New courses targeted at specific job tasks: *Excel: Downloading Financial Data*, *Word 97 for Faculty and Students*, *Word 97 for Staff*, and *PhotoShop: Techniques for Web and CD-ROM Developers*.

You can check the bulletin index for a complete listing of all courses. We appreciate your input in developing these new offerings and welcome your suggestions and comments. Please send your comments to: [course-comments@boombox.micro.umn.edu](mailto:course-comments@boombox.micro.umn.edu)

### Waiting Lists

Additional sections of courses are offered based on the number of names on the waiting list. Please make sure your name, phone number, and e-mail address are on this list so we can contact you for registration for these courses.

### Customized Training

ADCS can provide customized training for your staff at any of our training locations in St. Paul, West Bank and East Bank. Contact 625-4599 to set up classes for your staff.

### ■ Training and Short Courses

Visit our web site for a complete listing of training offerings:

<http://training.micro.umn.edu>

### ■ On-line Course Evaluation

We've set up an on-line course evaluation. To use it, start up your web browser and go to this evaluation location:

<http://training.micro.umn.edu/training/evaluate.html>

and select the appropriate course. The on-line form will be available on the first day of class and for 7 days after the last day of class.

### ■ Self Paced Training

You can use your University ID to borrow material from our extensive collection of self-paced training modules. We have modules for older and current versions of popular software, such as Microsoft Word and Excel, as well as material on more advanced topics, such as UNIX. You can use the self-paced materials on your own equipment or reserve one of our training centers. See our web site: <http://training.micro.umn.edu/training/self-paced.html>



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# Registration Policy

Many classes fill quickly. To avoid disappointment, register early. If a class is filled, ask to be put on a waiting list. We will offer more sections if there is sufficient interest.

Registration for all courses listed on the following pages is handled by ADCS, in 190 Shepherd Labs.

## Registration by Mail or Fax

Mail and fax registration will begin Monday, December 8. To register by fax, include a registration form located on the last page of this bulletin or on our web site for each person you wish to register. If you are paying with an Intra-Institutional Voucher (IV), the original IV (both white and yellow copies) must be sent to our office within one week to confirm your course registrations. If you are paying by check, it must be received in our office within one week to confirm your course registrations. Our fax number is 625-6817.

To register by mail, include a registration form located on the last page of this bulletin or on our web site for each person you wish to register. Fees must accompany your registration in order for the registration to be processed. On-campus registrants: please include a return campus address so we can mail your confirmation notice to you. All registration information must be sent to:

Short Course Registration  
ADCS  
190 Shepherd Labs

U.S. Postal users should send fees (check only, no cash) and the registration forms on the last page of this bulletin or on our web site to:

Short Course Registration  
ADCS - University of Minnesota  
190 Shepherd Labs  
100 Union St. S.E.  
Minneapolis, MN 55455-0421

Registration confirmation notices will be mailed to you at the address specified on the registration form. Confirmation letters are required in order to attend any of the short courses. If you do not receive this notice two days prior to the first day of class, please contact the ADCS office at 625-1300 to confirm your registration and receive a copy of your notice.

## In-Person Registration

Walk-in registration begins on Monday, December 8. Walk-in registrants may only register for a total of two people. You can register at the ADCS front office in 190 Shepherd Labs, Monday through Friday from 8 a.m. to 4 p.m. Fees must accompany your registration.

## Registration Deadline

Classes are filled in the order registration is received. Mail registrations are processed at the end of the day on which they are received. The deadline for registration is 4:30 p.m. on the last working day before the class begins. For additional registration information, call 625-1300.

## Fees

Fees must accompany your registration. You can pay fees with cash, check, or a University Intra-Institutional Voucher (IV). Make checks payable to the University of Minnesota.

In the course descriptions, fees are shown in ascending order and apply to the following three groups: University students/University faculty and staff/Alumni and others not affiliated with the University.

## Intra-Institutional Voucher (IV) Payments

If you pay by IV, you must CREDIT this ADCS account:

Area	Org	Sub Org	Rev Src	Sub Rev
802	3050	05	44 10	10

The DEBIT account must use Object code 7301 and Sub Object code 32. Please include a contact name and phone number for questions about the IV.

For security reasons, departments must send or bring both the white and yellow authorized copies of the IV to our office in 190 Shepherd Labs. Your registration will not be accepted if both copies are not enclosed. We do not accept photo-copies of IVs or on-line vouchers.

## Cancellation and Refund Policy

If you cannot attend a class, please notify us by telephone at 625-1300 or via e-mail at [adcs@tc.umn.edu](mailto:adcs@tc.umn.edu). We need to hear from you so we can contact people on our waiting lists. You can cancel your registration by mail or phone.

To receive a refund, we must receive your cancellation notice two working days before the start of the class. There is a \$10 cancellation fee. Classes with fees of \$10 or less do not receive refunds. If we must cancel a class for any reason, we will refund your registration fee in full.

No refunds will be given due to illness unless we receive notice two working days prior to the beginning of class. For last-minute situations, you are welcome to send someone to class in your place; however, we cannot offer a refund.

## Prerequisites

Please note prerequisites for the classes you plan to take. Instructors will not slow down classes to accommodate students who have not mastered the stated prerequisites.

## Basic Computing Skills and Operating Systems

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Macintosh: Basics I  
 Macintosh: Basics II  
 UNIX: Basics  
 UNIX: System Administration  
 Windows 95: Basics  
 Windows 95: DOS Basics  
 Windows NT: Basics I  
 Windows NT: Basics II  
 Windows: Mouse Tutorial

## E-mail and Internet Services

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E-mail Orientation  
 Telecommuting Overview  
 Web Browser and E-mail Basics

## Office Computing

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### Databases

Access 97: Basics  
 Access 97: Forms and Reports  
 Access 97: Using Queries  
 FileMaker 3.x: Importing and Exporting Data  
 FileMaker I  
 FileMaker II  
 FileMaker: Password Protection  
 Relational Database Design Basics

### Desktop Publishing

PageMaker 6.5: Converting Print Documents to Web Documents *New*  
 PageMaker: Basics  
 PhotoShop: Scanning Images for Print or Electronic Publications *Changed*

### Electronic Presentation

PowerPoint: Basics  
 Presentation Tools: Putting Your Presentation on the Web *Changed*

### Spreadsheets

Excel I  
 Excel II *New*  
 Excel: Downloading Financial Data *New*  
 Excel: Macros and More

### Telecommuting

Telecommuting Overview

### Word Processing

Word 6: Basics  
 Word 97 for Faculty and Students *New*  
 Word 97 for Staff *New*  
 Word 97: Basics  
 Word 97: Beyond the Basics

## Multimedia and Electronic Presentation

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### CD-ROM Development

Authorware: Basics *New*  
 Director: Basics *Changed*  
 Learn the Multimedia Process: CD-ROM *New*

### Electronic Presentation

PowerPoint: Basics  
 Presentation Tools: Putting Your Presentation on the Web *Changed*

### Graphics

Exploring Multimedia: Using Graphics Creatively *New*  
 PhotoShop: Basics  
 PhotoShop: Scanning Images for Print or Electronic Publications *Changed*  
 PhotoShop: Techniques for Web and CD-ROM Developers *New*

### Multimedia Development Series

Exploring Multimedia: Creating Multimedia Web Pages  
 Exploring Multimedia: Using Graphics Creatively *New*  
 Exploring Multimedia: Using Video Effectively *Changed*  
 PhotoShop: Basics  
 Premiere: Basics *Changed*

### Project Planning

Learn the Multimedia Process: CD-ROM *New*  
 Learn the Multimedia Process: Web  
 Planning for a Successful Multimedia Project *New*

### Video

Exploring Multimedia: Using Video Effectively *Changed*  
 Premiere: Basics *Changed*

### Web Development

Exploring Multimedia: Creating Multimedia Web Pages  
 Learn the Multimedia Process: Web  
 PageMaker 6.5: Converting Print Documents to Web Documents *New*  
 Presentation Tools: Putting Your Presentation on the Web *Changed*  
 Web Pages: Authoring Tools Overview  
 Web Pages: Frames with PageMill  
 Web Pages: HTML and Adobe PageMill  
 Web Pages: HTML and Netscape Composer *New*  
 Web Pages: Images and Tables with PageMill  
 Web Pages: Personal Web Space and Web Hotel

### Statistics

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SAS: Basics  
 SPSS: Basics

### Technology Enhanced Learning

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Using Technology to Enhance the Writing Process *New*  
 Writing Effective Hypertext *New*

## E-mail Orientation

All University of Minnesota faculty, staff, members of the alumni association, and currently registered students are eligible for an E-mail (Electronic Mail) account. This E-mail account provides access to the University's dial-up modem pool, and to E-mail and other Internet services such as the world wide web, gopher, usenet news, and so on.

Academic and Distributed Computing Services holds a free seminar to introduce you to these internet services. We encourage you to attend one of these free orientation sessions. These sessions will give you an overview of the campus network and demonstrate how to set up your E-mail program, send and receive E-mail, and manage your account. We also include a brief introduction to the World Wide Web and other internet services.

### **East Bank**

Wednesday, January 07, 1998  
 Thursday, January 15, 1998  
 Friday, January 23, 1998  
 Tuesday, January 27, 1998  
 Wednesday, February 04, 1998  
 Thursday, February 12, 1998  
 Tuesday, February 17, 1998  
 Wednesday, March 11, 1998

### **Nicholson 2**

01:30 pm - 03:00 pm  
 01:30 pm - 03:00 pm  
 10:30 am - 12:00 pm  
 01:30 pm - 03:00 pm  
 01:30 pm - 03:00 pm  
 10:30 am - 12:00 pm  
 01:30 pm - 03:00 pm  
 01:30 pm - 03:00 pm

### **St. Paul**

Tuesday, January 13, 1998  
 Thursday, February 05, 1998  
 Wednesday, March 04, 1998

### **BioSci 58**

01:30 pm - 03:00 pm  
 10:30 am - 12:00 pm  
 01:30 pm - 03:00 pm

### **West Bank**

Thursday, January 08, 1998  
 Wednesday, January 28, 1998  
 Tuesday, February 24, 1998

### **Anderson 170**

01:30 pm - 03:00 pm  
 10:30 am - 12:00 pm  
 01:30 pm - 03:00 pm

## Basic Computing Skills and Operating Systems

### Macintosh: Basics I

This 3-hour class is for new Macintosh users. Mastery of the skills covered in this class is a prerequisite for nearly all of our other Macintosh classes.

In this class, you will learn the four basic mouse skills: pointing, clicking, double-clicking, and dragging. You will learn to work with the Macintosh's "desktop," with the menu bar, and with icons. In addition, you will learn the following skills: how to select an icon and how to launch programs, use "pull down" command menus with the mouse, to select commands to accomplish your work, exit from programs, work in and manipulate a window, use the Cut, Copy, and Paste commands, use a desk accessory (the Scrapbook), to create a new document, retrieve existing documents, put away the document you are working with, name documents, save documents, work with folders and move from one folder to another. Finally you will learn to make those important backup copies of your work on floppy disks and about the importance of using the Mac's Shut Down command before turning off your machine.

Prerequisites: None

Fees: \$15/\$20/\$40

**MAC101** Thu., Jan 8, 1:00 pm-4:00 pm  
Nicholson 5a (Mac)

**MAC102** Wed., Jan 21, 9:00 am-12:00 pm  
BioSci 64 (Mac)

### Macintosh: Basics II

This 2.5 hour class is a more in-depth exploration of Macintosh computing. Issues discussed include the Finder, fonts, the Apple menu, virtual memory, file sharing, and the intelligent use of aliases.

Prerequisites: Macintosh: Basics I

Fees: \$15/\$25/\$45

**MAC111** Thu., Mar 12, 1:30 pm-4:00 pm  
Nicholson 5a (Mac)

### UNIX: Basics

This 5-hour course for beginners is a hands-on look at the UNIX operating system. We will discuss important commands and utilities, file system structure and manipulation, on-line help, and different "flavors" of UNIX.

Prerequisites: None

Fees: \$35/\$65/\$150

**UNIX101** Wed., Feb 25, 1:30 pm-4:00 pm  
Thu., Feb 26, 1:30 pm-4:00 pm  
Nicholson 5a

### UNIX: System Administration

Learn the basics of UNIX system administration in this 4 hour class. Learn how to create users and groups, maintain and update a UNIX-based system. There will also be a discussion of UNIX network connectivity basics.

Prerequisites: UNIX: Basics, or equivalent experience

Fees: \$35/\$45/\$80

**UNIX201** Thu., Mar 12, 1:00 pm-5:00 pm  
Nicholson 2

### Windows 95: Basics

This 6-hour class explores the new desktop, graphical interface, and features of Windows 95. You will learn about diagnostic and tuning tools to get the most out of your Windows 95 workstation.

Prerequisites: Windows: Mouse Tutorial

Fees: \$45/\$90/\$145 (includes the cost of workbooks, which will be distributed in class)

**95WIN101** Tue., Jan 6, 6:00 pm-9:00 pm  
Thu., Jan 8, 6:00 pm-9:00 pm  
Nicholson 5b (PC)

**95WIN102** Wed., Jan 14, 1:00 pm-4:00 pm  
Thu., Jan 15, 1:00 pm-4:00 pm  
Anderson 170 (PC)

**95WIN103** Tue., Jan 27, 1:00 pm-4:00 pm  
Thu., Jan 29, 1:00 pm-4:00 pm  
BioSci 58 (PC)

**95WIN104** Thu., Feb 12, 1:00 pm-4:00 pm  
Fri., Feb 13, 1:00 pm-4:00 pm  
Nicholson 5b (PC)

**Windows 95: DOS Basics**

This 6-hour class is for new users of Windows 95 DOS. Mastery of skills covered in this class is a prerequisite for solving operating system problems on a computer with Windows 95. You will learn how to obtain a Windows 95 DOS prompt, and DOS concepts.

You will learn Windows 95 DOS commands that enable you to prepare and name a floppy disk for use; create text files; name and organize files according to file type; copy files from one disk to another; organize the files on a disk by creating and managing subdirectories; delete files; move between your floppy drive and hard drive; edit text files, and to create a basic batch file (a file that will automatically execute a group of DOS commands).

Finally, you will learn how Windows 95 starts your computer and to start the computer directly into Windows 95 DOS.

Prerequisites: None

Fees: \$45/\$65/\$100

**95WIN111** Tue., Jan 13, 2:00 pm-4:00 pm  
Wed., Jan 14, 2:00 pm-4:00 pm  
Thu., Jan 15, 2:00 pm-4:00 pm  
Nicholson 5b (PC)

**Windows NT: Basics I**

In this class you will learn how to log-on and shutdown Windows NT, identify Windows NT elements, create and edit documents, use desktop tools to manage disks, files and folders, customize the desktop, and use the Taskbar to start programs.

Prerequisites: None

Fees: \$45/\$65/\$115 (includes the cost of workbooks, which will be distributed in class)

**NTWIN101** Mon., Feb 9, 1:00 pm-4:00 pm  
Nicholson 5b (PC)

**Windows NT: Basics II**

This course deals with modifying the taskbar to customize your work environment, creating and using shortcuts, customizing Windows NT help, using Windows NT Explorer, modifying the Start menu, locating files using search drives and add programs to automatically open them on logon.

Prerequisites: Windows NT: Basics I

Fees: \$45/\$65/\$115 (includes the cost of workbooks, which will be distributed in class)

**NTWIN111** Tue., Feb 10, 1:00 pm-4:00 pm  
Nicholson 5b (PC)

**Windows: Mouse Tutorial**

This half hour self paced tutorial is a prerequisite for many of the windows based courses. Learn basic Windows and mouse-related tasks such as: practicing drag-and-drop techniques with the mouse, scrolling and moving through windows.

Prerequisites: None

Fees: \$5/\$5/\$15

**WIN011** Tue., Jan 6, 5:30 pm-6:00 pm  
Nicholson 5b (PC)

**WIN012** Wed., Jan 14, 12:30 pm-1:00 pm  
Anderson 170 (PC)

**WIN013** Wed., Jan 21, 1:00 pm-1:30 pm  
Nicholson 5b (PC)

**WIN014** Tue., Jan 27, 12:30 pm-1:00 pm  
BioSci 58 (PC)

**WIN015** Tue., Feb 3, 1:30 pm-2:00 pm  
Anderson 170 (PC)

**WIN016** Thu., Feb 12, 12:30 pm-1:00 pm  
Nicholson 5b (PC)

## E-mail and Internet Services

### E-mail Orientation

All University of Minnesota faculty, staff, members of the alumni association, and currently registered students are eligible for an E-mail (Electronic Mail) account. This E-mail account provides access to the University's dial-up modem pool, and to E-mail and other Internet services such as the world wide web, gopher, usenet news, and so on.

Academic and Distributed Computing Services holds a free seminar to introduce you to these internet services. We encourage you to attend one of these free orientation sessions. These sessions will give you an overview of the campus network and demonstrate how to set up your E-mail program, send and receive E-mail, and manage your account. We also include a brief introduction to the World Wide Web and other internet services.

Prerequisites: None

Fees: None

<b>East Bank</b>	Wed., Jan 7, 1:30 pm-3:00 pm Thu., Jan 15, 1:30 pm-3:00 pm Fri., Jan 23, 10:30 am-12:00 pm Tue., Jan 27, 1:30 pm-3:00 pm Wed., Feb 4, 1:30 pm-3:00 pm Thu., Feb 12, 10:30 am-12:00 pm Tue., Feb 17, 1:30 pm-3:00 pm Wed., Mar 11, 1:30 pm-3:00 pm Nicholson 2
<b>St. Paul</b>	Tue., Jan 13, 1:30 pm-3:00 pm Thu., Feb 5, 10:30 am-12:00 pm Wed., Mar 4, 1:30 pm-3:00 pm BioSci 58
<b>West Bank</b>	Thu., Jan 8, 1:30 pm-3:00 pm Wed., Jan 28, 10:30 am-12:00 pm Tue., Feb 24, 1:30 pm-3:00 pm Anderson 170

### Telecommuting Overview

This course introduces you to the programs and information you need to know in order to telecommute effectively.

Prerequisites: None

Fees: \$5/\$15/\$35

<b>INET301</b>	Wed., Feb 11, 1:30 pm-4:00 pm Nicholson 2
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### Web Browser and E-mail Basics

This 3 hour class will introduce you to e-mail and the World Wide Web. You will learn how to configure your e-mail software and to send and receive messages and enclosures. You will learn how to search the web, use WWW subject catalogues and create bookmarks.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.

Fees: \$10/\$20/\$40

<b>INET101</b>	Wed., Jan 7, 1:00 pm-4:00 pm Nicholson 5b (PC)
<b>INET102m</b>	Wed., Feb 11, 9:00 am-12:00 pm Coffey 98 (Mac)
<b>INET102p</b>	Wed., Feb 11, 9:00 am-12:00 pm Coffey 98 (PC)
<b>INET103</b>	Tue., Mar 10, 1:00 pm-4:00 pm Nicholson 5b (PC)

## Office Computing

### Databases

#### Access 97: Basics

This 6-hour class will cover basic concepts of relational database management, including: creating tables and editing table structure; data entry and retrieval; designing forms and reports to facilitate data input and output; and creating lookup fields to exploit the relational capabilities of Access.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: \$45/\$65/\$120

ACC101	Tue., Jan 13, 10:00 am-12:00 pm
	Wed., Jan 14, 10:00 am-12:00 pm
	Thu., Jan 15, 10:00 am-12:00 pm Nicholson 5b (PC)
ACC102	Tue., Feb 3, 2:00 pm-4:00 pm
	Wed., Feb 4, 2:00 pm-4:00 pm
	Thu., Feb 5, 2:00 pm-4:00 pm Anderson 170 (PC)
ACC103	Tue., Feb 17, 10:00 am-12:00 pm
	Wed., Feb 18, 10:00 am-12:00 pm
	Thu., Feb 19, 10:00 am-12:00 pm Anderson 170 (PC)
ACC104	Tue., Mar 3, 2:00 pm-4:00 pm
	Wed., Mar 4, 2:00 pm-4:00 pm
	Thu., Mar 5, 2:00 pm-4:00 pm Nicholson 5b (PC)

#### Access 97: Forms and Reports

This 3-hour class will lead you through a series of exercises designed to teach you how to create more complex forms and subforms to facilitate data entry and retrieval. You will also learn how to create a complex report and subreport. This class includes a discussion of control and option groups, as well as the sorting and grouping functions of reports.

Prerequisites: Access 97: Basics, Relational Database Design Basics

Fees: \$30/\$45/\$90

ACC201	Tue., Jan 27, 9:00 am-12:00 pm Nicholson 5b (PC)
	Tue., Mar 3, 1:00 pm-4:00 pm Anderson 170 (PC)
ACC203	Wed., Mar 11, 1:00 pm-4:00 pm Nicholson 5b (PC)

#### Access 97: Using Queries

This 3-hour class will teach you how to create simple as well as multiple-table queries. The exercises in this class are designed to teach students to be comfortable with using the graphical query builder to create a variety of queries, including simple and complex selection queries, parameter queries, queries that use aggregate functions, crosstab queries, and action queries (make-table, append, update, and delete).

Prerequisites: Access 97: Basics, Relational Database Design Basics

Fees: \$30/\$45/\$90

ACC211	Thu., Jan 29, 9:00 am-12:00 pm Nicholson 5b (PC)
ACC212	Wed., Mar 4, 1:00 pm-4:00 pm Anderson 170 (PC)
ACC213	Thu., Mar 12, 1:00 pm-4:00 pm Nicholson 5b (PC)

#### FileMaker 3.x: Importing and Exporting Data

This 1-hour class covers transferring data between FileMaker files, to-and-from Excel, and to-and-from Word.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: FileMaker I

Fees: \$10/\$15/\$25

FM311m	Tue., Feb 10, 3:00 pm-4:00 pm Eddy 64 (Mac)
FM311p	Tue., Feb 10, 3:00 pm-4:00 pm Eddy 64 (PC)



**FileMaker I**

This 5-hour class covers basic concepts of database management. You will learn how to create a database and how to enter data; find, change and sort information; and design simple reports and mailing labels.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.

Fees: \$45/\$55/\$100

**FM101** Wed., Jan 14, 9:30 am-12:00 pm  
Thu., Jan 15, 9:30 am-12:00 pm  
Nicholson 5a (Mac)

**FM102** Tue., Jan 27, 1:30 pm-4:00 pm  
Thu., Jan 29, 1:30 pm-4:00 pm  
Nicholson 5b (PC)

**FileMaker II**

This course is an exploration of some advanced techniques, including columnar reports with subtotals, lookup files, calculations, and scripting.

Prerequisites: FileMaker I, familiarity with manipulating graphical elements in forms

Fees: \$45/\$55/\$100

**FM201** Wed., Feb 4, 9:30 am-12:00 pm  
Thu., Feb 5, 9:30 am-12:00 pm  
Nicholson 5a (Mac)

**FM202** Tue., Feb 17, 9:30 am-12:00 pm  
Wed., Feb 18, 9:30 am-12:00 pm  
Nicholson 5b (PC)

**FileMaker: Password Protection**

This class shows you how to set passwords, establish groups, and access levels on a FileMaker database.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: FileMaker I

Fees: \$10/\$15/\$25

**FM301m** Tue., Feb 10, 1:30 pm-2:30 pm  
Eddy 64 (Mac)

**FM301p** Tue., Feb 10, 1:30 pm-2:30 pm  
Eddy 64 (PC)

**Relational Database Design Basics**

Learn how to design a relational database system from start to finish in this 2.5 hour class.

Prerequisites: None

Fees: \$10/\$15/\$25

**DB101** Thu., Jan 22, 1:30 pm-4:00 pm  
Nicholson 2

**Desktop Publishing****PageMaker 6.5: Converting Print Documents to Web Documents***New*

In this seminar you'll get a taste of what's involved in using PageMaker 6.5 to convert print-based documents to HTML documents. You'll see how to map PageMaker paragraph styles to HTML styles, preserve character attributes such as italics and create many web pages from one document rather than create one huge HTML document. You'll also see that version 6.5 converts graphics to GIF or JPEG files, uses HTML tables to mimic the layout of print documents, and lets you add hyperlinks to your documents. These conversions work for Macintosh or Windows.

After they're converted many documents will need tweaking to work as web pages. In this seminar we'll use PageMill to make that task easier. Preserving the look of some PageMaker layout options, such as nonstandard display fonts and PageMaker drawn boxes, is beyond the scope of this seminar.

Prerequisites: Familiarity with using a web client; some PageMaker experience also helpful.

Fees: \$10/\$25/\$55

**PM201** Wed., Mar 4, 1:00 pm-3:00 pm  
Nicholson 2

**PageMaker: Basics**

In this 7.5-hour class using PageMaker 6.5, you will create a multi-page newsletter, including a master page and cover page with multiple layers and rotated text. In the process, you will learn how to use the Toolbox and Control Palette, as well as the auto- and manual text flow features. You will work with 2- and 3-column layouts and text handles, you will wrap text around regular and irregular-shaped graphics, and you will get a taste of the spell-checking and text formatting options. By the end of the lessons you will have worked in layout and story edit modes and worked with independent and inline graphics.

Prerequisites: Macintosh: Basics I, mastery of basic skills using any word processing software

Fees: \$45/\$55/\$100

**PM101** Tue., Feb 10, 1:30 pm-4:00 pm  
Wed., Feb 11, 1:30 pm-4:00 pm  
Thu., Feb 12, 1:30 pm-4:00 pm  
Nicholson 5a (Mac)

**PhotoShop: Scanning Images for Print or Electronic Publications** *Changed*

In this 6 hour class, we'll be scanning photographs, applying color correction techniques to the scanned images and comparing the results with the original. You'll learn how to prepare images for desktop publishing, World Wide Web, and CD-ROM projects. Bring one small color photo, no larger than 4" x 6", for practice.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: Macintosh: Basics I

Fees: \$45/\$65/\$120

**PSHOP211m** Tue., Feb 10, 9:00 am-12:00 pm  
Thu., Feb 12, 9:00 am-12:00 pm  
Eddy 64 (Mac)

**PSHOP211p** Tue., Feb 10, 9:00 am-12:00 pm  
Thu., Feb 12, 9:00 am-12:00 pm  
Eddy 64 (PC)

**Electronic Presentation****PowerPoint: Basics**

In this 7.5 hour class, you will learn how to make slide shows using PowerPoint, Microsoft's electronic presentation software. Topics covered include: creating, formatting and modifying presentations, organizing text in outlines, applying design templates, adding graphics and working with objects, creating charts, modifying masters, using color schemes, printing a presentation, and producing a slide show.

On the Mac we will be using PowerPoint 4.0. On the PC we will be using PowerPoint 97.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.

Fees: \$55/\$85/\$140 (includes the cost of workbooks, which will be distributed in class)

**PP101** Tue., Jan 27, 1:30 pm-4:00 pm  
Wed., Jan 28, 1:30 pm-4:00 pm  
Thu., Jan 29, 1:30 pm-4:00 pm  
Nicholson 5a (Mac)

**PP102** Tue., Jan 13, 9:30 am-12:00 pm  
Wed., Jan 14, 9:30 am-12:00 pm  
Thu., Jan 15, 9:30 am-12:00 pm  
Anderson 170 (PC)

**Presentation Tools: Putting Your Presentation on the Web** *Changed*

Learn your options for putting your presentation on the Web. Do you put the file online for someone to download to their computer and play with a viewer. Can you convert your presentation to HTML (Web pages) or PDF (Acrobat Reader file)? Or will you have to redo your presentation entirely? As a class, we'll evaluate the options based on principles for designing presentations, difficulty, and time.

Prerequisites: None

Fees: \$10/\$25/\$55

**PTOOL101** Thu., Mar 5, 1:30 pm-4:00 pm  
Nicholson 2

## Spreadsheets

### Excel I

This 7.5 hour class covers the basics of Excel, Microsoft's spreadsheet program. Topics covered: entering data, modifying and formatting worksheets, creating and using formulas, absolute cell references, creating and using functions, creating and modifying charts, managing workbooks, and page formatting.

On the Mac we will use Excel 5.0. On the PC we will use Excel 97.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.

Fees: \$70/\$85/\$150 (includes the cost of workbooks, which will be distributed in class)

**XCEL101**      Wed., Jan 21, 1:30 pm-4:00 pm  
                   Thu., Jan 22, 1:30 pm-4:00 pm  
                   Fri., Jan 23, 1:30 pm-4:00 pm  
                   Nicholson 5b (PC)

**XCEL102**      Mon., Feb 2, 1:30 pm-4:00 pm  
                   Wed., Feb 4, 1:30 pm-4:00 pm  
                   Fri., Feb 6, 1:30 pm-4:00 pm  
                   Nicholson 5a (Mac)

**XCEL103**      Tue., Feb 24, 6:00 pm-8:30 pm  
                   Wed., Feb 25, 6:00 pm-8:30 pm  
                   Thu., Feb 26, 6:00 pm-8:30 pm  
                   Anderson 170 (PC)

### Excel II

*New*

This 7.5 hour course covers working with named ranges, using functions to compare data, annotating worksheets, automating formatting, working with templates, creating and modifying charts, using auditing tools, and using data maps.

This course will be taught on the PC using Excel 97.

Prerequisites: Excel I

Fees: \$70/\$85/\$150 (includes the cost of workbooks, which will be distributed in class)

**XCEL201**      Tue., Feb 17, 1:30 pm-4:00 pm  
                   Wed., Feb 18, 1:30 pm-4:00 pm  
                   Thu., Feb 19, 1:30 pm-4:00 pm  
                   Anderson 170 (PC)

### Excel: Downloading Financial Data

*New*

In this 3-hour class, you will learn how to download two finished queries of financial data from the IDEA Data Warehouse into Excel. One query will be from Financial Reports and one from CUFSRDB. We assume that users have experience in building queries. Completion of a CUFSRDB Query class prior to this class is recommended. In Excel, you will learn how to format the data into a simple report for both viewing and printing. This course is not a substitute for Excel I, which goes into much greater depth on the use of this spreadsheet application.

This course is taught on the PC using Excel 97, but is also appropriate for Mac users who are working with Excel 5.0.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I. All participants should have general financial knowledge and should bring their IDEA ID and password to class.

Fees: None

**XCEL111**      Thu., Feb 12, 1:00 pm-4:00 pm  
                   Anderson 170 (PC)

**XCEL112**      Thu., Mar 12, 1:00 pm-4:00 pm  
                   Anderson 170 (PC)

### Excel: Macros and More

In this 6-hour class, you will learn how to write simple Excel macros to automate tasks, consolidate and link data from worksheets, create names to simplify formula creation and worksheet navigation, add cell notes and graphics to clarify worksheet data, and to protect worksheet data.

This class is taught on the PC and is appropriate for both Mac and PC users.

Prerequisites: Excel I

Fees: \$50/\$85/\$150 (includes the cost of workbooks, which will be distributed in class)

**XCEL301**      Tue., Mar 3, 10:00 am-12:00 pm  
                   Wed., Mar 4, 10:00 am-12:00 pm  
                   Thu., Mar 5, 10:00 am-12:00 pm  
                   Nicholson 5b (PC)

## Telecommuting

### Telecommuting Overview

This course introduces you to the programs and information you need to know in order to telecommute effectively.

Prerequisites: None

Fees: \$5/\$15/\$35

**INET301** Wed., Feb 11, 1:30 pm-4:00 pm  
Nicholson 2

## Word Processing

### Word 6: Basics

This 6-hour class is for users new to Word 6.0. In this class, you will use character and paragraph formatting, and experiment with moving blocks of text. In addition, you will learn how to move quickly through your documents, manipulate multiple windows, set margins, indents, page numbers, headers, and footers, use the spell checker, and preview your work. You will also learn how to "drag and drop," and how to use the standard and formatting toolbars.

Prerequisites: Macintosh: Basics I

Fees: \$45/\$65/\$120

**WORD111** Tue., Mar 3, 2:00 pm-4:00 pm  
Wed., Mar 4, 2:00 pm-4:00 pm  
Thu., Mar 5, 2:00 pm-4:00 pm  
Nicholson 5a (Mac)

### Word 97 for Faculty and Students

*New*

This class is designed for faculty and students who have been using the basic features of Word, but would like to take advantage of some of the more advanced features to enhance the appearance of their publications. This class will cover character and paragraph formatting, creating and using styles, master documents, headers and footers, page numbers, creating an index and table of contents, and using footnotes and endnotes.

Prerequisites: Proficiency in using Windows 95 and in Word basics

Fees: \$45/\$65/\$120

**WORD211** Tue., Feb 24, 6:00 pm-8:30 pm  
Wed., Feb 25, 6:00 pm-8:30 pm  
Thu., Feb 26, 6:00 pm-8:30 pm  
Nicholson 5b (PC)

### Word 97 for Staff

*New*

This class is designed for non-academic staff who have been using the basic features of Word, but would like to take advantage of some of Word's more advanced features to work more efficiently and enhance the appearance of their documents. This class will cover character and paragraph formatting, creating and using styles, creating and formatting tables, using graphics, and working with merge documents (form letters, envelopes, and labels).

Prerequisites: Proficiency in using Windows 95 and in Word basics

Fees: \$45/\$65/\$120

**WORD221** Tue., Mar 10, 9:30 am-12:00 pm  
Wed., Mar 11, 9:30 am-12:00 pm  
Thu., Mar 12, 9:30 am-12:00 pm  
Nicholson 5b (PC)

### Word 97: Basics

This 7.5 hour course teaches the fundamentals of word processing using Word 97. Topics covered include: creating, opening, and saving documents; moving around in and editing documents; formatting characters and paragraphs; using tabs and indents; creating and managing tables; controlling page layout; using the spell checker and AutoCorrect.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: \$70/\$85/\$150 (includes the cost of workbooks, which will be distributed in class)

**WORD101** Tue., Jan 27, 1:30 pm-4:00 pm  
Wed., Jan 28, 1:30 pm-4:00 pm  
Thu., Jan 29, 1:30 pm-4:00 pm  
Anderson 170 (PC)

**Word 97: Beyond the Basics**

This class is for those who have solid word processing skills and who want to learn more of Word's features to increase their productivity. Topics include: creating form letters with mail merge; preparing envelopes, labels and lists; sorting data; working with tables and columns; using styles; using graphics; and using fields to insert and update information.

Prerequisites: Word 97: Basics

Fees: \$45/\$95/\$160 (includes the cost of workbooks, which will be distributed in class)

**WORD201** Tue., Feb 10, 9:00 am-12:00 pm  
Wed., Feb 11, 9:00 am-12:00 pm  
Thu., Feb 12, 9:00 am-12:00 pm  
Anderson 170 (PC)

## Multimedia and Electronic Presentation

### CD-ROM Development

**Authorware: Basics***New*

This 6-hour class covers using Authorware 4.0 to create multimedia interactive CD-ROM modules. You'll learn how to create basic interactive modules that include simple animations. You'll also learn how to add graphics, sound, and video to these modules.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I. All participants are encouraged, but not required, to take Learn the Multimedia Process: CD-ROM.

Fees: \$45/\$65/\$120

**AWARE101m** Wed., Mar 4, 1:00 pm-4:00 pm  
Fri., Mar 6, 1:00 pm-4:00 pm  
Eddy 64 (Mac)

**AWARE101p** Wed., Mar 4, 1:00 pm-4:00 pm  
Fri., Mar 6, 1:00 pm-4:00 pm  
Eddy 64 (PC)

**Director: Basics***Changed*

This 6-hour class covers using Director 6.0 to create multimedia interactive CD-ROM modules. You'll learn how to create basic interactive modules that include simple animations. You'll also learn how to add graphics, sound, and video to these modules.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I. All participants are encouraged, but not required, to take Learn the Multimedia Process: CD-ROM.

Fees: \$45/\$65/\$120

**DIR101m** Tue., Mar 10, 1:00 pm-4:00 pm  
Thu., Mar 12, 1:00 pm-4:00 pm  
Eddy 64 (Mac)

**DIR101p** Tue., Mar 10, 1:00 pm-4:00 pm  
Thu., Mar 12, 1:00 pm-4:00 pm  
Eddy 64 (PC)

**Learn the Multimedia Process: CD-ROM***New*

This 7.5 hour seminar introduces you to a process you can use to create multimedia CD-ROM products. We'll discuss a five-step development process as well as the roles and responsibilities of team members involved in the process.

We'll demonstrate how multimedia can allow students to interact with course content and accommodate multiple learning strategies. We'll look at examples of promotional and educational CD-ROMs and learn how to evaluate the effectiveness of the design. We'll discuss technical issues related to producing and digitizing different types of media, authoring, and pressing a CD-ROM. We'll identify issues and resources related to marketing, copyright, and external sales. We'll also discuss evaluation techniques.

Prerequisites: Planning for a Successful Multimedia Project (recommended)

Fees: \$25/\$65/\$130

**PROC201** Wed., Feb 11, 1:30 pm-4:00 pm  
Wed., Feb 18, 1:30 pm-4:00 pm  
Wed., Feb 25, 1:30 pm-4:00 pm  
Eddy 64

## Electronic Presentation

### PowerPoint: Basics

In this 7.5 hour class, you will learn how to make slide shows using PowerPoint, Microsoft's electronic presentation software. Topics covered include: creating, formatting and modifying presentations, organizing text in outlines, applying design templates, adding graphics and working with objects, creating charts, modifying masters, using color schemes, printing a presentation, and producing a slide show.

On the Mac we will be using PowerPoint 4.0. On the PC we will be using PowerPoint 97.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.

Fees: \$55/\$85/\$140 (includes the cost of workbooks, which will be distributed in class)

**PP101** Tue., Jan 27, 1:30 pm-4:00 pm  
Wed., Jan 28, 1:30 pm-4:00 pm  
Thu., Jan 29, 1:30 pm-4:00 pm  
Nicholson 5a (Mac)

**PP102** Tue., Jan 13, 9:30 am-12:00 pm  
Wed., Jan 14, 9:30 am-12:00 pm  
Thu., Jan 15, 9:30 am-12:00 pm  
Anderson 170 (PC)

### Presentation Tools: Putting Your Presentation on the Web

*Changed*

Learn your options for putting your presentation on the Web. Do you put the file online for someone to download to their computer and play with a viewer. Can you convert your presentation to HTML (Web pages) or PDF (Acrobat Reader file)? Or will you have to redo your presentation entirely? As a class, we'll evaluate the options based on principles for designing presentations, difficulty, and time.

Prerequisites: None

Fees: \$10/\$25/\$55

**PTOOL101** Thu., Mar 5, 1:30 pm-4:00 pm  
Nicholson 2

## Graphics

### Exploring Multimedia: Using Graphics Creatively

*New*

This course is designed to help you develop visual thinking. You'll go through the visualization process, including seeing, imagining, sketching, and diagramming. As a result of this class, you'll be able to represent abstract ideas in recognizable visual forms. We'll use sound and images as inspirational sources to generate ideas to solve problems. You'll work individually and in small groups to learn how to use and create symbols and icons. The creative process will include brainstorming (thumbnails), refinement, and final stage. Refinement and final stage will be done using Adobe PhotoShop.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PhotoShop: Basics

Fees: \$45/\$65/\$120

**XPLOR201m** Thu., Mar 5, 9:00 am-4:00 pm  
Coffey 98 (Mac)

**XPLOR201p** Thu., Mar 5, 9:00 am-4:00 pm  
Coffey 98 (PC)

### PhotoShop: Basics

This 6-hour class will cover basic palette, toolbox and menu commands in Photoshop 4.0. Topics include: making and editing selections, editing color, using layers, manipulating text and drop shadows, and creating customized brushes. You will create a composite image, graphic elements, and a graphic with a transparent background.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.

Fees: \$45/\$65/\$120

**PSHOP101** Tue., Jan 13, 1:00 pm-4:00 pm  
Thu., Jan 15, 1:00 pm-4:00 pm  
Nicholson 5a (Mac)

**PSHOP102** Wed., Jan 28, 1:00 pm-4:00 pm  
Fri., Jan 30, 1:00 pm-4:00 pm  
BioSci 58 (PC)

**PhotoShop: Scanning Images for Print or Electronic Publications***Changed*

In this 6 hour class, we'll be scanning photographs, applying color correction techniques to the scanned images and comparing the results with the original. You'll learn how to prepare images for desktop publishing, World Wide Web, and CD-ROM projects. Bring one small color photo, no larger than 4" x 6", for practice.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: Macintosh: Basics I

Fees: \$45/\$65/\$120

**PSHOP211m** Tue., Feb 10, 9:00 am-12:00 pm  
Thu., Feb 12, 9:00 am-12:00 pm  
Eddy 64 (Mac)

**PSHOP211p** Tue., Feb 10, 9:00 am-12:00 pm  
Thu., Feb 12, 9:00 am-12:00 pm  
Eddy 64 (PC)

**PhotoShop: Techniques for Web and CD-ROM Developers***New*

This 6-hour class will cover techniques and issues for incorporating graphic images into Web pages or CD-ROM modules. Topics include: use of color, indexed color, color palettes, resolution, interlaced graphics, file formats and conversions, multiple platforms, scanning, and strategies for reducing file size and download time. You'll create graphic elements for Web and CD-ROM development, including: buttons, bars, backgrounds, images maps, and transparent and animated GIFs.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PhotoShop: Basics

Fees: \$45/\$65/\$120

**PSHOP221m** Tue., Feb 24, 9:00 am-12:00 pm  
Thu., Feb 26, 9:00 am-12:00 pm  
Eddy 64 (Mac)

**PSHOP221p** Tue., Feb 24, 9:00 am-12:00 pm  
Thu., Feb 26, 9:00 am-12:00 pm  
Eddy 64 (PC)

**Multimedia Development Series****Exploring Multimedia: Creating Multimedia Web Pages**

This 15 hour course covers the process of creating multimedia Web pages from start to finish. You'll learn how to digitize media by learning how to scan photographs, take pictures with a digital camera, capture voiceovers with a microphone, and capture video clips with a video camera. You'll also learn how to create basic Web pages using HTML and Adobe PageMill. You'll then add graphics, sound, and video to these Web pages.

This course provides 3 hours of open lab time where you can apply the skills you've learned by working on your own project.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.

All participants are encouraged, but not required, to take Learn the Multimedia Process: Web.

Fees: \$55/\$120/\$300

**XPLOR101m** Tue., Feb 17, 1:00 pm-4:00 pm  
Thu., Feb 19, 1:00 pm-4:00 pm  
Tue., Feb 24, 1:00 pm-4:00 pm  
Thu., Feb 26, 1:00 pm-4:00 pm  
Tue., Mar 3, 1:00 pm-4:00 pm  
Eddy 64 (Mac)

**XPLOR101p** Tue., Feb 17, 1:00 pm-4:00 pm  
Thu., Feb 19, 1:00 pm-4:00 pm  
Tue., Feb 24, 1:00 pm-4:00 pm  
Thu., Feb 26, 1:00 pm-4:00 pm  
Tue., Mar 3, 1:00 pm-4:00 pm  
Eddy 64 (PC)

### Exploring Multimedia: Using Graphics Creatively

*New*

This course is designed to help you develop visual thinking. You'll go through the visualization process, including seeing, imagining, sketching, and diagramming. As a result of this class, you'll be able to represent abstract ideas in recognizable visual forms. We'll use sound and images as inspirational sources to generate ideas to solve problems. You'll work individually and in small groups to learn how to use and create symbols and icons. The creative process will include brainstorming (thumbnails), refinement, and final stage. Refinement and final stage will be done using Adobe PhotoShop.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PhotoShop: Basics

Fees: \$45/\$65/\$120

**XPLOR201m** Thu., Mar 5, 9:00 am-4:00 pm  
Coffey 98 (Mac)

**XPLOR201p** Thu., Mar 5, 9:00 am-4:00 pm  
Coffey 98 (PC)

### Exploring Multimedia: Using Video Effectively

*Changed*

In this course you'll learn how to design effective video for various purposes. You'll work in small groups to plan, design, shoot, digitize, and edit a video.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: Premiere: Basics

Fees: \$45/\$65/\$120

**XPLOR211m** Wed., Feb 4, 9:00 am-4:00 pm  
Coffey 98 (Mac)

**XPLOR211p** Wed., Feb 4, 9:00 am-4:00 pm  
Coffey 98 (PC)

### PhotoShop: Basics

This 6-hour class will cover basic palette, toolbox and menu commands in Photoshop 4.0. Topics include: making and editing selections, editing color, using layers, manipulating text and drop shadows, and creating customized brushes. You will create a composite image, graphic elements, and a graphic with a transparent background.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.

Fees: \$45/\$65/\$120

**PSHOP101** Tue., Jan 13, 1:00 pm-4:00 pm  
Thu., Jan 15, 1:00 pm-4:00 pm  
Nicholson 5a (Mac)

**PSHOP102** Wed., Jan 28, 1:00 pm-4:00 pm  
Fri., Jan 30, 1:00 pm-4:00 pm  
BioSci 58 (PC)

### Premiere: Basics

*Changed*

This course covers editing digital video using Adobe Premiere. You'll learn how to capture video using a camcorder. You'll also learn how to cut frames, splice clips using transitions, add titles, apply filters, and incorporate soundtracks.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.

Fees: \$45/\$65/\$120

**PREM101m** Wed., Jan 21, 1:00 pm-4:00 pm  
Fri., Jan 23, 1:00 pm-4:00 pm  
Coffey 98 (Mac)

**PREM101p** Wed., Jan 21, 1:00 pm-4:00 pm  
Fri., Jan 23, 1:00 pm-4:00 pm  
Coffey 98 (PC)



## Project Planning

### Learn the Multimedia Process: CD-ROM

*New*

This 7.5 hour seminar introduces you to a process you can use to create multimedia CD-ROM products. We'll discuss a five-step development process as well as the roles and responsibilities of team members involved in the process.

We'll demonstrate how multimedia can allow students to interact with course content and accommodate multiple learning strategies. We'll look at examples of promotional and educational CD-ROMs and learn how to evaluate the effectiveness of the design. We'll discuss technical issues related to producing and digitizing different types of media, authoring, and pressing a CD-ROM. We'll identify issues and resources related to marketing, copyright, and external sales. We'll also discuss evaluation techniques.

Prerequisites: Planning for a Successful Multimedia Project (recommended)

Fees: \$25/\$65/\$130

**PROC201**      Wed., Feb 11, 1:30 pm-4:00 pm  
                     Wed., Feb 18, 1:30 pm-4:00 pm  
                     Wed., Feb 25, 1:30 pm-4:00 pm  
                     Eddy 64

### Learn the Multimedia Process: Web

This 7.5 hour seminar introduces you to designing Web pages for your department or course. We'll discuss a five-step development process, emphasizing both content and visual design. We'll discuss page layout, use of graphics, use of computer-mediated communication tools, and technical issues related to accessibility.

We'll demonstrate how course Web sites can allow students to access and interact with information; interact with other students, the instructor, and experts in their discipline; and receive feedback any time and any place. We'll demonstrate how to organize departmental Web sites based on purpose and content. We'll also discuss the roles and responsibilities of Web team members.

Prerequisites: Planning for a Successful Multimedia Project (recommended)

Fees: \$25/\$65/\$130

**PROC211**      Thu., Jan 29, 1:30 pm-4:00 pm  
                     Thu., Feb 5, 1:30 pm-4:00 pm  
                     Thu., Feb 12, 1:30 pm-4:00 pm  
                     Eddy 64

### Planning for a Successful Multimedia Project

*New*

This 5 hour seminar introduces you to the multimedia planning process. If you want to evaluate the use of multimedia or if you'll be managing a multimedia project, this course is for you.

We'll cover the uses of new media types, common multimedia delivery mechanisms, and resources needed for a typical multimedia project. We'll also step you through the planning process to familiarize you with a guided approach to multimedia development. We'll discuss strategies for addressing time, technical, and budget constraints.

Prerequisites: None

Fees: \$20/\$55/\$110

**PROC101**      Wed., Jan 21, 1:30 pm-4:00 pm  
                     Fri., Jan 23, 1:30 pm-4:00 pm  
                     Eddy 64

## Video

### Exploring Multimedia: Using Video Effectively

*Changed*

In this course you'll learn how to design effective video for various purposes. You'll work in small groups to plan, design, shoot, digitize, and edit a video.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: Premiere: Basics

Fees: \$45/\$65/\$120

**XPLOR211m**    Wed., Feb 4, 9:00 am-4:00 pm  
                     Coffey 98 (Mac)  
**XPLOR211p**    Wed., Feb 4, 9:00 am-4:00 pm  
                     Coffey 98 (PC)

**Premiere: Basics***Changed*

This course covers editing digital video using Adobe Premiere. You'll learn how to capture video using a camcorder. You'll also learn how to cut frames, splice clips using transitions, add titles, apply filters, and incorporate soundtracks.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.

Fees: \$45/\$65/\$120

**PREM101m**      Wed., Jan 21, 1:00 pm-4:00 pm  
                     Fri., Jan 23, 1:00 pm-4:00 pm  
                     Coffey 98 (Mac)

**PREM101p**      Wed., Jan 21, 1:00 pm-4:00 pm  
                     Fri., Jan 23, 1:00 pm-4:00 pm  
                     Coffey 98 (PC)

**Web Development****Exploring Multimedia: Creating Multimedia Web Pages**

This 15 hour course covers the process of creating multimedia Web pages from start to finish. You'll learn how to digitize media by learning how to scan photographs, take pictures with a digital camera, capture voiceovers with a microphone, and capture video clips with a video camera. You'll also learn how to create basic Web pages using HTML and Adobe PageMill. You'll then add graphics, sound, and video to these Web pages.

This course provides 3 hours of open lab time where you can apply the skills you've learned by working on your own project.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I. All participants are encouraged, but not required, to take Learn the Multimedia Process: Web.

Fees: \$55/\$120/\$300

**XPLOR101m**      Tue., Feb 17, 1:00 pm-4:00 pm  
                     Thu., Feb 19, 1:00 pm-4:00 pm  
                     Tue., Feb 24, 1:00 pm-4:00 pm  
                     Thu., Feb 26, 1:00 pm-4:00 pm  
                     Tue., Mar 3, 1:00 pm-4:00 pm  
                     Eddy 64 (Mac)

**XPLOR101p**      Tue., Feb 17, 1:00 pm-4:00 pm  
                     Thu., Feb 19, 1:00 pm-4:00 pm  
                     Tue., Feb 24, 1:00 pm-4:00 pm  
                     Thu., Feb 26, 1:00 pm-4:00 pm  
                     Tue., Mar 3, 1:00 pm-4:00 pm  
                     Eddy 64 (PC)

### Learn the Multimedia Process: Web

This 7.5 hour seminar introduces you to designing Web pages for your department or course. We'll discuss a five-step development process, emphasizing both content and visual design. We'll discuss page layout, use of graphics, use of computer-mediated communication tools, and technical issues related to accessibility.

We'll demonstrate how course Web sites can allow students to access and interact with information; interact with other students, the instructor, and experts in their discipline; and receive feedback any time and any place. We'll demonstrate how to organize departmental Web sites based on purpose and content. We'll also discuss the roles and responsibilities of Web team members.

Prerequisites: Planning for a Successful Multimedia Project (recommended)

Fees: \$25/\$65/\$130

**PROC211** Thu., Jan 29, 1:30 pm-4:00 pm  
Thu., Feb 5, 1:30 pm-4:00 pm  
Thu., Feb 12, 1:30 pm-4:00 pm  
Eddy 64

### PageMaker 6.5: Converting Print Documents to Web Documents *New*

In this seminar you'll get a taste of what's involved in using PageMaker 6.5 to convert print-based documents to HTML documents. You'll see how to map PageMaker paragraph styles to HTML styles, preserve character attributes such as italics and create many web pages from one document rather than create one huge HTML document. You'll also see that version 6.5 converts graphics to GIF or JPEG files, uses HTML tables to mimic the layout of print documents, and lets you add hyperlinks to your documents. These conversions work for Macintosh or Windows.

After they're converted many documents will need tweaking to work as web pages. In this seminar we'll use PageMill to make that task easier. Preserving the look of some PageMaker layout options, such as nonstandard display fonts and PageMaker drawn boxes, is beyond the scope of this seminar.

Prerequisites: Familiarity with using a web client; some PageMaker experience also helpful.

Fees: \$10/\$25/\$55

**PM201** Wed., Mar 4, 1:00 pm-3:00 pm  
Nicholson 2

### Presentation Tools: Putting Your Presentation on the Web

*Changed*

Learn your options for putting your presentation on the Web. Do you put the file online for someone to download to their computer and play with a viewer. Can you convert your presentation to HTML (Web pages) or PDF (Acrobat Reader file)? Or will you have to redo your presentation entirely? As a class, we'll evaluate the options based on principles for designing presentations, difficulty, and time.

Prerequisites: None

Fees: \$10/\$25/\$55

**PTOOL101** Thu., Mar 5, 1:30 pm-4:00 pm  
Nicholson 2

### Web Pages: Authoring Tools Overview

In this overview, we'll compare four major web page creation tools, Adobe PageMill, Claris HomePage, Microsoft FrontPage, and Netscape Gold and two text editors with HTML extensions. Looking at features and ease of use.

Prerequisites: None

Fees: \$10/\$20/\$45

**WTOOL101** Wed., Jan 14, 1:00 pm-2:00 pm  
Nicholson 2

### Web Pages: Frames with PageMill

In this 3 hour class, we'll create frames in Adobe PageMill and discuss the effective use of and inner workings of frames. We'll also debug frames in both PageMill and HTML.

Although this class will be taught on the PC, the content is applicable to both PC and Mac users.

Prerequisites: Web Pages: HTML and Adobe PageMill

Fees: \$30/\$45/\$85

**PMILL201** Wed., Mar 11, 1:00 pm-4:00 pm  
Anderson 170 (PC)

**Web Pages: HTML and Adobe PageMill**

Hypertext markup language (HTML) is used to create documents that can be read by World Wide Web (WWW) clients. In this six hour class you will learn to create WWW documents using HTML and Adobe PageMill. Topics covered are formatting, linking, placing images and transparent GIFs, and checking the validity of your HTML code.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I. All participants are encouraged, but not required, to take Learn the Multimedia Process: Web.

Fees: \$45/\$65/\$120

**PMILL101** Thu., Jan 22, 9:00 am-12:00 pm  
Fri., Jan 23, 9:00 am-12:00 pm  
Nicholson 5a (Mac)

**PMILL102** Thu., Feb 19, 1:00 pm-4:00 pm  
Fri., Feb 20, 1:00 pm-4:00 pm  
Nicholson 5b (PC)

**Web Pages: HTML and Netscape Composer** *New*

Hypertext markup language (HTML) is used to create documents that can be read by World Wide Web (WWW) clients. In this six hour class you will learn to create WWW documents using HTML and Netscape Composer. Topics covered are formatting, linking, placing images and transparent GIFs, and checking the validity of your HTML code.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I. All participants are encouraged, but not required, to take Learn the Multimedia Process: Web.

Fees: \$45/\$65/\$120

**COMP101** Tue., Feb 10, 1:00 pm-4:00 pm  
Wed., Feb 11, 1:00 pm-4:00 pm  
Anderson 170 (PC)

**COMP102** Tue., Mar 10, 1:00 pm-4:00 pm  
Wed., Mar 11, 1:00 pm-4:00 pm  
Nicholson 5a (Mac)

**Web Pages: Images and Tables with PageMill**

In this class, we will concentrate on creating and structuring tables, placing data and images, and using tables as a tool to control the appearance of a web page. We'll also discuss interlaced GIFs, GIF animation, and client-side image maps, and debugging in HTML.

Although this class will be taught on the PC, the content is applicable to both PC and Mac users.

Prerequisites: Web Pages: HTML and Adobe PageMill

Fees: \$25/\$45/\$85

**PMILL211** Wed., Mar 4, 9:30 am-12:00 pm  
Thu., Mar 5, 9:30 am-12:00 pm  
Anderson 170 (PC)

**Web Pages: Personal Web Space and Web Hotel**

University of Minnesota students, staff, faculty, departments, and student organizations may purchase space on the central University of Minnesota web server.

This seminar demonstrates central web services, including obtaining web space, transferring HTML and image files to your space on the web server, and troubleshooting. Please note: this seminar will not be teaching HTML.

Prerequisites: Familiarity with using a Web browser (e.g. Netscape), some knowledge of HTML helpful

Fees: \$5/\$10/\$25

**WEB101** Wed., Jan 21, 1:00 pm-3:00 pm  
Nicholson 2

## Statistics

### SAS: Basics

The essentials of SAS (Statistical Analysis Software) for data analysis and statistics are covered in this 12 hour hands-on course. This course covers: getting started running SAS; DATA step, basic types of INPUT statements; common errors and how to fix them; reading external files; reading and modifying a SAS data set; temporary and permanent SAS data sets; merging SAS data sets; formatting values; SAS/TUTOR, SAS/ASSIST, SAS/INSIGHT; and SAS on the Internet.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: Familiarity with the operating system you plan to use, i.e.. CMS, MVS, PC/MS-DOS, OS/2, UNIX, VMS, Windows, or Mac OS. Previous statistics course(s) helpful, but not necessary.

Fees: \$45/\$100/\$300

<b>SAS101m</b>	Tue., Jan 27, 1:00 pm-4:00 pm
	Thu., Jan 29, 1:00 pm-4:00 pm
	Tue., Feb 3, 1:00 pm-4:00 pm
	Thu., Feb 5, 1:00 pm-4:00 pm Coffey 98 (Mac)
<b>SAS101p</b>	Tue., Jan 27, 1:00 pm-4:00 pm
	Thu., Jan 29, 1:00 pm-4:00 pm
	Tue., Feb 3, 1:00 pm-4:00 pm
	Thu., Feb 5, 1:00 pm-4:00 pm Coffey 98 (PC)
<b>SAS102m</b>	Tue., Feb 17, 1:00 pm-4:00 pm
	Thu., Feb 19, 1:00 pm-4:00 pm
	Tue., Feb 24, 1:00 pm-4:00 pm
	Thu., Feb 26, 1:00 pm-4:00 pm Coffey 98 (Mac)
<b>SAS102p</b>	Tue., Feb 17, 1:00 pm-4:00 pm
	Thu., Feb 19, 1:00 pm-4:00 pm
	Tue., Feb 24, 1:00 pm-4:00 pm
	Thu., Feb 26, 1:00 pm-4:00 pm Coffey 98 (PC)

### SPSS: Basics

An introduction to SPSS for the Windows environment, this course will cover reading in your data, performing computations, running descriptive statistics, and running simple comparisons of two groups using a T-Test.

Prerequisites: Windows: Mouse Tutorial and Windows 95: Basics. A basic level course in statistics is helpful, but not necessary.

Fees: \$25/\$55/\$120

<b>SPSS101</b>	Tue., Mar 3, 10:00 am-12:00 pm
	Thu., Mar 5, 10:00 am-12:00 pm BioSci 58 (PC)

## Technology Enhanced Learning

### Using Technology to Enhance the Writing Process *New*

You can use technology to help your students understand and enhance the writing process. Using computer-based tools to explore the researching, writing/revising, critiquing, and grading of writing assignments, you can help students learn the values and pitfalls of using technology in their own writing. This course will enable you to learn some ways that you can incorporate computers and the Internet into your teaching about writing; we'll discuss how to search for and evaluate Internet resources and provide hands-on experience with computer-based conferencing, annotation, and evaluation tools.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.

Fees: \$20/\$55/\$110

<b>TEL101m</b>	Wed., Jan 14, 1:00 pm-4:00 pm
	Thu., Jan 15, 1:00 pm-4:00 pm Eddy 64 (Mac)
<b>TEL101p</b>	Wed., Jan 14, 1:00 pm-4:00 pm
	Thu., Jan 15, 1:00 pm-4:00 pm Eddy 64 (PC)

**Writing Effective Hypertext***New*

Many faculty and instructors are publishing course and research materials on the World Wide Web or in other multimedia formats. Writing conventions for these new media, however, differ from the traditional print ones with which most of us are familiar. In this course, we'll explore how we might write hypertext -- the language of new media -- most effectively.

We'll define hypertext and how it differs from printed text. We'll demonstrate how to organize, lay out, link, and compose hypertext and integrate it with other media and interactive elements. We'll repurpose existing printed course materials into hypertext and collaboratively evaluate the results.

This course is taught on the Mac but is also appropriate for PC users.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.

Fees: \$20/\$55/\$110

**TEL111**      Fri., Feb 20, 1:00 pm-4:00 pm  
                 Fri., Feb 27, 1:00 pm-4:00 pm  
                 Nicholson 5a (Mac)

## Academic & Distributed Computing Services Short Course Registration

U of M ID# or Social Security#	Department	
Name	Home Phone	Work Phone
Address (campus address preferred)		E-mail Address
City	State	Zip
Check one: <input type="checkbox"/> Student <input type="checkbox"/> Staff/Faculty <input type="checkbox"/> Other/Alumni		

*Please note: Some classes require previous experience. Before registering for a course, please check its description in the Short Course Bulletin for any prerequisites. Instructors assume that all registrants meet the stated prerequisites.*

Class Code	Class Title	Date & Time	Fees	Wait List

Total Fees: \$  

Reg. By: _____	Date: _____	Payment by: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> IV _____
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Name	Home Phone	Work Phone
Address (campus address preferred)		E-mail Address
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Check one: <input type="checkbox"/> Student <input type="checkbox"/> Staff/Faculty <input type="checkbox"/> Other/Alumni		

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Total Fees: \$  

Reg. By: _____	Date: _____	Payment by: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> IV _____
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