

New and Revised Courses

- myU Portal Orientation
- Presenter 6: On-demand Web Presentations
- UMConnect 6: Large Group Webcasting
- UMConnect 6: Small Group Web Conferencing and Collaboration
- UMConnect and Presenter 6 Orientation
- WebVista 4 Faculty Orientation
- WebVista 4: Creating Basic Course Web Sites
- WebVista 4: Grade Book

Office 2007 Training

- MS Office 2007 Overview
- Excel 2007: Spreadsheet Basics
- PowerPoint 2007: Presentation Basics
- Word 2007: Working More Efficiently

Opening a World of Possibilities

Table of Contents

- Courses by Category 2
- Course Descriptions..... 4
- Schedule at a Glance 27
- Index 33
- Other Training Options 34
- Registration Guidelines..... 34
- Registration Procedures..... 35
- Registration Formback cover

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Courses By Category

Advanced Operating Systems

Computer Security: Issues for System Administrators p 5

Basic Computing Skills

Computer Safety: Protecting Your Personal Computer p 5

Calendaring

UMCal Orientation p 17

UMCal: Group Scheduling p 18

UMCal: Basics p 18

UMCal: Managing Calendars for Others p 18

Databases

Access 2003: Advanced Database Development p 4

Access 2003: Project-based Tutoring p 4

Relational Database Design Basics p 15

Access 2003: Basic Database Development p 4

FileMaker Pro 8: Basic Database Development p 8

Desktop Publishing

InDesign CS2: Basics p 10

Electronic Presentations

MS Office 2007 Overview p 11

PowerPoint 2002/2003: Up and Running p 14

Presenter 6: On-Demand Web Presentations p 15

UMConnect 6: Small Group Web Conferencing and Collaboration p 19

PowerPoint 2002/2003: Adding Multimedia p 14

PowerPoint 2007: Presentation Basics p 14

UMConnect 6: Large Group Webcasting p 19

UMConnect and Presenter 6 Orientation p 20

Graphics

Illustrator CS2: Basics p 9

Photoshop CS2: For the Designer in You p 13

Photoshop CS2: Basics p 12

Photoshop CS2: Picture Perfect p 13

Networking and Telecommunication Services

Gopher Messaging: Managing Voicemail from Phone or Web p 8

Networking Basics p 12

Project Management

Project 2003: Making Project Management Easier p 15

Visio 2003: Creating Basic Diagrams p 20

Spreadsheets

Excel 2002/2003: Charts p 6

Excel 2002/2003: Spreadsheet Basics p 7

Excel 2007: Spreadsheet Basics p 8

Excel 2002/2003: Managing and Analyzing Data p 7

Excel 2003: Data – From Here to There p 7

MS Office 2007 Overview p 11

Statistics

SAS 9: Introduction to Programming Concepts	p 16	SAS 9: Programming I – Essentials	p 16
SAS 9: Programming II – Manipulating Data	p 17		

Technology Enhanced Learning

Moodle 1.6 Orientation	p 10	Moodle 1.6: Creating Basic Course Web Sites	p 11
myU Portal Orientation	p 11	Podcasting Orientation	p 13
Portfolio Orientation	p 14	Respondus 3 Orientation	p 16
WebVista 3 Student Orientation	p 21	WebVista 3: Assessment Reports	p 21
WebVista 3: Assessments	p 21	WebVista 3: Assignments	p 22
WebVista 3: Assisted Lab	p 22	WebVista 3: Communications Tools	p 22
WebVista 3: Content Management	p 23	WebVista 3: Creating Basic Course Web Sites	p 23
WebVista 3: Grade Book and Reports	p 23	WebVista 3: Instructor Tasks	p 24
WebVista 4 Faculty Orientation	p 24	WebVista 4: Creating Basic Course Web Sites	p 24
WebVista 4: Grade Book	p 25		

Web Development

Designing Accessible Web Sites	p 5	Dreamweaver 8: Cascading Style Sheets	p 6
Dreamweaver 8: Creating Basic Web Pages	p 6	HTML: Basics	p 9
HTML: Beyond the Basics	p 9	JavaScript: Programming for the Web	p 10
UM Web Stats Orientation	p 17	Web Design and Development	p 20
Wikis: Collaborative Content Development	p 25		

Web-based Communication and Collaboration

myU Portal Orientation	p 11	NetFiles: Basics	p 12
Podcasting Orientation	p 13	Portfolio Orientation	p 14
Presenter 6: On-Demand Web Presentations	p 15	UMCal Orientation	p 17
UMCal: Basics	p 18	UMCal: Group Scheduling	p 18
UMCal: Managing Calendars for Others	p 18	UMConnect 6: Large Group Webcasting	p 19
UMConnect 6: Small Group Web Conferencing and Collaboration	p 19	UMConnect and Presenter 6 Orientation	p 20

Word Processing

MS Office 2007 Overview	p 11	Word 2002/2003: Creating Forms	p 25
Word 2003: Formatting? No! Styles	p 26	Word 2007: Working More Efficiently	p 26

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	Jun 26, 27, 28	1:30pm-4:30pm	Blegen Hall 90	Windows
AC03202	Aug 15, 16, 17	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 6, 7, 8	9:30am-12:00pm	Blegen Hall 90	Windows
AC03102	Jul 11, 12, 13	9:30am-12:00pm	Blegen Hall 90	Windows
AC03103	Aug 7, 8, 9	1:30pm-4:00pm	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 for these tutoring sessions 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	Jul 19, Aug 2	10:00am-12:00pm	Eddy Hall Annex 54	Windows
AC03212	Jul 19, Aug 2	1:00pm-3:00pm	Eddy Hall Annex 54	Windows

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.

Discussion 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 21	10:00am-12:00pm	Eddy Hall Annex 64	Seminar
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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 25	9:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
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D

Designing Accessible Web Sites• **Seminar**

This 1.5-hour seminar will help participants gain an understanding of how to design an accessible web site and raise their awareness of issues regarding access to the web for persons with disabilities. Given that web pages are central to the way in which business is conducted at the University, web pages must be designed as not to exclude those with disabilities. The form and format of information on a web site can either help or hinder access for people with disabilities. It is the responsibility of the web page author to present information in a way that ensures access by a diverse audience.

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

Prerequisites: Familiarity with creating basic web pages.

Fees: No fee. Registration required.

DSIGN111	Jun 27	1:30pm-3:00pm	McNamara Alumni Center Rm. 180	Seminar
DSIGN112	Aug 14	10:00am-11:30am	McNamara Alumni Center Rm. 180	Seminar

Dreamweaver 8: Cascading Style Sheets

- Hands-on

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

Topics include: redefining HTML tags with new attributes • defining and applying custom styles • creating internal and external style sheets • linking multiple pages to an external style sheet • examining how CSS is used in the University of Minnesota web templates.

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). **Knowledge equivalent to: Dreamweaver 8: Creating Basic Web Pages.**

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

DW211	Jul 20	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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Dreamweaver 8: Creating Basic Web Pages

- Hands-on

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 13, 15	1:00pm-4:30pm	Blegen Hall 90	Macintosh/Windows
DW102	Jul 10, 12	1:00pm-4:30pm	Blegen Hall 90	Macintosh/Windows
DW103	Aug 15, 16	8:30am-12:00pm	Eddy Hall Annex 62	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 28	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	Jul 17, 19	1:00pm-4:30pm	Blegen Hall 90	Windows
XL03302	Aug 15, 17	1:00pm-4:30pm	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, 15	8:30am-12:00pm	Blegen Hall 90	Windows
XL03102	Jul 11, 13	1:00pm-4:30pm	Blegen Hall 90	Windows



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	Aug 7	10:00am-11:30am	Eddy Hall Annex 54	Windows
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Excel 2007: Spreadsheet Basics

- Hands-on
- New

This 7-hour course covers the skills needed to create a basic spreadsheet using Excel 2007, a Microsoft Office application. Participants will create a spreadsheet from scratch, generate a chart, and work with simple data management tools.

This course is intended for those who have little or no experience using electronic spreadsheets. The majority of the skills learned in this class are applicable to previous versions of Excel. Those simply looking to transition to the new Excel 2007 may want to consider attending the MS Office Overview.

Topics include: exploring the new Excel 2007 interface and features • entering and editing data • sorting and filtering data • writing and editing basic formulas to produce calculations • applying basic formatting for legibility • preparing a spreadsheet for printing • creating a simple chart • collaborating with users of earlier versions of Excel.

This course is taught on the Windows platform using Excel 2007.

Prerequisites: Basic familiarity with the Windows operating system.

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

XL07101	Aug 14, 15	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
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F

FileMaker Pro 8: Basic Database Development

- Hands-on

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	Jun 19, 20, 21	9:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
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G

Gopher Messaging: Managing Voicemail from the Phone or on the Web

- Hands-on

This 2.5-hour course introduces Gopher Messaging as a unified messaging system. Participants will learn how to manage basic voicemail functions using their telephone. Participants will also explore some of the online messaging features available.

Topics include: listening to voicemail messages from your telephone or on the web • recording your personal greetings • setting voicemail options such as a date and time stamp • using a Personal Assistant number to receive calls when you're not available • receiving pager or e-mail notification of new messages • using Find-me/Follow-me to route calls to you in another location • receiving faxes via your 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	Jul 13	9:30am-12:00pm	Walter Library 210	Macintosh/Windows
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H

HTML: Basics

- Hands-on

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

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

This course is taught on both the Macintosh and Windows platforms using 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 12	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
HTML102	Aug 8	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 21	1:00pm-5:00pm	Walter Library 210	Macintosh/Windows
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I

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 11, 12, 13	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	Jul 18, 19, 20	9:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
IDSGN102	Aug 21, 22, 23	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

J

JavaScript: Programming for the Web

- Hands-on

This 7-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 structure of a web page. The focus will be on client-side JavaScript that runs in the browser, rather than server-side processing.

Topics include: altering HTML content before and after the page has loaded • handling browser compatibility issues • debugging code • working with user input and output • validating field values prior to form submission • opening customized windows • changing Cascading Style Sheet (CSS) properties.

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

JS201	Aug 7, 9	1:00pm-4:30pm	Walter Library 210	Macintosh/Windows
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M

Moodle 1.6 Orientation

- Seminar

This 1-hour seminar provides a broad overview of Moodle, an online course management system available to University of Minnesota faculty and course developers.

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

Discussion topics include: using Moodle to deliver course content • incorporating tools for collaborative learning • getting a Moodle site • 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.

MDL101	May 23	11:00am-12:00pm	Eddy Hall Annex 64	Seminar
MDL102	Aug 15	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar

Moodle 1.6: Creating Basic Course Web Sites

• Hands-on

This 3.5-hour course is for University of Minnesota faculty and course developers who would like to learn to use Moodle to create course web sites. Participants will learn how to build a basic site containing course content and collaborative activities.

Topics include: navigating a Moodle site and participating in select activities • choosing the format and initial settings for a new site • uploading basic content files • adding web links to external sites • creating content within Moodle using the built-in HTML editor • creating a peer-reviewed glossary • examining and creating various types of discussion forums • organizing content and adjusting site layout • understanding methods of enrolling students • requesting a site • getting support, consultation, and additional training.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access Moodle 1.6. For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

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

Prerequisites: Familiarity with using a web browser.

Fees: No fee. Registration required.

MDL111	Jun 29	8:30am-12:00pm	Walter Library 210	Macintosh/Windows
MDL112	Aug 7	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

MS Office 2007 Overview

• Hands-on • New

This 3-hour course will introduce participants to the new interface and features of Word, Excel, and PowerPoint in Microsoft Office 2007. Participants will work with files from all three applications to explore enhancements to the Office system. Participants are invited to bring their own files to class for experimentation. This course is intended for users who have familiarity with at least one of the covered applications.

Topics include: working with the new Office 2007 interface • finding the tools you want • understanding the new XML file type • collaborating with users of earlier versions of Office • saving to PDF • using the galleries and Live Preview to quickly apply formats • using SmartArt to visually enhance text • using conditional formatting to quickly highlight data trends and changes • using table formats to manipulate large sets of data more easily • finding resources for more information.

This course is taught on the Windows platform using Word, PowerPoint, and Excel 2007.

Prerequisites: Basic knowledge of the Windows operating system.

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

OFC07101	Jun 12	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
OFC07102	Aug 9	9:00am-12:00pm	Blegen Hall 90	Windows

myU Portal Orientation

• Seminar • Online • New

This 1-hour seminar introduces the newly designed myU web portal for University of Minnesota faculty, staff, and students. myU is a customizable web site where you'll see information and announcements specific to your role at the University. myU can be viewed at <http://www.myu.umn.edu>.

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.

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

Prerequisites: None.

Fees: No fee. Registration required.

PTLSM101	Jun 28	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
PTLSM102	Jul 27	10:00am-11:00am	Other	Online
PTLSM103	Aug 29	10:00am-11:00am	Eddy Hall Annex 64	Seminar



N

NetFiles: Basics

- **Hands-on**

This 2.5-hour course is intended for University of Minnesota faculty, staff, and students who would like to explore the basics of using NetFiles. NetFiles is the University's new secure file storage and collaboration service.

Topics include: sharing files with individuals or groups of users at the University • sharing files securely with non-University users through tickets • sharing files with the public • setting access permissions for shared files • using versioning to track changes to files • using logging to check who has accessed your files and when.

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

NF111	Jun 20	9:30am-12:00pm	Walter Library 210	Macintosh/Windows
NF112	Aug 15	1:30pm-4:00pm	Eddy Hall Annex 62	Macintosh/Windows

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.

Discussion 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 26	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 13, 15	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
PSHOP102	Jul 17, 19	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

Photoshop CS2: For the Designer in You

- Hands-on

This 3.5-hour course covers basic design concepts and advanced Photoshop techniques. Take your skills one step further and learn to design unique graphics by creating a brochure in class using textures, vector shapes, and silhouettes.

Topics include: using vector shapes for true geometric forms • working with advanced object selection techniques • using the color replacement tool • creating a shape silhouette from a colored photograph • using advanced blending techniques to create textures • working with advanced text manipulation • managing layers.

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.

PSHOP221	Jul 26	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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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 14	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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Podcasting Orientation

- Seminar
- Online

This 1-hour seminar provides an overview of podcasting, an emerging technology that allows the user 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.

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.

Discussion topics include: subscribing to podcasts • managing podcast subscriptions • developing podcasts.

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

Prerequisites: None.

Fees: No fee. Registration required.

POD101	Jun 12	10:00am-11:00am	Other	Online
POD102	Aug 16	10:00am-11:00am	Eddy Hall Annex 64	Seminar



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>.

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

Prerequisites: None.

Fees: No fee. Registration required.

PF101	Jun 6	1:30pm-2:30pm	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 15, 17	9:00am-12:00pm	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 22	9:00am-12:00pm	Eddy Hall Annex 54	Windows
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PowerPoint 2007: Presentation Basics

- Hands-on
- New

This 3.5-hour course will get participants started creating electronic presentations using PowerPoint 2007, a Microsoft Office application. Participants will learn to create a presentation from scratch, incorporate visual elements, and deliver it to others.

The majority of the skills learned in this class are applicable to previous versions of PowerPoint. Those simply looking to transition to the new PowerPoint 2007 may want to consider attending the MS Office Overview.

Topics include: creating and working with basic presentations • applying design themes for a consistent look; inserting graphics • using SmartArt to visually enhance text • printing handouts and notes • running a slide show • collaborating with users of earlier versions of PowerPoint.

This course is taught on the Windows platform using PowerPoint 2007.

Prerequisites: Basic familiarity with the Windows operating system.

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

PP07101	Jul 24	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
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Presenter 6: On-Demand Web Presentations

- Hands-on
- New

This 3-hour course is intended for University of Minnesota staff and faculty who are interested in using Presenter 6 to create and publish multimedia PowerPoint presentations on the web.

Topics include: creating online presentations using the Presenter 6 add-in for PowerPoint • working with audio to add narration • uploading and publishing presentations on the UMConnect server • embedding quizzes and surveys • designing presentations for effective online delivery.

This course is taught on the Windows platform using Presenter 6 and PowerPoint 2007.

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.

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.

PRSR111	Jul 11	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
PRSR112	Aug 24	1:30pm-4:30pm	Eddy Hall Annex 62	Windows

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 1, 3	8:30am-12:00pm	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.

Discussion 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 5	9:00am-12:00pm	Eddy Hall Annex 64	Seminar
DB102	Jul 10	9:00am-12:00pm	Eddy Hall Annex 64	Seminar
DB103	Aug 2	1:30pm-4:30pm	Eddy Hall Annex 64	Seminar

Respondus 3 Orientation

- Seminar

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

Discussion topics include: understanding supported uses of Respondus • installing Respondus • exploring Respondus options • formatting a file of questions for importing into Respondus • publishing to WebVista 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:** WebVista 3: Creating Basic Course Web Sites.

Fees: No fee. Registration required.

RO101	Jul 13	10:00am-11:00am	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 12, 14	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 16, 18, 20	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	Aug 14, 16, 21, 23	1:00pm-5:00pm	Blegen Hall 90	Windows
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U

UM Web Stats Orientation

- Seminar
- Online

This 1-hour seminar explores tracking and analyzing web site traffic using UM Web Stats. It is intended for University of Minnesota web developers interested in gathering information about their web site visitors to help make design choices.

Discussion topics include: finding out how many users are visiting a site • getting information on the browsers visitors are using • tracking how visitors move through a site • obtaining geographic information about site visitors • filtering logs to track the links visitors use to get to a site.

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.

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

Prerequisites: None.

Fees: No fee. Registration required.

UMWS101	Jun 22	10:00am-11:00am	Eddy Hall Annex 64	Seminar
UMWS102	Jul 26	1:30pm-2:30pm	Other	Online



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.

Discussion 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.

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.

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

Prerequisites: None.

Fees: No fee. Registration required.

UC101	Jun 7	3:00pm-4:00pm	Other	Online
UC102	Jul 18	10:00am-11:00am	Eddy Hall Annex 64	Seminar



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	Jun 13	1:30pm-4:00pm	Walter Library 210	Macintosh/Windows
UC112	Jul 27	9:30am-12:00pm	Blegen Hall 90	Macintosh/Windows
UC113	Aug 16	1:30pm-4:00pm	Walter Library 210	Macintosh/Windows



UMCal: Group Scheduling

• Hands-on • Online

Scheduling a meeting with a large number of participants doesn't have to be difficult! Learn UMCal tools and tricks that can speed up scheduling group meetings and ease the frustration of finding available times.

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 the Oracle desktop clients to access UMCal.

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

Prerequisites: Basic familiarity with UMCal.

Fees: No fee. Registration required.

UCLB001	Jul 10	10:00am-11:30am	Eddy Hall Annex 62	Macintosh/Windows
UCLB002	Aug 1	1:30pm-3:30pm	Other	Online



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	1:30pm-3:30pm	Walter Library 210	Macintosh/Windows
UC212	Aug 24	10:00am-12:00pm	Walter Library 210	Macintosh/Windows

UMConnect 6: Large Group Webcasting

- Hands-on
- New

This 3.5-hour course is intended for University of Minnesota staff and faculty who are interested in using UMConnect 6 to broadcast live events to large audiences via the web.

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 UMConnect 6. For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

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.

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.

CNCT211	Jul 24	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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UMConnect 6: Small Group Web Conferencing and Collaboration

- Hands-on
- New

This 3-hour course is intended for University of Minnesota staff and faculty who are interested in using UMConnect 6 for web conferencing and collaboration.

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 UMConnect 6. For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

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.

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.

CNCT121	Jun 27	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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UMConnect and Presenter 6 Orientation

- Seminar
- Online
- New

This 1-hour seminar explores some of the capabilities of UMConnect and Presenter 6. 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.

Discussion 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.

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.

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

Prerequisites: None.

Fees: No fee. Registration required.



CNPR101	Jun 19	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
CNPR102	Jul 11	10:00am-11:00am	Other	Online
CNPR103	Aug 3	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar

V

Visio 2003: Creating Basic Diagrams

- Hands-on

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

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

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

Prerequisites: Basic familiarity with the Windows operating system.

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

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

Web Design and Development

- Hands-on

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 1, 2, 3	9:00am-4:00pm	Eddy Hall Annex 62	Macintosh/Windows
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WebVista 3 Student Orientation

- Seminar

This 1-hour seminar introduces using WebVista 3 sites at the University of Minnesota. It is intended for students taking courses from faculty who use WebVista for web-based learning activities and course materials. Much of the content is also applicable to WebVista 4.

Discussion topics include: configuring your web browser to access WebVista • 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 21	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
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WebVista 3: Assessment Reports

- Hands-on
- Online

As an instructor teaching with WebVista, are you looking for a summary of student responses to quiz questions? Or a statistical analysis of overall quiz results? This mini-course may be all you need to start harvesting rich data from WebVista's built-in assessment reports.

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.

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

Prerequisites: Basic familiarity with WebVista's quiz and survey tools.

Fees: No fee. Registration required.

VTALB001	Aug 1	10:00am-12:00pm	Other	Online
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WebVista 3: Assessments

- Hands-on

This 3-hour course is for University of Minnesota faculty and course designers who would like to learn about using WebVista 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.

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 WebVista 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). Knowledge equivalent to: WebVista 3: Creating Basic Course Web Sites.

Fees: No fee. Registration required.

VTA231	Jun 26	1:30pm-4:30pm	Walter Library 210	Macintosh/Windows
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WebVista 3: Assignments

- Hands-on

This 3-hour course is for University of Minnesota faculty and course designers who would like to learn about using WebVista 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.

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 WebVista site.

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

Fees: No fee. Registration required.

VTA241	Jul 25	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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WebVista 3: Assisted Lab

- Hands-on

This 2-hour lab provides an opportunity for University of Minnesota faculty and course designers to work on their WebVista 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 WebVista site they are working on.

This lab is offered in a group setting. Faculty who would like one-on-one consultation on their WebVista site should contact the DMC at (612) 625-5055 or dmc@umn.edu.

Topics include: working with a newly created WebVista site • working with a WebVista 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 WebVista 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: WebVista 3: Creating Basic Course Web Sites.

Fees: No fee. Registration required.

VTA141	May 17	1:30pm-3:30pm	Eddy Hall Annex 62	Macintosh/Windows
VTA142	Aug 22	10:00am-12:00pm	Walter Library 210	Macintosh/Windows

WebVista 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 WebVista's communications tools. Participants will learn how to use announcements, the calendar, discussions, mail, chat, and the whiteboard.

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 WebVista 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). Knowledge equivalent to: WebVista 3: Creating Basic Course Web Sites.

Fees: No fee. Registration required.

VTA221	Jul 13	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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WebVista 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 WebVista. Participants will learn how to build a basic learning module, customize the Action Menu, and create a glossary.

Topics include: building a basic learning module • organizing content in a learning module • adding interactivity to a learning module • managing content in WebVista • 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 WebVista 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). Knowledge equivalent to: **WebVista 3: Creating Basic Course Web Sites.**

Fees: No fee. Registration required.

VTA211	Jun 20	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
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WebVista 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 WebVista 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 WebVista site • logging into WebVista • 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 grade book • 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 WebVista 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.

VTA121	May 15	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
VTA122	May 23	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
VTA123	Jun 21	8:30am-12:00pm	Walter Library 210	Macintosh/Windows
VTA124	Jul 18	1:00pm-4:30pm	Diehl Hall Rm. 535/545	Windows
VTA125	Aug 9	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
VTA126	Aug 28	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

WebVista 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 WebVista'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 WebVista's built-in reports.

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 WebVista 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). Knowledge equivalent to: **WebVista 3: Creating Basic Course Web Sites.**

Fees: No fee. Registration required.

VTA251	May 18	1:30pm-4:30pm	Walter Library 210	Macintosh/Windows
VTA252	Jul 20	9:00am-12:00pm	Walter Library 210	Macintosh/Windows

WebVista 3: Instructor Tasks

- Hands-on

This 3.5-hour course is for University of Minnesota faculty and instructors who will be using WebVista 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 WebVista is required.

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 WebVista 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.

VTA151	Aug 23	1:00pm-4:30pm	Walter Library 210	Macintosh/Windows
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WebVista 4 Faculty Orientation

- Seminar
- New

This 1.25-hour seminar provides a broad overview of WebVista 4, the newest version of the WebCT Vista 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 WebVista. Other courses are available for learning how to use many of the tools discussed.

Discussion topics include: reviewing new features available in WebVista • exploring tools for delivering content such as a syllabus or lecture notes • exploring interactive tools for communication and assessment • getting started using WebVista • 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.

VTA4101	Jun 26	1:30pm-2:45pm	Eddy Hall Annex 64	Seminar
VTA4102	Aug 24	10:00am-11:15am	Eddy Hall Annex 64	Seminar

WebVista 4: Creating Basic Course Web Sites

- Hands-on
- New

This 3.5-hour course is for University of Minnesota faculty and course designers who would like to learn about using WebVista 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 WebVista site • logging into WebVista • 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 grade book • 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 WebVista 4. 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.

VTA41211	Jun 14	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
VTA41212	Jun 27	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
VTA41221	Jul 11	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
VTA41222	Jul 27	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
VTA41231	Jul 31	8:30am-12:00pm	Blegen Hall 90	Macintosh/Windows
VTA41232	Aug 16	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

WebVista 4: Grade Book

- Hands-on
- New

This 3-hour course is for University of Minnesota faculty and course designers who would like to learn more about WebVista's grade book 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.

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 • 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 WebVista 4. 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: WebVista 4: Creating Basic Course Web Sites.

Fees: No fee. Registration required.

VTA4251	Aug 10	1:30pm-4:30pm	Walter Library 210	Macintosh/Windows
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Wikis: Collaborative Content Development

- Hands-on

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	Jul 25	1:00pm-4:30pm	Walter Library 210	Macintosh/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 16	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
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Word 2003: Formatting? No! Styles...

- Hands-on

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 taught on the Windows platform using Word 2003 but is also 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 8

10:00am-11:30am

Eddy Hall Annex 54

Windows

Word 2007: Working More Efficiently

- Hands-on
- New

This 3.5-hour course covers the skills needed to efficiently create and format professional-looking documents using Word 2007, a Microsoft Office application. This course is intended for both new and experienced Word users. Whether you are creating complex documents or simple memos, this course will help you work smarter, not harder.

Topics include: exploring the new Word 2007 interface and features • formatting documents quickly and efficiently using styles • using Live Preview to view format changes on the fly • keeping frequently used text blocks readily available with Quick Parts • setting preferences so that Word works for you • collaborating with users of earlier versions of Word.

This course is taught on the Windows platform using Word 2007.

Prerequisites: Good working knowledge of the Windows operating system.

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

WD07101

Aug 7

1:00pm-4:30pm

Eddy Hall Annex 54

Windows

Schedule At A Glance

Course Sections Starting the Week of May 14-18

WebVista 3: Creating Basic Course Web Sites VTA121	May 15	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
WebVista 3: Assisted Lab VTA141	May 17	1:30pm-3:30pm	Eddy Hall Annex 62	Macintosh/Windows
WebVista 3: Grade Book and Reports VTA251	May 18	1:30pm-4:30pm	Walter Library 210	Macintosh/Windows

Course Sections Starting the Week of May 21-25

Moodle 1.6 Orientation MDL101	May 23	11:00am-12:00pm	Eddy Hall Annex 64	Seminar
WebVista 3: Creating Basic Course Web Sites VTA122	May 23	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

Course Sections Starting the Week of June 4-8

Relational Database Design Basics DB101	Jun 5	9:00am-12:00pm	Eddy Hall Annex 64	Seminar
Portfolio Orientation PF101	Jun 6	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
Access 2003: Basic Database Development AC03101	Jun 6, 7, 8	9:30am-12:00pm	Blegen Hall 90	Windows
UMCal Orientation UC101	Jun 7	3:00pm-4:00pm	Other	Online
Word 2003: Formatting? No! Styles... WDLB001	Jun 8	10:00am-11:30am	Eddy Hall Annex 54	Windows

Course Sections Starting the Week of June 11-15

HTML: Basics HTML101	Jun 12	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
SAS 9: Introduction to Programming Concepts SAS101	Jun 12, 14	1:00pm-5:00pm	Blegen Hall 90	Windows
Podcasting Orientation POD101	Jun 12	10:00am-11:00am	Other	Online
MS Office 2007 Overview OFC07101	Jun 12	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
Photoshop CS2: Basics PSHOP101	Jun 13, 15	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
Excel 2002/2003: Spreadsheet Basics XL03101	Jun 13, 15	8:30am-12:00pm	Blegen Hall 90	Windows
UMCal: Basics UC111	Jun 13	1:30pm-4:00pm	Walter Library 210	Macintosh/Windows
Dreamweaver 8: Creating Basic Web Pages DW101	Jun 13, 15	1:00pm-4:30pm	Blegen Hall 90	Macintosh/Windows
WebVista 4: Creating Basic Course Web Sites VTA41211	Jun 14	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

Course Sections Starting the Week of June 18-22

Visio 2003: Creating Basic Diagrams VIS101	Jun 19, 21	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
FileMaker Pro 8: Basic Database Development FM101	Jun 19, 20, 21	9:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
UMConnect and Presenter 6 Orientation CNPR101	Jun 19	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
WebVista 3: Content Management VTA211	Jun 20	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
NetFiles: Basics NF111	Jun 20	9:30am-12:00pm	Walter Library 210	Macintosh/Windows
WebVista 3 Student Orientation VTA111	Jun 21	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
WebVista 3: Creating Basic Course Web Sites VTA123	Jun 21	8:30am-12:00pm	Walter Library 210	Macintosh/Windows
Computer Safety: Protecting Your Personal Computer SEC101	Jun 21	10:00am-12:00pm	Eddy Hall Annex 64	Seminar
PowerPoint 2002/2003: Up and Running PP03101	Jun 22	9:00am-12:00pm	Eddy Hall Annex 54	Windows
UM Web Stats Orientation UMWS101	Jun 22	10:00am-11:00am	Eddy Hall Annex 64	Seminar

Course Sections Starting the Week of June 25-29

WebVista 4 Faculty Orientation VTA4101	Jun 26	1:30pm-2:45pm	Eddy Hall Annex 64	Seminar
WebVista 3: Assessments VTA231	Jun 26	1:30pm-4:30pm	Walter Library 210	Macintosh/Windows
Access 2003: Advanced Database Development AC03201	Jun 26, 27, 28	1:30pm-4:30pm	Blegen Hall 90	Windows
Designing Accessible Web Sites DSIGN111	Jun 27	1:30pm-3:00pm	McNamara Alumni Center Rm. 180	Seminar
UMCal: Managing Calendars for Others UC211	Jun 27	1:30pm-3:30pm	Walter Library 210	Macintosh/Windows
UMConnect 6: Small Group Web Conferencing and Collaboration CNCT121	Jun 27	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
WebVista 4: Creating Basic Course Web Sites VTA41212	Jun 27	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
myU Portal Orientation PTLSM101	Jun 28	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
Moodle 1.6: Creating Basic Course Web Sites MDL111	Jun 29	8:30am-12:00pm	Walter Library 210	Macintosh/Windows

Course Sections Starting the Week of July 9-13

Relational Database Design Basics				
DB102	Jul 10	9:00am-12:00pm	Eddy Hall Annex 64	Seminar
Dreamweaver 8: Creating Basic Web Pages				
DW102	Jul 10, 12	1:00pm-4:30pm	Blegen Hall 90	Macintosh/Windows
UMCal: Group Scheduling				
UCLB001	Jul 10	10:00am-11:30am	Eddy Hall Annex 62	Macintosh/Windows
Illustrator CS2: Basics				
ILSTR101	Jul 11, 12, 13	9:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
Excel 2002/2003: Spreadsheet Basics				
XL03102	Jul 11, 13	1:00pm-4:30pm	Blegen Hall 90	Windows
Access 2003: Basic Database Development				
AC03102	Jul 11, 12, 13	9:30am-12:00pm	Blegen Hall 90	Windows
UMConnect and Presenter 6 Orientation				
CNPR102	Jul 11	10:00am-11:00am	Other	Online
Presenter 6: On-Demand Web Presentations				
PRSR111	Jul 11	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
WebVista 4: Creating Basic Course Web Sites				
VTA41221	Jul 11	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
WebVista 3: Communications Tools				
VTA221	Jul 13	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
Respondus 3 Orientation				
RO101	Jul 13	10:00am-11:00am	Eddy Hall Annex 64	Seminar
Gopher Messaging: Managing Voicemail from the Phone or on the Web				
GM101	Jul 13	9:30am-12:00pm	Walter Library 210	Macintosh/Windows

Course Sections Starting the Week of July 16-20

SAS 9: Programming I - Essentials				
SAS201	Jul 16, 18, 20	1:00pm-5:00pm	Blegen Hall 90	Windows
Photoshop CS2: Basics				
PSHOP102	Jul 17, 19	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
Excel 2002/2003: Managing and Analyzing Data				
XL03301	Jul 17, 19	1:00pm-4:30pm	Blegen Hall 90	Windows
InDesign CS2: Basics				
IDSGN101	Jul 18, 19, 20	9:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
UMCal Orientation				
UC102	Jul 18	10:00am-11:00am	Eddy Hall Annex 64	Seminar
WebVista 3: Creating Basic Course Web Sites				
VTA124	Jul 18	1:00pm-4:30pm	Diehl Hall Rm. 535/545	Windows
Access 2003: Project-based Tutoring				
AC03211	Jul 19, Aug 2	10:00am-12:00pm	Eddy Hall Annex 54	Windows
Access 2003: Project-based Tutoring				
AC03212	Jul 19, Aug 2	1:00pm-3:00pm	Eddy Hall Annex 54	Windows
WebVista 3: Grade Book and Reports				
VTA252	Jul 20	9:00am-12:00pm	Walter Library 210	Macintosh/Windows
Dreamweaver 8: Cascading Style Sheets				
DW211	Jul 20	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

Course Sections Starting the Week of July 23-27

UMConnect 6: Large Group Webcasting CNCT211 Jul 24	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
PowerPoint 2007: Presentation Basics PP07101 Jul 24	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
WebVista 3: Assignments VTA241 Jul 25	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
Computer Security: Issues for System Administrators SEC201 Jul 25	9:00am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
Wikis: Collaborative Content Development WIKI101 Jul 25	1:00pm-4:30pm	Walter Library 210	Macintosh/Windows
Networking Basics NET101 Jul 26	10:00am-12:00pm	Eddy Hall Annex 64	Seminar
UM Web Stats Orientation UMWS102 Jul 26	1:30pm-2:30pm	Other	Online
Photoshop CS2: For the Designer in You PSHOP221 Jul 26	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
myU Portal Orientation PTLSM102 Jul 27	10:00am-11:00am	Other	Online
UMCal: Basics UC112 Jul 27	9:30am-12:00pm	Blegen Hall 90	Macintosh/Windows
WebVista 4: Creating Basic Course Web Sites VTA41222 Jul 27	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows

Course Sections Starting the Week of July 30-August 3

WebVista 4: Creating Basic Course Web Sites VTA41231 Jul 31	8:30am-12:00pm	Blegen Hall 90	Macintosh/Windows
Web Design and Development WEBDD101 Aug 1, 2, 3	9:00am-4:00pm	Eddy Hall Annex 62	Macintosh/Windows
Project 2003: Making Project Management Easier PJ03101 Aug 1, 3	8:30am-12:00pm	Eddy Hall Annex 54	Windows
UMCal: Group Scheduling UCLB002 Aug 1	1:30pm-3:30pm	Other	Online
WebVista 3: Assessment Reports VTALB001 Aug 1	10:00am-12:00pm	Other	Online
Relational Database Design Basics DB103 Aug 2	1:30pm-4:30pm	Eddy Hall Annex 64	Seminar
UMConnect and Presenter 6 Orientation CNPR103 Aug 3	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar

Course Sections Starting the Week of August 6-10

JavaScript: Programming for the Web JS201	Aug 7, 9	1:00pm-4:30pm	Walter Library 210	Macintosh/Windows
Access 2003: Basic Database Development AC03103	Aug 7, 8, 9	1:30pm-4:00pm	Blegen Hall 90	Windows
Excel 2003: Data--From Here to There XLLB011	Aug 7	10:00am-11:30am	Eddy Hall Annex 54	Windows
Moodle 1.6: Creating Basic Course Web Sites MDL112	Aug 7	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
Word 2007: Working More Efficiently WD07101	Aug 7	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
HTML: Basics HTML102	Aug 8	8:30am-12:00pm	Blegen Hall 90	Macintosh/Windows
WebVista 3: Creating Basic Course Web Sites VTA125	Aug 9	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
MS Office 2007 Overview OFC07102	Aug 9	9:00am-12:00pm	Blegen Hall 90	Windows
WebVista 4: Grade Book VTA4251	Aug 10	1:30pm-4:30pm	Walter Library 210	Macintosh/Windows

Course Sections Starting the Week of August 13-17

Designing Accessible Web Sites DSIGN112	Aug 14	10:00am-11:30am	McNamara Alumni Center Rm. 180	Seminar
Photoshop CS2: Picture Perfect PSHOP201	Aug 14	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
SAS 9: Programming II - Manipulating Data SAS301	Aug 14, 16, 21, 23	1:00pm-5:00pm	Blegen Hall 90	Windows
Excel 2007: Spreadsheet Basics XL07101	Aug 14, 15	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
Excel 2002/2003: Managing and Analyzing Data XL03302	Aug 15, 17	1:00pm-4:30pm	Blegen Hall 90	Windows
PowerPoint 2002/2003: Adding Multimedia PP03201	Aug 15, 17	9:00am-12:00pm	Eddy Hall Annex 54	Windows
Access 2003: Advanced Database Development AC03202	Aug 15, 16, 17	9:00am-12:00pm	Blegen Hall 90	Windows
Dreamweaver 8: Creating Basic Web Pages DW103	Aug 15, 16	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
Moodle 1.6 Orientation MDL102	Aug 15	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
NetFiles: Basics NF112	Aug 15	1:30pm-4:00pm	Eddy Hall Annex 62	Macintosh/Windows
UMCal: Basics UC113	Aug 16	1:30pm-4:00pm	Walter Library 210	Macintosh/Windows
Word 2002/2003: Creating Forms WD03261	Aug 16	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
Podcasting Orientation POD102	Aug 16	10:00am-11:00am	Eddy Hall Annex 64	Seminar
WebVista 4: Creating Basic Course Web Sites VTA41232	Aug 16	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

Course Sections Starting the Week of August 20-24

InDesign CS2: Basics IDSGN102 Aug 21, 22, 23	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
HTML: Beyond the Basics HTML201 Aug 21	1:00pm-5:00pm	Walter Library 210	Macintosh/Windows
WebVista 3: Assisted Lab VTA142 Aug 22	10:00am-12:00pm	Walter Library 210	Macintosh/Windows
WebVista 3: Instructor Tasks VTA151 Aug 23	1:00pm-4:30pm	Walter Library 210	Macintosh/Windows
WebVista 4 Faculty Orientation VTA4102 Aug 24	10:00am-11:15am	Eddy Hall Annex 64	Seminar
UMCal: Managing Calendars for Others UC212 Aug 24	10:00am-12:00pm	Walter Library 210	Macintosh/Windows
Presenter 6: On-Demand Web Presentations PRSR112 Aug 24	1:30pm-4:30pm	Eddy Hall Annex 62	Windows

Course Sections Starting the Week of August 27-31

WebVista 3: Creating Basic Course Web Sites VTA126 Aug 28	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
Excel 2002/2003: Charts XL03321 Aug 28	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
myU Portal Orientation PTLSM103 Aug 29	10:00am-11:00am	Eddy Hall Annex 64	Seminar

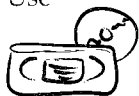
Index

Access 2003: Advanced Database Development	p 4	Presenter 6: On-Demand Web Presentations	p 15
Access 2003: Basic Database Development	p 4	Project 2003: Making Project Management Easier	p 15
Access 2003: Project-based Tutoring	p 4	Relational Database Design Basics	p 15
Computer Safety: Protecting Your Personal Computer	p 5	Respondus 3 Orientation	p 16
Computer Security: Issues for System Administrators	p 5	SAS 9: Introduction to Programming Concepts	p 16
Designing Accessible Web Sites	p 5	SAS 9: Programming I - Essentials	p 16
Dreamweaver 8: Cascading Style Sheets	p 6	SAS 9: Programming II - Manipulating Data	p 17
Dreamweaver 8: Creating Basic Web Pages	p 6	UM Web Stats Orientation	p 17
Excel 2002/2003: Charts	p 6	UMCal Orientation	p 17
Excel 2002/2003: Managing and Analyzing Data	p 7	UMCal: Basics	p 18
Excel 2002/2003: Spreadsheet Basics	p 7	UMCal: Group Scheduling	p 18
Excel 2003: Data--From Here to There	p 7	UMCal: Managing Calendars for Others	p 18
Excel 2007: Spreadsheet Basics	p 8	UMConnect 6: Large Group Webcasting	p 19
FileMaker Pro 8: Basic Database Development	p 8	UMConnect 6: Small Group Web Conferencing and Collaboration	p 19
Gopher Messaging: Managing Voicemail from Phone or Web	p 8	UMConnect and Presenter 6 Orientation	p 20
HTML: Basics	p 9	Visio 2003: Creating Basic Diagrams	p 20
HTML: Beyond the Basics	p 9	Web Design and Development	p 20
Illustrator CS2: Basics	p 9	WebVista 3 Student Orientation	p 21
InDesign CS2: Basics	p 10	WebVista 3: Assessment Reports	p 21
JavaScript: Programming for the Web	p 10	WebVista 3: Assessments	p 21
Moodle 1.6 Orientation	p 10	WebVista 3: Assignments	p 22
Moodle 1.6: Creating Basic Course Web Sites	p 11	WebVista 3: Assisted Lab	p 22
MS Office 2007 Overview	p 11	WebVista 3: Communications Tools	p 22
myU Portal Orientation	p 11	WebVista 3: Content Management	p 23
NetFiles: Basics	p 12	WebVista 3: Creating Basic Course Web Sites	p 23
Networking Basics	p 12	WebVista 3: Grade Book and Reports	p 23
Photoshop CS2: Basics	p 12	WebVista 3: Instructor Tasks	p 24
Photoshop CS2: For the Designer in You	p 13	WebVista 4 Faculty Orientation	p 24
Photoshop CS2: Picture Perfect	p 13	WebVista 4: Creating Basic Course Web Sites	p 24
Podcasting Orientation	p 13	WebVista 4: Grade Book	p 25
Portfolio Orientation	p 14	Wikis: Collaborative Content Development	p 25
PowerPoint 2002/2003: Adding Multimedia	p 14	Word 2002/2003: Creating Forms	p 25
PowerPoint 2002/2003: Up and Running	p 14	Word 2003: Formatting? No! Styles	p 26
PowerPoint 2007: Presentation Basics	p 14	Word 2007: Working More Efficiently	p 26

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 on the back cover of this bulletin, and also on our website at <http://uttc.umn.edu>. Forms may be photocopied.

Registration is closed 2 working days prior to the start of class. Courses without sufficient interest may be cancelled 5 working days prior to the start of class.

Classes are filled in the order registrations are received. Registrations by mail and fax are processed at the end of the day 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 St. 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.

Class Recording Pilot Project

This summer, UTTC is expanding a pilot to provide online recordings of certain classes for student review. Recordings include audio and video of the instructor as well as a recording of what was demonstrated on the instructor computer during class. Not all classes will be recorded during the pilot program. For privacy reasons, these recordings will only be available for a few weeks for review by students who have actually attended the class. If you would like further information on this pilot program, please send e-mail to: uttc@umn.edu.

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 log in 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 CUF5 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 CUF5 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

190 Shepherd Labs

100 Union St. SE

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 CUF5 number or check with your registration form. **Payment must accompany your registration.**

Look for your confirmation

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

To Register in Person

Submit your registration form

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

Bring us your payment

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

Keep your confirmation

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

Academic and Distributed Computing Services

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

Staff
 University Archives
 218 Anderli
 7921

Academic & Distributed Computing Services Short Course Registration

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

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

Class Code	Class Title	Date & Time	Platform*	Fees	Ofc Use

* **Platform:** If you're registering for a course that is taught in a multi-platform lab, you must specify your preferred platform: Mac or Win.

Total Fees: \$

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

Payment Enclosed

Check # _____
 or _____

CUFS _____