

MLW
C739cb

University Technology Training Center

Computer Training Bulletin

Summer 2005



New Courses

Access 2003:

- Basics - Database Development
- Advanced - Database Development
- Project-based Tutoring

Breeze: Large Group Webcasting

Computer Safety:

Protecting Your Personal Computer

Computer Security:

Issues For System Administrators

SAS 8: Intro to the SAS Macro Language

WebCT Vista 3: Assisted Lab

WebCT Vista 3: Grade Book and Reports

Opening a World of Possibilities

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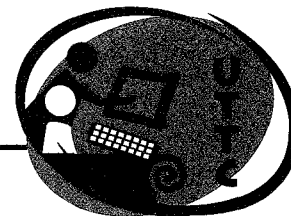
Custom Training Information

612-625-2005

Bulletin and Course Comments

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Course Descriptions

In Alphabetic Order

A

Access 2003: Advanced - Database Development

This 7.5-hour course teaches advanced database design options and additional features of Access.

Topics include: using field validation rules to evaluate database entries • enforcing unique entry values with indexes • formatting forms • using multiple criteria in queries to return specific results • using action queries to create tables, append data to a table, update and delete data • adding calculation to reports • importing and exporting data • setting a database password • using the new Object Dependencies feature to evaluate the structure of an existing database.

This course is taught on the Windows platform using Access 2003.

Prerequisites: Knowledge equivalent to: Access 2003: Basics - Database Development, Relational Database Design Basics

Fees: Students \$70.00 / Staff & Faculty \$115.00 / Alumni & Others \$210.00

AC03201	Aug 30, 31, Sep 1	1:30pm-4:00pm	Blegen Hall 90	Windows
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Access 2003: Basics - Database Development

This 7.5-hour course introduces the skills necessary for setting up and editing database tables and queries in Access. Relational Database Design Basics is strongly recommended before taking this course since participants will work on development of the database designed during that seminar.

Topics include: creating and editing tables • formatting fields • creating relationships • finding and filtering data • creating simple queries • adding criteria to queries • creating basic forms and reports.

This course is taught on the Windows platform using Access 2003.

Prerequisites: Basic familiarity with the Windows operating system. Knowledge equivalent to: Relational Database Design Basics

Fees: Students \$65.00 / Staff & Faculty \$105.00 / Alumni & Others \$190.00

AC03101	Jun 8, 9, 10	9:30am-12:00pm	Blegen Hall 90	Windows
AC03102	Jul 12, 13, 14	1:30pm-4:00pm	Eddy Hall Annex 54	Windows
AC03103	Aug 10, 11, 12	9:30am-12:00pm	Blegen Hall 90	Windows

Access 2003: Project-based Tutoring

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 two weeks 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.

Registration for these tutoring sessions is limited to University of Minnesota students, staff, and faculty.

Topics include: analyzing your database design • developing and improving your database management skills • troubleshooting your database issues and difficulties • discussing available resources for future database development

Prerequisites: Good working knowledge of Access 2003.

Fees: Students \$180.00 / Staff & Faculty \$275.00 / Alumni & Others N/A

AC03211	Jul 12, 19	8:15am-10:15am	Eddy Hall Annex 54	Tutoring Format
AC03212	Jul 12, 19	10:45am-12:45pm	Eddy Hall Annex 54	Tutoring Format

B

Breeze Orientation

This 1-hour seminar provides an overview of Macromedia Breeze. Breeze enables users to add narration easily to an existing PowerPoint presentation and make it available online for individual viewing and Web conferencing. Breeze also allows the creation of quizzes and surveys.

Registration in this course is limited to University of Minnesota participants.

Topics include: using the Breeze plug-in for PowerPoint • delivering a Breeze Presentation • using the Breeze Quiz and Survey tools • creating and delivering a Breeze Live conference.

Prerequisites: None.

Fees: No fee. Registration required.

BRZ101	Jun 24	10:45am-11:45am	Eddy Hall Annex 64	Seminar
BRZ102	Jul 20	2:30pm-3:30pm	Diehl Hall Rm. 535/545	Seminar

Breeze: Large Group Webcasting

This 3.5-hour course is intended for University of Minnesota staff and faculty who are interested in using Breeze Live for presentations delivered to large audiences via the Web.

Registration in this course is limited to University of Minnesota participants. The DMC will waive the fee for any faculty member who meets the following three criteria: is paid through the University of Minnesota payroll; is in classification 9401 Professor, 9402 Associate Professor, 9403 Assistant Professor, 9404 Instructor, or 9410 Regents Professor; and has a tenure-track appointment.

Topics include: customizing the screen environment for a webcast • uploading a presenter's content such as PowerPoint slides • receiving questions and feedback from remote audience members • understanding presenter and moderator roles in a webcast • using screen sharing to view outside content such as Web sites • recording a webcast for archiving • working with multiple presenter webcasts • understanding the capabilities and quality issues of webcasting.

This course is taught on both the Macintosh and Windows platforms using a supported Web browser to access Breeze Live. 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., Internet Explorer).

Fees: Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others N/A

BRZ211	Jun 30	8:30am-12:00pm	Eddy Hall Annex 62	Windows
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Breeze: Publishing Narrated PowerPoint Presentations on the Web

This 3-hour course is intended for University of Minnesota staff and faculty who are interested in using Breeze Presenter to create and publish multimedia PowerPoint presentations on the Web.

Registration in this course is limited to University of Minnesota participants. The DMC will waive the fee for any faculty member who meets the following three criteria: is paid through the University of Minnesota payroll; is in classification 9401 Professor, 9402 Associate Professor, 9403 Assistant Professor, 9404 Instructor, or 9410 Regents Professor; and has a tenure-track appointment.

Topics include: creating online presentations using the Breeze plug-in for PowerPoint • working with audio to add narration • uploading and publishing presentations on a Breeze server • embedding quizzes and surveys • designing presentations for effective online delivery.

This course is taught on the Windows platform using Breeze Presenter and PowerPoint 2003.

Prerequisites: Good working knowledge of the Windows operating system. Basic familiarity with PowerPoint.

Fees: Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others N/A

BRZ111	Aug 9	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
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Breeze: Small Group Web Conferencing and Collaboration

This 3-hour course is intended for University of Minnesota staff and faculty who are interested in using Breeze Live for Web conferencing and collaboration.

Registration in this course is limited to University of Minnesota participants. The DMC will waive the fee for any faculty member who meets the following three criteria: is paid through the University of Minnesota payroll; is in classification 9401 Professor, 9402 Associate Professor, 9403 Assistant Professor, 9404 Instructor, or 9410 Regents Professor; and has a tenure-track appointment.

Topics include: participating in a Web conference • creating and managing Web conferences • inviting participants • displaying content such as graphics and presentations • broadcasting audio and video • interacting using text chat and whiteboard tools • gathering real-time feedback through polls.

This course is taught on both the Macintosh and Windows platforms using a supported Web browser to access Breeze Live. 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., Internet Explorer).

Fees: Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others N/A

BRZ121	Aug 18	1:30pm-4:30pm	Eddy Hall Annex 62	Windows
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C

Computer Safety: Protecting Your Personal Computer

This 2-hour seminar will discuss current security issues for personal and work computers, and will give participants concrete steps to protect their computers.

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

Topics include: understanding the nature of current computer threats • creating, remembering and maintaining strong passwords • using firewalls • updating and patching software • protecting against viruses and spyware • configuring your computer to minimize vulnerabilities.

Prerequisites: None.

Fees: No fee. Registration required.

SEC101	Jun 28	1:30pm-3:30pm	Eddy Hall Annex 64	Seminar
SEC102	Aug 18	10:00am-12:00pm	Eddy Hall Annex 64	Seminar

Computer Security: Issues For System Administrators

This 6-hour seminar is designed for system administrators who want to learn the basic principles of computer security. Using concrete examples from multiple operating systems, participants will learn techniques for protecting servers and desktops on the University of Minnesota's network.

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

Topics include: reviewing University policy toward computer security • managing computer security incidents • maintaining confidentiality of data • ensuring data integrity • ensuring availability of data • assigning appropriate privileges.

This course is taught using examples from the Windows, Macintosh, and UNIX operating systems.

Prerequisites: Basic experience with system administration.

Fees: No fee. Registration required.

SEC201	Jul 19, 21	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
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D

Designing Accessible Web Sites 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.

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

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.

Prerequisites: Familiarity with creating basic Web pages.

Fees: No fee. Registration required.

DSIGN111	Jun 22	10:00am-11:30am	McNamara Alumni Ctr 180	Seminar
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Designing Accessible Web Sites Workshop

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

This course includes the material presented in the Designing Accessible Web Sites Seminar.

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 \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

DSIGN131	Aug 11	1:00pm-4:00pm	Eddy Hall Annex 54	Windows
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Dreamweaver MX 2004: Cascading Style Sheets

This 3.5-hour course covers the skills needed to use Cascading Style Sheets (CSS) effectively on your Web site. Participants will learn how to maintain consistently formatted pages using styles to control text formatting and page layout.

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 • using CSS positioning for page layout.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver MX 2004. 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., Internet Explorer). Knowledge equivalent to: Dreamweaver MX 2004: Creating Basic Web Pages, HTML: Basics

Fees: Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

DW211	Aug 17	1:00pm-4:30pm	Blegen Hall 90	Mac/Win
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Dreamweaver MX 2004: Creating Basic Web Pages

This 7-hour course covers the basic skills needed to create new or update existing Web sites using Dreamweaver. HTML Basics is strongly recommended before taking this course since an understanding of HTML is essential for working effectively with Web pages.

Topics include: defining your site • laying out the page structure with tables • creating headers and footers • formatting content using Cascading Style Sheets (CSS) • creating navigation and links • turning a page into a template • troubleshooting HTML • transferring files to a Web server • updating your site • addressing accessibility issues.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver MX 2004. 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., Internet Explorer). Knowledge equivalent to: HTML: Basics

Fees: Students \$80.00 / Staff & Faculty \$125.00 / Alumni & Others \$220.00

DW101	Jun 9, 10	8:30am-12:00pm	Eddy Hall Annex 62	Mac/Win
DW102	Jun 28, 30	1:00pm-4:30pm	Eddy Hall Annex 62	Mac/Win
DW103	Aug 10, 11	1:00pm-4:30pm	Blegen Hall 90	Mac/Win

Dreamweaver MX 2004: Creating Content Pages for WebCT Vista Sites

This 3-hour course is intended for faculty who would like to use Dreamweaver to create content pages for use in their WebCT Vista course site.

Fees note: Since this course focuses on technology enhanced learning, the DMC will waive the fee for any faculty member who meets the following three criteria: is paid through the University of Minnesota payroll; is in classification 9401 Professor, 9402 Associate Professor, 9403 Assistant Professor, 9404 Instructor, or 9410 Regents Professor; and has a tenure-track appointment.

Topics include: formatting text on a page • adding links and images • using tables for page layout • organizing files and folders • copying and pasting HTML into Vista • uploading Dreamweaver documents to a Vista site • linking to Dreamweaver documents within Vista.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver MX 2004. 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., Internet Explorer). **Knowledge equivalent to:** WebCT Vista 3: Creating Basic Course Web Sites

Fees: Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

DW111	Jul 20	1:30pm-4:30pm	Walter Library 210	Mac/Win
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Dreamweaver MX 2004: Extending and Customizing Capabilities

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 2004. 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., Internet Explorer). **Knowledge equivalent to:** Dreamweaver MX 2004: Creating Basic Web Pages, HTML: Basics

Fees: Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

DW231	Aug 19	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
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Dreamweaver MX 2004: Forms

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 2004. 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., Internet Explorer). **Knowledge equivalent to:** Dreamweaver MX 2004: Creating Basic Web Pages, HTML: Basics

Fees: Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

DW241	Aug 16	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
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E

Excel 2002/2003: Charts

This 3.5-hour course will explore the chart building tools available in Excel. The course will focus on creating, updating, and formatting charts. The course will also explore various means of importing charts into other Microsoft Office applications such as PowerPoint and Word.

Topics include: creating and formatting charts • updating charts when data changes • adding external data to charts • utilizing multiple axes • creating user-defined charts • importing charts into other applications • updating charts from within PowerPoint or Word.

This course is taught on the Windows platform using Excel 2003, but is also applicable to Excel 2002.

Prerequisites: Knowledge equivalent to: Excel 2002/2003: Spreadsheet Basics

Fees: Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others \$125.00

XL03321	Aug 18	1:00pm-4:30pm	Blegen Hall 90	Windows
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Excel 2002/2003: Managing and Analyzing Data

This 7-hour course will explore some of the advanced data management and analysis tools available in Excel. The course will first concentrate on working with databases, then will focus on analyzing data using Excel's pivot table feature, a very powerful tool that allows users to extract summary information from a database and further analyze its contents.

Topics include: creating and modifying databases • sorting databases • using lookup functions to automate data entry • using validation to limit data entry errors • using the data form to add and find records • using autofilter and advanced filters • using database functions • importing data from external sources and exporting data to other applications • creating and revising pivot tables • adding pivot table fields • changing a pivot table layout • creating a page field report • creating a pivot chart report.

This course is taught on the Windows platform using Excel 2003 but is also applicable to Excel 2002.

Prerequisites: Knowledge equivalent to: Excel 2002/2003: Spreadsheet Basics

Fees: Students \$70.00 / Staff & Faculty \$115.00 / Alumni & Others \$210.00

XL03301	Aug 2, 4	1:00pm-4:30pm	Blegen Hall 90	Windows
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Excel 2002/2003: Spreadsheet Basics

This 7-hour course covers the skills needed to create a basic spreadsheet using Excel, a Microsoft Office application. Participants will create a spreadsheet from scratch, learn to format a worksheet for legibility, and prepare a worksheet for printing. This course is intended for those who have little or no experience using electronic spreadsheets.

Topics include: entering, editing, and sorting data • writing simple formulas to produce calculations • applying basic formatting for legibility • setting up for printing • creating a simple chart.

This course is taught on the Windows platform using Excel 2003 but is also applicable to Excel 2002.

Prerequisites: Basic familiarity with the Windows operating system.

Fees: Students \$70.00 / Staff & Faculty \$115.00 / Alumni & Others \$210.00

XL03101	Jun 7, 9	1:00pm-4:30pm	Eddy Hall Annex 62	Windows
XL03102	Jul 20, 22	8:30am-12:00pm	Eddy Hall Annex 62	Windows

F

FileMaker Pro 6: Level I

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 6. 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: Basic familiarity with the Windows or Macintosh operating system.

Fees: Students \$65.00 / Staff & Faculty \$105.00 / Alumni & Others \$190.00

FM101	Jun 29, Jul 1	9:00am-12:00pm	Eddy Hall Annex 62	Mac/Win
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FileMaker Pro 6: Level II

This 9-hour course covers the creation of data entry forms and printed reports in FileMaker in greater depth. Relational features for creating multi-table database applications will also be covered. Relational Database Design Basics is strongly recommended before taking this course.

Topics include: designing detailed forms • creating subtotals and grand totals • working with number and text calculations • incorporating graphics and media files • using buttons • defining record level access privileges • understanding one-to-one, one-to-many, and many-to-many relationships • creating relationships • creating and using related fields and portals.

This course is taught on both the Macintosh and Windows platforms using FileMaker Pro 6. 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: Knowledge equivalent to: FileMaker Pro 6: Level I, Relational Database Design Basics

Fees: Students \$80.00 / Staff & Faculty \$125.00 / Alumni & Others \$230.00

FM201	Aug 3, 4, 5	9:00am-12:00pm	Eddy Hall Annex 62	Mac/Win
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Flash MX 2004: Creating Basic Animations for the Web

This 9-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 • creating buttons and movie clips • playing Flash animations on a Web page.

This course is taught on both the Macintosh and Windows platforms using Flash MX 2004. 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 \$90.00 / Staff & Faculty \$135.00 / Alumni & Others \$240.00

FLASH101	Aug 23, 24, 25	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
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Flash MX 2004: Creating Learning Objects

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.

Fees note: Since this course focuses on technology enhanced learning, the DMC will waive the fee for any faculty member who meets the following three criteria: is paid through the University of Minnesota payroll; is in classification 9401 Professor, 9402 Associate Professor, 9403 Assistant Professor, 9404 Instructor, or 9410 Regents Professor; and has a tenure-track appointment.

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 2004. 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 \$90.00 / Staff & Faculty \$135.00 / Alumni & Others \$240.00

FLASH111	Jun 28, 29, 30	1:30pm-4:30pm	Walter Library 210	Mac/Win
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H

HTML: Basics

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 TextEdit (Mac) and Notepad (Win). 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., Internet Explorer). Basic familiarity with the Windows or Macintosh operating system.

Fees: Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

HTML101	Jun 8	8:30am-12:00pm	Eddy Hall Annex 62	Mac/Win
HTML102	Aug 3	1:00pm-4:30pm	Eddy Hall Annex 62	Mac/Win

HTML: Beyond the Basics

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 SFTP to transfer HTML documents to a Web server.

This course is taught on both the Macintosh and Windows platforms using TextEdit (Mac) and Notepad (Win). 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: Knowledge equivalent to: HTML: Basics

Fees: Students \$65.00 / Staff & Faculty \$80.00 / Alumni & Others \$155.00

HTML201	Aug 17	1:00pm-5:00pm	Eddy Hall Annex 62	Mac/Win
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Illustrator CS: Basics

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 CS. 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: Basic familiarity with the Windows or Macintosh operating system.

Fees: Students \$90.00 / Staff & Faculty \$135.00 / Alumni & Others \$240.00

ILSTR101	Jun 21, 22, 23	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
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InDesign CS: Basics

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 CS. 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: Basic familiarity with the Windows or Macintosh operating system.

Fees: Students \$90.00 / Staff & Faculty \$135.00 / Alumni & Others \$240.00

IDSGN101	Jul 27, 28, 29	9:00am-12:00pm	Eddy Hall Annex 62	Mac/Win
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J

JavaScript: Basics for Non-Programmers

This 3-hour course will show participants how to enhance their Web pages using publicly available JavaScript code. Those who are interested in writing their own code, rather than just copying and modifying available code, should take JavaScript: Programming for the Web.

This course will cover Web page enhancements such as automatically-advancing slide shows, buttons that change appearance when moused-over, custom pop-up windows, information tooltips that appear on a mouse-over, event countdown timers, pull-down menus of links, and tools that let page visitors modify text size and background color.

Topics include: understanding basic JavaScript concepts • properly placing JavaScript within HTML • obtaining JavaScript from free sources • tracking down JavaScript errors.

This course is taught on both the Macintosh and Windows platforms using TextEdit (Mac) and Notepad (Win) to work with JavaScript code. Mozilla will be used for viewing and debugging Web pages. 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: Knowledge equivalent to: HTML: Basics

Fees: Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

JS101	Jul 21	9:00am-12:00pm	Eddy Hall Annex 62	Mac/Win
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JavaScript: Programming for the Web

This 6-hour course introduces participants to basic JavaScript programming concepts such as functions, strings, event handlers, objects, variables, and operators. Participants will also gain an understanding of how to use JavaScript to manipulate HTML elements via the Document Object Model (DOM), the object-oriented breakdown of a Web page.

Topics include: altering HTML content with JavaScript • handling browser compatibility issues • debugging code • getting user input from a Web-based form • validating and altering form fields • opening customized windows • making Cascading Style Sheets (CSS) dynamic.

This course is taught on both the Macintosh and Windows platforms using TextEdit (Mac) and Notepad (Win) to write JavaScript code. Mozilla will be used for viewing and debugging Web pages. 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 HTML code for Web-based forms is helpful, but not necessary. Knowledge equivalent to: HTML: Basics

Fees: Students \$75.00 / Staff & Faculty \$115.00 / Alumni & Others \$200.00

JS201	Aug 9, 11	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
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N

Networking Basics

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.

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

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 Macintosh operating system.

Fees: No fee. Registration required.

NET101	Jul 19	1:30pm-3:30pm	Eddy Hall Annex 64	Seminar
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P

PageMaker 7: Basics

This 9-hour course introduces basic PageMaker skills. Participants will learn how to create a multi-page newsletter and use simple master pages.

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

This course is taught on both the Macintosh and Windows platforms using PageMaker 7, but is also applicable to PageMaker 6.5. 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. Basic familiarity with the Windows or Macintosh operating system.

Fees: Students \$90.00 / Staff & Faculty \$135.00 / Alumni & Others \$240.00

PM101	Jul 12, 13, 14	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
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Photoshop CS: Basics

This 6-hour course covers the basic palette, toolbox, and menu commands in Photoshop. Participants will create various graphic elements and several composite images.

Topics include: making and editing selections • correcting and editing color • manipulating text • adding layer and blending effects such as drop shadows • creating patterns • using tips and tricks.

This course is taught on both the Macintosh and Windows platforms using Photoshop CS. 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: Basic familiarity with the Windows or Macintosh operating system.

Fees: Students \$75.00 / Staff & Faculty \$115.00 / Alumni & Others \$200.00

PSHOP101	Jun 28, 30	1:30pm-4:30pm	Blegen Hall 90	Mac/Win
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Photoshop CS: Techniques for Web Graphics

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 retouching digital images and modifying clip art.

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

This course is taught on both the Macintosh and Windows platforms using Photoshop CS. 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: Knowledge equivalent to: Photoshop CS: Basics

Fees: Students \$80.00 / Staff & Faculty \$125.00 / Alumni & Others \$220.00

PSHOP211	Aug 2, 4	1:00pm-4:30pm	Eddy Hall Annex 62	Mac/Win
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Portal Orientation

This 1-hour seminar introduces 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/>.

The material presented in this orientation is also included in the corresponding hands-on workshops.

Topics include: customizing myU for personal interests • sharing materials with others at the University of Minnesota or with the general public • using myU for online discussions and polls.

Prerequisites: None.

Fees: No fee. Registration required.

PTLSM101	Jul 21	11:00am-12:00pm	Eddy Hall Annex 64	Seminar
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Portal Staff and Faculty Workshop

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/>.

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

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.

This course is taught on both the Macintosh and Windows platforms using Internet Explorer to access myU. 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	Aug 31	1:30pm-3:30pm	Eddy Hall Annex 62	Mac/Win
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Portal Student Workshop

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/>.

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

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.

This course is taught on both the Macintosh and Windows platforms using Internet Explorer to access myU. 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	Jun 7	1:25pm-2:55pm	Walter Library 210	Mac/Win
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Portfolio Orientation

This 1-hour seminar introduces Portfolio and the new features included in the latest upgrade. Portfolio is a Web-based tool for storing and sharing academic and professional information and is available to all University of Minnesota students, staff, and faculty. Additional information about Portfolio can be found at <http://portfolio.umn.edu>.

Topics include: entering and uploading data to document educational accomplishments, career goals, skills development, professional practices, special recognitions, and personal interests • selectively sharing information with others inside and outside the University of Minnesota • viewing information others have shared with you • using Portfolio for academic advising.

Prerequisites: None.

Fees: No fee. Registration required.

PF101	Jun 7	10:00am-11:00am	Eddy Hall Annex 64	Seminar
PF102	Aug 11	2:30pm-3:30pm	Eddy Hall Annex 64	Seminar

PowerPoint 2002/2003: Adding Multimedia

This 5-hour course covers using graphics, video, special effects, and audio with Microsoft PowerPoint to create dynamic, engaging presentations.

Topics include: inserting and modifying graphics • using transitions between slides • using effects to animate individual slide elements • inserting audio and video • recording narration • setting up a presentation for automatic play.

This course is taught on the Windows platform using PowerPoint 2003 but is also applicable to PowerPoint 2002.

Prerequisites: Knowledge equivalent to: PowerPoint 2002/2003: Up and Running

Fees: Students \$60.00 / Staff & Faculty \$90.00 / Alumni & Others \$175.00

PP03201	Aug 3, 5	9:30am-12:00pm	Eddy Hall Annex 54	Windows
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PowerPoint 2002/2003: Up and Running

This 3-hour course will help participants get started creating electronic presentations using PowerPoint, the Microsoft Office presentation application.

Topics include: creating and working with basic presentations • using different views for easy text entry and organization • applying design templates for visual interest • inserting graphics • printing handouts and notes • running a slide show.

This course is taught on the Windows platform using PowerPoint 2003 but is also applicable to PowerPoint 2002.

Prerequisites: Basic familiarity with the Windows operating system.

Fees: Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others \$125.00

PP03101	Jun 23	9:00am-12:00pm	Eddy Hall Annex 54	Windows
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Project 2003: Making Project Management Easier

This 7-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: organizing and scheduling tasks • managing resources • dealing with over-allocated resources • using views, filters, and other tools to get a better grasp of the big picture • assigning and managing costs • creating reports • working with multiple projects.

This course is taught on the Windows platform using Project 2003.

Prerequisites: Basic familiarity with the Windows operating system.

Fees: Students \$80.00 / Staff & Faculty \$125.00 / Alumni & Others \$220.00

PJ03101	Aug 10, 12	8:30am-12:00pm	Eddy Hall Annex 62	Windows
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R

Relational Database Design Basics

This 3-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 \$30.00 / Staff & Faculty \$45.00 / Alumni & Others \$75.00

DB101	Jun 7	1:30pm-4:30pm	Eddy Hall Annex 64	Seminar
DB102	Jul 27	9:00am-12:00pm	Eddy Hall Annex 64	Seminar

S

SAS 8: Introduction to Programming Concepts

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. This is the first course in our SAS Programming series, which continues with SAS: Programming I - Essentials.

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

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 • understanding librefs and the libname statement.

This course uses training materials from SAS Institute and is taught on the Windows platform using SAS 8.2. Much of the content is also relevant to SAS 9.1. SAS software is available through the ADCS Software License Program at www.umn.edu/software.

Prerequisites: Basic familiarity with the Windows operating system.

Fees: Students \$85.00 / Staff & Faculty \$180.00 / Alumni & Others N/A

SAS101	Jun 6, 8, 10	1:00pm-5:00pm	Blegen Hall 90	Windows
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SAS 8: Introduction to the SAS Macro Language

This 16-hour course is for experienced SAS programmers who want to build macro-based systems. It focuses on the components of the SAS macro facility and how to design, write, and debug macro systems.

Macros can enhance and simplify SAS programs. Emphasis is placed on understanding how programs with and without macro code are processed. Registration in this course is limited to University of Minnesota students, staff, and faculty.

Topics include: introducing user defined and system macro variables, functions, and definitions • defining and calling macros • using macro parameters in the DATA Step and SQL Interfaces • creating macro variables in the DATA step • using indirect references to macro variables • retrieving macro variables in the DATA step and in SQL • using conditional and iterative processing • using global and local symbol tables.

This course uses training materials from SAS Institute and is taught on the Windows platform using SAS 8.2. Much of the content is also relevant to SAS 9.1. SAS software is available through the ADCS Software License Program at www.umn.edu/software.

Prerequisites: This course is designed for experienced SAS programmers. Knowledge equivalent to: SAS 8: Programming II - Manipulating Data, SAS 8: Programming I - Essentials, SAS 8: Introduction to Programming Concepts

Fees: Students \$95.00 / Staff & Faculty \$200.00 / Alumni & Others N/A

SAS321	Jul 27, 29, Aug 3, 5	1:00pm-5:00pm	Anderson Hall 170	Windows
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SAS 8: Programming I - Essentials

This 12-hour course explores writing SAS programs to accomplish typical data-processing tasks. This is the second course in our SAS Programming series, and builds on the concepts and skills presented in SAS: Introduction to Programming Concepts.

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

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 and is taught on the Windows platform using SAS 8.2. Much of the content is also relevant to SAS 9.1. SAS software is available through the ADCS Software License Program at www.umn.edu/software.

Prerequisites: Knowledge equivalent to: SAS 8: Introduction to Programming Concepts

Fees: Students \$85.00 / Staff & Faculty \$180.00 / Alumni & Others N/A

SAS201	Jun 13, 15, 17	1:00pm-5:00pm	Anderson Hall 170	Windows
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SAS 8: Programming II - Manipulating Data

This 16-hour course focuses on SAS programming to manage SAS data set input and output, work with different data types, and manipulate data; and provides practice running and debugging those programs in an interactive SAS session.

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

Topics include: controlling input and output • summarizing data • reading delimited raw data files • reading hierarchical raw data files • manipulating character and numeric variables • performing DO loop processing • performing SAS array processing • combining SAS data sets.

This course uses training materials from SAS Institute and is taught on the Windows platform using SAS 8.2. Much of the content is also relevant to SAS 9.1. SAS software is available through the ADCS Software License Program at www.umn.edu/software.

Prerequisites: Knowledge equivalent to: SAS 8: Programming I - Essentials, SAS 8: Introduction to Programming Concepts

Fees: Students \$95.00 / Staff & Faculty \$200.00 / Alumni & Others N/A

SAS301	Jun 22, 24, 29, Jul 1	1:00pm-5:00pm	Anderson Hall 170	Windows
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SAS 8: Statistics I - ANOVA, Regression, and Logistic Regression

This 16-hour course explores how to plan and write SAS programs to perform basic statistical analyses, including analysis of variance and regression.

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

Topics include: examining data distributions • obtaining and interpreting sample statistics using the UNIVARIATE and MEANS • performing simple tests of hypothesis • performing two-sample t-tests • performing one-way ANOVA with the GLM procedure • producing correlations with the CORR procedure • fitting a simple linear regression model with the REG procedure • producing frequency tables with the FREQ procedure

This course uses training materials from SAS Institute and is taught on the Windows platform using SAS 8.2. Much of the content is also relevant to SAS 9.1. SAS software is available through the ADCS Software License Program at www.umn.edu/software.

Prerequisites: Completion of an undergraduate course in statistics covering p-values, hypothesis testing, analysis of variance, and regression. Knowledge equivalent to: SAS 8: Programming I - Essentials, SAS 8: Introduction to Programming Concepts

Fees: Students \$95.00 / Staff & Faculty \$200.00 / Alumni & Others N/A

SAS311	Jul 13, 15, 20, 22	1:00pm-5:00pm	Anderson Hall 170	Windows
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SPSS 13: Basics

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 13. Much of the content is also relevant to SPSS 12 and SPSS 11.x. SPSS software is available through the ADCS Software License Program at www.umn.edu/software.

Prerequisites: Familiarity with basic statistical concepts. Basic familiarity with the Windows operating system.

Fees: Students \$75.00 / Staff & Faculty \$135.00 / Alumni & Others \$240.00

SPSS101	Jun 28, 29, Jul 1	9:00am-12:00pm	Anderson Hall 170	Windows
SPSS102	Aug 8, 9, 11	1:30pm-4:30pm	Anderson Hall 170	Windows

U

UMCal Orientation

This 1-hour seminar introduces University of Minnesota staff and faculty to UMCal, the University's Oracle-based calendaring system now available campus wide. UMCal facilitates collaboration among individuals and departments by providing a common calendaring system.

Registration in this course is limited to University of Minnesota staff and faculty. The material presented in this orientation is also included in the corresponding hands-on basics course.

Topics include: using UMCal as a personal calendar • scheduling meetings with other users • creating a to-do (task) list • using available support and training resources • obtaining conversion and synch tools

Prerequisites: None.

Fees: No fee. Registration required.

UC101	Jun 10	11:00am-12:00pm	Eddy Hall Annex 64	Seminar
UC102	Jul 14	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
UC103	Aug 16	2:30pm-3:30pm	Eddy Hall Annex 64	Seminar

UMCal: Basics

This 2.5-hour course is intended for University of Minnesota staff and faculty who would like to learn the basics of UMCal, the University's Oracle-based calendaring system now available campus wide. UMCal facilitates collaboration among individuals and departments by providing a common calendaring system.

Registration in this course is limited to University of Minnesota staff and faculty. This hands-on course includes the material presented in the corresponding orientation.

Topics include: entering and modifying meetings and other calendar items • maintaining a to-do (task) list • customizing access (proxy rights) to your calendar • proposing and responding to meeting invitations • creating groups for easier scheduling • booking resources such as rooms and equipment.

This course is taught on both the Macintosh and Windows platforms using the Oracle desktop clients to access UMCal. 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.

UC111	Jun 15	1:30pm-4:00pm	Blegen Hall 90	Mac/Win
UC112	Jul 15	9:30am-12:00pm	Eddy Hall Annex 62	Mac/Win
UC113	Aug 3	9:30am-12:00pm	Blegen Hall 90	Mac/Win
UC114	Aug 23	1:30pm-4:00pm	Walter Library 210	Mac/Win

UMCal: Managing Calendars for Others

This 2-hour course is intended for University of Minnesota administrators who manage calendars for others using UMCal, the University's Oracle-based calendaring system now available campus wide. UMCal facilitates collaboration among individuals and departments by providing a common calendaring system.

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

Topics include: maintaining calendars for others • managing access (proxy) rights • creating and managing calendars for resources such as rooms and equipment • scheduling meetings with multiple invitees.

This course is taught on both the Macintosh and Windows platforms using the Oracle desktop clients to access UMCal. 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: Knowledge equivalent to: UMCal: Basics

Fees: No fee. Registration required.

UC211	Jun 29	1:30pm-3:30pm	Eddy Hall Annex 62	Mac/Win
UC212	Jul 29	10:00am-12:00pm	Blegen Hall 90	Mac/Win
UC213	Aug 30	1:30pm-3:30pm	Walter Library 210	Mac/Win

V

Video Services Orientation

This 1-hour seminar provides an overview of some of the many video technologies now used in communication and instruction. Participants will learn about tools required for video technologies as well as services available on campus.

Topics include: understanding digital video production • using streaming video • utilizing video and satellite conferencing.

Prerequisites: None.

Fees: No fee. Registration required.

VS101	Jul 20	10:45am-11:45am	Eddy Hall Annex 64	Seminar
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Visio 2003: Creating Basic Diagrams

This 7-hour course explores basic uses of Visio, Microsoft's tool for creating and sharing visual diagrams. Participants will learn the skills necessary to create common diagrams such as flowcharts, brainstorming maps, Web site diagrams, and organizational charts.

Topics include: working with stencils • creating shapes • customizing templates • formatting shapes • inserting text • saving and printing diagrams.

This course is taught on the Windows platform using Visio Professional 2003.

Prerequisites: Basic familiarity with the Windows operating system.

Fees: Students \$80.00 / Staff & Faculty \$125.00 / Alumni & Others \$220.00

VIS101	Jul 19, 21	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
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W

Web Design and Development: Level I

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 • defining your site • laying out the page structure with tables • creating headers and footers • formatting content using Cascading Style Sheets (CSS) • creating navigation and links • turning a page into a template • troubleshooting HTML • transferring files to a Web server • updating your site • addressing accessibility issues • creating graphics for your site.

This course is taught on both the Macintosh and Windows platforms using Photoshop CS and Dreamweaver MX 2004. 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., Internet Explorer).

Fees: Students \$125.00 / Staff & Faculty \$200.00 / Alumni & Others \$415.00

WEBDD101	Jul 13, 14, 15	9:00am-4:00pm	Blegen Hall 90	Mac/Win
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Web Design and Development: Level II

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, as well as how to use Cascading Style Sheets (CSS) effectively. Open lab time is provided for participants to work on their own individual projects.

Topics include: using forms to obtain user input via email • using behaviors to create image effects • adding random text and images • color correcting and retouching photographs • creating a navigation bar with slicing • working with vector-based graphics • creating external style sheets • inserting audio and video clips • testing a site for usability.

This course is taught on both the Macintosh and Windows platforms using Photoshop CS and Dreamweaver MX 2004. 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: Knowledge equivalent to: Web Design and Development: Level I

Fees: Students \$125.00 / Staff & Faculty \$200.00 / Alumni & Others \$415.00

WEBDD201	Aug 24, 25, 26	9:00am-4:00pm	Blegen Hall 90	Mac/Win
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WebCT Vista 3 Faculty Orientation

This 1-hour seminar provides a broad overview of Vista, the newest version of the WebCT online course management system available to University of Minnesota faculty and developers.

This seminar is not a hands-on course on how to create course Web sites with Vista. Other courses are available for learning how to use many of the tools discussed.

Topics include: reviewing new features available in Vista • exploring tools for delivering content such as a syllabus or lecture notes • exploring interactive tools for communication and assessment • getting started using Vista • using available support and training resources

Prerequisites: None.

Fees: No fee. Registration required.

VTA101	May 17	1:30pm-2:30pm	Blegen Hall 90	Seminar
VTA102	Jun 9	10:30am-11:30am	Eddy Hall Annex 64	Seminar

WebCT Vista 3 Student Orientation

This 1-hour seminar introduces using WebCT Vista sites at the University of Minnesota. It is intended for students taking courses from faculty who use WebCT Vista for Web-based learning activities and course materials. Much of the content is also applicable to WebCT Campus Edition.

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.

Fees: No fee. Registration required.

VTA111	Jun 16	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
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WebCT Vista 3: Assessments

This 3-hour course is for University of Minnesota faculty and course designers who would like to learn about using WebCT Vista for creating online assessments in their course Web sites. Participants will learn how to create different question types • create and modify quizzes • review, reset, and reply to submission attempts • and examine performance reports.

Fees note: Since this course focuses on technology enhanced learning, the DMC will waive the fee for any faculty member who meets the following three criteria: is paid through the University of Minnesota payroll; is in classification 9401 Professor, 9402 Associate Professor, 9403 Assistant Professor, 9404 Instructor, or 9410 Regents Professor; and has a tenure-track appointment.

Topics include: using the assessments and assessments manager tools • using the question database • creating, editing, deleting, organizing, and categorizing questions • incorporating feedback • working with question sets • creating quiz containers • reviewing and modifying quiz settings • releasing quizzes and quiz scores to students • linking quizzes to organizer pages and learning modules • altering quiz content and updating scores • viewing submissions, giving feedback, changing scores, and resetting attempts • reviewing performance reports.

This course is taught on both the Macintosh and Windows platforms using a supported Web browser to access WebCT Vista 3. 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., Internet Explorer). Knowledge equivalent to: WebCT Vista 3: Creating Basic Course Web Sites

Fees: Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

VTA231	Jul 27	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
VTA232	Aug 23	9:00am-12:00pm	Diehl Hall Rm. 535/545	Windows

WebCT Vista 3: Assisted Lab

This 2-hour lab provides an opportunity for University of Minnesota faculty and course designers to work on their WebCT Vista sites. Support staff will be available to answer specific questions, as well as to provide training materials participants can work through on their own to further their overall understanding of learning modules, assessments, or the grade book. Participants are expected to already have access to a Vista site they are working on.

This lab is offered in a group setting. Registration is limited to University of Minnesota students, staff, and faculty. Faculty who would like one-on-one consultation on their Vista site should contact the DMC at (612) 625-5055 or dmc@umn.edu.

Topics include: working with a newly created Vista site • working with a Vista site that has been converted from Campus Edition.

This lab is available to those working on either the Macintosh or Windows platforms using a supported Web browser to access WebCT Vista 3. For sections taking place 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., Internet Explorer). Knowledge equivalent to: WebCT Vista 3: Creating Basic Course Web Sites

Fees: No fee. Registration required.

WebCT Vista 3: Assisted Lab is offered frequently throughout the semester.
Check uttc.umn.edu or the Schedule at a Glance starting on page 24 for offerings.

WebCT Vista 3: Content Management

This 3-hour course is for University of Minnesota faculty and course designers who would like to learn about using different methods of presenting content in WebCT Vista. Participants will learn how to build a basic learning module, customize the Action Menu, and create a glossary.

Fees note: Since this course focuses on technology enhanced learning, the DMC will waive the fee for any faculty member who meets the following three criteria: is paid through the University of Minnesota payroll; is in classification 9401 Professor, 9402 Associate Professor, 9403 Assistant Professor, 9404 Instructor, or 9410 Regents Professor; and has a tenure-track appointment.

Topics include: building a basic learning module • organizing content in a learning module • adding interactivity to a learning module • managing content in WebCT Vista • adding a glossary to a learning module • exporting and importing a learning module.

This course is taught on both the Macintosh and Windows platforms using a supported Web browser to access WebCT Vista 3. 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., Internet Explorer). Knowledge equivalent to: WebCT Vista 3: Creating Basic Course Web Sites

Fees: Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

VTA211	Jul 22	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
VTA212	Jul 28	1:30pm-4:30pm	Diehl Hall Rm. 535/545	Windows

WebCT Vista 3: Converting from Campus Edition

This 1.5-hour seminar is for University of Minnesota faculty and course designers who would like information and guidance on converting sites from WebCT Campus Edition to WebCT Vista.

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

Topics include: • understanding the advantages and disadvantages of converting Campus Edition sites • leveraging Vista's new features to improve course design • interpreting Vista's conversion symbols • understanding Vista's placement of "obsolete" links • editing Vista headers and pages to clean up converted sites • exploring the Vista file system • taking advantage of Vista's Power View.

Prerequisites: Basic familiarity with WebCT Campus Edition.

Fees: No fee. Registration required.

WebCT Vista 3: Converting from Campus Edition is offered frequently throughout the semester.
Check uttc.umn.edu or the Schedule at a Glance starting on page 24 for offerings.

WebCT Vista 3: Creating Basic Course Web Sites

This 3.5-hour course is for University of Minnesota faculty and course designers who would like to learn about using WebCT Vista for creating course Web sites. Participants will learn how to build a basic site containing a syllabus, content pages, links to other Web sites, discussion topics, and announcements.

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

Topics include: requesting a Vista site • logging into Vista • customizing the home page • uploading a syllabus file • organizing and uploading content files • adding links to external content • adding discussion topics and announcements • selectively releasing content to students • working with basic features of the gradebook • making changes to site structure and content pages.

This course is taught on both the Macintosh and Windows platforms using a supported Web browser to access WebCT Vista 3. 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., Internet Explorer).

Fees: No fee. Registration required.

WebCT Vista 3: Creating Basic Course Web Sites is offered weekly throughout the semester.

Check uttc.umn.edu or the Schedule at a Glance starting on page 24 for offerings.

WebCT Vista 3: Grade Book and Reports

This 3-hour course is for University of Minnesota faculty and course designers who would like to learn more about WebCT Vista's grade book and reports features. Participants will learn how to use the grade book to manage access to their site, as well as how to customize and work with data in the grade book. Participants will also review some of Vista's built-in reports.

Fees note: Since this course focuses on technology enhanced learning, the DMC will waive the fee for any faculty member who meets the following three criteria: is paid through the University of Minnesota payroll; is in classification 9401 Professor, 9402 Associate Professor, 9403 Assistant Professor, 9404 Instructor, or 9410 Regents Professor; and has a tenure-track appointment.

Topics include: adding and removing grade book members • granting or denying site access to grade book members • entering and editing data in the grade book • adding new columns of data to the grade book • working with calculated columns and letter grades • releasing grade book data to students • displaying, graphing, and exporting reports • exporting and importing grade book data to/from a spreadsheet.

This course is taught on both the Macintosh and Windows platforms using a supported Web browser to access WebCT Vista 3. 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., Internet Explorer). Knowledge equivalent to: WebCT Vista 3: Creating Basic Course Web Sites

Fees: Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

VTA251	Aug 3	1:30pm-4:30pm	Blegen Hall 90	Mac/Win
VTA252	Aug 12	1:30pm-4:30pm	Diehl Hall Rm. 535/545	Windows

Windows XP: Basics

This 7.5-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 \$70.00 / Staff & Faculty \$115.00 / Alumni & Others \$210.00

XPWIN101	Jun 14, 15, 16	9:30am-12:00pm	Eddy Hall Annex 54	Windows
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Wireless Service Orientation

This 1-hour seminar introduces wireless service at the University of Minnesota.

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

Prerequisites: None.

Fees: No fee. Registration required.

WL101	Jun 29	11:00am-12:00pm	Eddy Hall Annex 64	Seminar
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Word 2002/2003: Creating Forms

This 3.5-hour course covers creating fill-in-the-blank forms using Microsoft Word's table and form tools. Participants will learn how to create forms that can be distributed electronically or printed.

Topics include: creating and formatting tables • organizing table information • creating forms • inserting fields in forms • protecting forms • saving a form as a template.

This course is taught on the Windows platform using Word 2003 but is also applicable to Word 2002.

Prerequisites: Good working knowledge of the Windows operating system. Basic familiarity with Word.

Fees: Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others \$125.00

WD03261	Jun 23	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
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Word 2002/2003: Formatting Papers Efficiently

This 3.5-hour course covers timesaving techniques for formatting a thesis or professional paper.

Topics include: working with basic paragraph and document formatting • using styles for consistent and easily updated formatting • using section breaks for chapters, title pages and bibliographies • using headers and footers • creating a table of contents • using captions and cross-referencing • using footnotes and endnotes.

This course is taught on the Windows platform using Word 2003 but is also applicable to Word 2002.

Prerequisites: Good working knowledge of the Windows operating system.

Fees: Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others \$125.00

WD03231	Jul 14	8:30am-12:00pm	Eddy Hall Annex 54	Windows
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Word 2002/2003: Hints, Tips, Shortcuts, and Secrets!

This 3.5-hour course outlines timesaving hints, tips, tricks, and secrets of using Word 2003. Those who have recently upgraded to Word 2002/2003, as well as those who are experienced with it, will benefit from taking this course.

Topics include: revising Word's default settings to meet individual needs • customizing menus and toolbars • getting the most out of features such as the task pane, format painter, and find and replace • using autocorrect and autotext.

This course is taught on the Windows platform using Word 2003 but is also applicable to Word 2002.

Prerequisites: Good working knowledge of the Windows operating system. Basic familiarity with Word.

Fees: Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others \$125.00

WD03241	Aug 2	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
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Schedule at a Glance

Course Sections Starting the Week of May 16-20

WebCT Vista 3 Faculty Orientation VTA101	May 17	1:30pm-2:30pm	Blegen Hall 90	Seminar
WebCT Vista 3: Creating Basic Course Web Sites VTA1211	May 17	1:00pm-4:30pm	Walter Library 210	Mac/Win
WebCT Vista 3: Assisted Lab VTA1411	May 18	10:00am-12:00pm	Blegen Hall 90	Mac/Win
WebCT Vista 3: Creating Basic Course Web Sites VTA1212	May 19	8:30am-12:00pm	Eddy Hall Annex 62	Mac/Win

Course Sections Starting the Week of May 22-27

WebCT Vista 3: Assisted Lab VTA1412	May 24	10:00am-12:00pm	Eddy Hall Annex 62	Mac/Win
WebCT Vista 3: Creating Basic Course Web Sites VTA1213	May 25	1:30pm-5:00pm	Walter Library 210	Mac/Win
WebCT Vista 3: Creating Basic Course Web Sites VTA1214	May 27	8:30am-12:00pm	Blegen Hall 90	Mac/Win

Course Sections Starting the Week of June 6-10

SAS 8: Introduction to Programming Concepts SAS101	Jun 6, 8, 10	1:00pm-5:00pm	Blegen Hall 90	Windows
Portfolio Orientation PF101	Jun 7	10:00am-11:00am	Eddy Hall Annex 64	Seminar
Relational Database Design Basics DB101	Jun 7	1:30pm-4:30pm	Eddy Hall Annex 64	Seminar
Excel 2002/2003: Spreadsheet Basics XL03101	Jun 7, 9	1:00pm-4:30pm	Eddy Hall Annex 62	Windows
Portal Student Workshop PTLWS101	Jun 7	1:25pm-2:55pm	Walter Library 210	Mac/Win
HTML: Basics HTML101	Jun 8	8:30am-12:00pm	Eddy Hall Annex 62	Mac/Win
Access 2003: Basics - Database Development AC03101	Jun 8, 9, 10	9:30am-12:00pm	Blegen Hall 90	Windows
Dreamweaver MX 2004: Creating Basic Web Pages DW101	Jun 9, 10	8:30am-12:00pm	Eddy Hall Annex 62	Mac/Win
WebCT Vista 3 Faculty Orientation VTA102	Jun 9	10:30am-11:30am	Eddy Hall Annex 64	Seminar
WebCT Vista 3: Creating Basic Course Web Sites VTA1221	Jun 9	1:00pm-4:30pm	Walter Library 210	Mac/Win
UMCal Orientation UC101	Jun 10	11:00am-12:00pm	Eddy Hall Annex 64	Seminar

Course Sections Starting the Week of June 13-17

SAS 8: Programming I - Essentials				
SAS201	Jun 13, 15, 17	1:00pm-5:00pm	Anderson Hall 170	Windows
Windows XP: Basics				
XPWIN101	Jun 14, 15, 16	9:30am-12:00pm	Eddy Hall Annex 54	Windows
WebCT Vista 3: Creating Basic Course Web Sites				
VTA1222	Jun 14	8:30am-12:00pm	Diehl Hall Rm. 535/545	Windows
UMCal: Basics				
UC111	Jun 15	1:30pm-4:00pm	Blegen Hall 90	Mac/Win
WebCT Vista 3 Student Orientation				
VTA111	Jun 16	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
WebCT Vista 3: Assisted Lab				
VTA1421	Jun 17	1:00pm-3:00pm	Blegen Hall 90	Mac/Win

Course Sections Starting the Week of June 20-24

Illustrator CS: Basics				
ILSTR101	Jun 21, 22, 23	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
Designing Accessible Web Sites Seminar				
DSIGN111	Jun 22	10:00am-11:30am	Gateway Building Rm. 180	Seminar
SAS 8: Programming II - Manipulating Data				
SAS301	Jun 22, 24, 29, Jul 1	1:00pm-5:00pm	Anderson Hall 170	Windows
WebCT Vista 3: Creating Basic Course Web Sites				
VTA1223	Jun 22	1:00pm-4:30pm	Walter Library 210	Mac/Win
PowerPoint 2002/2003: Up and Running				
PP03101	Jun 23	9:00am-12:00pm	Eddy Hall Annex 54	Windows
Word 2002/2003: Creating Forms				
WD03261	Jun 23	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
Breeze Orientation				
BRZ101	Jun 24	10:45am-11:45am	Eddy Hall Annex 64	Seminar

Course Sections Starting the Week of June 27-July 1

SPSS 13: Basics				
SPSS101	Jun 28, 29, Jul 1	9:00am-12:00pm	Anderson Hall 170	Windows
Dreamweaver MX 2004: Creating Basic Web Pages				
DW102	Jun 28, 30	1:00pm-4:30pm	Eddy Hall Annex 62	Mac/Win
Photoshop CS: Basics				
PSHOP101	Jun 28, 30	1:30pm-4:30pm	Blegen Hall 90	Mac/Win
Flash MX 2004: Creating Learning Objects				
FLASH111	Jun 28, 29, 30	1:30pm-4:30pm	Walter Library 210	Mac/Win
Computer Safety: Protecting Your Personal Computer				
SEC101	Jun 28	1:30pm-3:30pm	Eddy Hall Annex 64	Seminar
Wireless Service Orientation				
WL101	Jun 29	11:00am-12:00pm	Eddy Hall Annex 64	Seminar
FileMaker Pro 6: Level I				
FM101	Jun 29, Jul 1	9:00am-12:00pm	Eddy Hall Annex 62	Mac/Win
UMCal: Managing Calendars for Others				
UC211	Jun 29	1:30pm-3:30pm	Eddy Hall Annex 62	Mac/Win
WebCT Vista 3: Creating Basic Course Web Sites				
VTA1224	Jun 29	8:30am-12:00pm	Walter Library 210	Mac/Win
Breeze: Large Group Webcasting				
BRZ211	Jun 30	8:30am-12:00pm	Eddy Hall Annex 62	Windows

Course Sections Starting the Week of July 11-15

PageMaker 7: Basics PM101	Jul 12, 13, 14	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
Access 2003: Basics - Database Development AC03102	Jul 12, 13, 14	1:30pm-4:00pm	Eddy Hall Annex 54	Windows
Access 2003: Project-based Tutoring AC03211	Jul 12, 19	8:15am-10:15am	Eddy Hall Annex 54	Windows
Access 2003: Project-based Tutoring AC03212	Jul 12, 19	10:45am-12:45pm	Eddy Hall Annex 54	Windows
Web Design and Development: Level I WEBDD101	Jul 13, 14, 15	9:00am-4:00pm	Blegen Hall 90	Mac/Win
SAS 8: Statistics I - ANOVA, Regression, and Logistic Regression SAS311	Jul 13, 15, 20, 22	1:00pm-5:00pm	Anderson Hall 170	Windows
WebCT Vista 3: Creating Basic Course Web Sites VTA1231	Jul 13	1:00pm-4:30pm	Classroom Office Bldg. Rm. 135	Windows
Word 2002/2003: Formatting Papers Efficiently WD03231	Jul 14	8:30am-12:00pm	Eddy Hall Annex 54	Windows
UMCal Orientation UC102	Jul 14	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
UMCal: Basics UC112	Jul 15	9:30am-12:00pm	Eddy Hall Annex 62	Mac/Win
WebCT Vista 3: Assisted Lab VTA1431	Jul 15	10:00am-12:00pm	Walter Library 210	Mac/Win

Course Sections Starting the Week of July 18-22

Networking Basics NET101	Jul 19	1:30pm-3:30pm	Eddy Hall Annex 64	Seminar
Visio 2003: Creating Basic Diagrams VIS101	Jul 19, 21	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
Computer Security: Issues For System Administrators SEC201	Jul 19, 21	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
Video Services Orientation VS101	Jul 20	10:45am-11:45am	Eddy Hall Annex 64	Seminar
Dreamweaver MX 2004: Creating Content Pages for WebCT Vista Sites DW111	Jul 20	1:30pm-4:30pm	Walter Library 210	Mac/Win
Breeze Orientation BRZ102	Jul 20	2:30pm-3:30pm	Diehl Hall Rm. 535/545	Seminar
Excel 2002/2003: Spreadsheet Basics XL03102	Jul 20, 22	8:30am-12:00pm	Eddy Hall Annex 62	Windows
JavaScript: Basics for Non-Programmers JS101	Jul 21	9:00am-12:00pm	Eddy Hall Annex 62	Mac/Win
Portal Orientation PTLSM101	Jul 21	11:00am-12:00pm	Eddy Hall Annex 64	Seminar
WebCT Vista 3: Creating Basic Course Web Sites VTA1232	Jul 21	1:00pm-4:30pm	Blegen Hall 90	Mac/Win
WebCT Vista 3: Content Management VTA211	Jul 22	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win

Course Sections Starting the Week of July 25-29

Relational Database Design Basics DB102 Jul 27	9:00am-12:00pm	Eddy Hall Annex 64	Seminar
InDesign CS: Basics IDSGN101 Jul 27, 28, 29	9:00am-12:00pm	Eddy Hall Annex 62	Mac/Win
WebCT Vista 3: Assessments VTA231 Jul 27	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
WebCT Vista 3: Creating Basic Course Web Sites VTA1233 Jul 27	8:30am-12:00pm	Walter Library 210	Mac/Win
SAS 8: Introduction to the SAS Macro Language SAS321 Jul 27, 29, Aug 3, 5	1:00pm-5:00pm	Anderson Hall 170	Windows
WebCT Vista 3: Content Management VTA212 Jul 28	1:30pm-4:30pm	Diehl Hall Rm. 535/545	Windows
UMCal: Managing Calendars for Others UC212 Jul 29	10:00am-12:00pm	Blegen Hall 90	Mac/Win

Course Sections Starting the Week of August 1-5

Photoshop CS: Techniques for Web Graphics PSHOP211 Aug 2, 4	1:00pm-4:30pm	Eddy Hall Annex 62	Mac/Win
Word 2002/2003: Hints, Tips, Shortcuts, and Secrets! WD03241 Aug 2	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
Excel 2002/2003: Managing and Analyzing Data XL03301 Aug 2, 4	1:00pm-4:30pm	Blegen Hall 90	Windows
HTML: Basics HTML102 Aug 3	1:00pm-4:30pm	Eddy Hall Annex 62	Mac/Win
UMCal: Basics UC113 Aug 3	9:30am-12:00pm	Blegen Hall 90	Mac/Win
FileMaker Pro 6: Level II FM201 Aug 3, 4, 5	9:00am-12:00pm	Eddy Hall Annex 62	Mac/Win
PowerPoint 2002/2003: Adding Multimedia PP03201 Aug 3, 5	9:30am-12:00pm	Eddy Hall Annex 54	Windows
WebCT Vista 3: Grade Book and Reports VTA251 Aug 3	1:30pm-4:30pm	Blegen Hall 90	Mac/Win
WebCT Vista 3: Creating Basic Course Web Sites VTA1241 Aug 5	8:30am-12:00pm	Classroom Office Bldg. Rm. 135	Windows

Course Sections Starting the Week of August 8-12

SPSS 13: Basics				
SPSS102	Aug 8, 9, 11	1:30pm-4:30pm	Anderson Hall 170	Windows
Breeze: Publishing Narrated PowerPoint Presentations on the Web				
BRZ111	Aug 9	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
JavaScript: Programming for the Web				
JS201	Aug 9, 11	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
WebCT Vista 3: Assisted Lab				
VTA1441	Aug 9	9:30am-11:30am	Eddy Hall Annex 62	Mac/Win
Dreamweaver MX 2004: Creating Basic Web Pages				
DW103	Aug 10, 11	1:00pm-4:30pm	Blegen Hall 90	Mac/Win
Project 2003: Making Project Management Easier				
PJ03101	Aug 10, 12	8:30am-12:00pm	Eddy Hall Annex 62	Windows
WebCT Vista 3: Creating Basic Course Web Sites				
VTA1242	Aug 10	1:00pm-4:30pm	Eddy Hall Annex 62	Mac/Win
Access 2003: Basics - Database Development				
AC03103	Aug 10, 11, 12	9:30am-12:00pm	Blegen Hall 90	Windows
Designing Accessible Web Sites Workshop				
DSIGN131	Aug 11	1:00pm-4:00pm	Eddy Hall Annex 54	Windows
Portfolio Orientation				
PF102	Aug 11	2:30pm-3:30pm	Eddy Hall Annex 64	Seminar
WebCT Vista 3: Creating Basic Course Web Sites				
VTA1243	Aug 11	8:30am-12:00pm	Walter Library 210	Mac/Win
WebCT Vista 3: Grade Book and Reports				
VTA252	Aug 12	1:30pm-4:30pm	Diehl Hall Rm. 535/545	Windows

Course Sections Starting the Week of August 15-19

Dreamweaver MX 2004: Forms				
DW241	Aug 16	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
UMCal Orientation				
UC103	Aug 16	2:30pm-3:30pm	Eddy Hall Annex 64	Seminar
WebCT Vista 3: Creating Basic Course Web Sites				
VTA1244	Aug 16	8:30am-12:00pm	Blegen Hall 90	Mac/Win
HTML: Beyond the Basics				
HTML201	Aug 17	1:00pm-5:00pm	Eddy Hall Annex 62	Mac/Win
Dreamweaver MX 2004: Cascading Style Sheets				
DW211	Aug 17	1:00pm-4:30pm	Blegen Hall 90	Mac/Win
Excel 2002/2003: Charts				
XL03321	Aug 18	1:00pm-4:30pm	Blegen Hall 90	Windows
Breeze: Small Group Web Conferencing and Collaboration				
BRZ121	Aug 18	1:30pm-4:30pm	Eddy Hall Annex 62	Windows
WebCT Vista 3: Creating Basic Course Web Sites				
VTA1245	Aug 18	1:00pm-4:30pm	Walter Library 210	Mac/Win
Computer Safety: Protecting Your Personal Computer				
SEC102	Aug 18	10:00am-12:00pm	Eddy Hall Annex 64	Seminar
WebCT Vista 3: Assisted Lab				
VTA1442	Aug 18	10:00am-12:00pm	Eddy Hall Annex 62	Mac/Win
Dreamweaver MX 2004: Extending and Customizing Capabilities				
DW231	Aug 19	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win

Course Sections Starting the Week of August 22-26

Flash MX 2004: Creating Basic Animations for the Web FLASH101 Aug 23, 24, 25	1:30pm-4:30pm	Eddy Hall Annex 62	Mac/Win
UMCal: Basics UC114 Aug 23	1:30pm-4:00pm	Walter Library 210	Mac/Win
WebCT Vista 3: Assessments VTA232 Aug 23	9:00am-12:00pm	Diehl Hall Rm. 535/545	Windows
WebCT Vista 3: Creating Basic Course Web Sites VTA1246 Aug 23	1:00pm-4:30pm	Diehl Hall Rm. 535/545	Windows
Web Design and Development: Level II WEBDD201 Aug 24, 25, 26	9:00am-4:00pm	Blegen Hall 90	Mac/Win
WebCT Vista 3: Assisted Lab VTA1443 Aug 24	1:30pm-3:30pm	Walter Library 210	Mac/Win
WebCT Vista 3: Creating Basic Course Web Sites VTA1247 Aug 26	8:30am-12:00pm	Eddy Hall Annex 62	Mac/Win

Course Sections Starting the Week of August 29-September 2

WebCT Vista 3: Assisted Lab VTA1444 Aug 29	2:00pm-4:00pm	Eddy Hall Annex 62	Mac/Win
UMCal: Managing Calendars for Others UC213 Aug 30	1:30pm-3:30pm	Walter Library 210	Mac/Win
Access 2003: Advanced - Database Development AC03201 Aug 30, 31, Sep 1	1:30pm-4:00pm	Blegen Hall 90	Windows
Portal Staff and Faculty Workshop PTLWS111 Aug 31	1:30pm-3:30pm	Eddy Hall Annex 62	Mac/Win
WebCT Vista 3: Creating Basic Course Web Sites VTA1248 Aug 31	8:30am-12:00pm	Eddy Hall Annex 62	Mac/Win
WebCT Vista 3: Assisted Lab VTA1445 Aug 31	1:00pm-3:00pm	Walter Library 210	Mac/Win
WebCT Vista 3: Creating Basic Course Web Sites VTA1249 Sep 1	1:00pm-4:30pm	Eddy Hall Annex 62	Mac/Win

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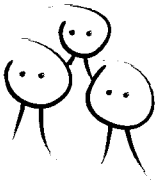
Other Training Options

Self-Paced Training



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

Custom Training



UTTC can customize any of our current short course offerings to meet the specific needs of your group. And in some cases, we can design a completely new course.

For details on training options, visit the UTTC website:

uttc.umn.edu

General Information

612-625-1300

adcsofc@umn.edu

uttc.umn.edu

Custom Training

612-625-2005

Course Comments

uttc@umn.edu

Registration Guidelines

General Guidelines

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 uttc.umn.edu. Forms may be photocopied.

Registration is closed two working days prior to the start of a class. Courses without sufficient interest may be cancelled five working days prior to the start of class.

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, phone 612-625-1300, web <http://uttc.umn.edu>, e-mail adcsofc@umn.edu.

Prerequisites

Please note the 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 at <http://uttc.umn.edu/training/cancellation>; or 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. Alternatively, you may send someone in your place.

Cancellations received more than two (2) business days before the start of class are eligible for a refund minus a \$10 processing fee. Cancellations received fewer than two (2) business days before class are not eligible for a refund. If we must cancel a class for any reason, we will refund your registration fee in full.

Registration Procedures

To Register On Line

Submit your registration form

Go to uttc.umn.edu and locate your class. Select the "enroll" button at the bottom of the course description. You will need to login with your Internet ID and password. If you do not have an Internet ID, you may create a guest account by clicking the "Create a new guest account" button on the login screen.

Send us your payment

Payment must be received by the due date on the Held Seat Confirmation page to finalize your registration. **If your payment is not received on time, your space will be given to another student.** Submit your CUFSS number on the registration form; *or* bring in your cash, check, MasterCard, Visa or Discover card, to ADCS; *or* mail in your check to ADCS.

Look for your confirmation

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

To Register by Fax

Submit your registration form

Fax your completed registration form (located on the back of this bulletin) to 612-625-6817.

Send us your payment

Payment must be received within five business days of faxed registration to finalize your registration. If your class starts within five business days of your faxed registration, payment is due immediately. **If your payment is not received on time, your space will be given to another student.** Include your CUFSS number on the registration form; bring in your cash, check, MasterCard, Visa or Discover card, to ADCS; *or* mail in your check to ADCS.

Look for your confirmation

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

How to Reach Us

Phone: 612-625-1300

Fax: 612-625-6817

Web: uttc.umn.edu

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 an email address or U.S. mail return address so we can send your confirmation notice to you.

Send us your payment

Please include your CUFSS number or check with your registration form. **Payment must accompany your registration.**

Look for your confirmation

Your registration will be confirmed by e-mail or U.S. 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.

Bring us your payment

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

Keep 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

STAFF
 UNIVERSITY ARCHIVES
 218 ANDERLI

7921

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: \$

Office Use Only	Reg. By:	Date:	Payment Due:
Payment Method:	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check <input type="checkbox"/> CUFS

Payment Enclosed

Check # _____

or

CUFS _____