

Computer and Information Services Short Course Bulletin

Information Services

Summer 1994

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If you wish to subscribe to this bulletin, or to the Computer and Information Services Newsletter, call 625-1300.

**Registration by Mail
begins Wednesday, June 15.**

**In-Person Registration
begins Wednesday, June 22.**

Renew Now!

This May be Your Last Short Course Bulletin

This will be your last Short Course Bulletin unless you renew by July 15. To keep our costs down and responsibly use University resources, we completely purge our mailing list once a year.

If you want to remain on our mailing list, return your current mailing label to us by July 15. If needed, update the name and address shown on your mailing label.

If you no longer want to receive the Short Course Bulletin, do nothing. Your name will be removed from our mailing list.

New Subscriptions to the Short Course Bulletin

The *Short Course Bulletin* is only sent to those who ask for it. Mail in the form on the back page of this *Bulletin* with the appropriate boxes checked for the *Newsletter*, *Short Course Bulletin*, or both.



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Registration

Registration Policy

We offer early registration by mail. We are hoping that by offering this option, we can avoid long registration lines. The data received through mail will be entered into the registration data base in the order received. Registration confirmation notices will be mailed to your campus address.

Walk-in registrants may only register for a total of two people.

Registration for the microcomputer, central systems, general, and networking courses listed on the following pages is handled by Distributed Computing Services, 190 Shepherd Labs.

We do not accept phone registration.

Registration by Mail

Mail registration will begin **Wednesday, June 15**. To register by mail, include a registration form on the last page of this bulletin for each person you wish to register. Fees must accompany your registration information in order for the data to be processed. Please include a return campus address so we can mail your confirmation notice to you. All registration information must be sent to

Short Course Registration
Distributed Computing Services
190 Shepherd Labs

U.S. Postal users should send fees and the registration forms on the last page of this bulletin to

Short Course Registration
Distributed Computing Services
University of Minnesota

190 Shepherd Labs
100 Union Street SE
Minneapolis, MN 55455-0421

In-Person Registration

Walk-in registration will begin on **Wednesday, June 22**. Walk-in registrants may only register for a total of two people. You can register at the Distributed Computing Services office in room 190 Shepherd Labs, Monday through Friday, 8:00 am to 4:00 pm. Fees must accompany your registration.

Registration Deadline

Classes are filled in the order registration is received. Mail registrations are processed at the end of the day on which they are received. The deadline for registration is 4:00 pm on the working day before the class begins. For additional registration information, call 625-1300.

Fees

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

In the course descriptions, fees are shown in ascending order and apply to the following three groups:

1. University students
2. University faculty and staff
3. Others

Intra-Institutional Voucher (IV) Payments

The IV replaces the Journal Voucher. If you pay by Intra-Institutional Voucher (IV), *credit* this Computer and Information Services account:

Area	Org	Sub Org	Rev Src	Sub Rev
357	2001	05	4410	10

The *debit* account must use Object 7300 and Sub Object code 32. Please include a name and phone number so we can call you if we have questions about the IV.

Departments *must* send or bring the white and yellow copies of the IV to our office in 190 Shepherd Labs for registration. We will *not* accept on-line vouchers. IVs sent to the wrong location or on-line will not be registered, and we do not accept photocopies of IVs.

Cancellations and Refunds

If you cannot attend a class, call 625-1300 to arrange a refund. We need to hear from you so that we can contact people on our waiting lists. You can cancel by mail or by phone.

If you want a refund, we must receive your cancellation notice two working days before the beginning of a class. There is a \$5 cancellation fee. If we must cancel a class, we will refund your registration fee in full.

Prerequisites

Look for this symbol: ◆

This symbol alerts you to prerequisites for the classes you want to attend.

Please note: Instructors will not slow down classes to accommodate students who have not mastered the stated prerequisites.

Classes begin on time! Instructors will not wait for late attendees, nor will they review already covered material.

Summer Session Classes

Operating Systems

See Macintosh Courses, IBM-Compatible Courses, Central Systems Courses

Mac Fundamentals
Drawing and Painting Fundamentals
More System 7.1
Introduction to DOS 6
DOS Memory
Mouse Techniques
Introduction to Windows 3.1
UNIX Orientation
Introduction to VAX/VMS

Communications, E-Mail, and Networking

See General, Network, and Communications Courses

An Introduction to Communications Concepts
E-mail Using Minuet
E-mail Using POPMail
Introduction to the Pine Mail Utility
Preparing Documents for Gopher
Setting Up and Using SLIP with an IBM-Compatible
Setting Up and Using SLIP with a Macintosh
Surfing the Internet with an IBM-Compatible
Surfing the Internet with a Macintosh

Word Processing

See Macintosh Courses and IBM-Compatible Courses

Introduction to Microsoft Word 5.1
Intermediate Microsoft Word 5.1: Merging Documents
Intermediate Microsoft Word 5.1: Paragraph Formatting
Intermediate Microsoft Word 5.1: Document Formatting
Introduction to WordPerfect 6.0 for Windows
Introduction to Word for Windows 6.0

Desktop Publishing

See Macintosh Courses
Introduction to PageMaker 5.0

Databases

See Macintosh Courses and IBM-Compatible Courses
Introduction to FileMaker Pro 2.1 for the Mac
Introduction to FoxPro for the Mac

Spreadsheets

See Macintosh Courses and IBM-Compatible Courses
Introduction to Excel 4.0 for the Mac
Introduction to Excel 4.0 for Windows
Beginning Lotus 1-2-3 v4.0 for Windows

Statistics, Graphics, and Presentation

See Statistics and Graphics Courses
SPSS/PC+
SPSS on the Mac and Mainframe
Introduction to SAS
SAS/STAT
SAS Programming Techniques
SAS DATASOURCE
SAS/LAB Overview

St. Paul Microcomputer HelpLine Move

In late April the St. Paul HelpLine moved to 58 Biological Sciences Center. The Central Systems HelpLine for St. Paul Computing Services remains in 99 Coffey Hall.

General, Network, Communications Courses

- **Hands-on.**
Limited enrollment.

Communications

Changed ► **Surfing the Internet (An Overview of the Internet)**

This 3-hour *hands-on* class is designed to introduce the tools used to navigate the Internet and some of the services available. Telnet (terminal emulation), FTP (for file transfer), Gopher (distributed database), E-mail (electronic mail/POPmail, Minuet), and Usenet news (bulletin board service) are covered in this course.

Surfing the Internet with an IBM-Compatible

- ◆ Prerequisite: mastery of *Introduction to DOS*.
 - ◆ Prerequisite: mastery of *Mouse Techniques*.
- Surfing the Internet with an IBM-Compatible* is offered twice.

- ① July 7 from 1 to 4 pm.
 - ② July 26 from 9 to noon.
- Fees \$5/10/30.

Surfing the Internet with a Macintosh

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- Surfing the Internet with a Macintosh* is offered three times.

- ① June 29 from 9 to noon.
 - ② July 28 from 9 to noon.
 - ③ August 4 from 1 to 4 pm.
- Fees \$5/10/30.

Electronic Mail

This 2.5-hour *hands-on* class will introduce you to the Internet and how you can access E-mail. Using the POPmail/Minuet E-mail program, you will learn how to create, send, and receive messages, understand the Internet addressing structure, and how to set up POPmail/Minuet on your departmental computer to use E-mail.

(IBM) Electronic Mail Using Minuet

- ◆ Prerequisite: mastery of *Introduction to DOS*.
 - ◆ Prerequisite: mastery of *Mouse Techniques*.
- Electronic Mail Using Minuet* for the IBM-PC is offered twice.
- ① July 13 from 1:30 to 4 pm.
 - ② July 22 from 9:30 to noon.
- Fees \$5/10/30.

(Mac) Electronic Mail Using POPmail

- ◆ Prerequisite for the Macintosh hands-on class is mastery of *Mac Fundamentals*.
- Electronic Mail Using POPmail* for the Macintosh is offered twice.
- ① June 30 from 1:30 to 4 pm.
 - ② July 19 from 9:30 to noon.
- Fees \$5/10/30.

Introduction to Pine Mail Utility

This 3-hour *hands-on* class will familiarize users with the Pine mail program on the University mail systems "gold.tc.umn.edu" and "maroon.tc.umn.edu." You will learn how to read and write mail messages, create mail folders, create address lists, edit signatures, learn to enclose files in messages, use address books, archive messages, and enter or remove text files from your mail directory.

Introduction to Pine Mail Utility is offered once.

- ① July 15 from 9 to noon.
- Fees \$5/10/na.

General, Network, Communications Courses

New ► How to Set Up and Use SLIP

This 2.5-hour *hands-on* class is for those using a modem to connect to the University's network from campus or home. You will learn how to set up your Macintosh or IBM-compatible computer and modem, and how to communicate over phone lines. Some tips on troubleshooting will be included.

How to Set Up and Use SLIP with an IBM-Compatible

How to Set Up and Use SLIP with an IBM-Compatible is offered once.

① July 14 from 1:30 to 4 pm.

Fees \$5/10/30.

How to Set Up and Use SLIP with a Macintosh

How to Set Up and Use SLIP with a Macintosh is offered once.

① July 29 from 9:30 to noon.

Fees \$5/10/30.

Seminars

- **No hands-on.**
Limited enrollment.

An Introduction to Communications Concepts

This basic course is designed to introduce a wide variety of components, that when put together, allow us to use our modems with our computers. This 3-hour class looks at the components necessary to transmit information over a modem. We will give a description of ASCII characters, computer serial ports, cabling modems, and the telephone system.

An Introduction to Communications Concepts is offered once.

① July 27 from 1 to 4 pm.

Fees \$5/10/30.

Preparing Documents for Gopher

This 2.5-hour class will demonstrate how to prepare documents on Mac and IBM platforms to put up on a Gopher or a Gopher⁺ server.

Preparing Documents for Gopher is offered once.

① July 26 from 1:30 to 4 pm.

Fees \$15/30/40.

Statistics and Graphics Courses

- **No hands-on unless otherwise noted.**
Limited enrollment.

Statistics

SPSS/PC+

This 4-hour course consists of a demonstration of the Statistical Package for the Social Sciences (SPSS) for DOS PCs, and a hands-on session where students practice running SPSS/PC+.

Students will be assumed to be learning the SPSS command language on their own. The first day will be an on-line demonstration of the capabilities of SPSS/PC+, through one or two extended example programs, and the second day will be a hands-on session where students run these programs themselves.

- ◆ Prerequisite: knowledge of basic DOS.

SPSS/PC+ is taught over two days and is offered once.
① June 28, 30 from 2 to 4 pm.
Fees \$5/10/15.

SPSS on the Mac and Mainframe

This 4-hour course consists of a demonstration of the Statistical Package for the Social Sciences (SPSS), and a hands-on session where students practice running SPSS on their choice of the VMS mainframe or a Macintosh.

Students will be assumed to be learning the SPSS command language on their own. The first day will be an on-line demonstration of the capabilities of SPSS, through one or two extended example programs, and the second day will be a hands-on session where students run these programs themselves.

- ◆ Prerequisite: knowledge of the operating system you plan to use, i.e., VMS or Macintosh operating system.

SPSS on the Mac and Mainframe is taught over two days and is offered once.
① July 20, 22 from 10 to noon.
Fees \$5/10/15.

Introduction to SAS

The essentials of SAS software for data analysis and statistics are covered in this 10-hour *hands-on* course.

- ◆ Prerequisite: knowledge of the operating system you plan to use, i.e., CMS, MVS, PC/MS-DOS, OS/2, UNIX, VMS, or Windows.

Introduction to SAS is taught over four days. Each day is split between lecture and lab.

① July 6, 8, 13, 15 from 9:30 to 12:30.
Fees \$25/35/60.

SAS/STAT

The statistical analysis features of SAS, such as correlation, regression, and analysis of variance, are covered in this 2.5-hour class.

- ◆ Prerequisite: *Introduction to SAS* or equivalent knowledge.

SAS/STAT is taught once.

① August 3 from 1:30 to 4 pm.
Fees \$15/15/30.

SAS Programming Techniques

This 3-hour class covers SAS DATA step programming techniques more advanced than those covered in *Introduction to SAS* including reading raw data files, merging, subsetting, and reshaping your data.

- ◆ Prerequisite: *Introduction to SAS* or equivalent knowledge.

SAS Programming Techniques is taught once.

① July 27 from 1 to 4 pm.
Fees \$20/20/40.

Statistics and Graphics Courses

SAS DATASOURCE

This course (2 hours) presents the features of the SAS procedure called DATASOURCE. DATASOURCE extracts time series data from many standard economic data files offered by worldwide vendors (e.g., CRSP and COMPUSTAT data) and stores them in a SAS dataset. This simplifies access to often very complex data formats.

◆ Prerequisite: *Introduction to SAS* or equivalent knowledge.

SAS DATASOURCE is offered once.

① June 23 from 9 to 11 am.

Fees \$10/10/20.

SAS/LAB Overview

This 2-hour course explores features of SAS/LAB software that enable you to summarize your data, to perform standard analyses (including regression analysis and ANOVA) without having to learn SAS programming, and to obtain analytical guidance and software-generated interpretations of your analyses.

◆ Prerequisite: *Introduction to SAS* or equivalent knowledge.

SAS/LAB Overview is taught once.

① August 18 from 2 to 4 pm.

Fees \$10/10/20.

SAS/GRAPH

SAS/GRAPH features for presentation of data as plots, charts, maps, and contour plots. *Call 624-6235 to schedule a training session.*

Graphics

PicSure

This class teaches you to use PicSure to create bar charts, scattergrams, line charts, pie charts, and combinations. Examples are demonstrated on the NOS/VE operating system. *Call 626-8366 to schedule a training session.*

Macintosh Courses

- **Hands-on.**
- **Limited enrollment.**
- **All classes are taught under System 7.1.**

General

Macintosh Fundamentals

This 2.5-hour class is for new Macintosh users. Mastery of the skills covered in this class is a prerequisite for nearly all our other Macintosh classes.

In this class you will learn the four basic mouse skills: pointing, clicking, double clicking, and dragging. You will learn to work with the Macintosh's "desktop," the menu bar, and icons. By dragging or moving icons with the mouse you will learn how to rearrange the desktop.

You will learn how to

- select an icon and start up programs
- use "pull down" command menus with the mouse
- select commands to accomplish your work
- exit from programs.

You will

- work in and manipulate a window
- learn how to use the *Cut*, *Copy*, and *Paste* commands
- use a desk accessory—the Scrapbook.

You will learn how to work with documents

- create a new document
- retrieve existing documents
- put away the document you are working with
- name documents
- save documents.

You will learn how to work with folders and move from one folder to another.

Finally, you will learn how to make those important backup copies of your work on floppy disks and the importance of using the Mac's *Shut Down* command before turning off your machine.

Macintosh Fundamentals is offered twice.

① June 30 from 9:30 to noon.

② July 12 from 9:30 to noon.

Fees \$15/15/40.

More System 7.1

This 2.5-hour class is for Macintosh users who are already familiar with System 7.1 basics and are ready to learn more. We go over using Finder 7.1, installing Fonts, populating the Apple Menu, virtual memory, File Sharing, Aliases, and communication between applications.

◆ Prerequisite: mastery of *Mac Fundamentals*.

More System 7.1 is offered once.

① August 4 from 9:30 to noon.

Fees \$15/15/40.

Drawing and Painting Fundamentals

This class is for anyone who wants to use clip art or graphics in their documents. This class is a prerequisite for *PageMaker*, *4th Dimension*, and *Persuasion*. In this 2.5-hour class you will be exposed to two different types of graphics programs, discover their strengths and weaknesses, and learn how to integrate them. You will use *MacDraw*, object-oriented software, and *MacPaint II*, bit-map freehand painting software, to create illustrations. You will learn how to use computer graphics tools as well as how to copy, move, and transform images.

◆ Prerequisite: mastery of *Mac Fundamentals*.

Drawing and Painting Fundamentals is offered once.

① July 21 from 9:30 to noon.

Fees \$15/15/40.

Word Processing

Introductory Courses

Introduction to Word 5.1

This 6-hour class is for new Microsoft Word users. You will use character and paragraph formatting and move blocks of text. In addition, you will learn how to: move quickly through your documents; manipulate multiple windows; set margins, indents, page numbers, headers and footers; use the spelling checker; and preview your work. You will also learn "drag and drop" and how to use the ribbon and toolbar.

◆ Prerequisite: mastery of *Mac Fundamentals*.

Introduction to Word is taught over three days and is offered once.

① July 12, 13, 14 from 2 to 4 pm.

Fees \$45/55/90.

Macintosh Courses

Intermediate Courses

Intermediate Word 5.1: Merging Documents

You use this feature in Word when you wish to produce multiple versions of a document with each version having customized information added from a second document. This 2.5-hour class covers how to produce form letters and mailing labels by using the Print Merge Helper.

- ◆ Prerequisites: mastery of skills covered in *Introduction to Word*: applying character and paragraph formatting, selecting text, and moving quickly through files.

Intermediate Word: Merging Documents is offered once.

① July 28 from 1:30 to 4 pm.

Fees \$35/45/85.

Changed ► Intermediate Word 5.1: Paragraph Formatting

Expand your Paragraph formatting knowledge beyond the information covered in the *Introduction to Word* class. In this 5-hour class, you will learn how to set tabs, vertical lines, and tab leader characters; control line spacing and page breaks; add white space between paragraphs and borders around text; and transform the first character or word into a drop cap..

- ◆ Prerequisites: mastery of skills covered in *Introduction to Word*: applying character and paragraph formatting, selecting text, and moving quickly through files.

Intermediate : Paragraph Formatting is taught over two days and is offered once.

① July 13, 14 from 9:30 to noon.

Fees \$45/55/95.

Changed ► Intermediate Word 5.1: Document Formatting

This class covers the options available in the Section and Document formatting dialog boxes. In this 3-hour class you will learn how to divide a document into sections; allow space for binding; add headers and footers to a document; create a multiple-column format; and insert footnotes.

- ◆ Prerequisites: mastery of skills covered in *Introduction to Word*: especially knowing how to move through files quickly and how to select text..

Intermediate : Document Formatting is offered once.

① July 21 from 1 to 4 pm.

Fees \$35/45/85.

Database

Introductory Courses

Introduction to FileMaker Pro 2.1

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

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of *Drawing and Painting Fundamentals*.

Introduction to FileMaker Pro is taught over two days and is offered once.

① July 26, 27 from 9:30 to noon.

Fees \$45/55/90.

Macintosh Courses

Introduction to FoxPro

The basic concepts of the FoxPro database management system are covered in this 5-hour class. During the two days of class learn how to build your own FoxPro database by creating a table, design input screens and menus, retrieve information, and create reports. In addition, you will learn how to make changes to tables, connect and retrieve information from several tables and use Project Manager to help manage files associated with one database.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of *Drawing and Painting Fundamentals*.

Introduction to FoxPro is taught over two days and is offered once.

① July 6, 7 from 1:30 to 4 pm.
Fees \$45/55/90.

Intermediate Courses

Intermediate FileMaker Pro 2.1

This 5-hour class covers more advanced topics such as columnar reports with subtotals, lookup files, calculations, and scripting.

- ◆ Prerequisite: mastery of *Mac Fundamentals* and *Drawing and Painting Fundamentals*.
- ◆ Prerequisite: mastery of *Introduction to FileMaker Pro*.

Intermediate FileMaker Pro is taught over two days and is offered once.

① July 26, 27 from 1:30 to 4 pm.
Fees \$45/55/90.

Spreadsheets

Introductory Courses

Introduction to Excel 4.0

In this 6-hour class you will set up several spreadsheets that you will format. You will build formulas and use Excel's functions as well as absolute and relative addressing. You will also create charts and learn printing techniques.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

Introduction to Excel is taught over two days and is offered once.

① August 2, 3 from 9 to noon.
Fees \$45/55/90.

Desktop Publishing

Introductory Courses

Introduction to PageMaker 5.0

In this 5-hour class you will put together a newsletter. You will create a template from scratch, manipulate master pages, and wrap text around graphics.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of *Drawing and Painting Fundamentals*.
- ◆ Prerequisite: mastery of basic skills using any Macintosh word processing software.

Introduction to PageMaker is taught over two days and is offered once.

① August 2, 3 from 1:30 to 4 pm.
Fees \$45/65/100.

IBM PC compatible Courses

- **Hands-on. Limited enrollment.**
- **All classes are taught under DOS 6.**

General

Introduction to DOS 6

This 6-hour class is for new users of PC/MS-DOS versions 3 or above. Mastery of the skills covered in this class is a prerequisite for all our other IBM classes. You will be introduced to four basic hardware components: the central processing unit, memory, input/output, and auxiliary storage. You will learn how DOS, your disk operating system software, manages these hardware components and allows you to interact directly with your computer.

You will learn DOS commands that enable you to

- prepare a floppy disk for use
- name a disk
- create text files
- name and organize files according to file type
- copy files from one disk to another and
- set the date and time in your computer's system clock.

You will learn how to use DOS commands to move between your floppy drive and hard drive. You will

- organize the files on a disk by creating subdirectories
- create nested subdirectories
- move from one subdirectory to another
- remove subdirectories
- display your subdirectories on the screen and
- copy this information to a file that can be printed out.

Finally, you will learn to create a basic batch file, a file that will automatically execute a group of DOS commands.

Introduction to DOS is taught over three days and is offered twice.

① July 12, 13, 14 from 10 to noon.

② July 26, 27, 28 from 2 to 4 pm.

Fees \$45/65/100.

Mouse Techniques

If you are not experienced at using a mouse and you plan to take a class for which mouse experience is a prerequisite, take this class first! It is very difficult to keep up with everyone else in a class such as *Word for Windows* when

you are struggling to use the mouse much less to understand *Word for Windows*.

Mouse Techniques is offered once.

① July 6 from 9:30 to 10:30 am.

Fees \$10/10/20.

Introduction to Microsoft Windows 3.1

This 4-hour class is an overview of Windows 3.1. In this class you will get a taste of using scroll bars, icons and other features of a graphical environment. You will also manipulate files and work with single and multiple Windows' applications.

◆ Prerequisite: mastery of *Introduction to DOS*.

◆ Prerequisite: mastery of *Mouse Techniques*.

Introduction to Microsoft Windows is taught over two days and is offered once.

① July 7, 8 from 10 to noon.

Fees *\$33/40/60.

* *Fee and Workbook Notice:* The fee includes the cost of a workbook. You will get the workbook in class.

Word Processing

Introductory Courses

Introduction to WordPerfect 6.0 for Windows

This 6-hour class is designed for new WordPerfect users who want to use the popular program under Microsoft Windows. Only basics of word processing will be covered. You will learn about character and paragraph formatting, move blocks of text, transfer text between two files, use the spelling checker, and preview your work.

◆ Prerequisite: mastery of *Mouse Techniques*.

◆ Prerequisite: mastery of *Introduction to Microsoft Windows*.

Introduction to WordPerfect for Windows is taught over three days and is offered once.

① June 28, 29, 30 from 10 to noon.

Fees* \$70/85/115.

* *Fee and Workbook Notice:* The fee includes the cost of a workbook, which will be distributed at the first class.

IBM PC compatible Courses

Introduction to Microsoft Word 6.0 for Windows

This 6-hour class is for new Word for Windows users. You will use character and paragraph formatting and move blocks of text. In addition, you will learn how to: move quickly through your documents; manipulate multiple windows; set margins, indents, page numbers, headers and footers; use the spelling checker; and preview your work. You will also learn "drag and drop" and how to use the ribbon and toolbar.

- ◆ Prerequisite: mastery of *Mouse Techniques*.
- ◆ Prerequisite: mastery of *Introduction to Microsoft Windows*.

Introduction to Microsoft Word for Windows is taught over three days and is offered once.

① July 19, 20, 21 from 2 to 4 pm.
Fees \$45/65/100.

Spreadsheets

Introductory Courses

Introduction to Excel 4.0 for Windows

In this 6-hour class you will set up several spreadsheets that you will format. You will build formulas and use Excel's functions as well as absolute and relative addressing. You will create charts and learn printing techniques.

- ◆ Prerequisite: mastery of *Mouse Techniques*.
- ◆ Prerequisite: mastery of *Introduction to Microsoft Windows*.

Introduction to Excel for Windows is taught over two days and is offered once.

① July 20, 21 from 9 to noon.
Fees \$40/55/90.

Beginning Lotus 1-2-3 v4.0 for Windows

In this 6-hour class you will set up several spreadsheets that you will format. You will build formulas and use Excel's functions as well as absolute and relative addressing. You will create charts and learn printing techniques.

- ◆ Prerequisite: mastery of *Mouse Techniques*.
- ◆ Prerequisite: mastery of *Introduction to Microsoft Windows*.

Beginning Lotus 1-2-3 for Windows is taught over two days and is offered once.

① July 27, 28 from 9 to noon.
Fees \$40/55/90.

Seminars

- **No hands-on.**
Limited enrollment.

Understanding DOS Memory

A 2-hour overview of the three types of DOS memory, Conventional, Extended and Expanded. The discussion includes: differences in memory organization; how to set up the DOS memory managers; how to optimize memory.

- ◆ Prerequisite: *Introduction to DOS* or a working knowledge of DOS commands.

Understanding DOS Memory is offered once.

① July 13 from 2 to 4 pm.
Fees \$10/20/40.

Central Systems Courses

- **No-hands-on unless specified.**
Limited enrollment.

UNIX

UNIX Orientation

This class is a 4-hour *hands-on*, beginning look at the UNIX operating system: structure, commands, and utilities.

UNIX Orientation is taught over two days and is offered once.

① July 19, 20 from 2 to 4 pm.
Fees \$35/45/70.

NOS/VE

Introduction to NOS/VE

Connecting to NOS/VE, entering commands, using full-screen capabilities, managing files, obtaining output, file transfers, and on-line help are taught in this class. *Call 626-8366 to schedule a training session.*

NOS/VE Full Screen Editor

In this class, you will be taught how to create and edit NOS/VE files, expand on-line help for each function, and customize functions. *Call 626-8366 to schedule a training session.*

CMS

CMS Introduction

This is a *hands-on* training class in CMS, the operating system on the IBM mainframes. Learn how to edit files, get help, and run programs on the CMS system. Additional topics including batch processing and tape use may also be arranged. *Call 624-6235 to schedule a training session.*

VMS

Introduction to VAX/VMS

An extensive 3-hour introduction to the VAX/VMS operating system, including files and directories, Help and ListDoc, editing, DCL commands, and procedures.

Introduction to VAX/VMS is taught over three days and is offered once.

① July 18, 20, 22 from 1:25 to 2:25 pm.
Fees \$5/5/25.

Self-Paced Training Materials at Reduced Cost

Easy-to-Use Self-Paced Training Products

We are now offering an extensive line of self-paced software training products through a partnership with LEARN PC. LEARN PC is a Minnesota-based educational publisher and an "authorized" developer for Microsoft, Lotus and Novell training. This video-based training offers *closed captioning* to help individuals who are hearing impaired, learning disabled or new to the English language.

A video training series consists of video tapes, guidebooks and exercise/practice diskette. The training may be taken anywhere a personal computer (loaded with the appropriate software) and a VCR are set up.

Available Series Titles:

Microsoft:	Word, Excel, Windows, Access, DOS
Lotus:	1-2-3, cc:Mail, Notes
WordPerfect:	for DOS and Windows
Other:	Computer Literacy

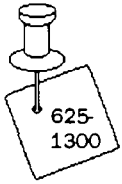
Cost:

\$15.00 per course (a series contains 1-7 courses)
\$3.00 per guidebook/diskette site license
\$25.00 for unlimited guidebook/diskette site licenses

For Further Information or to Place an Order:

Call the university of Minnesota Purchasing Department, Jane Thomas, 624-2095.

Self-Paced Training



If you can't attend one of our scheduled training classes, or prefer to learn on your own, you can use software training packages and equipment in one of our self-paced training centers or check out training packages to use with your own equipment.

Training Centers

Computer and Information Services has self-paced training centers on the Minneapolis and St. Paul campuses. They are equipped with hardware, software, and a select number of training materials. The centers are available to University faculty, staff, and students. Training materials at these centers are for use in the center only, and may not be checked out. Since the collection at each center is limited, you may check out additional packages at the Computer and Information Services office in 190 Shepherd Labs (625-1300).

Equipment

The training centers are located in 1 Nicholson Hall and 99 Coffey Hall and each have the following equipment:

- VCR and TV
- audio cassette player
- Macintosh
- IBM-compatible

Hours

Both training centers are open Monday through Friday and closed on weekends.

Location	Hours
1 Nicholson	8 am to 7 pm
99 Coffey Hall	9 am to 4 pm.

Reservation Policy

To use the training materials available in 1 Nicholson and 99 Coffey, call 625-1300 for reservations. Without prior reservation we cannot guarantee the availability of the training facilities. Each location will have a list of materials available. To reserve training materials not available at a training center, call 625-1300.

Training Packages

We have software training packages for the software listed below. The packages have audio tapes, video tapes, or disk-based training tutorials. A complete list is available in our office in 190 Shepherd Labs.

There is no fee for using these packages, and you may check them out for 48 hours. However, before you can check them out, you must sign a *Usage Agreement* and leave your University of Minnesota ID with us. We will return your ID when you return the training materials. Unless you use our self-paced training centers, you must supply your own equipment and software.

Generally PC/MS-DOS (IBM and compatible personal computers) training software is available on 5.25-inch 360K and 3.5-inch 720K disks; Macintosh training materials on 800K.

Training Materials Currently Available

A complete list, with descriptions, is available in 190 Shepherd Labs.

MS-DOS

Ami Pro 2.0
C++
dBase III Plus, dBase IV
Desktop Publishing

DOS 5.0, DOS 6.0
Excel 3.0, 4.0
Harvard Graphics
LANs
Lotus 1-2-3, Release 2 & 3
Microsoft Access
Network Concepts
Novell 3.11
OS/2 2.0
PageMaker 4.0, 5.0
Paradox 3.0, 4.0
PowerPoint 3.0
Quattro Pro 3.0
UNIX
Windows 3.0, 3.1, NT
Word for Windows 2.0, 6.0
WordPerfect 5.0, 5.1, 6.0
WordPerfect for Windows 5.2, 6.0

Macintosh

4th Dimension 3.0
Adobe Illustrator
Adobe PhotoShop
Aldus FreeHand 3.0
Apple Macintosh
Canvas
ClarisWorks 2.0
Design and Layout
Desktop Publishing
Excel 3.0, 4.0
FileMaker Pro 2.0
Font Management
HyperCard 2.0
Lotus 1-2-3
Mac Networking
Mac Project Pro
Macintosh
MacroMind Director
MacWrite II
MacWrite Pro 1.0
Microsoft Works 2.0, 3.0
PageMaker 4.0, 4.2, 5.0
Persuasion 2.0
PowerBook
PowerPoint
QuarkXPress 3.0/3.1
Resolve
System 7.0
Wingz
Word 4.0/5.0/5.1
WordPerfect 2.0, 2.1

Computing and Information Technologies

Phone

Help Line Hours

Central Systems

These systems require a user name and password, which you get when you open an account.

Qualified users can apply for grants to cover some computing-related costs.

- EPX (UNIX), NVE (NOS/VE), UZ (Ultrix), VX and VZ (VMS) 626-5592 Monday-Friday ... 9 am to 4 pm
(System Status Line 626-1819) 1 Nicholson Hall Walk-in Consulting Monday-Friday ... 10 am to 4 pm
- VM1 (IBM/CMS), 99B Coffey Hall Walk-in Consulting 624-6235 Monday-Friday ... 9 am to 4 pm
- MEDLINE (MinnesotaMEDLINE on NVE) 626-8366 Monday-Friday ... 9 am to 4 pm

Distributed Systems: Microcomputers, Workstations, LANs

Software, hardware, peripherals, local area networks 626-4276 Monday-Friday ... 9 am to 4 pm

- East Bank 152 Shepherd Labs above above
- West Bank 93 Blegen above Monday-Friday ... 1 pm to 4 pm
- St. Paul 58 Biological Sciences Center above Monday-Friday ... 1 pm to 4 pm

E-mail, Statistics, and LUMINA Help Lines

- E-mail: call for help using your University account. 626-7676 Monday-Friday 9 am to 4 pm
Forgot your password? Staff: call 626-5592. Students: go to Computer Facilities in 14 Folwell, 26 Lind, 305 McNeal, or 50 HHH. Troubleshooting: If Maroon or Gold are down, you'll hear a status report at 626-1819.
- LUMINA: call if you have trouble connecting. 626-2272 Monday-Friday ... 9 am to 4 pm

Computer Services Information 625-1555 any day any time

General Information

Associate Vice President and

Associate Provost Academic Affairs

Donald R. Riley, Professor 626-9816

University Computing and Information Services




Administrative Information Svcs. (AIS) Help Desk ... 4-0555
 Central Computing Services, 100 LaudCF 6-1600
 Accounts, EPX, NVE (incl MEDLINE), UZ, VX, VZ .. 6-8366
 Computer Facilities, (also call individual facilities) . 5-1300
 _FolH 5-4896/Lind 6-0856/McN 4-5367/HHH 4-6526/+ more
 Disability and Computing Services, voice 6-0365
 TDD 6-0569
 Distributed Computing Services, 190 Shep Labs 5-1300
 Engineering Services, 103 LaudCF 5-1595
 Equipment Repair and Warranties (Eng. Serv.) ... 5-1595
 Faculty Resource Center (to make an appointment) 5-1300
 Gopher Server Setup (for a fee) 5-2303
 Kodak Printer Service 6-1661
 St. Paul Computing Services, 50 Coffey Hall 4-7788
 Accounts: VM1 (IBM/CMS) 4-7788
 Software Services (includes contract programming) 5-2303
 Telecommunications, Networking Services
 Networking Services Information 6-7800
 Networking Services Repair 5-0006
 Training, Course Registration, 190 ShepLab 5-1300
 U Libraries, Integrated Information Center 4-2020
 University Networking Services, 130 Lind 5-8888

Williamson Book Center Computer Department 625-3854
 (inventory and prices also available on Gopher)

Access Information

SLIP: 2400/9600 626-1920

SLIP: ADI-100 and ITE (with MKO) 623-0291


-  Terminal settings for these systems are 8-1-N (8 data bits, 1 stop bit, no parity) unless otherwise noted. The number you dial may depend on the modem's bps or baud rate.
-  Internet addresses.
 -  Dial-in Server: **626-0300, -1200, -2400, -9600**
 - At 9600 Telecomm supports V.32 and MNP level 5 error correction.
 - On campus ADI-100 and ITE setups use 626-2400.

LUMINA: 300/1200/2400 625-6009 


V.32 4-7539 


Telnet & TN3270 PUBINFO.AIS.UMN.EDU 

E-mail and Internet Service and Servers, Twin Cities

GOLD.TC.UMN.EDU and MAROON.TC.UMN.EDU 


Gopher, alternate access (log in as gopher)

300, 1200, 2400, 9600 see *Dial-in Server* 

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Consulting via E-mail: *low priority Central Systems*

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PUBINFO SecureID 19.2 V.32 or V32bis 626-1630 

..... PUBINFO.AIS.UMN.EDU 


EPX, NVE (includes MEDLINE), UZ, VX, VZ


300, 1200, 2400, 9600 see *Dial-in Server* 

300/1200/2400 at 7-1-even 626-1630 


EPX or UZ or VX or VZ or NVE.CIS.UMN.EDU 


EPX, NVE (includes MEDLINE)


300/1200/2400 625-1445 


up to 19.2 campus data phone 6-2400 

VM1 (IBM/CMS) at 7-1-even

1200/2400 624-4220 

up to 19.2 campus data phone 4-4220 

..... VM1.SPCS.UMN.EDU 

UMN News Server NEWS.TC.UMN.EDU 

Short Course Registration

Name: _____ ID#/SS#: _____

Address: _____ Dept: _____
 (campus address preferred)

Home Phone: _____ Work Phone: _____

____ Student ____ Staff/Faculty ____ Non-Univ

Class Name	Sec	Date & Time	Fees

Payment by: ____ CASH ____ CHECK (Payable to U of MN) ____ IV

Would you like to receive the CIS Newsletter? ____ Yes Short Course Bulletin? ____ Yes

Reg. By:		Date:		Total Fees:	
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Fees must accompany this form.

See page 2 for registration information.

Computer and Information Services

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

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