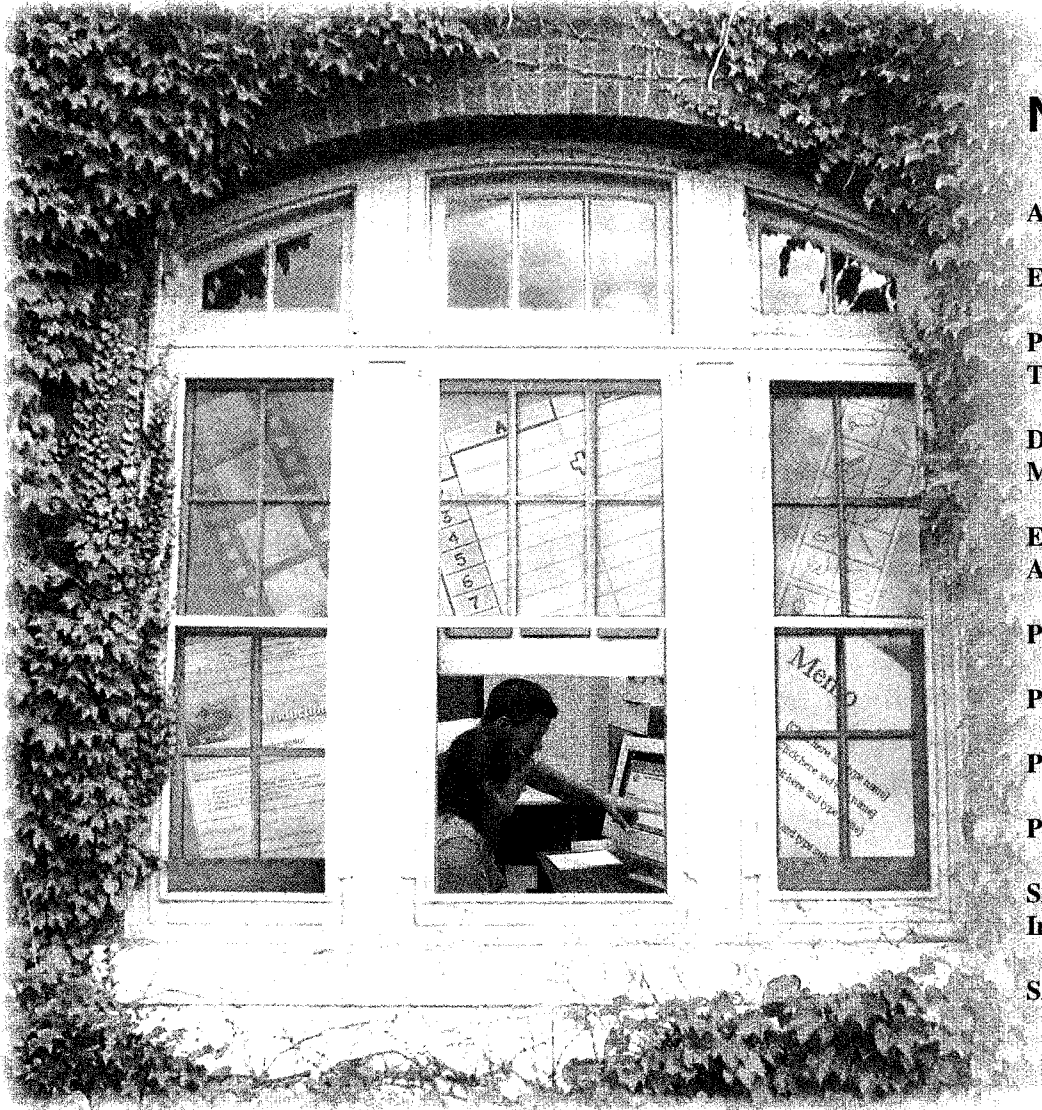


University Technology Training Center Computer Training Bulletin

Summer 2003



New Courses

Access 2000: Project-based Tutoring

Excel 2000: Level II Accelerated

Photoshop 7:
Techniques for Digital Photographs

Designing Learning Objects: Producing
Media-Rich Learning Activities

Enhancing Learning with Technology:
Active Learning with PowerPoint

Portal Staff and Faculty Orientation

Portal Staff and Faculty Workshop

Portal Student Orientation

Portal Student Workshop

SAS 8:
Introduction to Programming Concepts

SAS 8: Programming I Essentials

Opening a World of Possibilities

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Contact Information

General Information

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Course Descriptions

In Alphabetic Order

A

Access 2000: Level I

- Hands-on

This 6-hour course introduces the skills necessary for setting up and using database tables in Access. It is intended for those who have little or no experience developing a relational database. Relational Database Design Basics is strongly recommended before taking this course since many of the techniques taught are based on relational database concepts.

Topics include: creating, editing and working with tables • finding and filtering data • creating relationships • using simple queries • modifying query results • analyzing tables • creating basic forms and reports • using online help.

This course is taught on the Windows platform using Access 2000.

Prerequisites: Relational Database Design Basics. Windows Basics.

Fees: Students \$65.00 / Staff & Faculty \$105.00 / Alumni & Others \$200.00

Includes the cost of workbook(s), which will be distributed in class.

2ACC101	Jun 10, 12	1:30pm-4:30pm	Blegen Hall 90	Windows
2ACC102	Jul 17, 18	9:00am-12:00pm	Blegen Hall 90	Windows
2ACC103	Aug 12, 14	1:30pm-4:30pm	Anderson Hall 170	Windows

Access 2000: Level I Accelerated

- Hands-on

The pace in this accelerated Access class is much quicker than the standard Access class. In order to keep up, participants must have the appropriate skill level indicated below.

This 4-hour fast-paced course introduces the skills necessary for setting up and using database tables in Access. It is intended for those who already have experience developing relational databases and who are quick learners. Participants must be comfortable with basic computer concepts such as navigating, using menus and toolbars, highlighting text, and using cut, copy and paste commands. This class will not slow down for participants without the appropriate skill level.

Topics include: creating, editing and working with tables • finding and filtering data • creating relationships • using simple queries • modifying query results • analyzing tables • creating basic forms and reports.

This course is taught on the Windows platform using Access 2000.

Prerequisites: Solid understanding of relational database design. Good working knowledge of the Windows operating system.

Fees: Students \$45.00 / Staff & Faculty \$70.00 / Alumni & Others \$155.00

Includes the cost of workbook(s), which will be distributed in class.

2ACC111	Jun 26	1:00pm-5:00pm	Nicholson Hall 5b	Windows
2ACC112	Aug 5	1:00pm-5:00pm	Nicholson Hall 5b	Windows

Access 2000: Level II

- Hands-on

This 9-hour course explores the more advanced features of Access tables, queries, forms and reports. Relational Database Design Basics is strongly recommended before taking this course since many of the techniques taught are based on relational database concepts.

Topics include: modifying tables • setting field properties • using operators in queries • designing advanced queries • creating action queries • using advanced query wizards and other advanced database features • manipulating controls • using design view • designing advanced forms and reports • using editing tools.

This course is taught on the Windows platform using Access 2000.

Prerequisites: Access 2000: Level I. Relational Database Design Basics.

Fees: Students \$65.00 / Staff & Faculty \$125.00 / Alumni & Others \$240.00

Includes the cost of workbook(s), which will be distributed in class.

2ACC201	Jul 8, 9, 10	1:30pm-4:30pm	Blegen Hall 90	Windows
2ACC202	Aug 20, 21, 22	9:00am-12:00pm	Blegen Hall 90	Windows

Access 2000: Level II Accelerated

- Hands-on

The pace in this accelerated Access class is much quicker than the standard Access class. In order to keep up, participants must have the appropriate skill level indicated below.

This 7-hour fast-paced course explores the more advanced features of Access tables, queries, forms and reports. It is intended for those who already have experience developing relational databases and who are quick learners. This class will not slow down for participants without the appropriate skill level.

Topics include: modifying tables • setting field properties • using operators in queries • designing advanced queries • creating action queries • using advanced query wizards and other advanced database features • manipulating controls • using design view • designing advanced forms and reports • using editing tools.

This course is taught on the Windows platform using Access 2000.

Prerequisites: Access 2000: Level I. Solid understanding of relational database design.

Fees: Students \$65.00 / Staff & Faculty \$115.00 / Alumni & Others \$220.00

Includes the cost of workbook(s), which will be distributed in class.

2ACC211	Aug 6, 7	1:00pm-4:30pm	Nicholson Hall 5b	Windows
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Access 2000: Project-based Tutoring

- Hands-on
- New

This learning opportunity provides 4 hours of one-on-one tutoring to participants working on Access database projects. The goal of the tutoring is to increase participants' general understanding of database development, as well as to offer guidance on their project specific questions and problems.

Participants will meet with the tutor twice, with a week between sessions to give participants the opportunity to continue working on their own and come back with more questions. Participants must bring the following items to the first session: a cloned copy of their Access 2000 database with no records, their project notes, and a comprehensive list of problems and questions.

Prerequisites: Good working knowledge of Access 2000.

Fees: Students \$120.00 / Staff & Faculty \$240.00 / Alumni & Others N/A

2ACC321	Jul 8, 15	8:15am-10:15am	Nicholson Hall 5b	Windows
2ACC322	Jul 8, 15	10:45am-12:45pm	Nicholson Hall 5b	Windows
2ACC323	Jul 9, 16	8:15am-10:15am	Nicholson Hall 5b	Windows
2ACC324	Jul 9, 16	10:45am-12:45pm	Nicholson Hall 5b	Windows
2ACC325	Jul 10, 17	8:15am-10:15am	Nicholson Hall 5b	Windows
2ACC326	Jul 10, 17	10:45am-12:45pm	Nicholson Hall 5b	Windows

Access 2000: Publishing Databases on the Web

- Hands-on

This 9-hour advanced course introduces publishing Access database content on the Web. It is intended for those who are experienced with database development using Access. Participants should also have a good understanding of HTML code for Web-based forms.

Topics include: reviewing server concepts and requirements • configuring Internet Information Services (IIS) • reviewing server security • displaying data on the Web statically, dynamically, and interactively • communicating with databases using ActiveX Data Objects (ADO) and Structured Query Language (SQL) • using Active Server Pages (ASP) and Data Access Pages (DAP) to pass variables, sort, search and update data • restricting access privileges to maintain database security.

This course is taught on the Windows platform using Access 2000.

Prerequisites: Access 2000: Skills Practice Lab. Access 2000: Level II. Access 2000: Level I. Relational Database Design Basics. Good working knowledge of HTML code for Web-based forms.

Fees: Students \$55.00 / Staff & Faculty \$100.00 / Alumni & Others \$205.00

2ACC311	Aug 19, 20, 21	1:30pm-4:30pm	Anderson Hall 170	Windows
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Access 2000: Skills Practice Lab

- Hands-on

This 9-hour structured lab provides participants with the opportunity to practice the skills they learned in Relational Database Design Basics, Access Level I and Access Level II. In order to keep up, participants must be familiar with the skills covered in all of these courses.

Topics include: applying a five-step database development model to a sample scenario • determining what tables, fields, field types and relationships are needed for the scenario • using the resulting database design to create the required tables • designing and creating the essential data entry forms and reports • creating the queries necessary for the forms and reports • designing a subform • designing advanced action queries • adding buttons to run simple macros • adding a switchboard (main menu).

This structured lab is taught on the Windows platform using Access 2000.

Prerequisites: Access 2000: Level II. Access 2000: Level I. Relational Database Design

Fees: Students \$55.00 / Staff & Faculty \$100.00 / Alumni & Others \$205.00

2ACC301	Aug 12, 13, 14	1:30pm-4:30pm	Nicholson Hall 5b	Windows
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C

Creating Course Web Sites: Building an Online Learning Community

- Hands-on

This 3.5-hour course provides faculty with experience in building an online learning community. The course structure combines online communication with face-to-face exchange. The first two scheduled course times will take place online in chat format, and the last one will take place in person.

Prior to the start of the course, participants will be contacted with a reading assignment. Between course times, participants will continue their conversation in online discussion, as well as complete additional readings. Participants should expect to spend 3-5 hours outside of class on these activities.

Since WebCT's chat and discussion tools will be used for the online communication, participants are strongly encouraged to take WebCT Communication Tools, or have equivalent experience, before taking this course.

Topics include: exploring the value of creating an online learning community • defining the characteristics of an online learning community • creating an online identity • encouraging online discussion in varied forms, such as conversation, reflection, and persuasion • holding and managing online chat • facilitating group dynamics in an online environment.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Registration for this course will close two weeks prior to its starting date, to allow for the completion of the first reading assignment.

Fees 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: Creating Course Web Sites: WebCT 3 Communication Tools.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CWS431	Jul 15, 22, 24	10:00am-11:00am	Other	Mac & Windows
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Creating Course Web Sites: Dreamweaver MX for WebCT Users

- Hands-on

This 4-hour course is intended for faculty who would like to use Dreamweaver to create content pages for use in their WebCT course site.

Topics include: formatting text • creating lists • adding links • inserting images • working with tables • organizing files and folders • using WebDAV for uploading files into WebCT • copying and pasting portions of HTML into WebCT • creating links to Dreamweaver documents within WebCT.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver MX.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Fees 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: Creating Course Web Sites: WebCT 3 Basics. Creating Course Web Sites: HTML Survival Skills. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$55.00 / Alumni & Others \$140.00

DW111	Jul 31	1:00pm-5:00pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: HTML Survival Skills

- Hands-on

This 2.5-hour course provides an overview of HTML, the underlying code for Web pages.

Topics include: understanding the structure of a Web page • working with basic tags and attributes • copying HTML code from various sources.

This course is taught on both the Macintosh and Windows platforms using SimpleText (Mac) and Notepad (Win).

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Fees 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: Familiarity with using a Web browser (e.g. Netscape Navigator). Mac OS Basics or Windows Basics.

Fees: Students \$25.00 / Staff & Faculty \$40.00 / Alumni & Others \$90.00

HTML111	Jul 10	1:30pm-4:00pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: WebCT 3 Assignments

- Hands-on

This 3-hour course explores a variety of approaches to managing student assignments within a WebCT course site.

Topics include: using the assignments tool, discussion tool, e-mail tool and student presentations tool for assignment submissions • exploring issues relating to uploading, downloading and formatting files for submission online • exploring best practices and implementation issues for assignments in an online environment.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Fees 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: Creating Course Web Sites: WebCT 3 Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CWS351	Jul 23	1:30pm-4:30pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: WebCT 3 Basics

- **Hands-on**

This 4-hour course is intended for faculty and other course designers who would like to explore using WebCT for online course delivery. This course is a prerequisite for all other WebCT courses. It is intended to provide a general understanding of WebCT concepts and standard capabilities.

Topics include: designing a WebCT course Web site • customizing WebCT pages • managing files and directories • adding, organizing and managing tools • understanding basic student database and gradebook features • working with basic course management functions.

Content Note: This course only covers basic WebCT features and tools. More complex WebCT tools, such as content modules and quizzes, are covered in subsequent courses.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

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

Fees: Students \$30.00 / Staff & Faculty \$55.00 / Alumni & Others \$140.00

CWS201	Jun 13	1:00pm-5:00pm	Walter Library 210	Mac & Windows
CWS202	Jun 18	1:00pm-5:00pm	Walter Library 210	Mac & Windows
CWS203	Aug 7	1:00pm-5:00pm	Walter Library 210	Mac & Windows

Creating Course Web Sites: WebCT 3 Communication Tools

- **Hands-on**

This 3-hour course introduces WebCT's communication tools and explores pedagogical techniques for using computer mediated communication.

Topics include: working with WebCT's communication tools from the student perspective • configuring the bulletin board, e-mail, chat and whiteboard tools • exploring best practices and implementation issues for computer mediated communication.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Fees 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: Creating Course Web Sites: WebCT 3 Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CWS321	Jul 9	9:00am-12:00pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: WebCT 3 Content Management

- **Hands-on**

This 3.5-hour course introduces the capabilities of WebCT content modules for course content delivery and navigation.

Topics include: creating and managing files to be used for content modules • creating and configuring a content module and its pages • adding tools to a content module • exploring best practices and implementation issues for delivering course content online.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Fees 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: Creating Course Web Sites: WebCT 3 Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CWS301	Aug 14	1:00pm-4:30pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: WebCT 3 Course Management

- Hands-on

This 3-hour course covers WebCT's course management tools.

Topics include: working with the student database • using student and page tracking • using Excel with the WebCT gradebook • using the student database in combination with other WebCT tools • exploring advanced course management techniques.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Fees 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: Creating Course Web Sites: WebCT 3 Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CWS331	Jun 27	1:30pm-4:30pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: WebCT 3 Quizzes

- Hands-on

This 3-hour course introduces the WebCT quiz tool for administering online quizzes and self-tests.

Topics include: taking a WebCT quiz from the student perspective • adding the quiz tool • creating multiple choice, short answer, matching, calculated and paragraph questions • creating and configuring a quiz • viewing and grading quiz submissions • adding links to a quiz from other areas of WebCT • exploring best practices and implementation issues for online quizzes and self-tests.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Fees 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: Creating Course Web Sites: WebCT 3 Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CWS311	Jul 25	1:30pm-4:30pm	Walter Library 210	Mac & Windows
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Creating Learning Objects: Flash MX Basics

- Hands-on

This 9-hour course introduces faculty to the creation of Web-based interactive learning activities and animations using Flash. Participants will also explore the pedagogical and motivational value of these types of projects.

Topics include: examining exemplar interactive learning activities and animations • creating variable element and multi-scenario activities • creating animations • publishing Flash projects on the Web.

This course is taught on both the Macintosh and Windows platforms using Flash MX.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Fees 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: Familiarity with creating basic Web pages.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$225.00

FLASH111	Aug 6, 7, 8	9:00am-12:00pm	Walter Library 210	Mac & Windows
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Creating Learning Objects: iMovie 3 Basics

- Hands-on
- New

This 6-hour course introduces faculty to using iMovie for creating instructional video. iMovie is the easy-to-use video editing software included with Mac OS X, and available to faculty in the DMC Development Suite. Participants will create a short movie as well as explore best practices for the use of video in the classroom.

Topics include: identifying sound instructional practices for video • using video to meet instructional objectives • planning a video project • capturing video to your computer • editing video • exporting multi-platform movies that can be played on a Mac or Windows computer. This course is taught on the Mac platform using iMovie 3.

Fees 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: Mac OS Basics.

Fees: Students \$50.00 / Staff & Faculty \$90.00 / Alumni & Others \$185.00

IMOV111	Aug 13, 15	1:30pm-4:30pm	Nicholson Hall 5a	Mac
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D

Designing Accessible Web Sites Seminar

- Seminar

This 1.5-hour seminar will help participants gain an understanding of how to design an accessible Web site and raise their awareness of issues regarding access to the Web for persons with disabilities.

Given that Web pages are central to the way in which business is conducted at the University, Web pages must be designed as not to exclude those with disabilities. The form and format of information on a Web site can either help or hinder access for people with disabilities. It is the responsibility of the Web page author to present information in a way that ensures access by a diverse audience.

Topics include: understanding what a screen-reader is and how it works • avoiding Web site design features and practices that hinder access for screen-reader users • following guidelines and design alternatives that make a Web site more accessible.

Content Note: The material presented in this seminar is also included in the Designing Accessible Web Sites Workshop.

Prerequisites: Familiarity with creating basic Web pages.

Fees: No Fee. Registration required.

DSIGN111	Jun 24	10:00am-11:30am	Nicholson Hall 2
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Designing Accessible Web Sites Workshop

- Hands-on

This 3-hour course covers the basic skills necessary to create Web sites that comply with the University of Minnesota Web Accessibility Standards.

Topics include: understanding how to implement the University of Minnesota Web Accessibility Standards • designing an accessible Web site • making an existing Web site accessible • working with the JAWS For Windows (JFW) screen-reader and other adaptive technologies • using online accessibility assessment tools.

Prerequisites: Familiarity with creating basic Web pages. Basic understanding of HTML code.

Fees: Students \$20.00 / Staff & Faculty \$35.00 / Alumni & Others \$70.00

DSIGN131	Jul 31	1:00pm-4:00pm	Nicholson Hall 5b	Windows
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Designing Course Web Sites: Implementing Teaching Strategies with WebCT

- Seminar
- Revised

This 18-hour seminar focuses on planning interactive, technology-enhanced courses using WebCT's built-in tools. Working from their own class syllabus, participants will develop a plan for their course site as they learn to develop clear learning objectives, identify appropriate teaching strategies for meeting those objectives, design competent course Web site structures, select appropriate WebCT tools and design effective on-line learning activities to support and enhance the chosen teaching strategies. The course will blend demonstrations of successfully implemented teaching strategies with discussion and class activities. Digital Media Center consultants will be available for one-on-one consultation between class sessions.

Topics include: developing clear learning objectives and matching them with teaching strategies • developing, implementing, and evaluating technology-enhanced teaching strategies within a WebCT course site.

Fees 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: Participants must bring a complete syllabus to the first day of class.

Fees: Students \$65.00 / Staff & Faculty \$175.00 / Alumni & Others \$400.00

DSIGN101	Jun 2, 4, 6	9:00am-4:00pm	Walter Library 210
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Designing Effective Web Sites

- Seminar

This 3.5-hour seminar introduces design techniques for creating a successful Web site. Participants will learn how to effectively structure a Web site, as well as how to organize and present content.

Topics include: organizing content to create site structure • understanding and organizing media elements for good Web page design • creating accessible Web pages • testing a site for usability.

Content Note: The material presented in this seminar is also included in Web Design and Development: Level I and II.

Prerequisites: Familiarity with creating basic Web pages.

Fees: Students \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$85.00

DSIGN141	Jul 29	1:00pm-4:30pm	Walter Library 210
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Designing Learning Objects: Producing Media-Rich Learning Activities

- Seminar
- New

This 18-hour seminar focuses on conceptualizing, defining and designing interactive learning objects and activities. Learning objects are components of an online learning environment that help meet specific learning objectives. Often they include animations, interactions, simulations, audio and video clips, or other dynamic media elements.

Working from their own class syllabus, participants will learn to develop clear learning objectives, conceptualize and identify appropriate learning objects and activities for meeting some of their objectives, and create storyboards and design documents to effectively describe their learning objects and activities. Digital Media Center consultants will be available for one-on-one consultation both during and between class sessions.

After the class is completed, DMC consultants will review the learning objects and activities designed by faculty participants, and will continue to work on selected projects with faculty and their collegiate support staff. The creation, implementation, evaluation and revision of these selected learning objects and activities will occur during the 2003-2004 school year, and will be completed without charge to the faculty, or their departments and colleges.

Topics include: exploring effective learning objects and activities • developing clear learning objectives and using them to define and design learning objects and activities • creating clear and concise documents that effectively describe learning objects and activities.

Fees 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: Participants must bring a complete syllabus to the first day of class.

Fees: Students \$65.00 / Staff & Faculty \$175.00 / Alumni & Others \$400.00

DSIGN121	Jul 14, 16, 18	9:00am-4:00pm	Walter Library 210
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Dreamweaver MX: Cascading Style Sheets

- **Hands-on**

This 3.5-hour course covers the basics of creating cascading style sheets (CSS) for Web pages. Participants will learn how to maintain consistently formatted pages more easily by using styles to control text formatting attributes.

Topics include: redefining HTML tags with new attributes • defining and applying custom styles • creating internal and external style sheets • linking multiple files to an external style sheet.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver MX.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Dreamweaver MX: Creating Basic Web Pages. HTML: Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

DW211	Aug 20	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
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Dreamweaver MX: Creating Basic Web Pages

- **Hands-on**

This 7-hour course covers the basics of creating Web pages using Dreamweaver. HTML Basics is strongly recommended before taking this course since an understanding of HTML is essential for developing and troubleshooting Web pages.

Topics include: formatting text • creating lists • adding links • inserting images and adding rollover effects • creating image maps • working with tables • defining a site and transferring files to a Web server • using templates and library items to manage content.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver MX.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

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

Fees: Students \$55.00 / Staff & Faculty \$100.00 / Alumni & Others \$205.00

DW101	Jun 12, 13	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
DW102	Jul 9, 11	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
DW103	Jul 29, 31	1:00pm-4:30pm	Anderson Hall 170	Windows

Dreamweaver MX: Extending and Customizing Capabilities

- **Hands-on**

This 3-hour course covers the basics of customizing Dreamweaver and extending its capabilities. Participants will learn about downloading extensions from the Web to facilitate tasks such as creating a table of contents or adding randomly-selected text to a page. Participants will also learn about modifying and adding menu items and objects using HTML, JavaScript, and XML.

Topics include: downloading, installing, and using Dreamweaver extensions • modifying Dreamweaver menus and objects • exploring other customizable features of Dreamweaver.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver MX.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Dreamweaver MX: Creating Basic Web Pages. HTML: Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

DW231	Aug 12	1:30pm-4:30pm	Walter Library 210	Mac & Windows
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Dreamweaver MX: Forms

- Hands-on

This 3-hour course introduces the basics of using Web-based forms, including an overview of working with CGI scripts.

Topics include: understanding the HTML elements used in forms • using Dreamweaver to create forms • using form elements without CGI scripts • processing form input with CGI scripts • utilizing CGI scripts centrally available at the University of Minnesota • utilizing Google's University Search service available free for University of Minnesota Web sites.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver MX.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Dreamweaver MX: Creating Basic Web Pages. HTML: Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

DW241	Jul 24	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
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E

E-mail and Internet Orientation

- Seminar

This 1-hour drop-in seminar introduces Internet access and e-mail at the University of Minnesota. Registration is not required to attend.

Topics include: initiating and managing University Internet accounts • accessing the Internet • getting started with e-mail • using available support resources.

Prerequisites: None.

No registration required for this class.

East Bank	Jun 4	2:00pm-3:00pm	Nicholson Hall 2
East Bank	Jul 24	10:00am-11:00am	Nicholson Hall 2

Enhancing Learning with Technology: Active Learning with PowerPoint

- Seminar
- New

This 3-hour seminar explores some of the ways faculty can use PowerPoint for more than just delivering lecture-based content. Participants will examine using PowerPoint to structure narratives, motivate learners, and foster active and collaborative learning. The course will combine review and discussion with technical demonstration and workshop time.

The workshop portion of the course will provide participants the opportunity to practice the PowerPoint techniques highlighted or to explore a library of exemplars. Digital Media Center consultants will also be available for individual discussions with participants on how they can use PowerPoint to promote active learning in their own classroom. Participants are encouraged to bring one of their own PowerPoint presentations, as well as digital files of any video, audio, animation, or image files they wish to embed.

Topics include: reviewing exemplary uses of PowerPoint • exploring the technical and pedagogical techniques involved in using PowerPoint for active teaching and learning.

Fees 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: Familiarity with basic PowerPoint skills.

Fees: Students \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$85.00

LT211	Aug 14	9:00am-12:00pm	Walter Library 210
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Excel 2000: Database Management

- Hands-on

This 3.5-hour course introduces Excel's database management tools.

Topics include: working with databases (creating, modifying, sorting and validating) • using the data form to add and find records • using autofilter • working with advanced filters to find and extract records meeting specified criteria • using database functions • importing data from and exporting data to other applications.

Prerequisites: Excel 2000: Level I.

Fees: Students \$45.00 / Staff & Faculty \$60.00 / Alumni & Others \$125.00

Includes the cost of workbook(s), which will be distributed in class.

2XCEL311	Aug 19	1:00pm-4:30pm	Nicholson Hall 5b	Windows
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Excel 2000: Level I

- Hands-on

This 9-hour course introduces the basic features of Excel, the Microsoft Office spreadsheet application. It is intended for those who have little or no experience using electronic spreadsheets.

Topics include: learning the components of a workbook • working with basic worksheets • entering and editing data • moving around and selecting data ranges • creating simple formulas • using absolute references • copying and moving data • using page setup • formatting numbers and text • working with columns and rows • using automatic formatting • using range names • using online help.

This course is taught on the Windows platform using Excel 2000.

Prerequisites: Windows Basics.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

2XCEL101	Jun 10, 11, 12	1:30pm-4:30pm	Anderson Hall 170	Windows
2XCEL102	Jul 9, 10, 11	9:00am-12:00pm	Blegen Hall 90	Windows

Excel 2000: Level I Accelerated

- Hands-on

The pace in this accelerated Excel class is much quicker than the standard Excel class. In order to keep up, participants must have the appropriate skill level indicated below.

This 4-hour fast-paced course introduces the basic features of Excel, the Microsoft Office spreadsheet application. It is intended for those who have little or no experience using electronic spreadsheets, however, it is geared towards computer users who are quick learners and comfortable with basic computer concepts such as navigating, using menus and toolbars, highlighting text, and using cut, copy and paste commands. This class will not slow down for participants without the appropriate skill level.

Topics include: learning the components of a workbook • working with basic worksheets • entering and editing data • moving around and selecting data ranges • creating simple formulas • copying and moving data • using page setup • formatting numbers and text • working with columns and rows.

This course is taught on the Windows platform using Excel 2000.

Prerequisites: Good working knowledge of the Windows operating system.

Fees: Students \$45.00 / Staff & Faculty \$70.00 / Alumni & Others \$155.00

Includes the cost of workbook(s), which will be distributed in class.

2XCEL111	Jun 18	1:00pm-5:00pm	Nicholson Hall 5b	Windows
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Excel 2000: Level II

- Hands-on

This 9-hour course is designed for those who have mastered the basics of Excel and would like to learn more about managing and enhancing worksheets.

Topics include: working with large worksheets • using and managing multiple worksheets and multiple workbooks • using paste special • using range names in formulas • working with labels in formulas • using advanced functions • using conditional and custom formats • creating and editing charts • using Excel's HTML features.

This course is taught on the Windows platform using Excel 2000.

Prerequisites: Excel 2000: Level I.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

2XCEL201	Jul 30, 31, Aug 1	9:00am-12:00pm	Blegen Hall 90	Windows
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Excel 2000: Level II Accelerated

- Hands-on
- New

The pace in this accelerated Excel class is much quicker than the standard Excel class. In order to keep up, participants must have the appropriate skill level indicated below.

This 7-hour fast-paced course explores the more advanced features of Excel for managing and enhancing worksheets. It is intended for those who already have mastered the basics of Excel and who are quick learners. This class will not slow down for participants without the appropriate skill level.

Topics include: working with large worksheets • using and managing multiple worksheets and multiple workbooks • using paste special • using range names in formulas • using advanced functions • using conditional and custom formats • creating and editing charts.

This course is taught on the Windows platform using Excel 2000.

Prerequisites: Excel 2000: Level I.

Fees: Students \$65.00 / Staff & Faculty \$115.00 / Alumni & Others \$220.00

Includes the cost of workbook(s), which will be distributed in class.

2XCEL211	Jun 24, 25	1:00pm-4:30pm	Nicholson Hall 5b	Windows
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Excel 2000: PivotTables for Data Analysis

- Hands-on

This 3.5-hour course on using Excel's PivotTables is intended for those who need to analyze sizable amounts of data and would like a quick, easy way to sort and display analyses of that data.

Topics include: creating and revising PivotTables • adding PivotTable fields • changing a PivotTable layout • formatting PivotTables • hiding and unhiding items • creating a page field report • creating a PivotChart report.

Prerequisites: Excel 2000: Level I.

Fees: Students \$45.00 / Staff & Faculty \$60.00 / Alumni & Others \$125.00

Includes the cost of workbook(s), which will be distributed in class.

2XCEL301	Aug 21	1:00pm-4:30pm	Nicholson Hall 5b	Windows
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F

FileMaker Pro 5: Level I

- Hands-on

This 6-hour course covers the basic concepts of creating a database using FileMaker.

Topics include: planning and creating a database • defining fields • entering data • finding, changing, and sorting records • designing simple reports • creating mailing labels • defining value lists • using pop-up lists, pop-up menus, radio buttons, and check boxes • defining access privileges for users.

This course is taught on both the Macintosh and Windows platforms using FileMaker Pro 5.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Mac OS Basics or Windows Basics.

Fees: Students \$50.00 / Staff & Faculty \$90.00 / Alumni & Others \$185.00

FM101	Jun 18, 20	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
FM102	Jul 15, 17	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows

FileMaker Pro 5: Level II

- Hands-on

This 9-hour course covers the creation of data entry forms and printed reports in FileMaker in greater depth.

Topics include: designing detailed forms • adding cover pages • creating subtotals and grand totals • working with number and text calculations • exporting data to create a mail merge file form letter • incorporating graphics • using buttons • defining access privileges for users and groups • incorporating related fields.

This course is taught on both the Macintosh and Windows platforms using FileMaker Pro 5.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: FileMaker Pro 5: Level I.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$225.00

FM201	Jul 29, 30, 31	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
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FileMaker Pro 5: Relational Features

- Hands-on

This 5-hour course covers the relational features of FileMaker for creating multi-table database applications. Relational Database Design Basics is strongly recommended before taking this course since many of the techniques taught are based on relational database concepts.

Topics include: understanding one-to-one, one-to-many, and many-to-many relationships • creating relationships • creating and using related fields and portals • reporting on related data.

This course is taught on both the Macintosh and Windows platforms using FileMaker Pro 5.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: FileMaker Pro 5: Level I. Relational Database Design Basics.

Fees: Students \$45.00 / Staff & Faculty \$75.00 / Alumni & Others \$170.00

FM221	Aug 19, 21	1:30pm-4:00pm	Nicholson Hall 5a	Mac & Windows
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Final Cut Pro 3: Digital Video Basics

- Hands-on

This 10.5-hour course introduces creating video clips for multimedia projects using Final Cut Pro.

Topics include: using a digital video camera • designing and storyboarding a video • shooting and digitizing video • working with basic video editing techniques • adding transitions between clips • creating and superimposing titles • incorporating audio • preparing video clips for Web or CD-ROM projects.

This course is taught on the Macintosh platform using Final Cut Pro 3.

Prerequisites: Mac OS Basics.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$225.00

FCP101	Jul 30, 31, Aug 1	8:30am-12:00pm	Nicholson Hall 5a	Mac
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Flash MX: Creating Basic Animations for the Web

- Hands-on

This 7-hour course introduces creating Web-based animation using Flash. It is intended for those who are already familiar with creating basic Web pages.

Topics include: using the Flash editing environment • creating and modifying objects • using layers • saving objects as symbols and using libraries • creating frame-by-frame animations • creating animations with motion and shape tweening • playing Flash animations on a Web page.

This course is taught on both the Macintosh and Windows platforms using Flash MX.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Familiarity with creating basic Web pages.

Fees: Students \$65.00 / Staff & Faculty \$125.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

FLASH101	Jul 8, 9	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
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Flash MX: Using ActionScript

- Hands-on

This 3.5-hour course explores the basics of using ActionScript to add interactivity to Web content created with Flash. Participants will learn how to create a simple preloader that can be displayed while content is being downloaded. Participants will also learn how to create navigation buttons and menus, as well as buttons for interacting with content. Time permitting, Web sites containing interactive Flash content will be deconstructed and analyzed. Participants are encouraged to bring URLs of sites they would like discussed.

Topics include: understanding how ActionScript works • adding actions to frames and objects • using object actions to control the timelines of other objects • using frame and object actions to build interfaces.

This course is taught on both the Macintosh and Windows platforms using Flash MX.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Flash MX: Creating Basic Animations for the Web. Knowledge of HTML and JavaScript is helpful, but not required.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

FLASH201	Jul 22	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
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H

HTML: Basics

- Hands-on

This 3.5-hour course covers the basics of HTML (Hypertext Markup Language), the underlying code for Web pages.

Topics include: understanding the structure of a Web page • working with basic tags and attributes • formatting documents using headings, lists, fonts, and colors • inserting links and images.

This course is taught on both the Macintosh and Windows platforms using SimpleText (Mac) and Notepad (Win).

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Familiarity with using a Web browser (e.g. Netscape Navigator). Mac OS Basics or Windows Basics.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

HTML101	Jun 5	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
HTML102	Jul 8	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
HTML103	Jul 22	1:00pm-4:30pm	Anderson Hall 170	Windows

HTML: Beyond the Basics

- Hands-on

This 4-hour course is designed for those who have already mastered the fundamentals of HTML and want to learn more.

Topics include: creating and modifying tables • working with cascading style sheets (CSS) • using META tags to help search engines find a site • using FTP to transfer HTML documents to a Web server.

This course is taught on both the Macintosh and Windows platforms using SimpleText (Mac) and Notepad (Win).

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: HTML: Basics.

Fees: Students \$30.00 / Staff & Faculty \$55.00 / Alumni & Others \$140.00

HTML201	Aug 7	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
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I

Illustrator 10: Basics

- Hands-on

This 9-hour course introduces Illustrator's vector graphics and type capabilities. Participants will learn to create basic shapes, paint and draw with different tools, and work with type.

Topics include: drawing lines and curves • working with objects and text • making colors • creating artistic text • using layers.

This course is taught on both the Macintosh and Windows platforms using Illustrator 10.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Mac OS Basics or Windows Basics.

Fees: Students \$65.00 / Staff & Faculty \$145.00 / Alumni & Others \$260.00

Includes the cost of workbook(s), which will be distributed in class.

ILSTR101	Jun 17, 18, 19	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
ILSTR102	Aug 6, 7, 8	9:00am-12:00pm	Blegen Hall 90	Mac & Windows

InDesign 2: Basics

- **Hands-on**

This 9-hour course introduces InDesign's essential graphics and type capabilities. Participants will learn to create and edit master pages, place text and graphics, and create and apply color, tints, and gradients.

Topics include: using the toolbox, palettes, and navigation tools • working with page layout • importing and editing text, layers, and graphics.

This course is taught on both the Macintosh and Windows platforms using InDesign 2.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Mac OS Basics or Windows Basics.

Fees: Students \$65.00 / Staff & Faculty \$145.00 / Alumni & Others \$260.00

Includes the cost of workbook(s), which will be distributed in class.

IDSGN101	Jul 23, 24, 25	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
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M

Mac OS 9: Basics

- **Hands-on**

This 6-hour course is for new Macintosh users. Mastery of the basic skills covered in this course is a prerequisite for nearly all other Macintosh courses.

Topics include: using the mouse and keyboard • becoming familiar with the desktop and all its components • manipulating windows • launching and exiting applications • creating, opening and saving documents • cutting, copying and pasting text in a document • organizing and managing files • making backup copies of your work • working with the Apple menu • understanding memory • setting up file sharing • working with fonts.

Prerequisites: None.

Fees: Students \$50.00 / Staff & Faculty \$85.00 / Alumni & Others \$175.00

MAC101	Jun 24, 26	1:30pm-4:30pm	Nicholson Hall 5a	Mac
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Mac OS X: Basics

- **Hands-on**

This 7-hour course is primarily intended for new Macintosh users. Users new to OS X may also find it helpful. Mastery of the basic skills covered in this course is a prerequisite for nearly all other Macintosh courses.

Topics include: using the mouse and keyboard • becoming familiar with the Finder and all its components • manipulating windows • launching and exiting applications • creating, opening and saving documents • cutting, copying and pasting text • organizing and managing files • working with Classic applications • reviewing printing issues • using Sherlock • working with fonts.

Prerequisites: None.

Fees: Students \$65.00 / Staff & Faculty \$110.00 / Alumni & Others \$210.00

Includes the cost of workbook(s), which will be distributed in class.

MACX101	Jun 3, 5	8:30am-12:00pm	Nicholson Hall 5a	Mac
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Managing TEL Projects: Practical Techniques

- **Seminar**

This 3-hour seminar introduces participants to the basics of managing projects related to technology enhanced learning (TEL). Participants will learn basic principles of project management as well as practice skills for successfully managing TEL projects. These skills are essential for anyone working on grant-related projects, large projects requiring a team, or other projects that go beyond creating a basic course Web site.

Topics include: understanding the three elements of project management - time, cost and risk • creating a project schedule • estimating a project budget • handling special issues related to managing risk.

Fees 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: Students \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$85.00

PJMT101	Jun 25	1:30pm-4:30pm	Walter Library 210	
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N

Networking Basics

- **Seminar**

This 2-hour seminar introduces participants to basic networking concepts. It is intended for anyone using a computer connected to the University of Minnesota network. Participants will gain a better understanding of basic network issues on campus.

Topics include: understanding the basic concepts of network protocols and addressing • understanding how computers and other devices are connected to a network • connecting your computer to the campus network • reporting network problems.

Prerequisites: Basic familiarity with the Windows or Mac operating system.

Fees: No Fee. Registration required.

NET101	Jul 8	1:30pm-3:30pm	Nicholson Hall 2
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O

Oracle9i: DBA Fundamentals I

- **Hands-on**

This is the second of two courses offered for Oracle9i Certified Associate (OCA) preparation, and the second of four courses offered for Oracle9i Certified Professional (OCP) preparation. The next course offered for the OCP track is Oracle9i: DBA Fundamentals II.

This course prepares participants for certification exam #1Z0-031. Information on where certification exams are offered can be found at: <http://www.oracle.com/education/certification>.

This 36-hour course is designed to give the Oracle database administrator (DBA) a firm foundation in basic database administrative tasks. Participants will gain a conceptual understanding of the Oracle9i database architecture and how the architectural structures work and interact with one another. Participants will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner. In addition to learning the various commands needed to perform the DBA tasks, participants will also learn to perform the same DBA tasks using the Oracle Enterprise Manager tool.

Topics include: managing Oracle database files • managing tablespaces, segments, extents, and blocks • using Globalization Support features • starting up and shutting down an Oracle instance and database • managing users, privileges, and resources • creating an operational database.

Prerequisites: Oracle9i: Introduction to SQL.

Fees: Students \$505.00 / Staff & Faculty \$680.00 / Alumni & Others \$1,230.00

Includes the cost of workbook(s), which will be distributed in class.

ORAC201	Jul 7, 9, 11, 14, 16, 18, 21, 23, 25	1:00pm-5:00pm	Coffey Hall 98
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Oracle9i: Introduction to SQL

- **Hands-on**

This is the first of two courses offered for Oracle9i Certified Associate (OCA) preparation, and the first of four courses offered for Oracle9i Certified Professional (OCP) preparation. The next course offered for both the OCA and OCP tracks is Oracle9i: DBA Fundamentals I.

This course prepares participants for certification exam #1Z0-007. Information on where certification exams are offered can be found at: <http://www.oracle.com/education/certification>.

This 40-hour course offers an extensive introduction to the SQL programming language. Concepts of both relational and object relational databases are covered. Participants will learn to create and maintain database objects and to store, retrieve, and manipulate data. Participants will also learn to retrieve data by using advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval. Participants will learn to write SQL and SQL*Plus script files using the iSQL*Plus tool to generate report-like output.

Topics include: working with the basic SELECT statement • using functions and running subqueries • controlling data and user access • controlling transactions • creating and maintaining database objects • performing multi-table INSERT commands and using external tables • retrieving, inserting, updating, and deleting data • using GROUPING SETS and the WITH clause • using iSQL*Plus to format reports • using the new single-row DATETIME and NVL2 functions introduced in Oracle9i • writing SQL scripts that use SQL to generate SQL • solving problems by using multi-column subqueries, subqueries in the from clause of a SELECT statement, correlated subqueries, and scalar subqueries • describing relational and object relational database concepts • using advanced techniques to retrieve data by using ROLLUP, CUBE, set operators, correlated subqueries, and hierarchical queries • using basic iSQL*Plus commands.

Prerequisites: Familiarity with data processing concepts and techniques.

Fees: Students \$505.00 / Staff & Faculty \$680.00 / Alumni & Others \$1,230.00

Includes the cost of workbook(s), which will be distributed in class.

ORAC101	Jun 9, 11, 13, 16, 18, 20, 23, 25, 27	1:00pm-5:00pm	Coffey Hall 98
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Oracle9i: SQL Tuning

- Hands-on

This 24-hour course is designed to give participants a firm foundation in how to effectively tune SQL against the Oracle9i Server and Oracle8i Server. While this course is not required for certification, the skills taught are fundamental for anyone writing SQL. Most performance problems that occur after a database is tuned can be traced back to poorly tuned SQL.

This course will help participants gain a thorough understanding of the Oracle9i and Oracle8i Rule-Based and Cost-Based Optimizer. Participants will also learn to use the Oracle diagnostic tools and facilities: EXPLAIN, SQL Trace and TKPROF and SQL*Plus AUTOTRACE. In addition, participants will learn to influence the behavior of the Optimizer by changing the physical schema and modifying SQL statement syntax.

Topics include: describing alternative methods of accessing data • using diagnostic tools to gather information about SQL statement processing • understanding where SQL tuning fits in an overall tuning methodology • understanding Rule-Based Optimizer (RBO) and Cost-Based Optimizer (CBO) behavior • influencing the optimizer behavior • influencing the physical data model so as to avoid performance problems • describing the causes of performance problems • describing the basic steps in processing SQL statements.

Prerequisites: Oracle9i: Introduction to SQL. Experience with writing SQL statements.

Fees: Students \$325.00 / Staff & Faculty \$450.00 / Alumni & Others \$799.00

ORAC211	Aug 18, 20, 22, 25, 27, 29	1:00pm-5:00pm	Coffey Hall 98
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P

PageMaker 7: Basics

- Hands-on

This 9-hour course introduces basic PageMaker skills. Participants will learn how to create a multi-page newsletter and use simple master pages. Those who want to learn about working with styles, something every serious desktop publisher must know about, should also take PageMaker: Working Smarter with Styles.

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.

This course is taught on both the Macintosh and Windows platforms using PageMaker 7, but is also applicable to PageMaker 6.5.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Mastery of basic skills using any word processing application. Mac OS Basics or Windows Basics.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$225.00

PM101	Aug 6, 7, 8	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
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Photoshop 7: Basics

- Hands-on

This 6-hour course covers the basic palette, toolbox, and menu commands in Photoshop. Participants will learn how to create various graphic elements as well as a composite image.

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

This course is taught on both the Macintosh and Windows platforms using Photoshop 7.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Mac OS Basics or Windows Basics.

Fees: Students \$50.00 / Staff & Faculty \$90.00 / Alumni & Others \$185.00

PSHOP101	Jun 25, 27	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
PSHOP102	Jul 22, 24	1:30pm-4:30pm	Walter Library 210	Mac & Windows

Photoshop 7: Techniques for Digital Photographs

- Hands-on
- New

This 3.5-hour course covers Photoshop techniques for editing digital photographs. Participants will learn useful techniques for improving and organizing photographs captured by a scanner or digital camera.

Topics include: retouching photographs • correcting imperfections with the healing brush • adjusting tone and contrast • working with color correction • using adjustment layers • working with Unsharp Mask and Quick Mask • cropping images • organizing photographs with Web Gallery.

This course is taught on both the Macintosh and Windows platforms using Photoshop 7.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Photoshop 7: Basics.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

PSHOP111	Aug 22	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
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Photoshop 7: Techniques for Web Graphics

- Hands-on

This 7-hour course covers techniques and issues for incorporating graphic images into Web projects. Participants will learn how to create graphic elements for backgrounds, rollover buttons, navigation bars, banners and text. Participants will also learn techniques for modifying digital images and clip art.

Topics include: making advanced selections and clipping groups • using filters and layer styles to create textures and special effects such as glass and metallic type • creating a navigation bar with slicing • using styles and vector shapes.

This course is taught on both the Macintosh and Windows platforms using Photoshop 7.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Photoshop 7: Basics.

Fees: Students \$55.00 / Staff & Faculty \$100.00 / Alumni & Others \$205.00

PSHOP211	Aug 26, 28	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
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Portal Staff and Faculty Orientation

- Seminar
- New

This 1-hour seminar introduces staff and faculty to the myU Web portal.

The myU Web portal has been created to foster the development of communities of learners and facilitate communications both in and outside the University of Minnesota. myU can be accessed at <http://www.myu.umn.edu/>.

Topics include: customizing myU to personal interests • sharing materials selectively with students, peers, and the general public • using myU for online discussions and polls.

Content Note: The material presented in this orientation is also included in the corresponding hands-on workshop.

Prerequisites: None.

Fees: No Fee. Registration required.

PTLSM111	Jun 12	9:30am-10:30am	Nicholson Hall 2
PTLSM112	Aug 6	2:30pm-3:30pm	Nicholson Hall 2

Portal Staff and Faculty Workshop

- Hands-on
- New

This 2-hour course teaches staff and faculty how to use the myU Web portal as a tool for effectively sharing materials and encouraging online discussions. Participants will also learn how to customize myU to their personal interests.

The myU Web portal has been created to foster the development of communities of learners and facilitate communications both in and outside the University of Minnesota. myU can be accessed at <http://www.myu.umn.edu/>.

Topics include: customizing the news page to include items of personal interest • sharing files, images, Web links, and other materials • defining access permissions for shared materials • organizing shared items and making them searchable • creating polls that allow students to vote and provide feedback • creating, participating in, and moderating online discussions.

Content Note: This hands-on course includes the material presented in the corresponding orientation.

This course is taught on both the Macintosh and Windows platforms using Internet Explorer to access myU.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: None.

Fees: No Fee. Registration required.

PTLWS111	Jul 11	1:30pm-3:30pm	Nicholson Hall 5a	Mac & Windows
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Portal Student Orientation

- Seminar
- New

This 1-hour seminar introduces students to the myU Web portal.

The myU Web portal has been created to foster the development of communities of learners and facilitate communications both in and outside the University of Minnesota. myU can be accessed at <http://www.myu.umn.edu/>.

Topics include: customizing myU to personal interests • sharing materials selectively with faculty, peers, and the general public • using myU for online discussions and polls.

Content Note: The material presented in this orientation is also included in the corresponding hands-on workshop.

Prerequisites: None.

Fees: No Fee. Registration required.

PTLSM101	Jun 5	10:10am-11:10am	Nicholson Hall 2
PTLSM102	Aug 12	2:30pm-3:30pm	Nicholson Hall 2

Portal Student Workshop

- Hands-on
- New

This 1.5-hour course teaches students how to use the myU Web portal as a tool for effectively managing daily activities and participating in online discussions. Participants will also learn how to customize myU to their personal interests.

The myU Web portal has been created to foster the development of communities of learners and facilitate communications both in and outside the University of Minnesota. myU can be accessed at <http://www.myu.umn.edu/>.

Topics include: using myU to quickly access University online resources such as the Bookstore and Library Web sites • customizing the news page to include items of personal interest • sharing files, images, Web links, and other materials • defining access permissions for shared materials • organizing shared items and making them searchable • creating polls that allow others to vote • creating and participating in online discussions.

Content Note: This hands-on course includes the material presented in the corresponding orientation.

This course is taught on both the Macintosh and Windows platforms using Internet Explorer to access myU.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: None.

Fees: No Fee. Registration required.

PTLWS101	Jul 16	1:25pm-2:55pm	Nicholson Hall 5a	Mac & Windows
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Portfolio Staff and Faculty Workshop

- **Hands-on**

This 2.5-hour course introduces staff and faculty to Portfolio. Portfolio is a Web-based information management tool for accessing and sharing University of Minnesota academic records and other educational documents. Participants will work through examples in class using their own Portfolio account.

Additional information about Portfolio can be found at <http://portfolio.umn.edu>.

Topics include: logging on to Portfolio • entering data elements to document personal information, educational accomplishments, career goals, skills development, professional practices, and recognitions • sharing your information with others at the University of Minnesota as well as with outside individuals • viewing Portfolios you have been given access to • using Portfolio to collaborate on documents • using Portfolio to gain a broader understanding of advisees • using the Academic Profile to view current Student Administrative System (SAS) records for advisees.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator to access Portfolio.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: None.

Fees: No Fee. Registration required.

PF111	Jul 22	9:30am-12:00pm	Walter Library 210	Mac & Windows
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Portfolio Student Workshop

- **Hands-on**

This 2.5-hour course introduces students to Portfolio. Portfolio is a Web-based information management tool for accessing and sharing University of Minnesota academic records and other educational documents. Participants will work through examples in class using their own Portfolio account.

Additional information about Portfolio can be found at <http://portfolio.umn.edu>.

Topics include: logging on to Portfolio • entering data elements to document personal information, educational accomplishments, career goals, skills development, professional practices, and recognitions • sharing your information with others at the University of Minnesota as well as with outside individuals • viewing Portfolios you have been given access to • using Portfolio to collaborate on documents • building custom Portfolio folders to provide integrated information to your advisor for better advisement.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator to access Portfolio.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: None.

Fees: No Fee. Registration required.

PF101	Jun 25	1:25pm-3:55pm	Nicholson Hall 5a	Mac & Windows
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PowerPoint 2000: Level I

- **Hands-on**

This 9-hour course introduces creating electronic presentations using PowerPoint, the Microsoft Office presentation application.

Topics include: creating and working with basic presentations • using outlines • correcting spelling and text errors • formatting and editing text • using graphic images and tables • working with master slides • drawing objects • using slide shows • editing multiple presentations • using online help.

This course is taught on the Windows platform using PowerPoint 2000.

Prerequisites: Windows Basics.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

2PP101	Jul 15, 16, 17	1:30pm-4:30pm	Anderson Hall 170	Windows
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PowerPoint 2000: Level I Accelerated

- Hands-on

The pace in this accelerated PowerPoint class is much quicker than the standard PowerPoint class. In order to keep up, participants must have the appropriate skill level indicated below.

This 4-hour fast-paced course introduces the basic features of PowerPoint, the Microsoft Office presentation application. It is intended for those who have little or no experience creating electronic presentations, however, it is geared towards computer users who are quick learners and comfortable with basic computer concepts such as navigating, using menus and toolbars, highlighting text, and using cut, copy and paste commands. This class will not slow down for participants without the appropriate skill level.

Topics include: creating and working with basic presentations • using outlines • correcting spelling and text errors • formatting and editing text • using graphic images • using slide show view.

This course is taught on the Windows platform using PowerPoint 2000.

Prerequisites: Good working knowledge of the Windows operating system.

Fees: Students \$45.00 / Staff & Faculty \$70.00 / Alumni & Others \$155.00

Includes the cost of workbook(s), which will be distributed in class.

2PP111	Jun 17	1:00pm-5:00pm	Nicholson Hall 5b	Windows
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Premiere 6: Digital Video Basics

- Hands-on

This 10.5-hour course introduces creating video clips for multimedia projects using Premiere.

Topics include: using a digital video camera • designing and storyboarding a video • shooting and digitizing video • working with basic video editing techniques • adding transitions between clips • creating and superimposing titles • incorporating audio • preparing video clips for Web or CD-ROM projects.

This course is taught on both the Macintosh and Windows platforms using Premiere 6.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Mac OS Basics or Windows Basics.

Fees: Students \$65.00 / Staff & Faculty \$145.00 / Alumni & Others \$260.00

Includes the cost of workbook(s), which will be distributed in class.

PREM101	Aug 6, 7, 8	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
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Project 2002: Level I

- Hands-on

This 9-hour course introduces the basic uses of Project, the Microsoft Office project management application. Participants will learn to organize resources, costs and timelines for the administration of group tasks.

Topics include: reviewing the four stages of project management • working with tasks • working with views • adjusting resources • assigning costs • working with the critical path.

Prerequisites: Windows Basics.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

2PROJ101	Jul 8, 9, 10	1:30pm-4:30pm	Nicholson Hall 5b	Windows
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R

Relational Database Design Basics

- Seminar

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 database system designs.

Prerequisites: None.

Fees: Students \$20.00 / Staff & Faculty \$35.00 / Alumni & Others \$70.00

DB101	Jun 5	1:30pm-4:00pm	Nicholson Hall 2
DB102	Jul 16	9:30am-12:00pm	Nicholson Hall 2
DB103	Aug 5	1:30pm-4:00pm	Nicholson Hall 2

S

SAS 8: Introduction to Programming Concepts

- Hands-on
- New

This 12-hour course explores how to plan and write simple SAS programs to solve common data analysis problems, and provides practice running and debugging those programs in an interactive SAS session. For a thorough understanding of programming concepts, this course should be followed by SAS: Programming I Essentials.

Topics include: understanding data processing concepts • learning the concepts of SAS programming • reading a raw data file with the DATA Step • navigating the SAS Windowing Environment • creating a list report with a PROC Step • creating a variable with the DATA Step • performing conditional logic with the DATA Step • creating statistical reports with PROC Steps.

This course uses training materials from SAS Institute, Inc. SAS software is available through the ADCS Software License Program at <http://www.umn.edu/software>.

This course is taught on the Windows platform using SAS 8.2. Much of the content is also relevant to SAS 6.12.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

Prerequisites: Windows Basics.

Fees: Students \$65.00 / Staff & Faculty \$165.00 / Alumni & Others N/A

Includes the cost of workbook(s), which will be distributed in class.

SAS101	Jun 24, 25, 26	1:00pm-5:00pm	Blegen Hall 90	Windows
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SAS 8: Programming I Essentials

- Hands-on
- New

This 16-hour course explores writing SAS programs to accomplish typical data-processing tasks. This course builds on the concepts and skills presented in SAS: Introduction to Programming Concepts.

Topics include: reading raw data files and SAS data sets • writing results to SAS data sets • subsetting data • combining multiple SAS data sets • creating SAS variables and recoding data • creating listing and summary reports.

This course uses training materials from SAS Institute, Inc. SAS software is available through the ADCS Software License Program at <http://www.umn.edu/software>.

This course is taught on the Windows platform using SAS 8.2.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

Prerequisites: SAS 8: Introduction to Programming Concepts, or equivalent knowledge.

Fees: Students \$65.00 / Staff & Faculty \$185.00 / Alumni & Others N/A

Includes the cost of workbook(s), which will be distributed in class.

SAS201	Aug 5, 7, 12, 14	1:00pm-5:00pm	Biological Sciences Center 64	Windows
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SPSS 11: Basics

- **Hands-on**

This 9-hour course is an introduction to SPSS. Open lab time is provided for participants to work on their own individual projects. Previous statistics course(s) are helpful, but not necessary.

Topics include: reading in data • working with SPSS file information • reviewing some common exploratory data analysis procedures • modifying data • using selected new features of SPSS.

This course is taught on the Windows platform using SPSS 11.

Prerequisites: Familiarity with basic statistical concepts. Windows Basics.

Fees: Students \$60.00 / Staff & Faculty \$105.00 / Alumni & Others \$215.00

SPSS101 Jul 21, 23, 25 1:00pm-4:00pm Biological Sciences Center 64 Windows

Streaming Video and Audio Orientation

- **Seminar**

This 1.5-hour drop-in seminar provides an overview of streaming video and audio services available at the University of Minnesota. Streaming media services are available for a fee for lectures or special events to be broadcast live or at a later time on the Internet. Registration is not required to attend.

Topics include: deciding if streaming media is the best approach • exploring examples of using video for instructional purposes • taking video beyond simple playback by including text tracks and searchable video • preparing program material for streaming • delivering streaming video or audio • examining the impact of network connection speeds on delivery quality.

Prerequisites: None.

No registration required for this class.

East Bank Jul 17 1:30pm-3:00pm Nicholson Hall 2

T

Telephone and Standard Voicemail Orientation

- **Seminar**

This 1-hour seminar introduces telephone and standard voicemail features available at the University of Minnesota.

This seminar can also be arranged to be delivered on-site to groups of 5 or more by calling 612-625-2005.

Topics include: using the 3-way conference calling feature • transferring a caller to another line • placing a caller on hold and then picking up the call • parking a call and picking it up at another location • using call back when a line is busy • deciding between an analog and digital phone • managing voicemail messages • sending messages to a group.

Prerequisites: None.

Fees: No Fee. Registration required.

TVM101 Jun 24 2:00pm-3:00pm 2218 University Ave. Rm. 185

U

UNIX: Basics

- **Hands-on**

This 5-hour course offers a hands-on look at the UNIX operating system for those that haven't worked with it before.

Topics include: using common commands and utilities • working with files and directories • accessing online help • creating and editing text files with vi.

Prerequisites: None.

Fees: Students \$45.00 / Staff & Faculty \$75.00 / Alumni & Others \$170.00

UNIX101 Jul 8, 10 1:30pm-4:00pm Anderson Hall 170

UNIX: System Administration

- Hands-on

This 8-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: Students \$60.00 / Staff & Faculty \$105.00 / Alumni & Others \$215.00

UNIX201	Jul 29, 31	1:00pm-5:00pm	Coffey Hall 98
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W

Web Design and Development: Level I

- Hands-on

This 18-hour course introduces basic Web site design and development. Participants will learn how to organize and create a Web site, as well as how to implement various navigation systems. Open lab time is provided for participants to work on their own individual projects.

Topics include: organizing content to create site structure • exploring guidelines for page design • understanding how HTML code works • formatting text • adding links • creating and inserting graphic images • adding image rollovers • working with image maps • creating and editing tables • using tables for page layout • using templates and library items to manage content • transferring files to a Web server.

This course is taught on both the Macintosh and Windows platforms using Photoshop 7 and Dreamweaver MX.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

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

Fees: Students \$65.00 / Staff & Faculty \$175.00 / Alumni & Others \$400.00

WEBDD101	Jul 23, 24, 25	9:00am-4:00pm	Blegen Hall 90	Mac & Windows
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Web Design and Development: Level II

- Hands-on

This 18-hour course further explores Web site design and development. Participants will learn how to add multimedia elements and interactivity to a Web site. Open lab time is provided for participants to work on their own individual projects.

Topics include: scanning and color correcting photographs • working with vector-based graphics • creating animation • using behaviors to create image effects • inserting video clips and Flash animation • using forms to obtain user input via e-mail • testing a site for usability.

This course is taught on both the Macintosh and Windows platforms using Photoshop 7, ImageReady 7, Flash MX and Dreamweaver MX.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Web Design and Development: Level I.

Fees: Students \$65.00 / Staff & Faculty \$175.00 / Alumni & Others \$400.00

WEBDD201	Aug 13, 14, 15	9:00am-4:00pm	Blegen Hall 90	Mac & Windows
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Web Server: Basics

- Hands-on

Formerly Web Hotel Basics, this 3.5-hour course covers some basic features of Apache Web server software, as well as the skills necessary for Web developers to utilize them.

Topics include: working with basic Unix commands • using Server Side Includes (SSI) • working with environment variables • using .htaccess files to redirect URLs and "Page Not Found" errors • using the University of Minnesota Central Authentication Hub (CAH) to require a University Internet ID and password for Web page access • using the Central Authentication Hub and an Access Control List to restrict Web page access to specific Internet IDs.

This course is taught on both the Macintosh and Windows platforms using the University of Minnesota Web Hotel server, but the material covered is generally applicable to Apache Web server software on a Unix operating system.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Familiarity with creating basic Web pages. Basic understanding of HTML code.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

WH101	Jul 15	1:00pm-4:30pm	Walter Library 210	Mac & Windows
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Web Server: Using CGI Scripts

- Hands-on

This 3.5-hour course covers obtaining, configuring, and using a variety of CGI scripts on a Unix Web server.

Topics include: reviewing HTML forms • using a Web-based survey to collect data • sending form data via e-mail • logging Web page access • including randomly-chosen text on a Web page.

This course is taught on both the Macintosh and Windows platforms using the University of Minnesota Web Hotel server, but the material covered is generally applicable to Web sites running on a Unix operating system.

Registration Note: For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Prerequisites: Web Server: Basics.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CGH101	Jul 17	1:00pm-4:30pm	Walter Library 210	Mac & Windows
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WebCT 3 Faculty Orientation

- Seminar

This 1.5-hour drop-in seminar provides a broad overview of the capabilities of WebCT, an online course management system available to all University of Minnesota faculty. It is intended for faculty without prior experience with WebCT who would like to learn what it can do. Registration is not required to attend.

Topics include: exploring WebCT's tools for delivering content such as a syllabus or lecture notes • exploring the interactive tools for communication, quizzing, and student presentations • getting started using WebCT • taking advantage of available support and training.

Content Note: This seminar is not a hands-on course on how to create course Web sites with WebCT. Other courses are available for learning how to use the tools discussed in this seminar.

Prerequisites: None.

No registration required for this class.

East Bank	Jun 3	1:30pm-3:00pm	Nicholson Hall 2
East Bank	Aug 27	1:30pm-3:00pm	Nicholson Hall 2

WebCT 3 Student Orientation

- **Seminar**

This 1-hour drop-in seminar introduces using WebCT sites at the University of Minnesota. It is intended for students taking courses from faculty who use WebCT for Web-based learning activities and course materials. Registration is not required to attend.

Topics include: configuring your Web browser to access WebCT • logging in with the correct ID and password • navigating a course site • troubleshooting common problems • getting help from available support options.

Prerequisites: None.

No registration required for this class.

East Bank	Jun 6	1:00pm-2:00pm	Nicholson Hall 2
West Bank	Jun 10	11:00am-12:00pm	Anderson Hall 170
East Bank	Jun 25	1:00pm-2:00pm	Nicholson Hall 2

Windows 2000 Professional: End User Basics

- **Hands-on**

This 7-hour course is for new Windows 2000 users. Mastery of the basic skills covered in this course is a prerequisite for nearly all other Windows courses.

Topics include: using the mouse and keyboard • becoming familiar with the desktop and all its components • manipulating windows • using the taskbar • changing properties • creating, opening and saving files • cutting, copying and pasting text in a document • organizing and managing files • using online help • customizing the desktop and Start menu • installing printers, applications, and fonts.

Content Note: Networking and server topics are not covered in this course.

This course is taught using Windows 2000 Professional.

Prerequisites: None.

Fees: Students \$65.00 / Staff & Faculty \$110.00 / Alumni & Others \$210.00

Includes the cost of workbook(s), which will be distributed in class.

2WIN101	Jun 18, 20	1:00pm-4:30pm	Biological Sciences Center 64	Windows
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Windows XP: Basics

- **Hands-on**

This 7-hour course is for new Windows XP users. Mastery of the basic skills covered in this course is a prerequisite for nearly all other Windows courses.

Topics include: using the mouse and keyboard • becoming familiar with the desktop and all its components • manipulating windows • using the taskbar • changing properties • creating, opening and saving files • cutting, copying and pasting text in a document • organizing and managing files • using online help • customizing the desktop and Start menu • installing printers, applications, and fonts.

This course is taught using Windows XP.

Prerequisites: None.

Fees: Students \$65.00 / Staff & Faculty \$110.00 / Alumni & Others \$210.00

Includes the cost of workbook(s), which will be distributed in class.

XPWIN101	Jun 3, 5	8:30am-12:00pm	Nicholson Hall 5b	Windows
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Wireless Service Orientation

- **Seminar**

This 1-hour drop-in seminar introduces wireless service at the University of Minnesota. Registration is not required to attend.

Topics include: meeting hardware requirements • configuring and registering your wireless card • locating access points (base stations) on campus • reviewing security issues.

Prerequisites: None.

No registration required for this class.

East Bank	Jul 30	9:30am-10:30am	Walter Library 210
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Word 2000: Editing Tools

- Hands-on

This 6-hour course is designed for those who work with projects that involve revising word documents, tracking changes and creating master documents for a workgroup.

Topics include: working with templates • using styles • using section breaks • formatting long documents • tracking revisions • using comments • creating tables of contents • creating master documents.

This course is taught on the Windows platform using Word 2000.

Prerequisites: Word 2000: Level I.

Fees: Students \$65.00 / Staff & Faculty \$100.00 / Alumni & Others \$190.00

Includes the cost of workbook(s), which will be distributed in class.

2WORD221	Aug 5, 6	1:30pm-4:30pm	Anderson Hall 170	Windows
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Word 2000: Level I

- Hands-on

This 9-hour course covers the basic features of Word, the Microsoft Office word processing application. It is intended for those who have little or no word processing skills.

Topics include: creating, editing and working with basic documents • checking spelling and grammar • working with document views • working with character and paragraph formatting • using styles • working with document formatting options • setting tabs and indents • using numbered and bulleted lists • working with headers and footers • using section breaks • using online help.

This course is taught on the Windows platform using Word 2000.

Prerequisites: Windows Basics.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

2WORD101	Jun 24, 25, 26	1:30pm-4:30pm	Anderson Hall 170	Windows
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Word 2000: Level II

- Hands-on

This 9-hour course is designed for those who have mastered the basics of Word and would like to learn more advanced features.

Topics include: inserting dates and symbols • using table tools • inserting graphics • working with columns • using templates • using autofformat, autocorrect, and autotext • using custom dictionaries • using the thesaurus • working with hyphenation • using outline view • creating forms.

This course is taught on the Windows platform using Word 2000.

Prerequisites: Word 2000: Level I.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

2WORD201	Jul 22, 23, 24	1:30pm-4:30pm	Nicholson Hall 5b	Windows
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Schedule At A Glance

Course Sections Starting the Week of June 2-6

Designing Course Web Sites: Implementing Teaching Strategies with WebCT DSIGN101	Jun 2, 4, 6	9:00am-4:00pm	Walter Library 210	
Windows XP: Basics XPWIN101	Jun 3, 5	8:30am-12:00pm	Nicholson Hall 5b	Windows
Mac OS X: Basics MACX101	Jun 3, 5	8:30am-12:00pm	Nicholson Hall 5a	Mac
WebCT 3 Faculty Orientation East Bank	Jun 3	1:30pm-3:00pm	Nicholson Hall 2	
E-mail and Internet Orientation East Bank	Jun 4	2:00pm-3:00pm	Nicholson Hall 2	
Relational Database Design Basics DB101	Jun 5	1:30pm-4:00pm	Nicholson Hall 2	
HTML: Basics HTML101	Jun 5	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Portal Student Orientation PTLSM101	Jun 5	10:10am-11:10am	Nicholson Hall 2	
WebCT 3 Student Orientation East Bank	Jun 6	1:00pm-2:00pm	Nicholson Hall 2	

Course Sections Starting the Week of June 9-13

Oracle9i: Introduction to SQL ORAC101	Jun 9, 11, 13, 16, 18, 20, 23, 25, 27	1:00pm-5:00pm	Coffey Hall 98	
Access 2000: Level I 2ACC101	Jun 10, 12	1:30pm-4:30pm	Blegen Hall 90	Windows
Excel 2000: Level I 2XCEL101	Jun 10, 11, 12	1:30pm-4:30pm	Anderson Hall 170	Windows
WebCT 3 Student Orientation West Bank	Jun 10	11:00am-12:00pm	Anderson Hall 170	
Dreamweaver MX: Creating Basic Web Pages DW101	Jun 12, 13	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Portal Staff and Faculty Orientation PTLSM111	Jun 12	9:30am-10:30am	Nicholson Hall 2	
Creating Course Web Sites: WebCT 3 Basics CWS201	Jun 13	1:00pm-5:00pm	Walter Library 210	Mac & Windows

Course Sections Starting the Week of June 16-20

PowerPoint 2000: Level I Accelerated 2PP111	Jun 17	1:00pm-5:00pm	Nicholson Hall 5b	Windows
Illustrator 10: Basics ILSTR101	Jun 17, 18, 19	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Windows 2000 Professional: End User Basics 2WIN101	Jun 18, 20	1:00pm-4:30pm	Biological Sciences Center 64	Windows
FileMaker Pro 5: Level I FMI101	Jun 18, 20	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
Excel 2000: Level I Accelerated 2XCEL111	Jun 18	1:00pm-5:00pm	Nicholson Hall 5b	Windows
Creating Course Web Sites: WebCT 3 Basics CWS202	Jun 18	1:00pm-5:00pm	Walter Library 210	Mac & Windows

Course Sections Starting the Week of June 23-27

Mac OS 9: Basics				
MAC101	Jun 24, 26	1:30pm-4:30pm	Nicholson Hall 5a	Mac
Telephone and Standard Voicemail Orientation				
TVM101	Jun 24	2:00pm-3:00pm	2218 University Ave. Rm. 185	
SAS 8: Introduction to Programming Concepts				
SAS101	Jun 24, 25, 26	1:00pm-5:00pm	Blegen Hall 90	Windows
Word 2000: Level I				
2WORD101	Jun 24, 25, 26	1:30pm-4:30pm	Anderson Hall 170	Windows
Designing Accessible Web Sites Seminar				
DSIGN111	Jun 24	10:00am-11:30am	Nicholson Hall 2	
Excel 2000: Level II Accelerated				
2XCEL211	Jun 24, 25	1:00pm-4:30pm	Nicholson Hall 5b	Windows
Portfolio Student Workshop				
PF101	Jun 25	1:25pm-3:55pm	Nicholson Hall 5a	Mac & Windows
Photoshop 7: Basics				
PSHOP101	Jun 25, 27	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
WebCT 3 Student Orientation				
East Bank	Jun 25	1:00pm-2:00pm	Nicholson Hall 2	
Managing TEL Projects: Practical Techniques				
PJMT101	Jun 25	1:30pm-4:30pm	Walter Library 210	
Access 2000: Level I Accelerated				
2ACC111	Jun 26	1:00pm-5:00pm	Nicholson Hall 5b	Windows
Creating Course Web Sites: WebCT 3 Course Management				
CWS331	Jun 27	1:30pm-4:30pm	Walter Library 210	Mac & Windows

Course Sections Starting the Week of July 7-11

Oracle9i: DBA Fundamentals I				
ORAC201	Jul 7, 9, 11, 14, 16, 18, 21, 23, 25	1:00pm-5:00pm	Coffey Hall 98	
UNIX: Basics				
UNIX101	Jul 8, 10	1:30pm-4:00pm	Anderson Hall 170	
Networking Basics				
NET101	Jul 8	1:30pm-3:30pm	Nicholson Hall 2	
Access 2000: Level II				
2ACC201	Jul 8, 9, 10	1:30pm-4:30pm	Blegen Hall 90	Windows
Project 2002: Level I				
2PROJ101	Jul 8, 9, 10	1:30pm-4:30pm	Nicholson Hall 5b	Windows
HTML: Basics				
HTML102	Jul 8	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
Flash MX: Creating Basic Animations for the Web				
FLASH101	Jul 8, 9	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Access 2000: Project-based Tutoring				
2ACC321	Jul 8, 15	8:15am-10:15am	Nicholson Hall 5b	Windows
2ACC322	Jul 8, 15	10:45am-12:45pm	Nicholson Hall 5b	Windows
2ACC323	Jul 9, 16	8:15am-10:15am	Nicholson Hall 5b	Windows
2ACC324	Jul 9, 16	10:45am-12:45pm	Nicholson Hall 5b	Windows
2ACC325	Jul 10, 17	8:15am-10:15am	Nicholson Hall 5b	Windows
2ACC326	Jul 10, 17	10:45am-12:45pm	Nicholson Hall 5b	Windows
Excel 2000: Level I				
2XCEL102	Jul 9, 10, 11	9:00am-12:00pm	Blegen Hall 90	Windows
Dreamweaver MX: Creating Basic Web Pages				
DW102	Jul 9, 11	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
Creating Course Web Sites: WebCT 3 Communication Tools				
CWS321	Jul 9	9:00am-12:00pm	Walter Library 210	Mac & Windows
Creating Course Web Sites: HTML Survival Skills				
HTML111	Jul 10	1:30pm-4:00pm	Walter Library 210	Mac & Windows
Portal Staff and Faculty Workshop				
PTLWS111	Jul 11	1:30pm-3:30pm	Nicholson Hall 5a	Mac & Windows

Course Sections Starting the Week of July 14-18

Designing Learning Objects: Producing Media-Rich Learning Activities				
DSIGN121	Jul 14, 16, 18	9:00am-4:00pm	Walter Library 210	
FileMaker Pro 5: Level I				
FM102	Jul 15, 17	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
PowerPoint 2000: Level I				
2PP101	Jul 15, 16, 17	1:30pm-4:30pm	Anderson Hall 170	Windows
Web Server: Basics				
WH101	Jul 15	1:00pm-4:30pm	Walter Library 210	Mac & Windows
Creating Course Web Sites: Building an Online Learning Community				
CWS431	Jul 15, 22, 24	10:00am-11:00am	Other	Mac & Windows
Portal Student Workshop				
PTLWS101	Jul 16	1:25pm-2:55pm	Nicholson Hall 5a	Mac & Windows
Relational Database Design Basics				
DB102	Jul 16	9:30am-12:00pm	Nicholson Hall 2	
Access 2000: Level I				
2ACC102	Jul 17, 18	9:00am-12:00pm	Blegen Hall 90	Windows
Web Server: Using CGI Scripts				
CGI101	Jul 17	1:00pm-4:30pm	Walter Library 210	Mac & Windows
Streaming Video and Audio Orientation				
East Bank	Jul 17	1:30pm-3:00pm	Nicholson Hall 2	

Course Sections Starting the Week of July 21-25

SPSS 11: Basics				
SPSS101	Jul 21, 23, 25	1:00pm-4:00pm	Biological Sciences Center 64	Windows
Portfolio Staff and Faculty Workshop				
PF111	Jul 22	9:30am-12:00pm	Walter Library 210	Mac & Windows
Word 2000: Level II				
2WORD201	Jul 22, 23, 24	1:30pm-4:30pm	Nicholson Hall 5b	Windows
HTML: Basics				
HTML103	Jul 22	1:00pm-4:30pm	Anderson Hall 170	Windows
Flash MX: Using ActionScript				
FLASH201	Jul 22	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Photoshop 7: Basics				
PSHOP102	Jul 22, 24	1:30pm-4:30pm	Walter Library 210	Mac & Windows
InDesign 2: Basics				
IDSGN101	Jul 23, 24, 25	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
Web Design and Development: Level I				
WEBDD101	Jul 23, 24, 25	9:00am-4:00pm	Blegen Hall 90	Mac & Windows
Creating Course Web Sites: WebCT 3 Assignments				
CWS351	Jul 23	1:30pm-4:30pm	Walter Library 210	Mac & Windows
E-mail and Internet Orientation				
East Bank	Jul 24	10:00am-11:00am	Nicholson Hall 2	
Dreamweaver MX: Forms				
DW241	Jul 24	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Creating Course Web Sites: WebCT 3 Quizzes				
CWS311	Jul 25	1:30pm-4:30pm	Walter Library 210	Mac & Windows

Course Sections Starting the Week of July 28-August 1

UNIX: System Administration UNIX201 Jul 29, 31	1:00pm-5:00pm	Coffey Hall 98	
FileMaker Pro 5: Level II FM201o Jul 29, 30, 31	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Designing Effective Web Sites DSIGN141 Jul 29	1:00pm-4:30pm	Walter Library 210	
Dreamweaver MX: Creating Basic Web Pages DW103 Jul 29, 31	1:00pm-4:30pm	Anderson Hall 170	Windows
Wireless Service Orientation East Bank Jul 30	9:30am-10:30am	Walter Library 210	
Excel 2000: Level II 2XCEL201 Jul 30, 31, Aug 1	9:00am-12:00pm	Blegen Hall 90	Windows
Final Cut Pro 3: Digital Video Basics FCP101 Jul 30, 31, Aug 1	8:30am-12:00pm	Nicholson Hall 5a	Mac
Designing Accessible Web Sites Workshop DSIGN131 Jul 31	1:00pm-4:00pm	Nicholson Hall 5b	Windows
Creating Course Web Sites: Dreamweaver MX for WebCT Users DW111 Jul 31	1:00pm-5:00pm	Walter Library 210	Mac & Windows

Course Sections Starting the Week of August 4-8

SAS 8: Programming I Essentials SAS201 Aug 5, 7, 12, 14	1:00pm-5:00pm	Biological Sciences Center 64	Windows
Relational Database Design Basics DB103 Aug 5	1:30pm-4:00pm	Nicholson Hall 2	
Access 2000: Level I Accelerated 2ACC112 Aug 5	1:00pm-5:00pm	Nicholson Hall 5b	Windows
Word 2000: Editing Tools 2WORD221 Aug 5, 6	1:30pm-4:30pm	Anderson Hall 170	Windows
Access 2000: Level II Accelerated 2ACC211 Aug 6, 7	1:00pm-4:30pm	Nicholson Hall 5b	Windows
PageMaker 7: Basics PM101 Aug 6, 7, 8	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Illustrator 10: Basics ILSTR102 Aug 6, 7, 8	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
Creating Learning Objects: Flash MX Basics FLASH111 Aug 6, 7, 8	9:00am-12:00pm	Walter Library 210	Mac & Windows
Premiere 6: Digital Video Basics PREM101 Aug 6, 7, 8	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
Portal Staff and Faculty Orientation PTLSM112 Aug 6	2:30pm-3:30pm	Nicholson Hall 2	
HTML: Beyond the Basics HTML201 Aug 7	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
Creating Course Web Sites: WebCT 3 Basics CWS203 Aug 7	1:00pm-5:00pm	Walter Library 210	Mac & Windows

Course Sections Starting the Week of August 11-15

Access 2000: Level I 2ACCI03	Aug 12, 14	1:30pm-4:30pm	Anderson Hall 170	Windows
Access 2000: Skills Practice Lab 2ACC301	Aug 12, 13, 14	1:30pm-4:30pm	Nicholson Hall 5b	Windows
Dreamweaver MX: Extending and Customizing Capabilities DW231	Aug 12	1:30pm-4:30pm	Walter Library 210	Mac & Windows
Portal Student Orientation PTLSM102	Aug 12	2:30pm-3:30pm	Nicholson Hall 2	
Web Design and Development: Level II WEBDD201	Aug 13, 14, 15	9:00am-4:00pm	Blegen Hall 90	Mac & Windows
Creating Learning Objects: iMovie 3 Basics IMOV111	Aug 13, 15	1:30pm-4:30pm	Nicholson Hall 5a	Mac
Creating Course Web Sites: WebCT 3 Content Management CWS301	Aug 14	1:00pm-4:30pm	Walter Library 210	Mac & Windows
Enhancing Learning with Technology: Active Learning with PowerPoint LT211	Aug 14	9:00am-12:00pm	Walter Library 210	

Course Sections Starting the Week of August 18-22

Oracle9i: SQL Tuning ORAC211	Aug 18, 20, 22, 25, 27, 29	1:00pm-5:00pm	Coffey Hall 98	
Access 2000: Publishing Databases on the Web 2ACC311	Aug 19, 20, 21	1:30pm-4:30pm	Anderson Hall 170	Windows
FileMaker Pro 5: Relational Features FM221	Aug 19, 21	1:30pm-4:00pm	Nicholson Hall 5a	Mac & Windows
Excel 2000: Database Management 2XCEL311	Aug 19	1:00pm-4:30pm	Nicholson Hall 5b	Windows
Access 2000: Level II 2ACC202	Aug 20, 21, 22	9:00am-12:00pm	Blegen Hall 90	Windows
Dreamweaver MX: Cascading Style Sheets DW211	Aug 20	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Excel 2000: PivotTables for Data Analysis 2XCEL301	Aug 21	1:00pm-4:30pm	Nicholson Hall 5b	Windows
Photoshop 7: Techniques for Digital Photographs PSHOP111	Aug 22	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows

Course Sections Starting the Week of August 25-29

Photoshop 7: Techniques for Web Graphics PSHOP211	Aug 26, 28	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
WebCT 3 Faculty Orientation East Bank	Aug 27	1:30pm-3:00pm	Nicholson Hall 2	

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Other Training Options

Self-Paced Training



Training Library

Use your University ID to borrow from an extensive collection of self-paced video and CD-ROM tutorials.



Computer-Based Training

University faculty, staff and students can take advantage of Computer-Based Training (CBT) courses that can be accessed directly from your desktop.

For details on either of these self-paced training options, visit: www.umn.edu/uttc



Registration Guidelines

General Guidelines

Registration begins Wednesday, May 7, 2003. **The deadline for registration is one full working day before the first day of class.** However, courses without sufficient interest may be cancelled five working days prior to the start of class.

Please complete one registration form for each person who wishes to register. The form is located on the back cover of this bulletin, and also on our website at www.umn.edu/uttc. Forms may be photo copied.

Classes are filled in the order that registrations are received. Registrations by mail and fax are processed at the end of the day on which they are received. Many classes fill quickly. To avoid disappointment, register early. If a class is full, please ask to be put on a waiting list. We will try to offer more sections if there is sufficient interest.

Registration for all courses is handled by ADCS, in 190 Shepherd Labs, 100 Union Street S.E., on the East Bank of the University of Minnesota, 612-625-1300, adcsofc@umn.edu.

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.

Cancellation and Refund Policy

If you cannot attend a class, you must notify ADCS, either via e-mail at adcsofc@umn.edu, by telephone at 612-625-1300, or in person in 190 Shepherd Labs. We need to hear from you so we can contact people on our waiting lists.

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

Registration Procedures

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	3040	05	4410	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.**

To Register On Line

Submit your registration form

Go to www.umn.edu/adcs/training. Select the "enroll" button at the bottom of the course description.

Send us your payment

Payment must be received within one week of online registration, but no later than one day before the class begins, to confirm your registration. **If your payment is not received on time, your space will be given to another student.** Pay on line with a CUPS account *or* bring in your cash, check, MasterCard, Visa or Discover, *or* Institutional Voucher to ADCS, *or* mail in your check *or* IV to ADCS.

Look for your confirmation

Your registration will be confirmed by mail. You are not officially registered until you have received a confirmation.

To Register by Fax

Submit your registration form

Fax your registration form to 612-625-6817.

Send us your payment

Payment must be received within one week of online registration, but no later than one day before the class begins, to confirm your registration. **If your payment is not received on time, your space will be given to another student.** Bring in your cash, check, MasterCard, Visa or Discover, *or* Institutional Voucher to ADCS, *or* mail in your check *or* IV to ADCS.

Look for your confirmation

Your registration will be confirmed by mail. You are not officially registered until you have received a confirmation.

How to Reach Us

Phone: 612-625-1300

Fax: 612-625-6817

www.umn.edu/uttc

Campus Address

Short Course Registration
ADCS
190 Shepherd Labs

Mail Address

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

To Register by Mail

Submit your registration form

Mail your registration form and payment to ADCS at the address below. Please include a return address so we can mail your confirmation notice to you.

Send us your payment

Pay with check *or* Institutional Voucher. **Payment must accompany your registration.**

Look for your confirmation

Your registration will be confirmed by mail. You are not officially registered until you have received a confirmation.

To Register in Person

Submit your registration form

Register at the ADCS office, 190 Shepherd Labs, Monday through Friday, 8 a.m. to 4 p.m.

Send us your payment

Pay with cash, check, MasterCard, Visa or Discover, *or* Institutional Voucher in our office. **Payment must accompany your registration.**

Look for your confirmation

You will receive a confirmation at the time of registration. Please retain this confirmation as proof of your registration.

Academic and Distributed Computing Services

University of Minnesota
 Room 190, Shepherd Labs
 100 Union Street SE
 Minneapolis, MN 55455-0421

UNIVERSITY ARCHIVES
 UNIVERSITY ARCHIVES
 10 WALIB

Academic & Distributed Computing Services Short Course Registration

Name _____	Department _____
University Internet ID (x.500) _____	Address (campus address preferred) _____
Preferred E-mail Address _____	City _____ State _____ Zip _____
University Affiliation: <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Alumni and Others	Home Phone _____ Work Phone _____

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	Ofc Use

* 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 Due: _____			
Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check # _____ <input type="checkbox"/> IV _____ <input type="checkbox"/> CUFS _____					