

# Academic & Distributed Computing Services

# Short Course Bulletin

Winter 1997

## Contents

■ <b>Registration</b>	
Registration Policy .....	2
Prerequisites .....	2
■ <b>Winter Quarter Courses</b> .....	3
■ <b>Class Listings and Descriptions</b>	
E-Mail/Internet Orientation .....	4
Basics and Operating Systems Courses .....	5
Communications, Networking Courses and Electronic Publishing Courses ..	7
Desktop Publishing, Graphics, Multimedia, and Presentation Courses .....	9
Database Courses .....	11
Word Processing Courses .....	12
Spreadsheet Courses .....	13
Statistics Courses .....	14
■ <b>Self-Paced Training</b> .....	15
■ <b>Help and Information</b> .....	15
■ <b>Registration Form</b> .....	16

**Registration by Mail  
begins Wednesday, December 18.**

**In-Person Registration  
begins Friday, December 20.**

### ADCS Short Course Web Site Update

Please visit the newly revamped ADCS Short Course web site at

<http://training.micro.umn.edu/training>

(You can also get to the Short Courses page from the ADCS home page, <http://www.umn.edu/adcs>.) From this page, you can browse our short courses by category, or search available short courses with a key word. This web site is continuously updated to contain the latest information about classes, including if a class has moved to a new location, if a section has been cancelled, or if a new section has been added. Students will also be able to submit course evaluations on-line through this site.

In time, we hope to expand the functionality of the Short Courses site to allow students to register for short courses over the web. For now, however, this site remains the most current and accurate means to view our short course offerings from quarter to quarter. If you have questions, comments, or suggestions about the new Short Courses web site, please send an e-mail to

[short-courses@boombox.micro.umn.edu](mailto:short-courses@boombox.micro.umn.edu)

### Customized Training for Departments

ADCS can offer courses specifically for your staff. For more information about these offerings, call 625-1300.

### Waiting Lists

If a class you wish to register for is already full, please leave your name on the waiting list. We will offer more sections of each class based on the number of names on the waiting list.

If you wish to subscribe to this bulletin,  
call 625-1300 or send e-mail to:  
[short-courses@boombox.micro.umn.edu](mailto:short-courses@boombox.micro.umn.edu)



Printed on recycled paper; mailed  
with Addressing and Mailing's  
Cheshire recyclable labels.



# Registration

## Registration Policy

Many classes fill quickly. To avoid disappointment, register early. If a class is filled, ask to be put on a waiting list. We will offer more sections if there is sufficient interest.

Registration for all courses listed on the following pages is handled by ADCS 190 Shepherd Labs. **We do not accept phone or fax registration.**

### Registration by Mail

Mail registration will begin Wednesday, December 18. To register by mail, include a registration form located 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. On campus registrants: please include a return campus address so we can mail your confirmation notice to you. All registration information must be sent to:

Short Course Registration  
ADCS  
190 Shepherd Labs

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

Short Course Registration  
ADCS  
University of Minnesota  
190 Shepherd Labs  
100 Union Street SE  
Minneapolis, MN 55455-0421

Registration confirmation notices will be mailed to you. Confirmation letters are required to attend any of the short courses. **If you do not receive this notice two days prior to the first day of class, please contact the ADCS office at 625-1300 to**

confirm your registration and receive a copy of your notice.

### In-Person Registration

Walk-in registration will begin on Friday, December 20. Walk-in registrants may only register for a total of two people. You can register at the Academic & Distributed Computing Services office in room 190 Shepherd Labs, Monday through Friday, 8:00 am to 4:30 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 for any class is 4:30 pm on the last 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: University students/University faculty and staff/Alumni or others.

### Intra-Institutional Voucher (IV) Payments

If you pay by Intra-Institutional Voucher (IV), *credit* this ADCS account:

Area	Org	Sub Org	Rev Src	Sub Rev
802	3050	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.

For security reasons, departments *must* send or bring both the white *and* yellow authorized copies of the IV to our office in 190 Shepherd Labs for registration. If both copies are not enclosed, your registration will not be accepted. We do not accept photocopies of IVs or on-line vouchers. IVs sent to the wrong location will not be registered.

### Cancellation and Refund Policy

If you cannot attend a class, please notify us by calling 625-1300. We need to hear from you so that we can contact people on our waiting lists. You can cancel your registration by mail or by phone.

To receive a refund, we must receive your cancellation notice two working days before the beginning of the class. There will be a \$10 cancellation fee. There will be no refund for courses with fees of \$10 or less. If we must cancel a class, we will refund your registration fee in full.

No refunds will be given due to illness unless notice is given two working days prior to the beginning of the class. For last minute situations you are welcome to send someone to class in your place, however, we can offer no refund. Any cancellations that are eligible for refunds will be assessed a \$10 cancellation fee.

## Prerequisites

Please note prerequisites for the classes you are planning to take.

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 material already covered.

# Winter Quarter Courses

Courses marked with ◀ **DMC** are Digital Media Center courses for faculty developing academic courseware. Other multimedia developers may also find these courses useful.

## **Basics and Operating Systems**

Macintosh Fundamentals: Part I  
Drawing and Painting Fundamentals  
Introduction to DOS 6.x  
Mouse Techniques  
Introduction to Windows 3.1  
Introduction to Windows 95  
Introduction to UNIX  
UNIX System Administration

## **Communications, Networking & Electronic Publishing**

E-mail and Internet Orientation (Free)  
World Wide Web (Mac/Win)  
Electronic Mail Using POPmail (Mac & Win)  
Introduction to HTML Authoring: Part I (Mac/Win)  
Introduction to HTML Authoring: Part II (Mac/Win)  
Adobe PageMill (Mac)  
Claris HomePage (Mac)  
Web Design: Do's and Don'ts  
Setting Up a Web Server (Mac)  
Web Graphics Using PhotoShop (Mac)  
◀ **DMC** Adding Drills and Quizzes to Web Pages (Win)

## **Databases**

Relational Database Basics and Design (Seminar)  
Introduction to FileMaker Pro 3.0 (Mac/Win)  
Intermediate FileMaker Pro 3.0 (Mac/Win)  
FileMaker Pro Topics: Password Protection  
Introduction to Access (Win)  
Intermediate Access: Using Queries (Win)  
Intermediate Access: Advanced Forms & Reports (Win)

## **Desktop Publishing, Graphics, Multimedia, and Presentation**

Scanning with PhotoShop (Mac)  
Adobe PhotoShop: Part I (Mac)  
Adobe PhotoShop: Part II (Mac)  
Adobe PhotoShop: Beyond the Basics (Mac)  
Web Graphics Using PhotoShop (Seminar)  
Introduction to PageMaker 6.0 (Mac)  
PageMaker 6.0: Beyond the Basics (Mac)  
Introduction to PowerPoint (Mac/PC)  
◀ **DMC** Exploring Fundamentals of Multimedia (Win)  
◀ **DMC** Adding Drills and Quizzes to Web Pages (Win)

## **Spreadsheets**

Introduction to Spreadsheets (using Excel) (Mac/Win)  
Excel Basics (Mac/Win)  
Excel Macros and More (Win)

## **Statistics**

Introduction to SAS (Mac)  
SAS Programming Techniques (Seminar)  
Introduction to SPSS for Windows (Win)  
SPSS for Windows—Basic Statistics (Win)

## **Word Processing**

Introduction to Word 6.0 (Mac)  
Introduction to Word 7.0 (Win)  
Intermediate Word 6.0: Styles (Mac)

## E-Mail/Internet Orientation

All University of Minnesota faculty, staff, and students registered in a degree program automatically receive an electronic mail (E-mail) account. This E-mail account also provides access to other electronic information resources on the worldwide Internet.

Academic and Distributed Computing Services provides training. We encourage you to attend one of these free orientation sessions. These sessions will give you an overview of the campus network and demonstrate how to use your E-mail account and other network services.

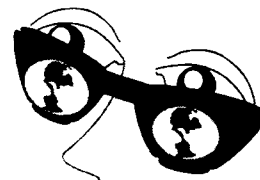
**Prerequisites:** None

**Fees:** \$0/\$0/\$0

No registration required

<b>East Bank</b>	Wednesday	January 8	1:30 PM-3:00 PM	<b>Nicholson 2</b>
	Thursday	January 16	10:30 AM-12:00 PM	
	Tuesday	January 28	1:30 PM-3:00 PM	
	Tuesday	February 4	1:30 PM-3:00 PM	
	Tuesday	February 11	1:30 PM-3:00 PM	
	Thursday	February 20	10:30 AM-12:00 PM	
	Wednesday	February 26	1:30 PM-3:00 PM	
	Tuesday	March 4	1:30 PM-3:00 PM	
	Friday	March 7	10:30 AM-12:00 PM	
<b>St. Paul</b>	Thursday	February 6	1:30 PM-3:00 PM	<b>BioSci 64</b>
	Tuesday	February 25	1:30 PM-3:00 PM	
<b>West Bank</b>	Friday	January 24	10:30 AM-12:00 PM	<b>Anderson 170</b>
	Wednesday	February 12	1:30 PM-3:00 PM	

## Free E-Mail and Internet Orientation



# Basics & Operating System Courses

## Macintosh

### Macintosh Fundamentals: Part I

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

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

In addition, you will learn the following skills: how to select an icon and how to launch programs, use "pull down" command menus with the mouse, to select commands to accomplish your work, exit from programs, work in and manipulate a window, use the Cut, Copy, and Paste commands, use a desk accessory (the Scrapbook), to create a new document, retrieve existing documents, put away the document you are working with, name documents, save documents, work with folders and move from one folder to another.

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

**Prerequisites:** none  
**Fees:** \$15/\$20/\$40

MF101 Nicholson 5a (Mac)  
Tuesday, January 7, 9:00 AM-12:00  
MF102 Nicholson 5a (Mac)  
Thursday, January 23, 9:00 AM-12:00

### 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, Persuasion, Director, and PhotoShop. 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 object-oriented and paint programs to create illustrations, and use computer graphics tools to copy, move, and transform images.

**Prerequisites:** Macintosh Fundamentals  
**Fees:** \$15/\$20/\$40

DR101 Nicholson 5a (Mac)  
Thursday, January 9, 9:30 AM-12:00  
DR102 Nicholson 5a (Mac)  
Friday, January 17, 9:30 AM-12:00

## DOS/Windows

### Mouse Techniques

This skills taught in this 1 hour class are required for all classes taught in the Windows environment. These skills include: pointing, clicking, and dragging, and using the mouse in Windows applications. In addition, you will learn how the mouse works and go through a brief mouse tutorial.

**Prerequisites:** none  
**Fees:** \$5/\$10/\$25

MT101 Nicholson 5b (Win)  
Tuesday, January 14, 11:00 AM-12:00  
MT102 Nicholson 5b (Win)  
Wednesday, February 12, 1:00-2:00 PM

### Introduction to DOS

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

You will learn DOS commands that enable you to prepare and name a floppy disk for use; create text files; name and organize files according to file type; copy files from one disk to another; set the date and time in your computer's system clock; organize the files on a disk by creating subdirectories; create nested subdirectories; move from one subdirectory to another; remove subdirectories on the screen and copy this information to a file that can be printed out; move between your floppy drive and hard drive.

# Basics & Operating System Courses

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

**Prerequisites:** none  
**Fees:** \$45/\$65/\$100

DOS101 Nicholson 5b (DOS)  
Monday, January 13, 2:00-4:00 PM  
Wednesday, January 15, 2:00-4:00 PM  
Friday, January 17, 2:00 PM-4:00 PM

DOS102 Nicholson 5b (DOS)  
Tuesday, February 4, 10:00 AM-12:00  
Wednesday, February 5, 10:00 AM-12:00  
Thursday, February 6, 10:00 AM-12:00

## Introduction to Windows 3.1

The skills acquired in this 4 hour class are necessary in all of our other classes taught in the Windows environment. These skills include: manipulating multiple windows, creating and modifying groups of applications in the program manager, running and switching between applications, changing Windows settings using the Control Panel, and manipulating files, directories and disks with the File Manager.

**Prerequisites:** Introduction to DOS, Mouse Techniques  
**Fees:** \$35/\$55/\$100

Includes the cost of a workbook, which will be distributed in the first session

WIN101 Nicholson 5b (Win)  
Wednesday, January 15, 10:00 AM-12:00  
Thursday, January 16, 10:00 AM-12:00

WIN102 Nicholson 5b (Win)  
Thursday, February 13, 2:00-4:00 PM  
Friday, February 14, 2:00-4:00 PM

## Introduction to Windows 95

This 6 hour class explores the new desktop, graphical interface, and features of Windows 95. You will learn about diagnostic and tuning tools to get the most out of your Windows 95 workstation.

**Prerequisites:** Mouse Techniques  
**Fees:** \$45/\$90/\$145

Includes the cost of a workbook, which will be distributed in the first session

W95101 BioSci 58 (Win)  
Tuesday, January 21, 1:00-4:00 PM  
Thursday, January 23, 1:00-4:00 PM

W95102 Anderson 170 (Win)  
Tuesday, February 18, 9:00 AM-12:00  
Thursday, February 20, 9:00 AM-12:00

## UNIX

### Introduction to UNIX

This 4-hour course for beginners is a hands-on look at the UNIX operating system. We will discuss important commands and utilities, file system structure and manipulation, on-line help, and different "flavors" of UNIX.

**Prerequisites:** none  
**Fees:** \$35/\$65/\$150

UN101 Nicholson 5b (Win)  
Saturday, February 1, 10:00 AM-3:00 PM  
(with a break for lunch)

UN102 Nicholson 5a (Mac)  
Tuesday, February 11, 2:00-4:00 PM  
Thursday, February 13, 2:00-4:00 PM

### UNIX System Administration

Learn the basics of UNIX system administration in this 4 hour class. Learn how to create users and groups, maintain and update a UNIX-based system. There will also be a discussion of UNIX network connectivity basics.

**Prerequisites:** Introduction to UNIX, or equivalent experience.  
**Fees:** \$35/\$45/\$80

UN201 Nicholson 2 (Seminar)  
Wednesday, February 19, 1:00-5:00 PM

# Communications, Networking & Electronic Publishing Courses

## World-Wide Web

Learn how to use Netscape, a World-Wide Web (WWW) client, to browse the Web. You'll learn how to create bookmarks to access your favorite sites quickly, search the Web for particular topics, access WWW subject catalogs, and jump to given locations.

**Prerequisites:** Macintosh Fundamentals or Introduction to Windows

**Fees:** \$15/\$25/\$55

Web101	Nicholson 5b (Win)	Thursday, January 16, 1:00 PM-4:00 PM
Web102	Nicholson 5a (Mac)	Thursday, January 30, 9:00 AM-12:00
Web103	Nicholson 5b (Win)	Thursday, February 6, 1:00 PM-4:00 PM
Web104	Nicholson 5b (Win)	Tuesday, February 18, 9:00 AM-12:00

## Electronic Mail Using POPmail

This 2.5-hour class will introduce you to E-mail. You will learn to configure POPmail for Windows or for the Macintosh, to understand the Internet addressing structure, and to send and receive messages and enclosures.

**Prerequisites:** Mouse Techniques and Introduction to Windows, or Macintosh Fundamentals (depending on which platform you plan to use)

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

POP101	Nicholson 5a (Mac)	Monday, February 19, 9:30 AM-12:00
POP102	Nicholson 5b (Win)	Tuesday, January 28, 1:30 PM-4:00 PM

## Introduction to HTML Authoring: Part I

The hypertext markup language (HTML) is used to create documents that can be read by World-Wide Web (WWW) clients. In this hands-on class, you will learn to create WWW documents. This class focuses on HTML 2.0. Topics covered are HTML formatting directives, placing links in documents, including images in HTML documents, and checking the validity of your HTML codes.

**Prerequisites:** Introduction to Windows and Mouse Techniques, or Macintosh Fundamentals (depending on which platform you intend to use)

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

HTML101	BioSci 64 (Mac)	Tuesday, January 14, 9:00 AM-12:00	Thursday, January 16, 9:00 AM-12:00
HTML102	BioSci 64 (Mac)	Tuesday, February 11, 1:00-4:00 PM	Thursday, February 13, 1:00-4:00 PM
HTML103	Nicholson 5a (Mac)	Tuesday, January 28, 1:00-4:00 PM	Thursday, January 30, 1:00-4:00 PM
HTML104	BioSci 58 (Win)	Tuesday, February 4, 1:00-4:00 PM	Wednesday, February 5, 1:00-4:00 PM
HTML105	Nicholson 5b (Win)	Wednesday, February 19, 1:00-4:00 PM	Friday, February 21, 1:00-4:00 PM
HTML106	Nicholson 5b (Win)	Wednesday, March 5, 1:00-4:00 PM	Thursday, March 6, 1:00-4:00 PM

## Introduction to HTML Authoring: Part II

This class is an extension of the Introduction to HTML Authoring Part I class. In this hands-on class, you will learn how to specify document and text colors, use "wallpaper" images in documents, create HTML tables and use them as design elements, manipulate images to decrease download time, and create client-side image maps.

**Prerequisites:** Intro to HTML Authoring: Part I

**Fees:** \$30/\$45/\$85

HTML201	Nicholson 5a (Mac)	Tuesday, March 11, 1:00-4:00 PM
HTML202	Nicholson 5b (Win)	Thursday, March 13, 9:00 AM-12:00 PM

## Adobe PageMill

PageMill is a program which hides the complexity of HTML codes (hypertext markup language), so you can easily create web pages. The class will cover how to format text, incorporate and enhance graphics, change the backgrounds, links and text colors from the default, and create links using both text and graphics. HTML itself is not covered.

# Communications, Networking & Electronic Publishing Courses

**Prerequisites:** Prior experience using a Macintosh and a WWW client (such as Netscape) is required. Mastery of skills related to text and graphic selection, dragging and dropping text and objects is needed.

**Fees:** \$35/\$55/\$120

PMill101 BioSci 64 (Mac)  
Tuesday, February 4, 9:30 AM-12:00  
Thursday, February 6, 9:30 AM-12:00

## Claris HomePage

HomePage is Claris's version of a program that creates web pages without having to know HTML codes. This class covers the basics of using HomePage, including formatting text, creating tables, incorporating and enhancing graphics, changing the colors of background, links, and text from the defaults, and creating links using both text and graphics. HTML itself is not covered.

**Prerequisites:** No previous HTML experience is assumed. You should, however, be familiar with using a WWW client such as Netscape.

**Fees:** \$35/\$55/\$120

CHP101 BioSci 64 (Mac)  
Tuesday, January 21, 9:30 AM-12:00  
Thursday, January 23, 9:30 AM-12:00

## Web Graphics Using PhotoShop

This seminar will cover issues concerning the incorporation of graphic images into HTML documents to be published on the Web. These issues include color, indexed color, color palettes, resolution, interlaced graphics, file formats and conversions, transparent GIF, animated GIFs, multiple platforms, scanning, strategies for reducing file size and quick downloading.

**Prerequisites:** Introduction to HTML Authoring and familiarity with graphic imaging.

**Fees:** \$15/\$25/\$40

WB201 Nicholson 2 (Seminar)  
Thursday, March 6, 2:00-4:00 PM

## Adding Drills and Quizzes to Web Pages Using

Learn how to set up a WebCAI server to publish pages with static content, as well as how to write scripts to add interactive drill practices and quizzes to pages.

**Prerequisites:** Familiarity with using a WWW client and with writing HTML documents.

**Fees:** \$45/\$55/\$100

DMC311 Nicholson 5b (Win)  
Wednesday, March 5, 10:00 AM-12:00  
Friday, March 7, 10:00 AM-12:00

## Designing a Web Page: Do's and Don'ts

This seminar will introduce the elements of good web page design, taking into account the capabilities of various browsers.

**Prerequisites:** Experience with HTML

**Fees:** \$5/\$15/NA

WebPD Nicholson 2 (Seminar)  
Thursday, February 13, 12:00-1:00 PM

## Setting Up a WWW Server on a Macintosh

This class covers the fundamentals of WWW server administration: installing a server, obtaining a name for your server, configuring the server, controlling access to documents, maintaining the server, and allowing content providers to manage documents.

**Prerequisites:** Familiarity with Macintosh environment

**Fees:** \$10/\$25/\$50

WebS101 Nicholson 2 (Seminar)  
Wednesday, March 5, 1:00-4:00 PM

## Setting Up a Web Server on Windows NT

This class covers the fundamentals of WWW server administration: installing a server, obtaining a name for your server, configuring the server, controlling access to documents, maintaining the server, and allowing content providers to manage documents. This class also includes an overview and comparison of Windows NT-based HTTP (hypertext transfer protocol) servers.



# Desktop Publishing, Graphics, Multimedia, and Presentation Courses

**Prerequisites:** Familiarity with Windows NT environment

**Fees:** \$10/\$25/\$50

WebS103 Nicholson 2 (Seminar)  
Tuesday, February 25, 1:00-4:00 PM

## Scanning with Adobe PhotoShop

In this 3 hour class, we will be scanning photographs with the Apple OneScanner, applying color correction techniques to the scanned images and comparing the results with the original. Bring one small color photo, no larger than 4" x 6", for practice.

**Prerequisites:** Macintosh Fundamentals, Drawing and Painting Fundamentals

**Fees:** \$30/\$40/\$80

PS211 Nicholson 5a (Mac)  
Tuesday, January 28, 9:00 AM-12:00

## Adobe PhotoShop: Part I

Basic concepts of PhotoShop will be covered in this 6 hour class, including selecting techniques, color correction, and using the toolbox and palettes to create a composite image.

**Prerequisites:** Macintosh Fundamentals, Drawing and Painting Fundamentals

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

PS101 Nicholson 5a (Mac)  
Monday, February 3, 9:00 AM-12:00  
Tuesday, February 4, 9:00 AM-12:00

## Adobe PhotoShop: Part II

This 6 hour class examines advanced selection techniques, including quick mask and the pen tool, as well as how to create layers and using special effects with text.

**Prerequisites:** PhotoShop: Part I

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

PS201 Nicholson 5a (Mac)  
Thursday, February 20, 9:00 AM-12:00  
Friday, February 21, 9:00 AM-12:00

## Adobe PhotoShop: Beyond the Basics

This 18-hour class uses the Adobe PhotoShop official Classroom-in-a-Box workbook. During the 9 sessions of this class you will work on different projects. Topics include using layers and paths; working with channels and masks; manipulating selections; filters and special effects; making color corrections and adjustments; scanning, resolution and resizing; making shadows and silhouettes; converting image types such as duotone and color modes; adding type; and importing and exporting files.

Class sessions will consist of two parts: a review of new features used in the lesson, and time to work on the lesson at your own pace, following the step-by-step instructions from the workbook. If you wish, you may complete the lesson outside of class, in which case you will need access to a Macintosh computer and PhotoShop 3.5.

\$55 of the class fee will be refunded when the workbook is returned at the end of the class. Payment for this class must be made with a CUFS number. No exceptions.

**Prerequisites:** Adobe PhotoShop: Part I

**Fees:** \$155/\$155/NA

Includes the cost of a workbook, which will be distributed in the first session

PS221 Nicholson 5a (Mac)  
Wednesday, January 15, 2:30-4:30 PM  
Wednesday, January 22, 2:30-4:30 PM  
Wednesday, January 29, 2:30-4:30 PM  
Wednesday, February 5, 2:30-4:30 PM  
Wednesday, February 12, 2:30-4:30 PM  
Wednesday, February 19, 2:30-4:30 PM  
Wednesday, February 26, 2:30-4:30 PM  
Wednesday, March 5, 2:30-4:30 PM  
Wednesday, March 12, 2:30-4:30 PM

## Introduction to PageMaker 6.0

In this 5-hour class, you will create a multi-page newsletter, including a master page and cover page with multiple layers and rotated text. In the process, you will learn how to use the Toolbox and Control Palette, as well as the auto- and manual text flow features. You will work with 2- and 3-column layouts and text handles, you will wrap text around regular and irregular-shaped graphics, and you will get a taste of the spell-checking and text formatting options.

# Desktop Publishing, Graphics, Multimedia, and Presentation Courses

**Prerequisites:** Macintosh Fundamentals, Drawing and Painting Fundamentals, mastery of basic skills using any Macintosh word processing software or equivalent experience is required. If you can diagram your office using a drawing (not painting) program, you have mastered these skills.

**Fees:** \$45/\$55/\$100

- PM101 Nicholson 5a (Mac)  
Monday, February 3, 1:30-4:00 AM  
Tuesday, February 4, 1:30-4:00 PM
- PM102 Nicholson 5a (Mac)  
Thursday, March 6, 1:30-4:00 PM  
Friday, March 7, 1:30-4:00 PM

## PageMaker 6.0: Beyond the Basics

This 20-hour class uses the Adobe PageMaker official Classroom-in-a-Box Workbook. During the 10 sessions of this class, you will work on ten different projects. Topics covered include: using the Tool and Control palettes; importing text and graphics; cropping, sizing, and linking graphics; applying special type effects; working with groups and layers; defining colors and tints; creating and editing type styles; assembling multiple master pages; building custom libraries; creating custom templates; converting files to PDF formats; and preparing files for final output.

Class sessions will consist of two parts: a review of new features used in the lesson, and time to work on the lesson at your own pace, following the step-by-step instructions from the workbook. If you wish, you may complete the lesson outside of class, in which case you will need access to a Macintosh computer and PageMaker 6.0.

\$55 of the class fee will be refunded when the workbook is returned at the end of the class. Payment for this class must be made with a CUF\$ number. No exceptions.

**Prerequisites:** Introduction to PageMaker 6.0 or equivalent experience.

**Fees:** \$155/\$155/NA

Includes the cost of a workbook, which will be distributed in the first session

PM211 BioSci 64 (Mac)

- Wednesday, January 8, 2:30-4:30 PM  
Wednesday, January 15, 2:30-4:30 PM  
Wednesday, January 22, 2:30-4:30 PM  
Wednesday, January 29, 2:30-4:30 PM  
Wednesday, February 5, 2:30-4:30 PM  
Wednesday, February 12, 2:30-4:30 PM  
Wednesday, February 19, 2:30-4:30 PM  
Wednesday, February 26, 2:30-4:30 PM  
Wednesday, March 5, 2:30-4:30 PM  
Wednesday, March 12, 2:30-4:30 PM

## Introduction to Microsoft PowerPoint

This class covers the basics of using Microsoft PowerPoint, including drawing and editing objects, working in different views, entering slide titles and text, and using Wizards and Templates.

**Prerequisites:** Introduction to Windows and Mouse Techniques, or Macintosh Fundamentals (depending on which platform you intend to use)

**Fees:** \$45/\$55/\$100

- PP101 Nicholson 5b(Win)  
Tuesday, February 4, 2:00-4:00 PM  
Wednesday, February 5, 2:00-4:00 PM
- PP102 Nicholson 5a (Mac)  
Tuesday, March 4, 10:00 AM-12:00  
Thursday, March 6, 10:00 AM-12:00

## Exploring the Fundamentals of Multimedia

This course is an introduction to the process of creating interactive multimedia materials. During the seminars and hands-on sessions, you'll become familiar with the multimedia development process from start to finish, including planning and designing a multimedia project, digitizing and editing graphics, sound, and video, and authoring the final product.

Software to be used during the hands-on sessions includes PhotoShop, Premiere, SoundEdit 16 (for Mac), Sound Forge XP (for Windows), Director, HotDog (for Windows) and BBEdit (for Mac).

Please note: by enrolling in this course, you enroll in ALL sections listed below.

# Desktop Publishing, Graphics, Multimedia, & Presentation Courses

**Prerequisites:** Introduction to Windows or Macintosh Fundamentals (depending on which platform you use) and familiarity with using a WWW client such as Netscape.

**Fees:** \$75/\$150/\$350

DMC101 Anderson 170 (Win)  
 Tuesday, January 28, 2:00-4:30 PM  
 Thursday, January 30, 2:00-4:30 PM

Tuesday, February 4, 2:00-4:30 PM  
 Thursday, February 6, 2:00-4:30 PM  
 Tuesday, February 11, 2:00-4:30 PM  
 Thursday, February 13, 2:00-4:30 PM  
 Tuesday, February 18, 2:00-4:30 PM  
 Thursday, February 20, 2:00-4:30 PM  
 Tuesday, February 25, 2:00-4:30 PM  
 Thursday, February 27, 2:00-4:30 PM

## Database Courses

### Relational Database Basics and Design

Learn how to design a relational database system from start to finish in this 2.5 hour class.

**Prerequisites:** None

**Fees:** \$10/\$15/\$25

DB201 Nicholson 2 (Seminar)  
 Thursday, January 16, 1:30-4:00 PM

### Introduction to FileMaker Pro 3.0

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

**Prerequisites:** Macintosh Fundamentals, or Introduction to Windows 95 (depending on the platform used)

**Fees:** \$45/\$55/\$100

FM101 Nicholson 5a (Mac)  
 Monday, January 13, 9:30 AM-12:00  
 Tuesday, January 14, 9:30 AM-12:00  
 FM102 Anderson 170 (Win)  
 Tuesday, January 28, 9:30 AM-12:00  
 Thursday, January 30, 9:30 AM-12:00  
 FM103 Nicholson 5a (Mac)  
 Tuesday, February 18, 1:30-4:00 PM  
 Thursday, February 20, 1:30-4:00 PM

### Intermediate FileMaker Pro 3.0

An exploration of some advanced techniques, including columnar reports with subtotals, lookup files, calculations, and scripting.

**Prerequisites:** Introduction to FileMaker Pro 3.0

**Fees:** \$45/\$55/\$100

FM201 Nicholson 5a (Mac)  
 Wednesday, February 5, 9:30 AM-12:00  
 Thursday, February 6, 9:30 AM-12:00  
 FM202 Anderson 170 (Win)  
 Tuesday, February 11, 9:30 AM-12:00  
 Thursday, February 13, 9:30 AM-12:00  
 FM203 Nicholson 5a (Mac)  
 Tuesday, February 25, 1:30-4:00 PM  
 Thursday, February 27, 1:30-4:00 PM

### FileMaker Pro Topics: Password Protection

This class shows you how to set passwords, establish groups, and access levels on a FileMaker Pro database.

**Prerequisites:** Macintosh Fundamentals, Introduction to FileMaker Pro 3.0

**Fees:** \$10/\$15/\$25

FM211 Nicholson 5a (Mac)  
 Thursday, March 13, 2:00-4:00 PM

## Database Courses

### Introduction to Microsoft Access for Windows 95

This 6 hour class will cover basic concepts of relational database management, including creating tables, defining relationships, entering, retrieving and manipulating data, and designing forms and reports to facilitate data input and output.

**Prerequisites:** Introduction to Windows 95, Mouse Techniques

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

- ACC101 Anderson 170 (Win)  
 Tuesday, January 21, 10:00 AM-12:00  
 Wednesday, January 22, 10:00 AM-12:00  
 Thursday, January 23, 10:00 AM-12:00
- ACC102 Anderson 170 (Win)  
 Monday, February 24, 10:00 AM-12:00  
 Wednesday, February 26, 10:00 AM-12:00  
 Friday, February 28, 10:00 AM-12:00

### Intermediate Access: Using Queries

This 2 hour class will teach you how to create simple as well as multi-tabular queries. The exercises in this class are designed to teach students to be comfortable with using the graphical QBE query builder to create a variety of

queries, including simple and complex selection queries, queries based on other queries, and action queries.

**Prerequisites:** Introduction to Access for Windows 95, Relational Database Basics and Design.

**Fees:** \$30/\$40/\$80

- ACC211 Anderson 170 (Win)  
 Tuesday, February 4, 10:00 AM-12:00

### Intermediate Access: Advanced Forms and Reports

This 2 hour class will lead you through a series of exercises designed to teach you how to create more complex forms and subforms to facilitate data entry and retrieval. You will also learn how to create a complex report and subreport. This class includes a discussion of control and option groups, as well as the sorting and grouping functions of reports.

**Prerequisites:** Introduction to Access for Windows 95, Relational Database Basics and Design

**Fees:** \$30/\$40/\$80

- ACC221 Anderson 170 (Win)  
 Thursday, February 6, 10:00 AM-12:00

## Word Processing Courses

### Introduction to Microsoft Word 6.0

This 6-hour class is for users new to Word 6.0. In this class, you will use character and paragraph formatting, and experiment with moving 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 spell checker, and preview your work. You will also learn how to "drag and drop," and how to use the standard and formatting toolbars.

**Prerequisites:** Introduction to Windows, or Macintosh Fundamentals (depending on which platform you intend to use)

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

- WD101 Nicholson 5a (Mac)  
 Monday, January 6, 10:00 AM-12:00  
 Wednesday, January 8, 10:00 AM-12:00  
 Friday, January 10, 10:00 AM-12:00

## Word Processing Courses

### Word 6.0: Styles

In long documents, formatting text and making subsequent changes to the information can be tedious and time consuming. Learn how to use the Styles feature in Word to simplify tasks. In this three-hour class, you will two ways in Word to define, apply, and modify styles; use the Based On and Next Style options, and import a style from another file.

**Prerequisites:** Introduction to Microsoft Word, and Macintosh Fundamentals or Introduction to Windows (depending on which platform you intend to use)

**Fees:** \$35/\$45/\$85

WD241 BioSci 64 (Win)  
Thursday, February 20, 1:00-4:00 PM

### Introduction to Microsoft Word 7.0 for Windows 95

This 6 hour course will teach you the basics of using Word 7.0, including: using menus and toolbars, editing documents, using the Save and Save As commands, using the Cut, Copy, and Paste commands, dragging and dropping, working with multiple windows, formatting characters and paragraphs, setting tabs, indents, alignment, line spacing, margins, page numbers, headers and footers, using the spell checker, and doing Find and Replace searches.

**Prerequisites:** Introduction to Windows 95

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

WD95101 BioSci 58 (Win)  
Tuesday, January 28, 10:00 AM-12:00  
Wednesday, January 29, 10:00 AM-12:00  
Thursday, January 30, 10:00 AM-12:00

## Spreadsheet Courses

### Introduction to Spreadsheets (using Excel 5.0)

This 1.5 hour class is for those who have never seen or used a spreadsheet before. You will learn about components of a worksheet, how to enter and edit data, how to move around the spreadsheet, and how to open and close files. The ability to do these tasks quickly is required for all other Excel classes.

**Prerequisites:** Macintosh Fundamentals, or Introduction to Windows and Mouse Techniques (depending on which platform you intend to use)

**Fees:** \$10/\$15/\$25

EX101 Nicholson 5a (Mac)  
Tuesday, January 21, 10:30 AM-12:00  
EX104 Nicholson 5b (Win)  
Monday, January 27, 2:30-4:00 PM  
EX105 Nicholson 5b (Win)  
Monday, February 17, 10:30 AM-12:00

### Microsoft Excel Basics

Learn to create several spreadsheets with formulas and functions in this 5 hour class. Topics include formatting, relative and absolute addressing, copying and pasting, split screens, and print options.

**Prerequisites:** Introduction to Spreadsheets (using Excel 5.0)

**Fees:** \$45/\$55/\$100

EX111 Nicholson 5a (Mac)  
Wednesday, January 22, 9:30 AM-12:00  
Friday, January 24, 9:30 AM-12:00  
EX112 Nicholson 5b (Win)  
Wednesday, January 29, 1:30-4:00 PM  
Friday, January 31, 1:30-4:00 PM  
EX113 Nicholson 5b (Win)  
Wednesday, February 19, 9:30 AM-12:00  
Friday, February 21, 9:30 AM-12:00

## Spreadsheet Courses

### Excel Macros and More

In this 8 hour class, you will learn how to write simple Excel macros which allow you to consolidate and link data from worksheets, create names to simplify formula creation and worksheet navigation, add cell notes and graphics to clarify worksheet data, and to protect worksheet data.

**Prerequisites:** Excel Basics

**Fees:** \$50/\$85/\$150 Includes the cost of a workbook, which will be distributed in the first session

EX211 Nicholson 5b (Win)  
Monday, February 25, 2:00-4:00 PM  
Tuesday, February 26, 2:00-4:00 PM  
Wednesday, February 27, 2:00-4:00 PM  
Thursday, February 28, 2:00-4:00 PM

## Statistics Courses

### Introduction to SAS

The essentials of SAS (Statistical Analysis Software) for data analysis and statistics are covered in this 12 hour hands-on course. We will cover the following topics: getting started running SAS; DATA step, three basic types of INPUT statements; common errors and how to fix them; reading external files; reading and modifying a SAS data set; temporary and permanent SAS data sets; merging SAS data sets; formatting values; SAS/TUTOR, SAS/ASSIST, SAS/INSIGHT; and SAS on the Internet.

**Prerequisites:** Familiarity with the operating system you plan to use, i.e., CMS, MVS, PC/MS-DOS, OS2, UNIX, VMS, Windows, or Mac OS. Previous statistics course(s) helpful, but not necessary.

**Fees:** \$35/\$65/\$200

SAS101

Nicholson 5a (Mac)

Tuesday, January 14, 1:00-4:00 PM  
Thursday, January 16, 1:00-4:00 PM  
Tuesday, January 21, 1:00-4:00 PM  
Thursday, January 23, 1:00-4:00 PM

SAS102

BioSci 64 (Mac)

Tuesday, February 25, 9:00 AM-12:00  
Thursday, February 27, 9:00 AM-12:00  
Tuesday, March 4, 9:00 AM-12:00  
Thursday, March 6, 9:00 AM-12:00

### SAS Programming Techniques

This seminar contains an explanation of SAS data step execution, SAS functions, data set options, and infile options, merging and subsetting data, as well as other useful techniques and SAS statements.

**Prerequisites:** Introduction to SAS

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

SAS201 Nicholson 2 (Seminar)  
Tuesday, March 11, 1:00-4:00 PM

### Introduction to SPSS for Windows

An introduction to SPSS for the Windows environment, this course will cover reading in your data, performing computations, running descriptive statistics, and running simple comparisons of two groups using a T-Test.

**Prerequisites:** Introduction to Windows or equivalent experience. A basic level course in statistics is helpful, but not necessary.

**Fees:** \$25/\$55/\$120

SPSS101 Nicholson 5b (Win)  
Tuesday, February 18, 2:00-4:00 PM  
Thursday, February 20, 2:00-4:00 PM  
SPSS102 Nicholson 5b (Win)  
Tuesday, March 11, 2:00-4:00 PM  
Thursday, March 13, 2:00-4:00 PM

### SPSS for Windows — Basic Statistics

Learn statistical procedures in SPSS and output, One-way Analysis of Variance, Simple Regression, Bivariate Correlation, and Chi Square environments in this 2 hour class.

**Prerequisites:** Introduction to SPSS for Windows

**Fees:** \$15/\$35/\$55

SPSS201 Nicholson 5b (Win)  
Tuesday, March 4, 2:00-4:00 PM

# Self-Paced Training

## Training Centers

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

### Equipment

The training centers are located in 1 Nicholson Hall and 50 Coffey Hall and have the following equipment:

- VCR and TV
- Macintosh
- IBM-compatible

### Hours

Training centers are open Monday through Friday and closed weekends. For hours for both locations, call 625-1300.

### Reservation Policy

To use the materials available in the training centers, 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. **You may take out only one package at a time for 48 hours.**

## Training Packages

A complete list of packages, with descriptions, is available in 190 Shepherd Labs or 50 Coffey Hall. The

packages have audio tapes, video tapes, disk or CD-based training tutorials.

Training materials may be checked out for 48 hours. Unless you use our self-paced training centers, you must supply your own equipment and software.

In order to check out self-paced training materials, you must be a current student, staff, or faculty member of the University, and you must sign a *Usage Agreement*. There is no fee for using training materials, however, you will be charged a \$1 per day late fee for items returned after the due date.

See the Short Course Web Page for a complete list of packages:  
<http://training.micro.umn.edu/Training>

# Help and Information

## Help

CCO, 7 am-4:30 pm, M-F ..... 624-0555  
 Central Systems, EPX, NVE, UZ, VX, VZ, M-F ... 4-0555  
 7 am-4:30 pm  
 Web page: <http://www.umn.edu/OIT/CCO>  
 E-mail & Internet, 8 am-5 pm M-F (WQ) ..... 6-7676  
 e-mail: [help@tc.umn.edu](mailto:help@tc.umn.edu)  
 Microcomputers, Distributed Systems  
 9 am-4 pm, 152 Shepherd Labs ..... 6-4276  
 1-4 pm, 93 Blegen and 50 Coffey  
 Web page: <http://www.micro.umn.edu>  
 NTS, Telecom, 24-hour Repair Desk ..... 5-0006  
 Web pages:  
<http://www.umn.edu/telecomm/telecom.html>  
 Training Library, ADCS Short Courses ..... 5-1300  
 Password, Forgot it? Staff call the Micro helpline.  
 Students to any Microcomputer helpline or Student/  
 Public Computer Facility.

## General Information & Phone Numbers

Academic & Distributed Computing Services .... 5-1300  
 Computer Store, Williamson Hall ..... 5-3854  
 Digital Media Center ..... 5-5055  
 Disability and Computing Services, voice/TTY. 6-0365  
 Engineering Services ..... 5-1595  
 NTS, Telecommunications Helpline ..... 6-7800  
 Statistical Support, SAS, SPSS ..... 4-3330  
 Workstation Support Group ..... 4-7486

## Access Information

SLIP: 14,400/28,800 ..... 627-4250  
 SLIP: ADI-100 and ITE (with MKO) ..... 623-0291  
 Short Courses Web Page:  
<http://training.micro.umn.edu/Training/>  
 LUMINA (Library): [admin.ais.umn.edu](http://admin.ais.umn.edu)  
 Gopher (log in: gopher): [consultant.micro.umn.edu](http://consultant.micro.umn.edu)  
 News Server: [newsstand.tc.umn.edu](http://newsstand.tc.umn.edu)

Student/Staff ID # or Social Security #:

[Empty box for ID/SSN]

Required for registration.

# Academic & Distributed Computing Services Short Course Registration

Student  Staff/Faculty  Other

Name

Department Name (if applicable)

Address

Work Phone

Home Phone

*Please note: Some classes require previous experience. Before registering for a course, please check its description in the Short Course Bulletin for any prerequisites. Instructors assume that all registrants meet the stated prerequisites.*

Class Code	Class Title	Date and Time	Fees

**For Office Use Only**

Reg. By:                  Date:                  Total Fees:                  Payment by:     Cash     Check     IV \_\_\_\_\_

## Academic and Distributed Computing Services

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

Nonprofit Organization  
U.S. Postage  
PAID  
Minneapolis, MN  
Permit No. 155

CAROL O'BRIEN  
UNIVERSITY ARCHIVES  
ROOM 10 WALIE

**Short Course Bulletins published quarterly by**  
Academic and Distributed Computing Services

The Minnesota Book Center provides the funds for this publication, which does not represent any manufacturer, distributor, or retail outlet. This publication is an information resource for the University. Subscriptions are free but are mailed only within the U.S.