

University Technology Training Center Computer Training Bulletin

Summer 2006



New Courses

Breeze 5: Migrating from Breeze 4.1

**Breeze 5: Tools for Delivering
Training on the Web**

**Dreamweaver 8:
Creating Basic Web Pages**

**FileMaker Pro 8:
Basic Database Development**

**Gopher Messaging:
Unified Messaging on the Web**

PowerPoint 2003: Be Graphic

Web Design and Development

**Wikis: Collaborative Content
Development**

Opening a World of Possibilities

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Contact Information

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Custom Training Information

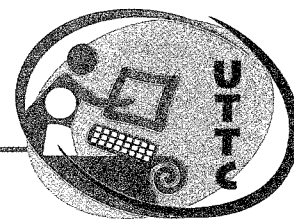
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Bulletin and Course Comments

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UNIVERSITY OF MINNESOTA



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Course Descriptions

In Alphabetic Order

A

Access 2003: Advanced Database Development

- Hands-on

This 9-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: Basic Database Development, Relational Database Design Basics.

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

AC03201	Jul 19, 20, 21	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
AC03202	Aug 29, 30, 31	9:00am-12:00pm	Blegen Hall 90	Windows

Access 2003: Basic Database Development

- Hands-on

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 \$70.00 / Staff & Faculty \$115.00 / Alumni & Others \$210.00.

AC03101	Jun 14, 15, 16	9:00am-11:30am	Blegen Hall 90	Windows
AC03102	Jul 11, 12, 13	1:30pm-4:00pm	Blegen Hall 90	Windows
AC03103	Aug 22, 23, 24	9:00am-11:30am	Blegen Hall 90	Windows

Access 2003: Project-based Tutoring

- Hands-on

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.

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.

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

Prerequisites: Good working knowledge of Access 2003.

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

AC03211	Aug 1, 8	10:00am-12:00pm	Eddy Hall Annex 54	Windows
AC03212	Aug 1, 8	1:00pm-3:00pm	Eddy Hall Annex 54	Windows

B

Breeze 5 Orientation

- Seminar
- Online

This 1-hour seminar explores some of the capabilities of Breeze Presenter and Meeting. It is intended for University of Minnesota staff and faculty interested in an overview of publishing PowerPoint presentations on the web as well as conducting online meetings.

This course is available in two formats: an in-person seminar or live online. The live online format enables you to participate in the seminar from the comfort of your own desk. You can ask questions, download course materials, and even chat with the rest of the class...all without having to leave your office!

For more information on attending this course via the live online format, see http://uttc.umn.edu/training/info/live_web.jsp

Topics include: publishing a PowerPoint presentation on the web • adding narration to a presentation • including a quiz or survey in a presentation • tracking quiz or survey results (using SCORM) • participating in an online meeting • using meeting tools for chat, polling, sharing content, etc. • getting support and hands-on training.

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

Prerequisites: None.

Fees: No fee. Registration required.



BRZ101	May 23	10:00am-11:00am	Blegen Hall 90	Seminar
BRZ102	Jun 29	10:00am-11:00am	Eddy Hall Annex 64	Seminar
BRZ103	Aug 4	1:30pm-2:30pm	Other	Online

Breeze 5: Large Group Webcasting

- Hands-on

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

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 Meeting 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.

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

Prerequisites: Familiarity with using a web browser (e.g., Internet Explorer).

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

BRZ211	Jul 26	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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Breeze 5: Migrating from Breeze 4.1

- Seminar
- New

This 1-hour seminar provides information and guidance on migrating Breeze 4.1 presentations to Breeze 5. Information is also provided on preparing to use Breeze 5 for future presentations and online meetings.

Topics include: understanding why it is necessary to migrate to Breeze 5 • updating to Breeze Presenter 5 • migrating and updating Breeze 4 presentations • preparing to use Breeze Meeting 5 • finding previously migrated Breeze 4 recorded meetings.

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

Prerequisites: None.

Fees: No fee. Registration required.

BRZ011	May 16	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
BRZ012	Jun 7	10:00am-11:00am	Eddy Hall Annex 64	Seminar
BRZ013	Jul 14	1:30pm-2:30pm	Diehl Hall Rm. 535/54	Seminar
BRZ014	Aug 18	10:00am-11:00am	Eddy Hall Annex 64	Seminar
BRZ015	Aug 24	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
BRZ016	Aug 30	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar

Breeze 5: Publishing Narrated PowerPoint Presentations on the Web

- Hands-on

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.

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 5 and PowerPoint 2003.

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

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	May 18	9:00am-12:00pm	Eddy Hall Annex 62	Windows
BRZ112	Jun 28	1:30pm-4:30pm	Eddy Hall Annex 62	Windows
BRZ113	Aug 29	1:30pm-4:30pm	Eddy Hall Annex 62	Windows

Breeze 5: Small Group Web Conferencing and Collaboration

- Hands-on

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

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 Meeting 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.

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

Prerequisites: Familiarity with using a web browser (e.g., Internet Explorer).

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

BRZ121	Jun 14	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
BRZ122	Aug 25	9:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows

Breeze 5: Tools for Delivering Training on the Web

- Hands-on
- New

This 3.5-hour course is intended for University of Minnesota staff and faculty who are interested in using Breeze for delivering training via the web. Participants will learn how to use Breeze to create and manage self-paced, live online, or blended training environments.

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 training programs with Breeze and adding learners • incorporating Breeze presentations, Captivate simulations, Flash documents, and live Breeze meetings or recordings • using branching in course content and sequencing to create customized learning experiences • using quizzes and surveys to measure comprehension • providing audio/visual feedback to quiz questions • tracking learners' progress using available reports • sending automated notifications and reminders to learners.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access Breeze Meeting 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.

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

Prerequisites: Familiarity with using a web browser (e.g., Internet Explorer). Knowledge equivalent to: **Breeze 5: Publishing Narrated PowerPoint Presentations on the Web.**

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

BRZ221	Aug 15	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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C

Computer Safety: Protecting Your Personal Computer

- Seminar

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

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.

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

Prerequisites: None.

Fees: No fee. Registration required.

SEC101	Jun 28	10:00am-12:00pm	Eddy Hall Annex 64	Seminar
SEC102	Aug 11	1:30pm-3:30pm	Eddy Hall Annex 64	Seminar

Computer Security: Issues for System Administrators

- Seminar

This 3-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.

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.

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

Prerequisites: Basic experience with system administration.

Fees: No fee. Registration required.

SEC201	Jul 18	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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D

Designing Accessible Web Sites Seminar

- Seminar

This 1.5-hour seminar will help participants gain an understanding of how to design an accessible web site and raise their awareness of issues regarding access to the web for persons with disabilities. Given that web pages are central to the way in which business is conducted at the University, web pages must be designed so 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	Aug 10	10:30am-12:00pm	McNamara Alumni Center Rm. 180	Seminar
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Designing Accessible Web Sites Workshop

- Hands-on

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

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	Jun 27	1:00pm-4:00pm	Eddy Hall Annex 54	Windows
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Dreamweaver 8: Creating Basic Web Pages

- Hands-on
- New

This 7-hour course covers the basic skills needed to create new or update existing web sites using Dreamweaver. Participants will learn how to create a basic web page from scratch, save it as a template, and use the template to create content pages.

Topics include: creating a site structure • using tables for page layout • creating headers and footers • formatting content • working with links • adding images • creating a template from an existing page • transferring files to a web server • updating a site • following accessibility guidelines.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver 8. 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). HTML Basics is strongly recommended before taking this course since an understanding of HTML is essential for working effectively with web pages.

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

DW101	Jun 15, 16	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
DW102	Jul 19, 21	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
DW103	Aug 22, 24	1:00pm-4:30pm	Blegen Hall 90	Macintosh/Windows

E

Excel 2002/2003: Charts

- Hands-on

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 23	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
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Excel 2002/2003: Managing and Analyzing Data

- Hands-on

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	Jun 28, 30	1:00pm-4:30pm	Blegen Hall 90	Windows
XL03302	Jul 26, 28	8:30am-12:00pm	Blegen Hall 90	Windows

Excel 2002/2003: Spreadsheet Basics

- Hands-on

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 13, 14	1:00pm-4:30pm	Blegen Hall 90	Windows
XL03102	Jul 19, 21	8:30am-12:00pm	Blegen Hall 90	Windows



Excel 2003: Chart Fun-damentals

- Hands-on
- Online

Is your data boring? Confusing? Impenetrable? Spice up your workbooks by using charts to help interpret your data. Easy to create and easy to manipulate, charts are an elegant and meaningful way to present your data.

This course is available in two formats: an in-person or live web format. The live web format enables you to participate in a seminar from the comfort of your own desk. You can ask questions, download course materials, and even chat with the rest of the class...all without having to leave your office!

For more information on attending this course via the live web format, see http://uttc.umn.edu/training/info/live_web.jsp

Two different sections of this course are offered: an in-person, hands-on course and live online. Be sure to register for the appropriate section. Both sections will be presented using Excel 2003 on the Windows platform but will also be applicable to Excel 2002.

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

Prerequisites: None.

Fees: Students \$20.00 / Staff & Faculty \$20.00 / Alumni & Others N/A.

XLLB001	Jul 13	1:00pm-2:30pm	Eddy Hall Annex 54	Windows
XLLB002	Aug 8	1:30pm-3:30pm	Other	Online

**Live Web
Option**



Excel 2003: Data—From Here to There

- Hands-on

Cut? Copy? Move? Drag-n-drop? Paste Special? Huh? Learn the differences! Get your data from here to there, no matter where "there" is. Whether moving or copying data, learn how Excel handles these actions. In the process, pick up keyboard shortcuts and mouse maneuvers.

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

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

Prerequisites: None.

Fees: Students \$20.00 / Staff & Faculty \$20.00 / Alumni & Others N/A.

XLLB011	Jun 21	1:00pm-2:30pm	Eddy Hall Annex 54	Windows
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F

FileMaker Pro 8: Basic Database Development

- Hands-on
- New

This 7.5-hour course introduces the skills necessary for creating and editing database tables and layouts to manage data in FileMaker. Relational Database Design Basics is strongly recommended before taking this course. The skills, concepts, and the database design discussed in that seminar are the foundation of this course.

Topics include: creating and editing tables • defining fields • creating relationships • creating and modifying form and report layouts • finding and omitting data • analyzing data • authoring scripts to automate tasks • discussing user interface design • maintaining databases • defining access privileges for users.

This course is taught on both the Macintosh and Windows platforms using FileMaker 8. 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 operating system or Macintosh OS X. Knowledge equivalent to: Relational Database Design Basics.

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

FM101	Aug 8, 9, 10	1:30pm-4:00pm	Eddy Hall Annex 62	Macintosh/Windows
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G

Gopher Messaging: Unified Messaging on the Web

- Hands-on
- New

This 2.5-hour course introduces using Gopher Messaging as a unified messaging system on the web. Participants will learn how to manage their voicemail online and explore some of the other features Gopher Messaging has to offer.

Topics include: listening to voicemail messages online • setting voicemail options such as a date and time stamp • composing and sending messages • setting up message notification and forwarding • receiving faxes via a voicemail account.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access Gopher Messaging. For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

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

Prerequisites: None.

Fees: No fee. Registration required.

GM101	May 25	1:30pm-4:00pm	Eddy Hall Annex 62	Macintosh/Windows
GM102	Jun 27	9:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
GM103	Jul 28	9:30am-12:00pm	Walter Library 210	Macintosh/Windows
GM104	Aug 17	1:00pm-3:30pm	Walter Library 210	Macintosh/Windows

Gopher Messaging: Voicemail Orientation

- Seminar
- Online

This 1-hour seminar provides a general overview of the Gopher Messaging voicemail system. Gopher Messaging voicemail provides a more robust system, a standard architecture, and additional features not available with the previous voicemail system. This orientation will provide an overview of the phone interface. A separate class covers using the web interface.

This course is available in two formats: an in-person seminar or live online. The live online format enables you to participate in the seminar from the comfort of your own desk. You can ask questions, download course materials, and even chat with the rest of the class...all without having to leave your office!

For more information on attending this course via the live online format, see http://uttc.umn.edu/training/info/live_web.jsp

Topics include: accessing the system • setting up passwords and personal greetings • listening to messages • leaving messages • using additional features such as the personal assistant.

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

Prerequisites: None.

Fees: No fee. Registration required.

VM101	Jun 14	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
VM102	Jul 13	10:00am-11:00am	Eddy Hall Annex 64	Online
VM103	Aug 15	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar



H

HTML: Basics

- Hands-on

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

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

This course is taught on both the Macintosh and Windows platforms using 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 6	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
HTML102	Jul 14	8:30am-12:00pm	Blegen Hall 90	Macintosh/Windows

HTML: Beyond the Basics

- **Hands-on**

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

Topics include: creating and modifying tables • working with cascading style sheets (CSS) • using META tags to help search engines find a site • using 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 8	1:00pm-5:00pm	Walter Library 210	Macintosh/Windows
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Illustrator CS2: Basics

- **Hands-on**

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

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

This course is taught on both the Macintosh and Windows platforms using Illustrator CS2. 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	Jul 12, 13, 14	9:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
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InDesign CS2: Basics

- **Hands-on**

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

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 CS2. 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	Jun 21, 22, 23	9:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
IDSGN102	Aug 22, 23, 24	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

J

JavaScript: Programming for the Web

- Hands-on

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	Jul 25, 27	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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N

Networking Basics

- Seminar

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

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

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

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

Fees: No fee. Registration required.

NET101	Jul 21	10:00am-12:00pm	Eddy Hall Annex 64	Seminar
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P

Photoshop CS2: Basics

- Hands-on

This 7-hour course introduces the basic tools and concepts of Photoshop. Participants will learn techniques to manipulate images and text, and create composite graphics.

Topics include: working with selections and combining images • using filters and layer effects • manipulating text • correcting and adjusting color • saving graphics for print or display.

This course is taught on both the Macintosh and Windows platforms using Photoshop CS2. 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 \$80.00 / Staff & Faculty \$125.00 / Alumni & Others \$220.00.

PSHOP101	Jun 27, 29	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
PSHOP102	Aug 9, 11	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows

Photoshop CS2: Picture Perfect

- Hands-on

This 3.5-hour class covers advanced techniques for making digital photographs look their best using Adobe Photoshop CS2. Learn how to clean up faces by smoothing skin and adding sparkle to eyes and teeth. Find the best way to correct problem areas such as digital noise, colored dots, and too much flash. Transform color photos into striking black and white or drawings.

Topics include: working with layer masks, adjustment layers, filters, and opacity to retouch photographs • taking "snap shots" with the History palette to track transformations • improving color correction by using levels and curves • using multiple techniques for changing photographs to grayscale • creating actions for your favorite techniques to save time • organizing photos with a Photo Gallery • creating a PDF slideshow.

This course is taught on both the Macintosh and Windows platforms using Photoshop CS2. 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 CS2: Basics.

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

PSHOP201	Aug 30	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
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Podcasting Orientation

- Seminar

This 1-hour seminar provides an overview of podcasting, an emerging technology that allows users to subscribe to radio-style audio broadcasts and play them back whenever they want. The orientation will also cover some of the methods for podcasting audio and how this might be applicable for education.

Topics include: subscribing to podcasts • managing podcast subscriptions • developing podcasts.

Prerequisites: None.

Fees: No fee. Registration required.

POD101	Aug 9	10:00am-11:00am	Eddy Hall Annex 64	Seminar
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Portal Orientation

- Seminar
- Online

This 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 workshop.

This course is available in two formats: an in-person seminar or live online. The live online format enables you to participate in the seminar from the comfort of your own desk. You can ask questions, download course materials, and even chat with the rest of the class...all without having to leave your office!

For more information on attending this course via the live online format, see http://uttc.umn.edu/training/info/live_web.jsp

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.

Two different sections of this course are offered: an in-person seminar and live online. Be sure to register for the appropriate section.

Prerequisites: None.

Fees: No fee. Registration required.

PTLSM101	Jun 6	1:30pm-2:30pm	Diehl Hall Rm. 535/54	Seminar
PTLSM102	Aug 1	11:00am-12:00pm	Other	Online



Portal Workshop

- **Hands-on**

This 2-hour course teaches participants 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 others to vote and provide feedback • creating, participating in, and moderating online discussions.

This course is taught on both the Macintosh and Windows platforms using a web browser 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 17	1:30pm-3:30pm	Diehl Hall Rm. 535/54	Windows
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Portfolio Orientation

- **Seminar**

This 1-hour seminar introduces Portfolio and its features. 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 recognition, 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	May 24	2:00pm-3:00pm	Eddy Hall Annex 64	Seminar
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PowerPoint 2002/2003: Adding Multimedia

- **Hands-on**

This 6-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 \$65.00 / Staff & Faculty \$105.00 / Alumni & Others \$190.00.

PP03201	Aug 2, 4	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
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PowerPoint 2002/2003: Up and Running

- **Hands-on**

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 28	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
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PowerPoint 2003: Be Graphic

- Hands-on
- Online
- New

Are your presentations one bulleted point after another? Spice them up with graphics - cropped and re-colored, resized and customized. A picture is worth a thousand words!

This course is available in two formats: an in-person or live web format. The live web format enables you to participate in a seminar from the comfort of your own desk. You can ask questions, download course materials, and even chat with the rest of the class...all without having to leave your office!

For more information on attending this course via the live web format, see http://uttc.umn.edu/training/info/live_web.jsp

Two different sections of this course are offered: an in-person, hands-on course and live online. Be sure to register for the appropriate section. Both sections will be presented using PowerPoint 2003 on the Windows platform but will also be applicable to PowerPoint 2002.

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

Prerequisites: None.

Fees: Students \$20.00 / Staff & Faculty \$20.00 / Alumni & Others N/A.

PPLB011	Jun 21	10:30am-12:00pm	Eddy Hall Annex 54	Windows
PPLB012	Jul 18	10:00am-12:00pm	Other	Online



PowerPoint 2003: It's Showtime!

- Hands-on
- Online

Have you ever fumbled with PowerPoint when giving a presentation? Then this mini-course is for you! Learn how to use PowerPoint's built-in tools for running a more effective presentation. When you're up in front of a crowd, knowledge is confidence!

This course is available in two formats: an in-person or live web format. The live web format enables you to participate in a seminar from the comfort of your own desk. You can ask questions, download course materials, and even chat with the rest of the class...all without having to leave your office!

For more information on attending this course via the live web format, see http://uttc.umn.edu/training/info/live_web.jsp

Two different sections of this course are offered: an in-person, hands-on course and a live web seminar. Be sure to register for the appropriate section. Both sections will be presented using PowerPoint 2003 on the Windows platform but will also be applicable to PowerPoint 2002.

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

Prerequisites: None.

Fees: Students \$20.00 / Staff & Faculty \$20.00 / Alumni & Others N/A.

PPLB001	Jul 11	1:30pm-3:00pm	Eddy Hall Annex 54	Windows
PPLB002	Aug 10	1:30pm-3:30pm	Other	Online



Project 2003: Making Project Management Easier

- Hands-on

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 15, 17	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
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R

Relational Database Design Basics

- Seminar

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 13	1:30pm-4:30pm	Eddy Hall Annex 64	Seminar
DB102	Jul 26	1:30pm-4:30pm	Eddy Hall Annex 64	Seminar

Respondus 3 Orientation

- Seminar

This 1-hour seminar provides an overview of Respondus, a new tool available to University of Minnesota faculty and course designers who use WebCT Vista for online quizzes. Respondus allows instructors to create quiz questions offline as a text file, which can later be imported into Vista.

Topics include: understanding supported uses of Respondus • installing Respondus • exploring Respondus options • formatting a file of questions for importing into Respondus • publishing to Vista with Respondus.

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

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.

RO101	Jul 25	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
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S

SAS 9: Introduction to Programming Concepts

- Hands-on

This 8-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.

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 9. Much of the content is also relevant to other versions of SAS software. SAS software is available through the ADCS Software License Program at www.umn.edu/software.

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

Prerequisites: Basic familiarity with the Windows operating system.

Fees: Students \$75.00 / Staff & Faculty \$135.00 / Alumni & Others N/A.

SAS101	Jun 27, 29	1:00pm-5:00pm	Blegen Hall 90	Windows
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SAS 9: Programming I - Essentials

- Hands-on

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.

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 9. Much of the content is also relevant to other versions of SAS software. SAS software is available through the ADCS Software License Program at www.umn.edu/software.

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

Prerequisites: Knowledge equivalent to: SAS 9: Introduction to Programming Concepts.

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

SAS201	Jul 17, 19, 21	1:00pm-5:00pm	Blegen Hall 90	Windows
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SAS 9: Programming II - Manipulating Data

- Hands-on

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.

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 9. Much of the content is also relevant to other versions of SAS software. SAS software is available through the ADCS Software License Program at www.umn.edu/software.

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

Prerequisites: Knowledge equivalent to: SAS 9: Programming I - Essentials, SAS 9: Introduction to Programming Concepts.

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

SAS301	Jul 25, 27, Aug 1, 3	1:00pm-5:00pm	Anderson Hall 170	Windows
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SAS 9: Statistics I - ANOVA, Regression, and Logistic Regression

- Hands-on

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

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 9. Much of the content is also relevant to other versions of SAS software. SAS software is available through the ADCS Software License Program at www.umn.edu/software.

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

Prerequisites: Completion of an undergraduate course in statistics covering p-values, hypothesis testing, analysis of variance, and regression. Knowledge equivalent to: SAS 9: Programming I - Essentials, SAS 9: Introduction to Programming Concepts.

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

SAS311	Aug 15, 17, 22, 24	1:00pm-5:00pm	Anderson Hall 170	Windows
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SPSS 13: Basics

- Hands-on

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

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

This course is taught on the Windows platform using SPSS 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 19, 21, 23	1:30pm-4:30pm	Anderson Hall 170	Windows
SPSS102	Aug 1, 3, 4	9:00am-12:00pm	Anderson Hall 170	Windows

U

UMCal Orientation

- Seminar
- Online

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.

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

This course is available in two formats: an in-person seminar or live online. The live online format enables you to participate in the seminar from the comfort of your own desk. You can ask questions, download course materials, and even chat with the rest of the class...all without having to leave your office!

For more information on attending this course via the live online format, see http://uttc.umn.edu/training/info/live_web.jsp

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.

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

Prerequisites: None.

Fees: No fee. Registration required.

UC101	Jun 13	10:30am-11:30am	Other	Online
UC102	Jul 12	1:30pm-2:30pm	Diehl Hall Rm. 535/54	Seminar
UC103	Aug 11	10:00am-11:00am	Eddy Hall Annex 64	Seminar

**Live Web
Option**

UMCal: Basics

- Hands-on

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.

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.

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

Prerequisites: None.

Fees: No fee. Registration required.

UC111	May 17	1:30pm-4:00pm	Walter Library 210	Macintosh/Windows
UC112	Jun 20	9:30am-12:00pm	Blegen Hall 90	Macintosh/Windows
UC113	Jul 27	1:30pm-4:00pm	Blegen Hall 90	Macintosh/Windows
UC114	Aug 18	9:30am-12:00pm	Blegen Hall 90	Macintosh/Windows

UMCal: Managing Calendars for Others

- Hands-on

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.

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.

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

Prerequisites: Knowledge equivalent to: UMCal: Basics.

Fees: No fee. Registration required.

UC211	Jun 27	10:00am-12:00pm	Eddy Hall Annex 54	Windows
UC212	Aug 24	1:30pm-3:30pm	Walter Library 210	Macintosh/Windows

UNIX: Basics

- Hands-on

This 6-hour course offers a hands-on look at the UNIX operating system for those who haven't worked with it before.

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

This course is taught using Solaris 9.

Prerequisites: None.

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

UNIX101	Aug 9, 11	1:30pm-4:30pm	Anderson Hall 170	Unix
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W

Web Design and Development

- Hands-on
- New

This 18-hour course introduces basic web site design and development. Participants will learn how to organize and create a web site using Dreamweaver and Photoshop. Open lab time is provided for participants to work on their own individual projects.

This course covers concepts presented in Dreamweaver 8: Creating Basic Web Pages.

Topics include: organizing content to develop a site structure • understanding principles of good page design • creating graphics • using tables for page layout • creating headers and footers • formatting content • working with links • creating a template from an existing page • transferring files to a web server • updating a site • following accessibility guidelines.

This course is taught on both the Macintosh and Windows platforms using Photoshop CS2 and Dreamweaver 8. 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). HTML Basics is strongly recommended before taking this course since an understanding of HTML is essential for working effectively with web pages.

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

WEBDD101	Aug 16, 17, 18	9:00am-4:00pm	Eddy Hall Annex 62	Macintosh/Windows
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WebCT Vista 3 Faculty Orientation

- Seminar

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.

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

Prerequisites: None.

Fees: No fee. Registration required.

VTA101	May 23	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
VTA102	Aug 16	10:30am-11:30am	Eddy Hall Annex 64	Seminar

WebCT Vista 3 Student Orientation

- **Seminar**

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.

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

Prerequisites: None.

Fees: No fee. Registration required.

VTA111	Jun 20	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
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WebCT Vista 3: Assessments

- **Hands-on**

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.

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	Jun 29	9:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
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WebCT Vista 3: Assignments

- **Hands-on**

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 assignments in their course sites. Participants will learn how to create individual and group assignments that can be submitted as text, as a file, or as a Web site. Participants will also learn how to publish assignments for peer review.

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 and releasing assignments to individuals or groups of students • creating and releasing assignments with or without attached instructions • providing communication tools for group work • submitting assignments as text, as a file, or as a website • reviewing submissions and entering comments • returning submitted work with comments for revisions • returning submitted work with an assigned grade • publishing assignments for review and class feedback • creating links to assignments from various places within a Vista site.

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.

VTA241	Jul 12	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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WebCT Vista 3: Assisted Lab

- Hands-on

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. Faculty who would like one-on-one consultation on their Vista sites 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.

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

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.

VTA1411	May 24	1:30pm-3:30pm	Eddy Hall Annex 62	Macintosh/Windows
VTA1421	Jun 13	10:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
VTA1431	Jul 28	1:30pm-3:30pm	Eddy Hall Annex 62	Macintosh/Windows
VTA1441	Aug 24	10:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
VTA1442	Aug 29	10:00am-12:00pm	Walter Library 210	Macintosh/Windows

WebCT Vista 3: Communications Tools

- Hands-on

This 3-hour course is for University of Minnesota faculty and course designers who would like to learn more about WebCT Vista's communications tools. Participants will learn how to use announcements, the calendar, discussions, mail, chat, and the whiteboard.

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 and sending announcements to class members • creating calendar entries for class or personal events • communicating with class members via written correspondence • providing asynchronous communication between class members with discussions • communicating with class members in real-time conversations or by using the whiteboard.

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.

VTA221	Jul 21	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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WebCT Vista 3: Content Management

- Hands-on

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.

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	May 19	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
VTA212	Aug 23	1:30pm-4:30pm	Walter Library 210	Macintosh/Windows

WebCT Vista 3: Creating Basic Course Web Sites

- **Hands-on**

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.

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.

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

Prerequisites: Familiarity with using a web browser (e.g., Internet Explorer).

Fees: No fee. Registration required.

VTA1211	May 17	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
VTA1221	Jun 9	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
VTA1222	Jun 27	1:00pm-4:30pm	Walter Library 210	Macintosh/Windows
VTA1231	Jul 19	1:00pm-4:30pm	Diehl Hall Rm. 535/54	Windows
VTA1241	Aug 22	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
VTA1242	Aug 31	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

WebCT Vista 3: Grade Book and Reports

- **Hands-on**

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 sites, 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.

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	May 18	1:30pm-4:30pm	Walter Library 210	Macintosh/Windows
VTA252	Jul 14	1:30pm-4:30pm	Walter Library 210	Macintosh/Windows

WebCT Vista 3: Instructor Tasks

- **Hands-on**

This 3.5-hour course is for University of Minnesota faculty and instructors who will be using WebCT Vista in their teaching and would like to learn how to manage typical tasks they will face over the course of a semester. No prior knowledge of Vista is required.

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: requesting a course site • adding members to a site • granting access to students and teaching assistants • directing students to support resources • grading discussion postings, assignments, and assessments • entering grades and releasing them to students • preparing for transitions between semesters • utilizing support resources for instructors.

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

VTA151	Jun 22	1:00pm-4:30pm	Walter Library 210	Macintosh/Windows
VTA152	Aug 30	1:00pm-4:30pm	Diehl Hall Rm. 535/54	Windows

Wikis: Collaborative Content Development

- Hands-on
- New

This 3.5-hour course covers the basics of creating and maintaining a Wiki Web using the University of Minnesota's wiki infrastructure. A wiki is a web site that allows users to directly edit and collaborate on content quickly and easily.

Topics include: understanding the advantages of wikis • creating a Wiki Web • exploring good wiki design • structuring content into Wiki Topics • using wiki shorthand for text formatting • controlling access to a Wiki Web • creating and using templates • customizing the look and feel of a Wiki Web.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access the UMWiki. For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

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

Prerequisites: Familiarity with using a web browser (e.g., Internet Explorer).

Fees: Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others N/A.

WIKI101	Aug 31	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
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Windows XP: Basics

- Hands-on

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 6, 7, 8	9:30am-12:00pm	Eddy Hall Annex 54	Windows
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Word 2002/2003: Creating Forms

- Hands-on

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	Aug 10	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
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Word 2002/2003: Mastering Mail Merge

- Hands-on

This 2.25-hour course covers the ins and outs of the revamped mail merge feature in Word 2002/2003. Participants will learn efficient ways to create form letters, mailing labels, and directories.

Topics include: working with a data source • inserting merge fields into a main document • merging to a new document or to a printer • sorting records to be merged.

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 \$45.00 / Staff & Faculty \$55.00 / Alumni & Others \$95.00.

WD03251	Jul 12	1:30pm-3:45pm	Eddy Hall Annex 54	Windows
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Word 2003: Formatting? No! Styles...

- Hands-on
- Online

Are you spending too much time formatting and reformatting Word documents? Frustrated? Bored? Drastically reduce the amount of time it takes to format documents by using Styles (a.k.a. 'tags'). Never heard of 'em? This class is for you!

This course is available in two formats: an in-person or live web format. The live web format enables you to participate in a seminar from the comfort of your own desk. You can ask questions, download course materials, and even chat with the rest of the class...all without having to leave your office!

For more information on attending this course via the live web format, see http://uttc.umn.edu/training/info/live_web.jsp

Two different sections of this course are offered: an in-person, hands-on course and live online. Be sure to register for the appropriate section. Both sections will be presented using Word 2003 on the Windows platform but will also be applicable to Word 2002.

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

Prerequisites: None.

Fees: Students \$20.00 / Staff & Faculty \$20.00 / Alumni & Others N/A.

WDLB001	Jun 29	1:30pm-3:00pm	Eddy Hall Annex 54	Windows
WDLB002	Jul 19	10:00am-12:00pm	Other	Online



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Schedule At A Glance

Course Sections Starting the Week of May 15-19

Breeze 5: Migrating from Breeze 4.1 BRZ011	May 16	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
UMCal: Basics UC111	May 17	1:30pm-4:00pm	Walter Library 210	Macintosh/Windows
WebCT Vista 3: Creating Basic Course Web Sites VTA1211	May 17	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
Breeze 5: Publishing Narrated PowerPoint Presentations on the Web BRZ111	May 18	9:00am-12:00pm	Eddy Hall Annex 62	Windows
WebCT Vista 3: Grade Book and Reports VTA251	May 18	1:30pm-4:30pm	Walter Library 210	Macintosh/Windows
WebCT Vista 3: Content Management VTA211	May 19	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

Course Sections Starting the Week of May 22-26

WebCT Vista 3 Faculty Orientation VTA101	May 23	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
Breeze 5 Orientation BRZ101	May 23	10:00am-11:00am	Blegen Hall 90	Seminar
Portfolio Orientation PF101	May 24	2:00pm-3:00pm	Eddy Hall Annex 64	Seminar
WebCT Vista 3: Assisted Lab VTA1411	May 24	1:30pm-3:30pm	Eddy Hall Annex 62	Macintosh/Windows
Gopher Messaging: Unified Messaging on the Web GM101	May 25	1:30pm-4:00pm	Eddy Hall Annex 62	Macintosh/Windows

Course Sections Starting the Week of June 5-9

HTML: Basics HTML101	Jun 6	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
Windows XP: Basics XPWIN101	Jun 6, 7, 8	9:30am-12:00pm	Eddy Hall Annex 54	Windows
Portal Orientation PTLSM101	Jun 6	1:30pm-2:30pm	Diehl Hall Rm. 535/54	Seminar
Breeze 5: Migrating from Breeze 4.1 BRZ012	Jun 7	10:00am-11:00am	Eddy Hall Annex 64	Seminar
WebCT Vista 3: Creating Basic Course Web Sites VTA1221	Jun 9	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows

Course Sections Starting the Week of June 12-16

Relational Database Design Basics DB101	Jun 13	1:30pm-4:30pm	Eddy Hall Annex 64	Seminar
Excel 2002/2003: Spreadsheet Basics XL03101	Jun 13, 14	1:00pm-4:30pm	Blegen Hall 90	Windows
UMCal Orientation UC101	Jun 13	10:30am-11:30am	Other	Online
WebCT Vista 3: Assisted Lab VTA1421	Jun 13	10:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
Breeze 5: Small Group Web Conferencing and Collaboration BRZ121	Jun 14	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
Access 2003: Basic Database Development AC03101	Jun 14, 15, 16	9:00am-11:30am	Blegen Hall 90	Windows
Gopher Messaging: Voicemail Orientation VM101	Jun 14	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
Dreamweaver 8: Creating Basic Web Pages DW101	Jun 15, 16	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

Course Sections Starting the Week of June 19-23

SPSS 13: Basics			
SPSS101	Jun 19, 21, 23	1:30pm-4:30pm	Anderson Hall 170 Windows
UMCal: Basics			
UC112	Jun 20	9:30am-12:00pm	Blegen Hall 90 Macintosh/Windows
WebCT Vista 3 Student Orientation			
VTA111	Jun 20	1:30pm-2:30pm	Eddy Hall Annex 64 Seminar
InDesign CS2: Basics			
IDSGN101	Jun 21, 22, 23	9:00am-12:00pm	Eddy Hall Annex 62 Macintosh/Windows
Excel 2003: Data—From Here to There			
XLLB011	Jun 21	1:00pm-2:30pm	Eddy Hall Annex 54 Windows
PowerPoint 2003: Be Graphic			
PPLB011	Jun 21	10:30am-12:00pm	Eddy Hall Annex 54 Windows
WebCT Vista 3: Instructor Tasks			
VTA151	Jun 22	1:00pm-4:30pm	Walter Library 210 Macintosh/Windows

Course Sections Starting the Week of June 26-30

Photoshop CS2: Basics			
PSHOP101	Jun 27, 29	1:00pm-4:30pm	Eddy Hall Annex 62 Macintosh/Windows
Designing Accessible Web Sites Workshop			
DSIGN131	Jun 27	1:00pm-4:00pm	Eddy Hall Annex 54 Windows
SAS 9: Introduction to Programming Concepts			
SAS101	Jun 27, 29	1:00pm-5:00pm	Blegen Hall 90 Windows
WebCT Vista 3: Creating Basic Course Web Sites			
VTA1222	Jun 27	1:00pm-4:30pm	Walter Library 210 Macintosh/Windows
UMCal: Managing Calendars for Others			
UC211	Jun 27	10:00am-12:00pm	Eddy Hall Annex 54 Windows
Gopher Messaging: Unified Messaging on the Web			
GM102	Jun 27	9:30am-12:00pm	Eddy Hall Annex 62 Macintosh/Windows
PowerPoint 2002/2003: Up and Running			
PP03101	Jun 28	1:30pm-4:30pm	Eddy Hall Annex 54 Windows
Excel 2002/2003: Managing and Analyzing Data			
XL03301	Jun 28, 30	1:00pm-4:30pm	Blegen Hall 90 Windows
Computer Safety: Protecting Your Personal Computer			
SEC101	Jun 28	10:00am-12:00pm	Eddy Hall Annex 64 Seminar
Breeze 5: Publishing Narrated PowerPoint Presentations on the Web			
BRZ112	Jun 28	1:30pm-4:30pm	Eddy Hall Annex 62 Windows
Breeze 5 Orientation			
BRZ102	Jun 29	10:00am-11:00am	Eddy Hall Annex 64 Seminar
WebCT Vista 3: Assessments			
VTA231	Jun 29	9:00am-12:00pm	Eddy Hall Annex 62 Macintosh/Windows
Word 2003: Formatting? No! Styles...			
WDLB001	Jun 29	1:30pm-3:00pm	Eddy Hall Annex 54 Windows

Course Sections Starting the Week of July 10-14

Access 2003: Basic Database Development AC03102	Jul 11, 12, 13	1:30pm-4:00pm	Blegen Hall 90	Windows
PowerPoint 2003: It's Showtime! PPLB001	Jul 11	1:30pm-3:00pm	Eddy Hall Annex 54	Windows
Illustrator CS2: Basics ILSTR101	Jul 12, 13, 14	9:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
UMCal Orientation UC102	Jul 12	1:30pm-2:30pm	Diehl Hall Rm. 535/54	Seminar
WebCT Vista 3: Assignments VTA241	Jul 12	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
Word 2002/2003: Mastering Mail Merge WD03251	Jul 12	1:30pm-3:45pm	Eddy Hall Annex 54	Windows
Excel 2003: Chart Fun-damentals XLLB001	Jul 13	1:00pm-2:30pm	Eddy Hall Annex 54	Windows
Gopher Messaging: Voicemail Orientation VM102	Jul 13	10:00am-11:00am	Other	Online
HTML: Basics HTML102	Jul 14	8:30am-12:00pm	Blegen Hall 90	Macintosh/Windows
WebCT Vista 3: Grade Book and Reports VTA252	Jul 14	1:30pm-4:30pm	Walter Library 210	Macintosh/Windows
Breeze 5: Migrating from Breeze 4.1 BRZ013	Jul 14	1:30pm-2:30pm	Diehl Hall Rm. 535/54	Seminar

Course Sections Starting the Week of July 17-21

SAS 9: Programming I - Essentials SAS201	Jul 17, 19, 21	1:00pm-5:00pm	Blegen Hall 90	Windows
Computer Security: Issues for System Administrators SEC201	Jul 18	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
PowerPoint 2003: Be Graphic PPLB012	Jul 18	10:00am-12:00pm	Other	Online
Excel 2002/2003: Spreadsheet Basics XL03102	Jul 19, 21	8:30am-12:00pm	Blegen Hall 90	Windows
WebCT Vista 3: Creating Basic Course Web Sites VTA1231	Jul 19	1:00pm-4:30pm	Diehl Hall Rm. 535/54	Windows
Access 2003: Advanced Database Development AC03201	Jul 19, 20, 21	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
Word 2003: Formatting? No! Styles... WDLB002	Jul 19	10:00am-12:00pm	Other	Online
Dreamweaver 8: Creating Basic Web Pages DW102	Jul 19, 21	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
Networking Basics NET101	Jul 21	10:00am-12:00pm	Eddy Hall Annex 64	Seminar
WebCT Vista 3: Communications Tools VTA221	Jul 21	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

Course Sections Starting the Week of July 24-28

JavaScript: Programming for the Web JS201	Jul 25, 27	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
Respondus 3 Orientation RO101	Jul 25	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
SAS 9: Programming II - Manipulating Data SAS301	Jul 25, 27, Aug 1, 3	1:00pm-5:00pm	Anderson Hall 170	Windows
Relational Database Design Basics DB102	Jul 26	1:30pm-4:30pm	Eddy Hall Annex 64	Seminar
Breeze 5: Large Group Webcasting BRZ211	Jul 26	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
Excel 2002/2003: Managing and Analyzing Data XL03302	Jul 26, 28	8:30am-12:00pm	Blegen Hall 90	Windows
UMCal: Basics UC113	Jul 27	1:30pm-4:00pm	Blegen Hall 90	Macintosh/Windows
WebCT Vista 3: Assisted Lab VTA1431	Jul 28	1:30pm-3:30pm	Eddy Hall Annex 62	Macintosh/Windows
Gopher Messaging: Unified Messaging on the Web GM103	Jul 28	9:30am-12:00pm	Walter Library 210	Macintosh/Windows

Course Sections Starting the Week of July 31-August 4

SPSS 13: Basics SPSS102	Aug 1, 3, 4	9:00am-12:00pm	Anderson Hall 170	Windows
Portal Orientation PTLSM102	Aug 1	11:00am-12:00pm	Other	Online
Access 2003: Project-based Tutoring AC03211	Aug 1, 8	10:00am-12:00pm	Eddy Hall Annex 54	Windows
Access 2003: Project-based Tutoring AC03212	Aug 1, 8	1:00pm-3:00pm	Eddy Hall Annex 54	Windows
PowerPoint 2002/2003: Adding Multimedia PP03201	Aug 2, 4	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
Breeze 5 Orientation BRZ103	Aug 4	1:30pm-2:30pm	Other	Online

Course Sections Starting the Week of August 7-11

HTML: Beyond the Basics HTML201	Aug 8	1:00pm-5:00pm	Walter Library 210	Macintosh/Windows
Excel 2003: Chart Fun-damentals XLLB002	Aug 8	1:30pm-3:30pm	Other	Online
FileMaker Pro 8: Basic Database Development FM101	Aug 8, 9, 10	1:30pm-4:00pm	Eddy Hall Annex 62	Macintosh/Windows
Photoshop CS2: Basics PSHOP102	Aug 9, 11	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
UNIX: Basics UNIX101	Aug 9, 11	1:30pm-4:30pm	Anderson Hall 170	Unix
Podcasting Orientation POD101	Aug 9	10:00am-11:00am	Eddy Hall Annex 64	Seminar
Designing Accessible Web Sites Seminar DSIGN111	Aug 10	10:30am-12:00pm	McNamara Alumni Center Rm. 180	Seminar
Word 2002/2003: Creating Forms WD03261	Aug 10	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
PowerPoint 2003: It's Showtime! PPLB002	Aug 10	1:30pm-3:30pm	Other	Online
UMCal Orientation UC103	Aug 11	10:00am-11:00am	Eddy Hall Annex 64	Seminar
Computer Safety: Protecting Your Personal Computer SEC102	Aug 11	1:30pm-3:30pm	Eddy Hall Annex 64	Seminar

Course Sections Starting the Week of August 14-18

Project 2003: Making Project Management Easier PJ03101	Aug 15, 17	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
Gopher Messaging: Voicemail Orientation VM103	Aug 15	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
Breeze 5: Tools for Delivering Training on the Web BRZ221	Aug 15	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
SAS 9: Statistics I - ANOVA, Regression, and Logistic Regression SAS311	Aug 15, 17, 22, 24	1:00pm-5:00pm	Anderson Hall 170	Windows
Web Design and Development WEBDD101	Aug 16, 17, 18	9:00am-4:00pm	Eddy Hall Annex 62	Macintosh/Windows
WebCT Vista 3 Faculty Orientation VTA102	Aug 16	10:30am-11:30am	Eddy Hall Annex 64	Seminar
Portal Workshop PTLWS111	Aug 17	1:30pm-3:30pm	Diehl Hall Rm. 535/54	Windows
Gopher Messaging: Unified Messaging on the Web GM104	Aug 17	1:00pm-3:30pm	Walter Library 210	Macintosh/Windows
UMCal: Basics UC114	Aug 18	9:30am-12:00pm	Blegen Hall 90	Macintosh/Windows
Breeze 5: Migrating from Breeze 4.1 BRZ014	Aug 18	10:00am-11:00am	Eddy Hall Annex 64	Seminar

Course Sections Starting the Week of August 21-25

InDesign CS2: Basics IDSGN102	Aug 22, 23, 24	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
WebCT Vista 3: Creating Basic Course Web Sites VTA1241	Aug 22	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
Access 2003: Basic Database Development AC03103	Aug 22, 23, 24	9:00am-11:30am	Blegen Hall 90	Windows
Dreamweaver 8: Creating Basic Web Pages DW103	Aug 22, 24	1:00pm-4:30pm	Blegen Hall 90	Macintosh/Windows
Excel 2002/2003: Charts XL03321	Aug 23	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
WebCT Vista 3: Content Management VTA212	Aug 23	1:30pm-4:30pm	Walter Library 210	Macintosh/Windows
UMCal: Managing Calendars for Others UC212	Aug 24	1:30pm-3:30pm	Walter Library 210	Macintosh/Windows
WebCT Vista 3: Assisted Lab VTA1441	Aug 24	10:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
Breeze 5: Migrating from Breeze 4.1 BRZ015	Aug 24	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
Breeze 5: Small Group Web Conferencing and Collaboration BRZ122	Aug 25	9:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows

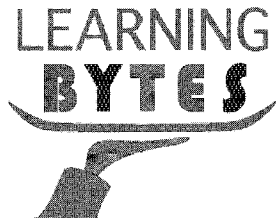
Course Sections Starting the Week of August 28-September 1

Breeze 5: Publishing Narrated PowerPoint Presentations on the Web				
BRZ113	Aug 29	1:30pm-4:30pm	Eddy Hall Annex 62	Windows
Access 2003: Advanced Database Development				
AC03202	Aug 29, 30, 31	9:00am-12:00pm	Blegen Hall 90	Windows
WebCT Vista 3: Assisted Lab				
VTA1442	Aug 29	10:00am-12:00pm	Walter Library 210	Macintosh/Windows
Photoshop CS2: Picture Perfect				
PSHOP201	Aug 30	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
WebCT Vista 3: Instructor Tasks				
VTA152	Aug 30	1:00pm-4:30pm	Diehl Hall Rm. 535/54	Windows
Breeze 5: Migrating from Breeze 4.1				
BRZ016	Aug 30	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
WebCT Vista 3: Creating Basic Course Web Sites				
VTA1242	Aug 31	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
Wikis: Collaborative Content Development				
WIKI101	Aug 31	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows

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Join us in-person or online...Learning Bytes Live!



Learning Bytes courses are available in two formats: in-person or live on the web! The live web format enables you to ask questions, download course materials, and even chat with the rest of the class...all without having to leave your office!

To join us online, you will need a computer with audio, a high-speed Internet connection, and a supported browser with the Flash Player installed. Complete technical requirements are online at uttc.umn.edu/training/info/live_web.jsp

Live web seminar option available for these courses...

Excel 2003: Chart Fun-damentals

Is your data boring? Confusing? Impenetrable? Spice up your workbooks by using charts to help interpret your data. Easy to create and easy to manipulate, charts are an elegant and meaningful way to present your data.

XLLB001	Jul 13	1:00pm-2:30pm	Eddy Hall Annex 54	Win
XLLB002	Aug 8	1:30pm-3:30pm	Other	Online

PowerPoint 2003: Be Graphic

Are your presentations one bulleted point after another? Spice them up with graphics—cropped and re-colored, resized and customized. A picture is worth a thousand words!

PPLB011	Jun 21	10:30am-12:00pm	Eddy Hall Annex 54	Win
PPLB012	Jul 18	10:00am-12:00pm	Other	Online

PowerPoint 2003: It's Showtime!

Have you ever fumbled with PowerPoint when giving a presentation? Then this mini-course is for you! Learn how to use PowerPoint's built-in tools for running a more effective presentation. When you're up in front of a crowd, knowledge is confidence!

PPLB001	Jul 11	1:30pm-3:00pm	Eddy Hall Annex 54	Win
PPLB002	Aug 10	1:30pm-3:30pm	Other	Online

Word 2003: Formatting? No! Styles...

Are you spending too much time formatting and reformatting Word documents? Frustrated? Bored? Drastically reduce the amount of time it takes to format documents by using Styles (a.k.a 'tags'). Never heard of 'em? This class is for you!

WDLB001	Jun 29	1:30pm-3:00pm	Eddy Hall Annex 54	Win
WDLB001	Jul 19	10:00am-12:00pm	Other	Online

Still available face-to-face...

Excel 2003: Data—From Here to There

Cut? Copy? Move? Drag-n-drop? Paste Special? Huh? Learn the differences! Get your data from here to there, no matter where "there" is. Whether moving or copying data, learn how Excel handles these actions. In the process, pick up keyboard shortcuts and mouse maneuvers.

XLLB011	Jun 21	1:00 pm-2:30 pm	Eddy Hall Annex 54	Win
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Two different sections of these courses may be offered: an in-person, hands-on course, and a live web course. Be sure to register for the appropriate section. Both platforms are taught on the Windows platform using Office 2003 but are also applicable to Office 2002.

Registration in these courses is limited to University of Minnesota students, staff, and faculty.

Fees: Students \$20.00 / Staff & Faculty \$20.00 / Alumni & Others N/A

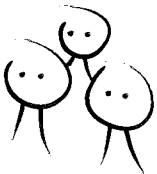
Other Training Options

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 <http://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 CUFS 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 CUFS 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 CUFS 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

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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.

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

Total Fees: \$

Payment Enclosed

Check # _____

or

CUFS _____