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Academic and Distributed Computing Services



# Computer Training Bulletin

## ADCS Web Site

For complete training and short course information, click on the Training section at: <http://www.umn.edu/adcs>

## Winter 1999

## Training Options

### Customized

ADCS can provide customized training for your staff at any of the St. Paul, East Bank, or West Bank training locations. For more information, call: **625-4599**

### Self-Paced

Use your University ID to borrow from an extensive collection of self-paced training modules. Use the self-paced modules on your own equipment, or reserve equipment in one of the conveniently located training centers. For details, click on the Training section at:

<http://www.umn.edu/adcs>

### Computer-Based

University faculty and staff using IBM compatible PCs can take advantage of Computer-Based Training (CBT) courses that can be accessed directly from your desktop. These courses are available for a fee. For details, click on the Training section at:

<http://www.umn.edu/adcs>

## New Courses

- **FileMaker 4: Scripts**
- **Acrobat: Accessing and Creating PDF Documents**
- **HTML and FrontPage: Creating Web Pages**
- **Developing TEL Research Questions**
- **PowerPoint: Presentation Survival Skills**
- **Web-based Instructional Technologies: Level I**
- **WebCT: Creating Course Web Sites**
- **Operating Systems Security Issues**

## Course Comments

Help us to better meet your needs! Send suggestions and comments on our training offerings and bulletin to: [course-comments@boombox.micro.umn.edu](mailto:course-comments@boombox.micro.umn.edu)

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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 14. 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. Payment must be sent to our office within one week of registering, but no later than the day before the class, to confirm your 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 14. 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 4:00 p.m. on the last working day before the class begins. For additional registration information, call 625-1300.

### Fees

Fees **must** accompany your registration in order for the registration to be processed. 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 this order: students/faculty and staff/Alumni and others.

### 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.

# List of Classes for Winter 1999

## Basic Computing Skills and Operating Systems p 5

### *Changed* Computer Confidence

- Macintosh OS/8: Basics I
- Macintosh OS/8: Basics II

### *New* Operating Systems Security Issues

- UNIX: Basics
- UNIX: System Administration
- Windows 95: Basics
- Windows NT Workstation 4: Basics
- Windows: Mouse Tutorial

## E-mail and Internet Services p 7

- Internet Explorer 4: Email and Web Basics

### *Changed* Netscape Communicator 4: Email and Web Basics

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- Access 97: Basics
- Access 97: Forms and Reports
- Access 97: Using Queries
- FileMaker 4: Basics
- FileMaker 4: Forms and Reports
- FileMaker 4: Putting Databases on the Web

### *New* FileMaker 4: Scripts

- Relational Database Design Basics

### Desktop Publishing p 9

- PageMaker 6.5: Basics
- PageMaker 6.5: Working Smarter with Styles
- Photoshop 5: Scanning Images for Print or Electronic Publications

### Electronic Presentation p 10

#### *Changed* PowerPoint: Level I

#### *Changed* PowerPoint: Level II

#### *New* PowerPoint: Presentation Survival Skills

### Office Integration p 12

- Office 97: Integrating Word, Excel, Access, and PowerPoint

### Office Programming p 12

- Visual Basic 6: Elementary Programming

### Spreadsheets p 12

- Excel: Downloading Financial Data

#### *Changed* Excel: Level I

- Excel: Level II

### Word Processing p 13

#### *Changed* Word: Level I

#### *Changed* Word: Level II

## Multimedia and Electronic Presentation p 14

### CD-ROM Development p 14

- Authorware 4: Basics
- Director 6.5: Basics

### Electronic Presentation p 14

#### *Changed* PowerPoint: Level I

#### *Changed* PowerPoint: Level II

#### *New* PowerPoint: Presentation Survival Skills

### Graphics p 16

- Photoshop 5: Basics
- Photoshop 5: Scanning Images for Print or Electronic Publications
- Photoshop 5: Techniques for Web and CD-ROM Developers

### Video p 17

- Premiere 5: Video Made Easy for Web and CD-ROM Developers

### Web Development p 17

#### *New* Acrobat: Accessing and Creating PDF Documents

#### *Changed* Creating Multimedia Web Pages

- FileMaker 4: Putting Databases on the Web
- HTML and Dreamweaver: Creating Web Pages

#### *New* HTML and FrontPage: Creating Web Pages

- HTML and Netscape Composer: Creating Web Pages

#### *Changed* HTML and PageMill: Creating Web Pages

- Learn the Multimedia Process: Web

#### *New* Web-based Instructional Technologies: Level I

#### *New* WebCT: Creating Course Web Sites

## Statistics p 20

- SAS: Basics
- SPSS: Basics

## Technology Enhanced Learning p 21

#### *Changed* Creating Multimedia Web Pages

#### *New* Developing TEL Research Questions

- Learn the Multimedia Process: Web

#### *New* PowerPoint: Presentation Survival Skills

#### *New* Web-based Instructional Technologies: Level I

#### *New* WebCT: Creating Course Web Sites

## Email and Internet Orientation

This 1-hour seminar introduces you to email and Internet access at the University of Minnesota.

Topics include: initiating and managing your account; obtaining the necessary software; learning about computing resources available to you.

### **East Bank**

Wednesday, January 06, 1999  
 Thursday, January 28, 1999  
 Tuesday, February 02, 1999  
 Friday, February 26, 1999  
 Tuesday, March 02, 1999

### **Nicholson 2**

01:30 pm - 02:30 pm  
 10:30 am - 11:30 am  
 01:30 pm - 02:30 pm  
 10:30 am - 11:30 am  
 10:30 am - 11:30 am

### **St. Paul**

Friday, January 22, 1999  
 Tuesday, February 16, 1999  
 Wednesday, March 17, 1999

### **BioSci 58**

10:30 am - 11:30 am  
 01:30 pm - 02:30 pm  
 01:30 pm - 02:30 pm

### **West Bank**

Tuesday, January 12, 1999  
 Wednesday, February 10, 1999  
 Friday, March 12, 1999

### **Anderson 170**

01:30 pm - 02:30 pm  
 10:30 am - 11:30 am  
 01:30 pm - 02:30 pm

## Basic Computing Skills and Operating Systems

### Computer Confidence

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 6-hour course introduces basic computer skills at a relaxed pace. It is intended for those who have little or no experience using a computer.

Topics include: using the mouse and keyboard; working with the desktop and icons; using file menu items and windows; launching programs; using a word processor; accessing the World Wide Web; using email at the University.

Note: This is a relaxed-paced course. If you would prefer a more intense pace, we recommend taking courses in the following areas instead: Macintosh OS/8 or Windows 95, Internet Explorer or Netscape Communicator, Word.

Prerequisites: None.

Fees: \$0/\$35/\$70

**CC101** Wed, Jan 6, 1:00 pm-4:00 pm  
Fri, Jan 8, 1:00 pm-4:00 pm  
*Nicholson 5a (Mac)*

**CC102** Tue, Jan 12, 1:00 pm-4:00 pm  
Thu, Jan 14, 1:00 pm-4:00 pm  
*Nicholson 5b (Win)*

### Macintosh OS/8: Basics I

- Hands-on
- Limited Enrollment

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

Topics include: learning the basic mouse skills of pointing, clicking, double-clicking, and dragging; working with the desktop; launching and exiting programs; using menus; manipulating windows; using Cut, Copy, and Paste; using desk accessories; working with documents and folders; making backup copies of your work; shutting down your Mac.

Note: This course will be taught on the Mac using Mac OS/8.

Prerequisites: None.

Fees: \$15/\$25/\$60

**MAC101** Thu, Jan 7, 1:00 pm-4:00 pm  
*Nicholson 5a (Mac)*

**MAC102** Wed, Feb 10, 9:00 am-12:00 pm  
*Nicholson 5a (Mac)*

### Macintosh OS/8: Basics II

- Hands-on
- Limited Enrollment

This 2.5-hour course offers a more in-depth exploration of Macintosh computing.

Topics include: using the Finder; working with fonts; using the Apple menu; understanding memory; using shortcuts; setting up file sharing; using aliases; performing basic troubleshooting.

Note: This course will be taught on the Mac using Mac OS/8.

Prerequisites: Macintosh OS/8 Basics I.

Fees: \$15/\$25/\$50

**MAC201** Thu, Feb 25, 1:30 pm-4:00 pm  
*Nicholson 5a (Mac)*

### Operating Systems Security Issues

- Seminar
- Limited Enrollment
- New Class Offering

This 2.5-hour seminar is an overview of security concerns in various operating system environments, including issues related to Netware, UNIX, and Windows 95, 98, NT.

Topics include: taking preventative measures; resolving current and potential problems; finding relevant security information for your environment.

Prerequisites: None.

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

**OS101** Wed, Feb 10, 1:30 pm-4:00 pm  
*Nicholson 2*

### UNIX: Basics

- Hands-on
- Limited Enrollment

This 5-hour course offers a hands-on look at the UNIX operating system for beginners.

Topics include: using important commands and utilities; manipulating the file system structure; accessing on-line help; understanding the different "flavors" of UNIX.

Prerequisites: None.

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

**UNIX101** Tue, Feb 9, 1:30 pm-4:00 pm  
Thu, Feb 11, 1:30 pm-4:00 pm  
*Nicholson 5a*

**UNIX: System Administration**

- Hands-on
- Limited Enrollment

This 4-hour course covers the basics of UNIX system administration.

Topics include: understanding the UNIX boot process; monitoring performance and resources; adding users; setting up printers; performing backups; working with UNIX networking; addressing security issues.

Prerequisites: UNIX Basics.

Fees: \$30/\$45/\$100

**UNIX201** Wed, Mar 3, 1:00 pm-5:00 pm  
*Coffey 98*

**Windows 95: Basics**

- Hands-on
- Limited Enrollment

This 6-hour course introduces the essential skills you need for using Windows 95.

Topics include: getting started with special Windows 95 features; working with programs and documents; working with disks, files, and folders; customizing and organizing your work environment; installing programs and printers.

This course will be taught on the PC using Windows 95.

Prerequisites: Windows Mouse Tutorial.

Fees: \$55/\$95/\$205 (includes the cost of workbooks, which will be distributed in class)

**95WIN101** Tue, Jan 5, 1:00 pm-4:00 pm  
Thu, Jan 7, 1:00 pm-4:00 pm  
*Nicholson 5b (Win)*

**95WIN102** Wed, Jan 20, 9:00 am-12:00 pm  
Fri, Jan 22, 9:00 am-12:00 pm  
*Anderson 170 (Win)*

**95WIN103** Tue, Feb 16, 1:00 pm-4:00 pm  
Thu, Feb 18, 1:00 pm-4:00 pm  
*Anderson 170 (Win)*

**Windows NT Workstation 4: Basics**

- Hands-on
- Limited Enrollment

This 6-hour course introduces the essential skills you need for using Windows NT Workstation.

Topics include: getting started with special Windows NT Workstation features; working with programs and documents; working with disks, files, and folders; customizing and organizing your work environment; installing programs and printers.

This course will be taught on the PC using Windows NT Workstation 4.

Prerequisites: Windows Mouse Tutorial.

Fees: \$55/\$95/\$205 (includes the cost of workbooks, which will be distributed in class)

**NTWIN101** Tue, Feb 23, 1:00 pm-4:00 pm  
Thu, Feb 25, 1:00 pm-4:00 pm  
*Anderson 170 (Win)*

**Windows: Mouse Tutorial**

- Hands-on
- Limited Enrollment

This 0.5-hour course is designed as a self-paced tutorial. It is a prerequisite for many of the PC courses.

Topics include: learning the basic mouse skills of pointing, clicking, double-clicking, blocking, and dragging text and objects; practicing drag-and-drop techniques; scrolling and moving through windows.

This course will be taught on the PC using Windows 95.

Prerequisites: None.

Fees: \$0/\$5/\$15

**WIN011** Tue, Jan 5, 12:30 pm-1:00 pm  
*Nicholson 5b (Win)*

**WIN012** Wed, Jan 20, 8:30 am-9:00 am  
*Anderson 170 (Win)*

**WIN013** Tue, Feb 16, 12:30 pm-1:00 pm  
*Anderson 170 (Win)*

**WIN014** Tue, Feb 23, 12:30 pm-1:00 pm  
*Anderson 170 (Win)*

## E-mail and Internet Services

### Internet Explorer 4: Email and Web Basics

- Hands-on
- Limited Enrollment

This 4-hour course introduces browsing the World Wide Web and using electronic mail with Internet Explorer.

Topics include: getting started with Internet Explorer; using Favorites and revisiting web sites; searching for information on the Web; using Outlook Express for electronic mail.

This course will be taught on both Macs and PCs in a multi-platform lab using Internet Explorer 4. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$35/\$45/\$95 (includes the cost of workbooks, which will be distributed in class)

**IE101** Tue, Feb 23, 2:00 pm-4:00 pm  
Thu, Feb 25, 2:00 pm-4:00 pm  
*Eddy 64 (Mac/Win)*

### Netscape Communicator 4: Email and Web Basics

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 6-hour course introduces browsing the World Wide Web and using electronic mail with Netscape Communicator.

Topics include: getting started with Navigator; bookmarking and revisiting web sites; searching for information on the Web; using Netscape Messenger for electronic mail.

This course will be taught on both Macs and PCs in a multi-platform lab using Netscape Communicator 4. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$35/\$45/\$95 (includes the cost of workbooks, which will be distributed in class)

**NS101** Wed, Mar 10, 9:00 am-12:00 pm  
Fri, Mar 12, 9:00 am-12:00 pm  
*Eddy 64 (Mac/Win)*

## Office Computing

### Databases

#### Access 97: Basics

- Hands-on
- Limited Enrollment

This 6-hour course covers the basic concepts of using Access 97.

Topics include: creating tables; editing table structure; entering and retrieving data; designing forms and reports; creating lookup fields.

Note: Relational Database Design Basics is strongly recommended before taking this course, since many of the techniques we teach are based on relational database concepts.

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

Prerequisites: Relational Database Design Basics.

Fees: \$35/\$70/\$180

**ACC101** Wed, Jan 20, 10:00 am-12:00 pm  
Thu, Jan 21, 10:00 am-12:00 pm  
Fri, Jan 22, 10:00 am-12:00 pm  
*Nicholson 5b (Win)*

**ACC102** Tue, Feb 2, 2:00 pm-4:00 pm  
Wed, Feb 3, 2:00 pm-4:00 pm  
Thu, Feb 4, 2:00 pm-4:00 pm  
*Anderson 170 (Win)*

**ACC103** Tue, Feb 23, 2:00 pm-4:00 pm  
Wed, Feb 24, 2:00 pm-4:00 pm  
Thu, Feb 25, 2:00 pm-4:00 pm  
*BioSci 58 (Win)*

**ACC104** Tue, Mar 9, 10:00 am-12:00 pm  
Wed, Mar 10, 10:00 am-12:00 pm  
Thu, Mar 11, 10:00 am-12:00 pm  
*Nicholson 5b (Win)*

**Access 97: Forms and Reports**

- Hands-on
- Limited Enrollment

This 3-hour course covers how to create more complex forms and subforms to facilitate data entry and retrieval.

Topics include: creating complex forms, subforms, reports, and subreports; working with control and option groups; using the sorting and grouping functions of reports.

Note: Relational Database Design Basics is strongly recommended before taking this course, since many of the techniques we teach are based on relational database concepts.

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

Prerequisites: Access 97 Basics, Relational Database Design Basics.

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

<b>ACC301</b>	Thu, Feb 11, 1:00 pm-4:00 pm <i>Anderson 170 (Win)</i>
<b>ACC302</b>	Fri, Mar 19, 9:00 am-12:00 pm <i>Nicholson 5b (Win)</i>

**Access 97: Using Queries**

- Hands-on
- Limited Enrollment

This 3-hour course explores how to create simple as well as multiple-table queries.

Topics include: using the graphical query builder; creating simple and complex selection queries; creating parameter queries; working with queries that use aggregate functions; creating crosstab and action queries.

Note: Relational Database Design Basics is strongly recommended before taking this course, since many of the techniques we teach are based on relational database concepts.

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

Prerequisites: Access 97 Basics, Relational Database Design Basics.

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

<b>ACC201</b>	Tue, Feb 9, 1:00 pm-4:00 pm <i>Anderson 170 (Win)</i>
<b>ACC202</b>	Wed, Mar 17, 9:00 am-12:00 pm <i>Nicholson 5b (Win)</i>

**FileMaker 4: Basics**

- Hands-on
- Limited Enrollment

This 5-hour course covers the basic concepts of creating a database using FileMaker.

Topics include: creating a database; entering data; finding, changing, and sorting information; designing simple reports and mailing labels.

Both the Mac and the PC sections of this course will be taught using FileMaker 4.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$25/\$60/\$150

<b>FM101</b>	Wed, Jan 13, 1:30 pm-4:00 pm Fri, Jan 15, 1:30 pm-4:00 pm <i>Nicholson 5b (Win)</i>
<b>FM102</b>	Tue, Jan 26, 1:30 pm-4:00 pm Thu, Jan 28, 1:30 pm-4:00 pm <i>Nicholson 5a (Mac)</i>

**FileMaker 4: Forms and Reports**

- Hands-on
- Limited Enrollment

This 6-hour course covers the creation of data input forms and printed reports.

Topics include: designing increasingly detailed forms; adding cover pages; working with sorting and grouping functions to create summaries and sub-summaries; creating labels and form letters; incorporating graphics.

Note: This course will be taught on both Macs and PCs in a multi-platform lab using FileMaker 4. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: FileMaker 4 Basics.

Fees: \$35/\$70/\$180

<b>FM211</b>	Wed, Feb 17, 1:00 pm-4:00 pm Fri, Feb 19, 1:00 pm-4:00 pm <i>Eddy 64 (Mac/Win)</i>
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**FileMaker 4: Putting Databases on the Web**

- Seminar
- Limited Enrollment

This 2.5-hour seminar introduces FileMaker's built-in Web Companion to publish your FileMaker databases on the Web, quickly, easily, and with no additional software.

Topics include: setting up and configuring FileMaker's Web Companion; preparing files for the Web; maintaining security.

Prerequisites: FileMaker 4 Basics.

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

**FM251** Fri, Feb 19, 1:30 pm-4:00 pm  
*Nicholson 2*

**FileMaker 4: Scripts**

- Hands-on
- Limited Enrollment
- New Class Offering

This 6-hour course introduces the scripting capabilities of FileMaker Pro.

Topics include: Creating and editing a script; understanding script steps; assigning scripts to buttons to create a menu system; learning some advanced scripting techniques.

Note: This course will be taught on both Macs and PCs in a multi-platform lab using FileMaker 4. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: FileMaker 4 Basics.

Fees: \$35/\$70/\$180

**FM241** Tue, Mar 2, 1:00 pm-4:00 pm  
Thu, Mar 4, 1:00 pm-4:00 pm  
*Eddy 64 (Mac/Win)*

**Relational Database Design Basics**

- Seminar
- Limited Enrollment

This 2.5-hour seminar introduces the concepts used to create and maintain relational database systems.

Topics include: understanding the concepts of flat file databases vs. relational databases; understanding relational database terminology; creating relationships; designing a relational database system; refining and testing your design.

Prerequisites: None.

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

**DB101** Thu, Jan 14, 1:30 pm-4:00 pm  
*Nicholson 2*

**DB102** Wed, Feb 17, 9:30 am-12:00 pm  
*Nicholson 2*

**Desktop Publishing****PageMaker 6.5: Basics**

- Hands-on
- Limited Enrollment

This 7.5-hour course introduces basic PageMaker skills. You will learn how to create a multi-page newsletter and use simple master pages.

Topics include: using the Toolbox and Control Palette; using the auto- and manual text flow features; working with 2- and 3-column layouts; using text handles; wrapping text around regular and irregular-shaped graphics; using spell-checking and text formatting options; working in layout and story edit modes; working with independent and inline graphics.

Note: This course will be taught on both Macs and PCs in a multi-platform lab using PageMaker 6.5. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics. All participants should have mastery of basic skills using any word processing software.

Fees: \$45/\$80/\$225

**PM101** Tue, Feb 2, 1:30 pm-4:00 pm  
Wed, Feb 3, 1:30 pm-4:00 pm  
Thu, Feb 4, 1:30 pm-4:00 pm  
*Eddy 64 (Mac/Win)*

**PageMaker 6.5: Working Smarter with Styles**

- Hands-on
- Limited Enrollment

This 2.5-hour course introduces you to working smarter in PageMaker by using style sheets. Every desktop publisher needs to know how to use styles. Style sheets let you quickly create consistently formatted text, e.g. body copy and headlines, so that those parts of a document use the same options, such as typeface, spacing, and type size.

Topics include: using, editing, and creating styles; importing and exporting HTML (web) styles.

Note: Style sheets operate in a similar manner in all programs, so once you learn to use them you can easily master their use in other programs.

This course will be taught on both Macs and PCs in a multi-platform lab using PageMaker 6.5. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: PageMaker 6.5 Basics.

Fees: \$15/\$25/\$50

**PM201** Fri, Feb 5, 1:30 pm-4:00 pm  
*Eddy 64 (Mac/Win)*

**Photoshop 5: Scanning Images for Print or Electronic Publications**

- Hands-on
- Limited Enrollment

This 6-hour course introduces scanning and preparing images for print or electronic publication.

Topics include: scanning photographs; applying color correction techniques; preparing images for desktop publishing, the World Wide Web, and CD-ROM projects.

Note: Bring one small color photo, no larger than 4" x 6", for practice.

This course will be taught on both Macs and PCs in a multi-platform lab using Photoshop 5. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$35/\$70/\$180

**PSHOP111** Tue, Mar 16, 1:00 pm-4:00 pm  
Thu, Mar 18, 1:00 pm-4:00 pm  
*Eddy 64 (Mac/Win)*

**Electronic Presentation****PowerPoint: Level I**

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 7.5-hour course introduces how to make slide shows using PowerPoint, Microsoft's electronic presentation software.

Topics include: creating, formatting, and modifying presentations; organizing text in outlines; applying design templates; adding graphics; working with objects; creating charts; modifying masters; using color schemes; printing a presentation; producing a slide show.

Note: This course will be taught on both Macs and PCs in a multi-platform lab using PowerPoint 98 (Mac) and PowerPoint 97 (PC). You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$55/\$95/\$240 (includes the cost of workbooks, which will be distributed in class)

**PP101** Wed, Feb 17, 9:30 am-12:00 pm  
Thu, Feb 18, 9:30 am-12:00 pm  
Fri, Feb 19, 9:30 am-12:00 pm  
*Eddy 64 (Mac/Win)*

**PowerPoint: Level II**

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 7.5-hour course is designed for those who are already familiar with creating, modifying, and giving a presentation and who want to learn more advanced features of PowerPoint.

Topics include: refining your presentation text and layout; sharing information between programs; using pictures, video, and sound; learning advanced drawing techniques; using complex charts; creating interactive slide shows; preparing your presentation for the web.

Note: This course will be taught on both Macs and PCs in a multi-platform lab using PowerPoint 98 (Mac) and PowerPoint 97 (PC). You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: PowerPoint Level I.

Fees: \$55/\$95/\$240 (includes the cost of workbooks, which will be distributed in class)

**PP201**      Wed, Mar 17, 9:30 am-12:00 pm  
                   Thu, Mar 18, 9:30 am-12:00 pm  
                   Fri, Mar 19, 9:30 am-12:00 pm  
                   *Eddy 64 (Mac/Win)*

**PowerPoint: Presentation Survival Skills**

- Hands-on
- Limited Enrollment
- New Class Offering

This 4-hour course covers the basic skills you need to give a lecture-style presentation using PowerPoint, Microsoft's electronic presentation software. Open lab time will be included where you can practice giving a presentation using a computer and a projector.

Topics include: creating presentations using PowerPoint's existing templates; adding graphics to a presentation; printing notes and handouts; tips for effective electronic presentations.

This course will be taught on both Macs and PCs in a multi-platform lab using PowerPoint 98 (Mac) and PowerPoint 97 (PC). You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$20/\$30/\$80

**PP111**      Fri, Jan 29, 1:00 pm-5:00 pm  
                   *Eddy 64 (Mac/Win)*

### Office Integration

#### Office 97: Integrating Word, Excel, Access, and PowerPoint

- Hands-on
- Limited Enrollment

This 18-hour course is designed to get you started using Microsoft Office 97 and is an introduction to its applications. It is intended for those who are new to one or more of the Office applications.

Topics include: getting started with Office; working with Word, Excel, Access, and PowerPoint; integrating Office documents and features.

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

Prerequisites: Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$55/\$165/\$365 (includes the cost of workbooks, which will be distributed in class)

**97OFF101** Tue, Mar 2, 1:00 pm-4:00 pm  
 Wed, Mar 3, 1:00 pm-4:00 pm  
 Thu, Mar 4, 1:00 pm-4:00 pm  
 Tue, Mar 9, 1:00 pm-4:00 pm  
 Wed, Mar 10, 1:00 pm-4:00 pm  
 Thu, Mar 11, 1:00 pm-4:00 pm  
*Nicholson 5b (Win)*

### Office Programming

#### Visual Basic 6: Elementary Programming

- Hands-on
- Limited Enrollment

This 12-hour fast-paced course covers the fundamentals of programming in Microsoft's Visual Basic.

Topics include: using the Visual Basic environment; working with objects, variables and constants, math operators and formulas, control statements, and input and output; running programs; debugging programs.

Note: Students will need to have their own copy of Visual Basic as there are homework exercises to be performed outside of class.

This course will be taught on the PC using Visual Basic 6.

Prerequisites: Windows 95 Basics.

Fees: \$55/\$140/\$340 (includes the cost of workbooks, which will be distributed in class)

**VBA101** Fri, Feb 5, 1:00 pm-4:00 pm  
 Fri, Feb 12, 1:00 pm-4:00 pm  
 Fri, Feb 19, 1:00 pm-4:00 pm  
 Fri, Feb 26, 1:00 pm-4:00 pm  
*Nicholson 5b (Win)*

### Spreadsheets

#### Excel: Downloading Financial Data

- Hands-on
- Limited Enrollment

This 3-hour course introduces how to download finished queries of financial data from the IDEA Data Warehouse into Excel.

Topics include: downloading queries from Financial Reports and CUFSRDB; using Excel to format the data into a report.

Note: We assume that users have experience in building queries. Completion of a CUFSRDB Query class prior to this course is recommended. This course is not a substitute for Excel Level I, which goes into much greater depth on the use of this spreadsheet application.

This course will be taught on the PC using Excel 97. The content is also appropriate for Mac users working with Excel 98.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics. All participants should have general financial knowledge and must bring their IDEA ID and password to class.

Fees: None

**XCEL121** Wed, Mar 17, 1:00 pm-4:00 pm  
*Anderson 170 (Win)*

**Excel: Level I**

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 7.5-hour course is intended for those who have little or no experience using Excel, Microsoft's electronic spreadsheet program.

Topics include: learning the components of a workbook; entering and editing data; moving around and selecting data in a worksheet; inserting and deleting columns and rows; copying and moving information; creating formulas; using functions; naming and using ranges; formatting a worksheet.

Note: Some sections of this course will be taught on both Macs and PCs in a multi-platform lab using Excel 98 (Mac) and Excel 97 (PC). You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$55/\$95/\$240 (includes the cost of workbooks, which will be distributed in class)

**XCEL101** Tue, Jan 12, 1:30 pm-4:00 pm  
Wed, Jan 13, 1:30 pm-4:00 pm  
Thu, Jan 14, 1:30 pm-4:00 pm  
*Eddy 64 (Mac/Win)*

**XCEL102** Tue, Feb 2, 9:30 am-12:00 pm  
Wed, Feb 3, 9:30 am-12:00 pm  
Thu, Feb 4, 9:30 am-12:00 pm  
*Nicholson 5b (Win)*

**Excel: Level II**

- Hands-on
- Limited Enrollment

This 9-hour course builds on the material covered in Excel 97 Level I and introduces new features.

Topics include: managing multiple-sheet workbooks; using charts and maps; creating more complex formulas and functions; personalizing the Excel workspace; creating summary reports; creating custom reports with pivot tables; creating and printing reports; sharing workbooks on a network.

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

Prerequisites: Excel Level I.

Fees: \$55/\$100/\$285 (includes the cost of workbooks, which will be distributed in class)

**XCEL201** Tue, Feb 16, 9:00 am-12:00 pm  
Wed, Feb 17, 9:00 am-12:00 pm  
Thu, Feb 18, 9:00 am-12:00 pm  
*Nicholson 5b (Win)*

**Word Processing****Word: Level I**

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 7.5-hour course is intended for those who have little or no word processing skills and want to learn how to use Word 97's basic features.

Topics include: creating, editing and formatting documents (including changing margins, line spacing, text alignment, fonts and font sizes); using spell and grammar check; inserting page numbers, page breaks, headers, and graphics; creating tables; using merge.

Note: This course will be taught on both Macs and PCs in a multi-platform lab using Word 98 (Mac) and Word 97 (PC). You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$55/\$95/\$240 (includes the cost of workbooks, which will be distributed in class)

**WORD101** Tue, Jan 26, 9:30 am-12:00 pm  
Wed, Jan 27, 9:30 am-12:00 pm  
Thu, Jan 28, 9:30 am-12:00 pm  
*Eddy 64 (Mac/Win)*

**Word: Level II**

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 9-hour course is designed for those who have solid word processing skills and want to learn more of Word's features to increase their productivity.

Topics include: using advanced formatting techniques; working with styles and advanced table features; working with long documents; automating your work; working with templates; creating columns; customizing the Word environment.

Note: This course will be taught on both Macs and PCs in a multi-platform lab using Word 98 (Mac) and Word 97 (PC). You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Word Level I.

Fees: \$55/\$100/\$285 (includes the cost of workbooks, which will be distributed in class)

**WORD201** Tue, Feb 9, 9:00 am-12:00 pm  
Wed, Feb 10, 9:00 am-12:00 pm  
Thu, Feb 11, 9:00 am-12:00 pm  
*Eddy 64 (Mac/Win)*

## Multimedia and Electronic Presentation

### CD-ROM Development

**Authorware 4: Basics**

- Hands-on
- Limited Enrollment

This 6-hour course covers using Macromedia Authorware to create multimedia interactive CD-ROM modules.

Topics include: creating basic animations; creating interactive modules; adding graphics, sound, and video to modules.

This course will be taught on both Macs and PCs in a multi-platform lab using Authorware 4.0. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$50/\$85/\$195 (includes the cost of workbooks, which will be distributed in class)

**AWARE101** Tue, Feb 16, 1:00 pm-4:00 pm  
Thu, Feb 18, 1:00 pm-4:00 pm  
*Coffey 98 (Mac/Win)*

**Director 6.5: Basics**

- Hands-on
- Limited Enrollment

This 6-hour course covers using Macromedia Director to create multimedia interactive CD-ROM modules.

Topics include: creating basic animations; creating interactive modules; adding graphics, sound, and video to modules.

This course will be taught on both Macs and PCs in a multi-platform lab using Director 6.5. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$35/\$70/\$180

**DIR101** Tue, Mar 16, 1:00 pm-4:00 pm  
Thu, Mar 18, 1:00 pm-4:00 pm  
*Coffey 98 (Mac/Win)*

## Electronic Presentation

**PowerPoint: Level I**

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 7.5-hour course introduces how to make slide shows using PowerPoint, Microsoft's electronic presentation software.

Topics include: creating, formatting, and modifying presentations; organizing text in outlines; applying design templates; adding graphics; working with objects; creating charts; modifying masters; using color schemes; printing a presentation; producing a slide show.

Note: This course will be taught on both Macs and PCs in a multi-platform lab using PowerPoint 98 (Mac) and PowerPoint 97 (PC). You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$55/\$95/\$240 (includes the cost of workbooks, which will be distributed in class)

**PP101** Wed, Feb 17, 9:30 am-12:00 pm  
Thu, Feb 18, 9:30 am-12:00 pm  
Fri, Feb 19, 9:30 am-12:00 pm  
*Eddy 64 (Mac/Win)*

**PowerPoint: Level II**

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 7.5-hour course is designed for those who are already familiar with creating, modifying, and giving a presentation and who want to learn more advanced features of PowerPoint.

Topics include: refining your presentation text and layout; sharing information between programs; using pictures, video, and sound; learning advanced drawing techniques; using complex charts; creating interactive slide shows; preparing your presentation for the web.

Note: This course will be taught on both Macs and PCs in a multi-platform lab using PowerPoint 98 (Mac) and PowerPoint 97 (PC). You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: PowerPoint Level I.

Fees: \$55/\$95/\$240 (includes the cost of workbooks, which will be distributed in class)

**PP201**            Wed, Mar 17, 9:30 am-12:00 pm  
                       Thu, Mar 18, 9:30 am-12:00 pm  
                       Fri, Mar 19, 9:30 am-12:00 pm  
                       *Eddy 64 (Mac/Win)*

**PowerPoint: Presentation Survival Skills**

- Hands-on
- Limited Enrollment
- New Class Offering

This 4-hour course covers the basic skills you need to give a lecture-style presentation using PowerPoint, Microsoft's electronic presentation software. Open lab time will be included where you can practice giving a presentation using a computer and a projector.

Topics include: creating presentations using PowerPoint's existing templates; adding graphics to a presentation; printing notes and handouts; tips for effective electronic presentations.

This course will be taught on both Macs and PCs in a multi-platform lab using PowerPoint 98 (Mac) and PowerPoint 97 (PC). You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$20/\$30/\$80

**PP111**            Fri, Jan 29, 1:00 pm-5:00 pm  
                       *Eddy 64 (Mac/Win)*

## Graphics

### Photoshop 5: Basics

- Hands-on
- Limited Enrollment

This 6-hour course covers the basic palette, toolbox, and menu commands in Photoshop. You will create graphic elements and a composite image.

Topics include: making and editing selections; editing color; using layers; manipulating text and drop shadows; creating customized brushes.

Note: This course will be taught on both Macs and PCs in a multi-platform lab using Photoshop 5. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$35/\$70/\$180

**PSHOP101**    Wed, Feb 10, 1:00 pm-4:00 pm  
                   Fri, Feb 12, 1:00 pm-4:00 pm  
                   *Eddy 64 (Mac/Win)*

### Photoshop 5: Scanning Images for Print or Electronic Publications

- Hands-on
- Limited Enrollment

This 6-hour course introduces scanning and preparing images for print or electronic publication.

Topics include: scanning photographs; applying color correction techniques; preparing images for desktop publishing, the World Wide Web, and CD-ROM projects.

Note: Bring one small color photo, no larger than 4" x 6", for practice.

This course will be taught on both Macs and PCs in a multi-platform lab using Photoshop 5. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$35/\$70/\$180

**PSHOP111**    Tue, Mar 16, 1:00 pm-4:00 pm  
                   Thu, Mar 18, 1:00 pm-4:00 pm  
                   *Eddy 64 (Mac/Win)*

### Photoshop 5: Techniques for Web and CD-ROM Developers

- Hands-on
- Limited Enrollment

This 6-hour course covers techniques and issues for incorporating graphic images into Web pages or CD-ROM modules. You'll create graphic elements for Web and CD-ROM development, including buttons, bars, backgrounds, image maps, and transparent and animated GIFs.

Topics include: indexing color; creating color palettes; selecting the proper resolution; using the correct file formats; creating graphics that will work on multiple platforms; reducing file size and download time.

Note: This course will be taught on both Macs and PCs in a multi-platform lab using Photoshop 5. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Photoshop 5 Basics.

Fees: \$35/\$70/\$180

**PSHOP201**    Wed, Feb 24, 1:00 pm-4:00 pm  
                   Fri, Feb 26, 1:00 pm-4:00 pm  
                   *Eddy 64 (Mac/Win)*



## Video

### Premiere 5: Video Made Easy for Web and CD-ROM Developers

- Hands-on
- Limited Enrollment

This 9-hour course covers how to create video for your multimedia projects using an everyday camcorder and affordable video digitizing technology.

Topics include: using the video camera; designing and storyboarding a video; shooting and digitizing a video; editing the video by cutting frames and splicing clips; using transitions; adding titles; applying filters; incorporating soundtracks; preparing the video to be included in a Web or CD-ROM project.

Note: This course will be taught on both Macs and PCs in a multi-platform lab using Premiere 5. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$50/\$85/\$270

**PREM101** Tue, Feb 2, 1:00 pm-4:00 pm  
Wed, Feb 3, 1:00 pm-4:00 pm  
Thu, Feb 4, 1:00 pm-4:00 pm  
*Coffey 98 (Mac/Win)*

## Web Development

### Acrobat: Accessing and Creating PDF Documents

- Seminar
- Limited Enrollment
- New Class Offering

This 2-hour seminar introduces PDF (Portable Document Format), a widely used format for electronically distributing documents that can be viewed online or printed.

Topics include: accessing PDFs with a Web browser; successfully creating PDFs.

Prerequisites: Familiarity with using a Web browser (e.g. Netscape).

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

**ABAT101** Thu, Mar 4, 1:30 pm-3:30 pm  
*Nicholson 2*

### Creating Multimedia Web Pages

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 21-hour course will teach you how to create multimedia Web pages as well as provide time to work on your own Web project.

Topics include: scanning photographs; taking pictures with a digital camera; recording voiceovers with a microphone; capturing video clips with a video camera; creating Web pages using HTML and Adobe PageMill; adding graphics, sound, and video to Web pages.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics. All participants are encouraged, but not required, to take Learn the Multimedia Process Web.

Fees: \$55/\$155/\$355

**MMWEB101** Tue, Mar 2, 1:00 pm-4:30 pm  
Wed, Mar 3, 1:00 pm-4:30 pm  
Thu, Mar 4, 1:00 pm-4:30 pm  
Tue, Mar 9, 1:00 pm-4:30 pm  
Wed, Mar 10, 1:00 pm-4:30 pm  
Thu, Mar 11, 1:00 pm-4:30 pm  
*Anderson 170 (Win)*

**MMWEB102** Tue, Mar 9, 1:00 pm-4:30 pm  
Wed, Mar 10, 1:00 pm-4:30 pm  
Thu, Mar 11, 1:00 pm-4:30 pm  
Tue, Mar 16, 1:00 pm-4:30 pm  
Wed, Mar 17, 1:00 pm-4:30 pm  
Thu, Mar 18, 1:00 pm-4:30 pm  
*BioSci 64 (Mac)*

### FileMaker 4: Putting Databases on the Web

- Seminar
- Limited Enrollment

This 2.5-hour seminar introduces FileMaker's built-in Web Companion to publish your FileMaker databases on the Web, quickly, easily, and with no additional software.

Topics include: setting up and configuring FileMaker's Web Companion; preparing files for the Web; maintaining security.

Prerequisites: FileMaker 4 Basics.

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

**FM251** Fri, Feb 19, 1:30 pm-4:00 pm  
*Nicholson 2*

**HTML and Dreamweaver: Creating Web Pages**

- Hands-on
- Limited Enrollment

This 9-hour course covers the basics of creating WWW documents using HTML and Dreamweaver. Hypertext markup language (HTML) is used to create documents that can be read by World Wide Web (WWW) clients.

Topics include: formatting text; adding links; placing images in your document; creating image maps and tables; checking the validity of your HTML code; transferring files to a web server using FTP.

This course will be taught on both Macs and PCs in a multi-platform lab using Dreamweaver 1.2. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$50/\$85/\$270

**DW101** Tue, Mar 9, 1:00 pm-4:00 pm  
Wed, Mar 10, 1:00 pm-4:00 pm  
Thu, Mar 11, 1:00 pm-4:00 pm  
*Eddy 64 (Mac/Win)*

**HTML and FrontPage: Creating Web Pages**

- Hands-on
- Limited Enrollment
- New Class Offering

This 9-hour course covers the basics of creating WWW documents using HTML and FrontPage. Hypertext markup language (HTML) is used to create documents that can be read by World Wide Web (WWW) clients.

Topics include: formatting text; adding links; placing images in your document; creating tables; checking the validity of your HTML code.

This course will be taught on the PC using FrontPage 98.

Prerequisites: Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$55/\$100/\$285 (includes the cost of workbooks, which will be distributed in class)

**FPAGE101** Tue, Mar 16, 1:00 pm-4:00 pm  
Wed, Mar 17, 1:00 pm-4:00 pm  
Thu, Mar 18, 1:00 pm-4:00 pm  
*Nicholson 5b (Win)*

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

- Hands-on
- Limited Enrollment

This 9-hour course covers the basics of creating WWW documents using HTML and Netscape Composer. Hypertext markup language (HTML) is used to create documents that can be read by World Wide Web (WWW) clients.

Topics include: formatting text; adding links; placing images in your document; creating tables; checking the validity of your HTML code; transferring files to a web server using FTP.

Note: This course will be taught on both Macs and PCs in a multi-platform lab using Netscape Composer. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$50/\$85/\$270

**COMP101** Wed, Jan 20, 1:00 pm-4:00 pm  
Thu, Jan 21, 1:00 pm-4:00 pm  
Fri, Jan 22, 1:00 pm-4:00 pm  
*Eddy 64 (Mac/Win)*

**HTML and PageMill: Creating Web Pages**

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 9-hour course covers the basics of creating WWW documents using HTML and Adobe PageMill. Hypertext markup language (HTML) is used to create documents that can be read by World Wide Web (WWW) clients.

Topics include: formatting text; adding links; placing images in your document; creating image maps and tables; checking the validity of your HTML code; transferring files to a web server using FTP.

This course will be taught on both Macs and PCs in a multi-platform lab using PageMill 3. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$50/\$85/\$270

**PMILL101** Tue, Feb 9, 1:00 pm-4:00 pm  
Wed, Feb 10, 1:00 pm-4:00 pm  
Thu, Feb 11, 1:00 pm-4:00 pm  
*Coffey 98 (Mac/Win)*

**Learn the Multimedia Process: Web**

- Seminar
- Limited Enrollment

This 9-hour seminar introduces you to planning and designing Web pages for your department or course. Project advisors will be available for consultation.

Topics include: using a five-step development process for planning, designing, constructing, implementing, and refining multimedia projects; organizing departmental Web sites based on purpose and content; understanding the roles and responsibilities of Web team members.

Note: Participants will not learn how to use HTML or a Web editor in this seminar. Participants interested in a hands-on course on creating Web pages are encouraged to attend Creating Multimedia Web Pages.

Prerequisites: None.

Fees: \$25/\$50/\$135

**PROCI11** Tue, Feb 23, 9:00 am-12:00 pm  
Wed, Feb 24, 9:00 am-12:00 pm  
Thu, Feb 25, 9:00 am-12:00 pm  
*Eddy 64*

**Web-based Instructional Technologies: Level I**

- Hands-on
- Limited Enrollment
- New Class Offering

This 12-hour course is aimed at faculty who aren't familiar with the Web or how it's being used to enhance instructor-led and distance-delivered courses. By the end of the course, you'll have compiled a list of examples of how Web-based technologies are being used in your discipline. You'll also have started a project charter for a course Web site you'd like to develop.

Seminar topics include: planning and evaluating technology enhanced learning; complying with intellectual property laws and University Web policy; adding interaction through the use of computer mediated communication.

Hands-on topics include: understanding Internet basics, using Netscape Messenger for email; subscribing to mailing lists and LISTSERVs; using WebCrossing as a threaded discussion tool; using Netscape Communicator to browse and search the Web; bookmarking Web sites to revisit them; doing research on the Web; using the University Libraries Research QuickStart and QuickStudy services on the Web.

This course will be taught on both Macs and PCs in a multi-platform lab using Netscape Communicator 4. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$55/\$110/\$310

**WEBBIT101** Tue, Feb 9, 1:00 pm-4:00 pm  
Thu, Feb 11, 1:00 pm-4:00 pm  
Tue, Feb 16, 1:00 pm-4:00 pm  
Thu, Feb 18, 1:00 pm-4:00 pm  
*Eddy 64 (Mac/Win)*

**WebCT: Creating Course Web Sites**

- Hands-on
- Limited Enrollment
- New Class Offering

This 18-hour course will teach you how to use WebCT to author and deliver your courses online. You'll also learn how to use HTML and Netscape Composer to create content pages for your course Web site.

Topics include: designing a course Web site; customizing pages; adding and managing pages of course content; creating glossaries and self-tests; managing student accounts and data; creating and administering quizzes; using built-in WebCT communication tools such as the bulletin board and chat.

This course will be taught on both Macs and PCs in a multi-platform lab. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics. All participants are encouraged, but not required, to take Learn the Multimedia Process Web.

Fees: \$55/\$135/\$335

**WEBCT101** Fri, Feb 19, 9:00 am-4:00 pm  
 Fri, Feb 26, 9:00 am-4:00 pm  
 Fri, Mar 5, 9:00 am-4:00 pm  
*Coffey 98 (Mac/Win)*

**Statistics****SAS: Basics**

- Hands-on
- Limited Enrollment

This 12-hour course introduces the essentials of SAS (Statistical Analysis Software) for data analysis and statistics.

Topics include: getting started running SAS; using DATA step; understanding the basic types of INPUT statements; recognizing common errors and how to fix them; reading external files; reading and modifying a SAS data set; using temporary and permanent SAS data sets; merging SAS data sets; formatting values; using SAS/TUTOR, SAS/ASSIST, and SAS/INSIGHT; using SAS on the Internet.

This course will be taught on the PC using SAS 6.12.

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

Fees: \$55/\$110/\$310

**SAS101** Tue, Jan 12, 1:00 pm-4:00 pm  
 Thu, Jan 14, 1:00 pm-4:00 pm  
 Tue, Jan 19, 1:00 pm-4:00 pm  
 Thu, Jan 21, 1:00 pm-4:00 pm  
*BioSci 58 (Win)*

**SAS102** Tue, Jan 26, 9:00 am-12:00 pm  
 Thu, Jan 28, 9:00 am-12:00 pm  
 Tue, Feb 2, 9:00 am-12:00 pm  
 Thu, Feb 4, 9:00 am-12:00 pm  
*Anderson 170 (Win)*

**SPSS: Basics**

- Hands-on
- Limited Enrollment

This 9-hour course is an introduction to SPSS for the Windows environment.

Topics include: reading in your data; performing computations; running descriptive statistics; running simple comparisons of two groups using a T-Test.

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

This course will be taught on the PC using SPSS 8.

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

Fees: \$50/\$85/\$270

**SPSS101** Tue, Feb 23, 9:00 am-12:00 pm  
Wed, Feb 24, 9:00 am-12:00 pm  
Thu, Feb 25, 9:00 am-12:00 pm  
*Nicholson 5b (Win)*

**Technology Enhanced Learning****Creating Multimedia Web Pages**

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 21-hour course will teach you how to create multimedia Web pages as well as provide time to work on your own Web project.

Topics include: scanning photographs; taking pictures with a digital camera; recording voiceovers with a microphone; capturing video clips with a video camera; creating Web pages using HTML and Adobe PageMill; adding graphics, sound, and video to Web pages.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics. All participants are encouraged, but not required, to take Learn the Multimedia Process Web.

Fees: \$55/\$155/\$355

**MMWEB101** Tue, Mar 2, 1:00 pm-4:30 pm  
Wed, Mar 3, 1:00 pm-4:30 pm  
Thu, Mar 4, 1:00 pm-4:30 pm  
Tue, Mar 9, 1:00 pm-4:30 pm  
Wed, Mar 10, 1:00 pm-4:30 pm  
Thu, Mar 11, 1:00 pm-4:30 pm  
*Anderson 170 (Win)*

**MMWEB102** Tue, Mar 9, 1:00 pm-4:30 pm  
Wed, Mar 10, 1:00 pm-4:30 pm  
Thu, Mar 11, 1:00 pm-4:30 pm  
Tue, Mar 16, 1:00 pm-4:30 pm  
Wed, Mar 17, 1:00 pm-4:30 pm  
Thu, Mar 18, 1:00 pm-4:30 pm  
*BioSci 64 (Mac)*

**Developing TEL Research Questions**

- Seminar
- Limited Enrollment
- New Class Offering

This 3.5-hour seminar will help you develop productive research questions to evaluate the use of technology in the classroom. Although several models and methodologies will be discussed, you'll practice using one model to help develop your research questions and practice using one tool to help with data collection. Attendees will benefit most if you have a specific research project and team of people with which to work.

Topics include: reviewing research questions and research methodologies used by other University faculty; using a "Triad" model to develop research questions; using the Flashlight Current Student Inventory (CSI) to develop student questions. The University of Minnesota has site-licensed the Flashlight CSI, a database of 500 indexed questions to use for drafting surveys, questionnaires, and protocols for interviews and focus groups.

Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: None.

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

**EVAL101** Fri, Mar 5, 1:00 pm-4:30 pm  
*Nicholson 2*

**Learn the Multimedia Process: Web**

- Seminar
- Limited Enrollment

This 9-hour seminar introduces you to planning and designing Web pages for your department or course. Project advisors will be available for consultation.

Topics include: using a five-step development process for planning, designing, constructing, implementing, and refining multimedia projects; organizing departmental Web sites based on purpose and content; understanding the roles and responsibilities of Web team members.

Note: Participants will not learn how to use HTML or a Web editor in this seminar. Participants interested in a hands-on course on creating Web pages are encouraged to attend Creating Multimedia Web Pages.

Prerequisites: None.

Fees: \$25/\$50/\$135

**PROC111** Tue, Feb 23, 9:00 am-12:00 pm  
Wed, Feb 24, 9:00 am-12:00 pm  
Thu, Feb 25, 9:00 am-12:00 pm  
*Eddy 64*

**PowerPoint: Presentation Survival Skills**

- Hands-on
- Limited Enrollment
- New Class Offering

This 4-hour course covers the basic skills you need to give a lecture-style presentation using PowerPoint, Microsoft's electronic presentation software. Open lab time will be included where you can practice giving a presentation using a computer and a projector.

Topics include: creating presentations using PowerPoint's existing templates; adding graphics to a presentation; printing notes and handouts; tips for effective electronic presentations.

This course will be taught on both Macs and PCs in a multi-platform lab using PowerPoint 98 (Mac) and PowerPoint 97 (PC). You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$20/\$30/\$80

**PP111** Fri, Jan 29, 1:00 pm-5:00 pm  
*Eddy 64 (Mac/Win)*

**Web-based Instructional Technologies: Level I**

- Hands-on
- Limited Enrollment
- New Class Offering

This 12-hour course is aimed at faculty who aren't familiar with the Web or how it's being used to enhance instructor-led and distance-delivered courses. By the end of the course, you'll have compiled a list of examples of how Web-based technologies are being used in your discipline. You'll also have started a project charter for a course Web site you'd like to develop.

Seminar topics include: planning and evaluating technology enhanced learning; complying with intellectual property laws and University Web policy; adding interaction through the use of computer mediated communication.

Hands-on topics include: understanding Internet basics, using Netscape Messenger for email; subscribing to mailing lists and LISTSERVs; using WebCrossing as a threaded discussion tool; using Netscape Communicator to browse and search the Web; bookmarking Web sites to revisit them; doing research on the Web; using the University Libraries Research QuickStart and QuickStudy services on the Web.

This course will be taught on both Macs and PCs in a multi-platform lab using Netscape Communicator 4. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics.

Fees: \$55/\$110/\$310

**WEBBIT101** Tue, Feb 9, 1:00 pm-4:00 pm  
 Thu, Feb 11, 1:00 pm-4:00 pm  
 Tue, Feb 16, 1:00 pm-4:00 pm  
 Thu, Feb 18, 1:00 pm-4:00 pm  
*Eddy 64 (Mac/Win)*

**WebCT: Creating Course Web Sites**

- Hands-on
- Limited Enrollment
- New Class Offering

This 18-hour course will teach you how to use WebCT to author and deliver your courses online. You'll also learn how to use HTML and Netscape Composer to create content pages for your course Web site.

Topics include: designing a course Web site; customizing pages; adding and managing pages of course content; creating glossaries and self-tests; managing student accounts and data; creating and administering quizzes; using built-in WebCT communication tools such as the bulletin board and chat.

This course will be taught on both Macs and PCs in a multi-platform lab. You must indicate which platform you prefer when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Macintosh participants will need Macintosh OS/8 Basics I. PC participants will need Windows Mouse Tutorial, Windows 95 Basics. All participants are encouraged, but not required, to take Learn the Multimedia Process Web.

Fees: \$55/\$135/\$335

**WEBCT101** Fri, Feb 19, 9:00 am-4:00 pm  
 Fri, Feb 26, 9:00 am-4:00 pm  
 Fri, Mar 5, 9:00 am-4:00 pm  
*Coffey 98 (Mac/Win)*

## 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 <span style="float: right;">State <span style="float: right;">Zip</span></span>	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 Computer Training Bulletin for any prerequisites. Instructors assume that all registrants meet the stated prerequisites.*

Class Code	Class Title	Date & Time	Platform*	Fees	Wait List

\* **Platform:** If you're registering for a course that is taught in a multi-platform lab, you must specify your preferred platform: Mac or Win.

Total Fees: \$

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