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Academic and Distributed Computing Services

Training Bulletin

Summer 1998



Desktop Publishers

Interested in learning **PageMaker for Windows**? Check p. 9 for PageMaker courses now offered in a cross-platform lab with both Macs and PCs.

Word 98 Users

Learn the basics of Microsoft's newest release of Word for the Macintosh, **Word 98**, p. 13. Also coming this fall: Excel 98 and PowerPoint 98 courses.

ADCS Web Site

Complete training and short course information is available from the Training section of the ADCS Web site:

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

On-line Course Evaluation

After you've attended a training session, use the on-line course evaluation to give us your feedback.

The on-line form will be available from the Training section of the ADCS Web site 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 from an extensive collection of self-paced training modules. There are modules for older and current versions of popular software, such as Microsoft Word and Excel, as well as more advanced topics, such as UNIX. You can use the self-paced modules on your own equipment or reserve one of our training centers. Details are available from the Training section of the ADCS Web site.

CBT Training

University staff and faculty using IBM compatible PCs can take advantage of over 300 Computer-Based Training (CBT) courses for a fee. Since the course material is available on a central University computer server, you can access it directly from your desktop. Courses are available for a variety of topics, including Microsoft Word and Excel, Novell NetWare, Lotus Notes, C/C++ Programming, and UNIX. Details are available from the Training section of the ADCS Web site.

Training Offerings

A complete index of our summer training offerings can be found on page 3. If the class you're looking for isn't offered this quarter, don't give up hope. Contact us at 625-1300 for information on customized classes.

We welcome your suggestions and comments on our training offerings and appreciate your input in developing new classes. Send your comments to:

course-comments@boombox.micro.umn.edu

Web Developers

Check out the **Summer Web Camp**, p. 16, for help getting started with your Web project. You'll learn the skills you need to create multimedia Web pages, consult with a project advisor, and spend time working on your own project.

CD-ROM Developers

Starting a CD-ROM project? Attend the **Summer CD-ROM Camp**, p. 15. This extended course will teach you how to create an interactive CD-ROM as well as provide consultation time with a project advisor and time to work on your own project.

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 is on this list so we can contact you if a new section is offered.

Customized Training

ADCS can provide customized training for your staff at any of our training locations in St. Paul, West Bank and East Bank. Call 625-4599 for more information.

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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, June 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. 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, June 8. 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. 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 p 5

New Computer Confidence

Changed Computer Survival Skills

Changed Macintosh: Basics I

Changed Macintosh: Basics II

- UNIX: Basics
- Windows 95: Basics
- Windows: Mouse Tutorial

E-mail and Internet Services p 6

New Computer Confidence

Changed Computer Survival Skills

- Web Browser and E-mail Basics

Office Computing p 7

Databases p 7

- Access 97: Basics
- Access 97: Forms and Reports
- Access 97: Using Queries
- FileMaker: Basics
- Changed* FileMaker: Forms and Reports
- Office 97: Integrating Word, Excel, Access, and PowerPoint
- Relational Database Design Basics

Desktop Publishing p 9

Changed PageMaker: Basics

- PhotoShop: Scanning Images for Print or Electronic Publications

Electronic Presentation p 9

- Office 97: Integrating Word, Excel, Access, and PowerPoint
- PowerPoint 4: Basics
- PowerPoint 97: Basics

Office Integration Series p 10

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

Spreadsheets p 10

- Excel 5: Basics
- Excel 97: Level I
- Excel 97: Level II
- Excel 97: Level III
- Excel: Basic Financial Data Downloading
- Office 97: Integrating Word, Excel, Access, and PowerPoint

Word Processing p 12

- Office 97: Integrating Word, Excel, Access, and PowerPoint
- Word 97: Basics
- Word 97: Beyond the Basics

New Word 98: Basics

Multimedia and Electronic Presentation p 13

CD-ROM Development p 13

Changed Summer CD-ROM Camp

Electronic Presentation p 14

- PowerPoint 4: Basics
- PowerPoint 97: Basics

Graphics p 14

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

Multimedia Development Series p 15

Changed Summer CD-ROM Camp

Changed Summer Web Camp

Video p 16

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

Web Development p 17

Changed Summer Web Camp

- Web Pages: CGI Scripts for Processing Web Forms
- Web Pages: HTML and Adobe PageMill
- Web Pages: HTML and Netscape Composer

Statistics p 18

- SAS: Basics
- SPSS: Basics

All University of Minnesota faculty, staff, 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	Nicholson 5a
Thursday, June 25, 1998	01:30 pm - 03:00 pm
Friday, July 17, 1998	10:30 am - 12:00 pm
Tuesday, July 28, 1998	10:30 am - 12:00 pm
Wednesday, August 19, 1998	01:30 pm - 03:00 pm
St. Paul	BioSci 58
Tuesday, July 07, 1998	10:30 am - 12:00 pm
Wednesday, August 05, 1998	01:30 pm - 03:00 pm

Basic Computing Skills and Operating Systems

Computer Confidence

- Hands-on
- Limited Enrollment
- New Class Offering

In this 5 hour class you will gain basic computer skills at a relaxed pace. Learn how to use the mouse and keyboard, become familiar with the desktop and icons, plus work with file menu items, windows, and launching programs. You'll also practice creating folders and documents with word processing and spreadsheet programs. In addition, we'll take a look at how to use the World Wide Web and e-mail at the University.

Please note that this is a relaxed-paced class. If you would prefer a more intense pace, we recommend taking Computer Survival Skills instead.

Prerequisites: None

Fees: \$0/\$0/\$25

CC101 Tue, Aug 4, 1:30 pm-4:00 pm
Wed, Aug 5, 1:30 pm-4:00 pm
BioSci 64 (Mac)

CC102 Thu, Aug 20, 9:30 am-12:00 pm
Fri, Aug 21, 9:30 am-12:00 pm
Nicholson 5b (Win)

Computer Survival Skills

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

This 2.5 hour fast-paced class will get you going with basic skills to help you use computers at the University. You'll learn basic word processing and spreadsheet skills. You'll also learn how to use e-mail and browse the World Wide Web. Tips on avoiding viruses will be provided. Information on computer training and other computer related resources on campus will also be provided.

Please note that this is a fast-paced overview class. If you have little or no experience using a computer, we recommend taking Computer Confidence, which covers the same material at a more relaxed pace.

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: None

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

CSS101 Tue, Jun 30, 1:30 pm-4:00 pm
Eddy 64 (Mac/Win)

Macintosh: Basics I

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

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.

This course will be taught using Mac OS/8.

Prerequisites: None

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

MAC101 Fri, Jun 26, 9:00 am-12:00 pm
Nicholson 5a (Mac)

MAC102 Wed, Jul 22, 1:00 pm-4:00 pm
Nicholson 5a (Mac)

Macintosh: Basics II

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

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.

This course will be taught using Mac OS/8.

Prerequisites: Macintosh: Basics I

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

MAC201 Thu, Aug 20, 1:30 pm-4:00 pm
Nicholson 5a (Mac)

UNIX Basics

- Hands-on
- Limited Enrollment

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 Tue, Aug 4, 1:30 pm-4:00 pm
Thu, Aug 6, 1:30 pm-4:00 pm
Nicholson 5a

Windows 95: Basics

- Hands-on
- Limited Enrollment

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, Jun 30, 1:00 pm-4:00 pm
Wed, Jul 1, 1:00 pm-4:00 pm
Nicholson 5b (Win)

95WIN102 Wed, Jul 15, 9:00 am-12:00 pm
Fri, Jul 17, 9:00 am-12:00 pm
Anderson 170 (Win)

95WIN103 Tue, Aug 4, 1:00 pm-4:00 pm
Thu, Aug 6, 1:00 pm-4:00 pm
Anderson 170 (Win)

Windows: Mouse Tutorial

- Hands-on
- Limited Enrollment

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, Jun 30, 12:30 pm-1:00 pm
Nicholson 5b (Win)

WIN012 Tue, Jul 14, 1:00 pm-1:30 pm
Nicholson 5b (Win)

WIN013 Wed, Jul 15, 8:30 am-9:00 am
Anderson 170 (Win)

WIN014 Tue, Jul 21, 1:00 pm-1:30 pm
Nicholson 5b (Win)

WIN015 Tue, Aug 4, 12:30 pm-1:00 pm
Anderson 170 (Win)

E-mail and Internet Services**Computer Confidence**

- Hands-on
- Limited Enrollment
- New Class Offering

In this 5 hour class you will gain basic computer skills at a relaxed pace. Learn how to use the mouse and keyboard, become familiar with the desktop and icons, plus work with file menu items, windows, and launching programs. You'll also practice creating folders and documents with word processing and spreadsheet programs. In addition, we'll take a look at how to use the World Wide Web and e-mail at the University.

Please note that this is a relaxed-paced class. If you would prefer a more intense pace, we recommend taking Computer Survival Skills instead.

Prerequisites: None

Fees: \$0/\$0/\$25

CC101 Tue, Aug 4, 1:30 pm-4:00 pm
Wed, Aug 5, 1:30 pm-4:00 pm
BioSci 64 (Mac)

CC102 Thu, Aug 20, 9:30 am-12:00 pm
Fri, Aug 21, 9:30 am-12:00 pm
Nicholson 5b (Win)

Computer Survival Skills

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

This 2.5 hour fast-paced class will get you going with basic skills to help you use computers at the University. You'll learn basic word processing and spreadsheet skills. You'll also learn how to use e-mail and browse the World Wide Web. Tips on avoiding viruses will be provided. Information on computer training and other computer related resources on campus will also be provided.

Please note that this is a fast-paced overview class. If you have little or no experience using a computer, we recommend taking Computer Confidence, which covers the same material at a more relaxed pace.

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: None

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

CSS101 Tue, Jun 30, 1:30 pm-4:00 pm
Eddy 64 (Mac/Win)

E-mail Basics

- Hands-on
- Limited Enrollment

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

INET101 Wed, Aug 5, 9:00 am-12:00 pm
Eddy 64 (Mac/Win)

Office Computing

Databases

- Hands-on
- Limited Enrollment

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

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

ACC101 Tue, Jul 21, 10:00 am-12:00 pm
Wed, Jul 22, 10:00 am-12:00 pm
Thu, Jul 23, 10:00 am-12:00 pm
Anderson 170 (Win)

ACC102 Tue, Aug 18, 2:00 pm-4:00 pm
Wed, Aug 19, 2:00 pm-4:00 pm
Thu, Aug 20, 2:00 pm-4:00 pm
Nicholson 5b (Win)

Access 97: Forms and Reports

- Hands-on
- Limited Enrollment

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 is strongly recommended before taking this class, since many of the techniques we teach are based on relational database concepts.

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

ACC301 Fri, Jul 31, 9:00 am-12:00 pm
Anderson 170 (Win)

ACC302 Thu, Aug 27, 1:00 pm-4:00 pm
Nicholson 5b (Win)

Access 97: Using Queries

- Hands-on
- Limited Enrollment

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.

Prerequisites: Access 97 Basics. Relational Database Design Basics is strongly recommended before taking this class, since many of the techniques we teach are based on relational database concepts.

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

ACC201 Wed, Jul 29, 9:00 am-12:00 pm
Anderson 170 (Win)

ACC202 Tue, Aug 25, 1:00 pm-4:00 pm
Nicholson 5b (Win)

FileMaker Basics

- Hands-on
- Limited Enrollment

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.

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/\$55/\$100

FM101 Wed, Jul 8, 9:30 am-12:00 pm
 Fri, Jul 10, 9:30 am-12:00 pm
 Eddy 64 (Mac/Win)

FileMaker: Forms and Reports

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

This 6-hour class covers the creation of data input forms and printed reports. Starting from simple layouts, you'll practice designing increasingly detailed forms including cover pages, sorting and grouping, summaries and sub-summaries, incorporating graphics, labels, and form letters.

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: Basics, ability to quickly and easily move elements around in a layout

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

FM211 Wed, Jul 22, 9:00 am-12:00 pm
 Fri, Jul 24, 9:00 am-12:00 pm
 Eddy 64 (Mac/Win)

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

- Hands-on
- Limited Enrollment

This 16 hour course will help you get started using Microsoft Office 97 and provide an overview of its applications: Word, Excel, Access, and PowerPoint. The class will also cover integrating Office documents and features, and using Office with the World Wide Web.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: \$90/\$120/\$300 (includes the cost of workbooks, which will be distributed in class)

OFF101 Tue, Aug 4, 1:00 pm-5:00 pm
 Thu, Aug 6, 1:00 pm-5:00 pm
 Tue, Aug 11, 1:00 pm-5:00 pm
 Thu, Aug 13, 1:00 pm-5:00 pm
 Nicholson 5b (Win)

Relational Database Design Basics

- Seminar
- Limited Enrollment

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 Wed, Jul 8, 9:30 am-12:00 pm
 Nicholson 5a

Desktop Publishing

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

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.

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 should have mastery of basic skills using any word processing software.

Fees: \$45/\$70/\$125

- | | |
|--------------|--|
| PM101 | Tue, Jul 14, 1:30 pm-4:00 pm
Wed, Jul 15, 1:30 pm-4:00 pm
Thu, Jul 16, 1:30 pm-4:00 pm
<i>Eddy 64 (Mac/Win)</i> |
| PM102 | Tue, Aug 4, 1:30 pm-4:00 pm
Wed, Aug 5, 1:30 pm-4:00 pm
Thu, Aug 6, 1:30 pm-4:00 pm
<i>Eddy 64 (Mac/Win)</i> |

PhotoShop: Scanning Images for Print or Electronic Publications

- Hands-on
- Limited Enrollment

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

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

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|-----------------|--|
| PSHOP111 | Tue, Aug 25, 1:00 pm-4:00 pm
Thu, Aug 27, 1:00 pm-4:00 pm
<i>Eddy 64 (Mac/Win)</i> |
|-----------------|--|

Electronic Presentation

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

- Hands-on
- Limited Enrollment

This 16 hour course will help you get started using Microsoft Office 97 and provide an overview of its applications: Word, Excel, Access, and PowerPoint. The class will also cover integrating Office documents and features, and using Office with the World Wide Web.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: \$90/\$120/\$300 (includes the cost of workbooks, which will be distributed in class)

- | | |
|---------------|---|
| OFF101 | Tue, Aug 4, 1:00 pm-5:00 pm
Thu, Aug 6, 1:00 pm-5:00 pm
Tue, Aug 11, 1:00 pm-5:00 pm
Thu, Aug 13, 1:00 pm-5:00 pm
<i>Nicholson 5b (Win)</i> |
|---------------|---|

PowerPoint 4: Basics

- Hands-on
- Limited Enrollment

In this 6 hour course, you'll 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.

This course will be taught on the Mac using PowerPoint 4.0.

Prerequisites: Macintosh: Basics I

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

PP111 Tue, Aug 25, 1:00 pm-4:00 pm
Thu, Aug 27, 1:00 pm-4:00 pm
Nicholson 5a (Mac)

PowerPoint 97: Basics

- Hands-on
- Limited Enrollment

In this 7.5 hour course, you'll 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.

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

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

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

PP101 Wed, Jul 29, 9:30 am-12:00 pm
Thu, Jul 30, 9:30 am-12:00 pm
Fri, Jul 31, 9:30 am-12:00 pm
Nicholson 5b (Win)

Office Integration Series**Office 97: Integrating Word, Excel, Access, and PowerPoint**

- Hands-on
- Limited Enrollment

This 16 hour course will help you get started using Microsoft Office 97 and provide an overview of its applications: Word, Excel, Access, and PowerPoint. The class will also cover integrating Office documents and features, and using Office with the World Wide Web.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: \$90/\$120/\$300 (includes the cost of workbooks, which will be distributed in class)

OFF101 Tue, Aug 4, 1:00 pm-5:00 pm
Thu, Aug 6, 1:00 pm-5:00 pm
Tue, Aug 11, 1:00 pm-5:00 pm
Thu, Aug 13, 1:00 pm-5:00 pm
Nicholson 5b (Win)

Spreadsheets**Excel 5: Basics**

- Hands-on
- Limited Enrollment

This 7.5 hour course is 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, and formatting a worksheet.

This course will be taught on the Mac using Excel 5.0.

Prerequisites: Macintosh: Basics I

Fees: \$45/\$70/\$125

XCEL111 Mon, Jun 29, 1:30 pm-4:00 pm
Tue, Jun 30, 1:30 pm-4:00 pm
Wed, Jul 1, 1:30 pm-4:00 pm
Nicholson 5a (Mac)

Excel 97: Level I

- Hands-on
- Limited Enrollment

This 7.5 hour course is 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, and formatting a worksheet.

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

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

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

XCEL101 Tue, Jul 21, 1:30 pm-4:00 pm
Wed, Jul 22, 1:30 pm-4:00 pm
Thu, Jul 23, 1:30 pm-4:00 pm
Nicholson 5b (Win)

Excel 97: Level II

- Hands-on
- Limited Enrollment

This 9 hour course covers 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; and sharing workbooks on a network.

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

Prerequisites: Excel 97: Level I

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

XCEL201 Wed, Aug 26, 1:00 pm-4:00 pm
Thu, Aug 27, 1:00 pm-4:00 pm
Fri, Aug 28, 1:00 pm-4:00 pm
Anderson 170 (Win)

Excel 97: Level III

- Hands-on
- Limited Enrollment

This 9 hour course covers comparing data with advanced pivot tables; creating advanced charts and graphics; using advanced data analysis techniques; designing forms with Excel; solving problems with advanced functions; analyzing a database with functions; and automating tasks with macros.

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

Prerequisites: Excel 97: Level I, Excel 97: Level II

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

XCEL301 Mon, Jul 6, 1:00 pm-4:00 pm
Wed, Jul 8, 1:00 pm-4:00 pm
Fri, Jul 10, 1:00 pm-4:00 pm
Anderson 170 (Win)

Excel: Basic Financial Data Downloading

- Hands-on
- Limited Enrollment

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, we'll use basic menu commands to format the data into a report. 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 must bring their IDEA ID and password to class.

Fees: None

XCEL121 Wed, Aug 5, 1:00 pm-4:00 pm
Anderson 170 (Win)

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

- Hands-on
- Limited Enrollment

This 16 hour course will help you get started using Microsoft Office 97 and provide an overview of its applications: Word, Excel, Access, and PowerPoint. The class will also cover integrating Office documents and features, and using Office with the World Wide Web.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: \$90/\$120/\$300 (includes the cost of workbooks, which will be distributed in class)

OFF101 Tue, Aug 4, 1:00 pm-5:00 pm
 Thu, Aug 6, 1:00 pm-5:00 pm
 Tue, Aug 11, 1:00 pm-5:00 pm
 Thu, Aug 13, 1:00 pm-5:00 pm
Nicholson 5b (Win)

Word Processing**Office 97: Integrating Word, Excel, Access, and PowerPoint**

- Hands-on
- Limited Enrollment

This 16 hour course will help you get started using Microsoft Office 97 and provide an overview of its applications: Word, Excel, Access, and PowerPoint. The class will also cover integrating Office documents and features, and using Office with the World Wide Web.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: \$90/\$120/\$300 (includes the cost of workbooks, which will be distributed in class)

OFF101 Tue, Aug 4, 1:00 pm-5:00 pm
 Thu, Aug 6, 1:00 pm-5:00 pm
 Tue, Aug 11, 1:00 pm-5:00 pm
 Thu, Aug 13, 1:00 pm-5:00 pm
Nicholson 5b (Win)

Word 97: Basics

- Hands-on
- Limited Enrollment

This 7.5 hour course is 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, and using merge.

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

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

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

WORD101 Tue, Jul 14, 1:30 pm-4:00 pm
 Wed, Jul 15, 1:30 pm-4:00 pm
 Thu, Jul 16, 1:30 pm-4:00 pm
Nicholson 5b (Win)

Word 97: Beyond the Basics

- Hands-on
- Limited Enrollment

This 9 hour course 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: advanced formatting techniques, styles, advanced table features, working with long documents, automating your work, working with templates, columns, and customizing the Word environment.

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

Prerequisites: Word 97: Basics

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

WORD201 Tue, Jul 28, 1:00 pm-4:00 pm
 Wed, Jul 29, 1:00 pm-4:00 pm
 Thu, Jul 30, 1:00 pm-4:00 pm
Nicholson 5b (Win)

- Hands-on
- Limited Enrollment
- New Class Offering

This 7.5 hour course is for those who have little or no word processing skills and want to learn how to use Word 98'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, and using merge.

This course will be taught on the Mac using Word for Office 98.

Prerequisites: Macintosh: Basics I

Fees: \$70/\$85/\$150

WORD111 Tue, Jul 14, 1:30 pm-4:00 pm
 Wed, Jul 15, 1:30 pm-4:00 pm
 Thu, Jul 16, 1:30 pm-4:00 pm
 Nicholson 5a (Mac)

Multimedia and Electronic Presentation

CD-ROM Development

Summer CD-ROM Camp

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

This summer camp will teach you how to design and create multimedia interactive CD-ROMs as well as provide time to work on your own CD-ROM project. Project advisors will be available for consultation and assistance.

During the camp, you'll participate in both seminars and hands-on sessions. In the hands-on sessions, you'll learn 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 then learn how to create basic interactive CD-ROM modules using Authorware and add graphics, sound, and video to these modules.

The seminars will include learning about a five-step development process that will help you plan, design, construct, implement, and refine multimedia projects. You'll see examples of how multimedia can allow students to interact with course content and can accommodate multiple learning strategies. You'll learn how to evaluate the effectiveness of the design of a CD-ROM. Issues related to intellectual property, copyright, and product distribution will also be discussed.

Please note that the content covered in this camp is similar to the combined content of two courses offered during the regular academic year: Authorware: Basics and Learn the Multimedia Process: CD-ROM.

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: \$55/\$165/\$350

XPLOR121 Tue, Jul 28, 9:00 am-4:00 pm
 Wed, Jul 29, 9:00 am-4:00 pm
 Thu, Jul 30, 9:00 am-4:00 pm
 Fri, Jul 31, 9:00 am-4:00 pm
 Eddy 64 (Mac/Win)

Electronic Presentation

- Hands-on
- Limited Enrollment

In this 6 hour course, you'll 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.

This course will be taught on the Mac using PowerPoint 4.0.

Prerequisites: Macintosh: Basics I

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

PP111 Tue, Aug 25, 1:00 pm-4:00 pm
Thu, Aug 27, 1:00 pm-4:00 pm
Nicholson 5a (Mac)

PowerPoint 97: Basics

- Hands-on
- Limited Enrollment

In this 7.5 hour course, you'll 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.

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

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

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

PP101 Wed, Jul 29, 9:30 am-12:00 pm
Thu, Jul 30, 9:30 am-12:00 pm
Fri, Jul 31, 9:30 am-12:00 pm
Nicholson 5b (Win)

Graphics

- Hands-on
- Limited Enrollment

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, Jul 28, 1:00 pm-4:00 pm
Thu, Jul 30, 1:00 pm-4:00 pm
Anderson 170 (Win)

PSHOP102 Tue, Jul 7, 1:00 pm-4:00 pm
Thu, Jul 9, 1:00 pm-4:00 pm
Nicholson 5a (Mac)

PhotoShop: Scanning Images for Print or Electronic Publications

- Hands-on
- Limited Enrollment

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

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

PSHOP111 Tue, Aug 25, 1:00 pm-4:00 pm
Thu, Aug 27, 1:00 pm-4:00 pm
Eddy 64 (Mac/Win)

Techniques for Web and CD-ROM

- Hands-on
- Limited Enrollment

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, image 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

PSHOP201 Tue, Aug 18, 1:00 pm-4:00 pm
Thu, Aug 20, 1:00 pm-4:00 pm
Coffey 98 (Mac/Win)

Multimedia Development Series

Summer CD-ROM Camp

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

This summer camp will teach you how to design and create multimedia interactive CD-ROMs as well as provide time to work on your own CD-ROM project. Project advisors will be available for consultation and assistance.

During the camp, you'll participate in both seminars and hands-on sessions. In the hands-on sessions, you'll learn 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 then learn how to create basic interactive CD-ROM modules using Authorware and add graphics, sound, and video to these modules.

The seminars will include learning about a five-step development process that will help you plan, design, construct, implement, and refine multimedia projects. You'll see examples of how multimedia can allow students to interact with course content and can accommodate multiple learning strategies. You'll learn how to evaluate the effectiveness of the design of a CD-ROM. Issues related to intellectual property, copyright, and product distribution will also be discussed.

Please note that the content covered in this camp is similar to the combined content of two courses offered during the regular academic year: Authorware: Basics and Learn the Multimedia Process: CD-ROM.

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: \$55/\$165/\$350

XPLOR121 Tue, Jul 28, 9:00 am-4:00 pm
Wed, Jul 29, 9:00 am-4:00 pm
Thu, Jul 30, 9:00 am-4:00 pm
Fri, Jul 31, 9:00 am-4:00 pm
Eddy 64 (Mac/Win)

Summer Web Camp

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

This summer camp will teach you how to design and create multimedia Web pages as well as provide time to work on your own Web project. Project advisors will be available for consultation and assistance.

During the camp, you'll participate in both seminars and hands-on sessions. In the hands-on sessions, you'll learn 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 then learn how to create basic Web pages using HTML and Adobe PageMill and add graphics, sound, and video to these Web pages.

The seminars will include learning about a five-step development process that will help you plan, design, construct, implement, and refine multimedia projects. You'll see examples of how course Web sites can allow students to access information, interact with others, and receive feedback. You'll also see examples of how to organize departmental Web sites based on purpose and content. The roles and responsibilities of Web team members will also be discussed.

Please note that the content covered in this camp is similar to the combined content of two courses offered during the regular academic year: Exploring Multimedia: Creating Multimedia Web Pages and Learn the Multimedia Process: Web.

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: \$55/\$165/\$350

XPLOR111 Tue, Aug 11, 9:00 am-4:00 pm
 Wed, Aug 12, 9:00 am-4:00 pm
 Thu, Aug 13, 9:00 am-4:00 pm
 Fri, Aug 14, 9:00 am-4:00 pm
Eddy 64 (Mac/Win)

Video**Prerequisites: Windows: Mouse Tutorial and Windows 95: Basics for Web and CD-ROM Developers**

- Hands-on
- Limited Enrollment

In this 9 hour course, you'll learn how to create video for your multimedia projects using an everyday camcorder and affordable video digitizing technology. You'll learn how to shoot and digitize a video. You'll learn how to edit the video by learning how to cut frames, splice clips, use transitions, add titles, apply filters, and incorporate soundtracks. You'll also learn how to prepare the video to be included in a Web or CD-ROM 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.

Fees: \$45/\$70/\$125

PREM101 Tue, Aug 25, 1:00 pm-4:00 pm
 Wed, Aug 26, 1:00 pm-4:00 pm
 Thu, Aug 27, 1:00 pm-4:00 pm
Coffey 98 (Mac/Win)

Web Development

Summer Camp

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

This summer camp will teach you how to design and create multimedia Web pages as well as provide time to work on your own Web project. Project advisors will be available for consultation and assistance.

During the camp, you'll participate in both seminars and hands-on sessions. In the hands-on sessions, you'll learn 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 then learn how to create basic Web pages using HTML and Adobe PageMill and add graphics, sound, and video to these Web pages.

The seminars will include learning about a five-step development process that will help you plan, design, construct, implement, and refine multimedia projects. You'll see examples of how course Web sites can allow students to access information, interact with others, and receive feedback. You'll also see examples of how to organize departmental Web sites based on purpose and content. The roles and responsibilities of Web team members will also be discussed.

Please note that the content covered in this camp is similar to the combined content of two courses offered during the regular academic year: Exploring Multimedia: Creating Multimedia Web Pages and Learn the Multimedia Process: Web.

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: \$55/\$165/\$350

XPLOR111 Tue, Aug 11, 9:00 am-4:00 pm
Wed, Aug 12, 9:00 am-4:00 pm
Thu, Aug 13, 9:00 am-4:00 pm
Fri, Aug 14, 9:00 am-4:00 pm
Eddy 64 (Mac/Win)

Web Pages: CGI Scripts for Processing Web Forms

- Seminar
- Limited Enrollment

This seminar will introduce you to the programming required for collecting and parsing information from World Wide Web based forms. For each illustration, the University's server "garnet" will be utilized.

Prerequisites: Programming experience in shell scripts, PERL, or C.

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

WEB111 Wed, Aug 26, 1:30 pm-4:00 pm
Nicholson 5a

Web Pages: HTML and Adobe PageMill

- Hands-on
- Limited Enrollment

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 checking the validity of your HTML code.

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, offered during the regular academic year.

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

PMILL101 Tue, Jul 21, 1:00 pm-4:00 pm
Thu, Jul 23, 1:00 pm-4:00 pm
Eddy 64 (Mac/Win)

Web Pages: HTML and Netscape Composer

- Hands-on
- Limited Enrollment

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 checking the validity of your HTML code.

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, offered during the regular academic year.

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

COMP101 Tue, Aug 4, 1:00 pm-4:00 pm
Thu, Aug 6, 1:00 pm-4:00 pm
Coffey 98 (Mac/Win)

Statistics**SAS: Basics**

- Hands-on
- Limited Enrollment

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.

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

SAS101 Tue, Jun 30, 9:00 am-12:00 pm
Thu, Jul 2, 9:00 am-12:00 pm
Tue, Jul 7, 9:00 am-12:00 pm
Thu, Jul 9, 9:00 am-12:00 pm
Anderson 170 (Win)

SPSS: Basics

- Hands-on
- Limited Enrollment

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.

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

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

Fees: \$45/\$85/\$150

SPSS101 Tue, Aug 18, 9:00 am-12:00 pm
Wed, Aug 19, 9:00 am-12:00 pm
Thu, Aug 20, 9:00 am-12:00 pm
BioSci 58 (Win)

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: Student Staff/Faculty Other/Alumni

Please note: Some classes require previous experience. Before registering for a course, please check its description in the Short Course Bulletin for

Total Fees: \$

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Name

Home Phone

Work Phone

Address (campus address preferred)

E-mail Address

City

State

Zip

Check one: Student Staff/Faculty Other/Alumni

Please note: Some classes require previous experience. Before registering for a course, please check its description in the Short Course Bulletin for

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