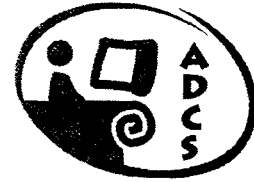## Academic and Distributed Computing Services

Training Bulletin

Spring 1998

Faculty
Looking for ways to use technology to enhance teaching and learning in the classroom? Be sure to check out our classes on **Technology Enhanced Learning**, p 22.

Students
Need help with basic computer skills? **Computer Survival Skills for Students**, p 5, is the course for you. Its free! Registration is required.

🌸 Training Offerings 🌸

A complete index of our spring quarter training offerings can be found on page 3. If the class you're looking for isn't offered this quarter, don't give up hope. Contact us at 625-1300 for information on customized classes.

We welcome your suggestions and comments on our training offerings and appreciate your input in developing new classes. Send your comments to:

course-comments@boombox.micro.umn.edu

Web Developers
Learn basic HTML and Web page editors. Write CGI scripts to process Web forms. Check p 17 For these and other classes on **Web Development**.

Office 97 Users
New to Office 97? Want to learn how to best use Word, Excel, Access, and PowerPoint together? Try our new **Office 97 Integration Series**, p 10.

Training and Short Courses
Visit our web site for a complete listing of training offerings:
http://training.micro.umn.edu

On-line Course Evaluation
After you've attended one of our training sessions, use our on-line course evaluation to give us your feedback:
http://training.micro.umn.edu /training/evaluate.html

The on-line form will be available on the first day of class and for 7 days after the last day of class.

Self Paced Training
You can use your University ID to borrow material from our extensive collection of self-paced training modules. We have modules for older and current versions of popular software, such as Microsoft Word and Excel, as well as material on more advanced topics, such as UNIX. You can use the self-paced materials on your own equipment or reserve one of our training centers. See our web site:
http://training.micro.umn.edu /training/self-paced.html

CBT Training
University staff and faculty can take advantage of over 300 Computer-based Training (CBT) courses for a fee. Since the course material is available on a central University computer server, you can access it directly from you desktop. Courses are available for a variety of PC topics, including: Microsoft Word and Excel, Novell NetWare, Lotus Notes, C/C++ Programming, and UNIX. See our web site:
http://training.micro.umn.edu /training/cbt

Waiting Lists

Additional sections of courses are offered based on the number of names on the waiting list. Please make sure your name, phone number, and e-mail address are on this list so we can contact you for registration for these courses.

Customized Training

ADCS can provide customized training for your staff at any of our training locations in St. Paul, West Bank and East Bank. Contact 625-4599 to set up classes for your staff.

Office of Information Technology

UNIVERSITY OF MINNESOTA

Registration Policy

Many classes fill quickly. To avoid disappointment, register early. If a class is filled, ask to be put on a waiting list. We will offer more sections if there is sufficient interest. Registration for all courses listed on the following pages is handled by ADCS, in 190 Shepherd Labs.

Registration by Mail or Fax

Mail and fax registration will begin Monday, December 8. To register by fax, include a registration form located on the last page of this bulletin or on our web site for each person you wish to register. **If you are paying with an Intra-Institutional Voucher (IV), the original IV (both white and yellow copies) must be sent to our office within one week to confirm your course registrations. If you are paying by check, it must be received in our office within one week to confirm your course registrations.** Our fax number is 625-6817.

To register by mail, include a registration form located on the last page of this bulletin or on our web site for each person you wish to register. **Fees must accompany your registration in order for the registration to be processed.** On-campus registrants: please include a return campus address so we can mail your confirmation notice to you. All registration information must be sent to:

> Short Course Registration
> ADCS
> 190 Shepherd Labs

U.S. Postal users should send fees (check only, no cash) and the registration forms on the last page of this bulletin or on our web site to:

> Short Course Registration
> ADCS - University of Minnesota
> 190 Shepherd Labs
> 100 Union St. S.E.
> Minneapolis, MN 55455-0421

Registration confirmation notices will be mailed to you at the address specified on the registration form. Confirmation letters are required in order to attend any of the short courses. If you do not receive this notice two days prior to the first day of class, please contact the ADCS office at 625-1300 to confirm your registration and receive a copy of your notice.

In-Person Registration

Walk-in registration begins on Monday, December 8. Walk-in registrants may only register for a total of two people. You can register at the ADCS front office in 190 Shepherd Labs, Monday through Friday from 8 a.m. to 4 p.m. Fees must accompany your registration.

Registration Deadline

Classes are filled in the order registration is received. Mail registrations are processed at the end of the day on which they are received. The deadline for registration is 4:30 p.m. on the last working day before the class begins. For additional registration information, call 625-1300.

Fees

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

In the course descriptions, fees are shown in ascending order and apply to the following three groups: University students/University faculty and staff/Alumni and others not affiliated with the University.

Intra-Institutional Voucher (IV) Payments

If you pay by IV, you must CREDIT this ADCS account:

Area	Org	Sub Org	Rev Src	Sub Rev
802	3050	05	44 10	10

The DEBIT account must use Object code 7301 and Sub Object code 32. Please include a contact name and phone number for questions about the IV.

For security reasons, departments must send or bring both the white and yellow authorized copies of the IV to our office in 190 Shepherd Labs. Your registration will not be accepted if both copies are not enclosed. We do not accept photo-copies of IVs or on-line vouchers.

Cancellation and Refund Policy

If you cannot attend a class, please notify us by telephone at 625-1300 or via e-mail at adcs@tc.umn.edu. We need to hear from you so we can contact people on our waiting lists. You can cancel your registration by mail or phone.

To receive a refund, we must receive your cancellation notice two working days before the start of the class. There is a $10 cancellation fee. Classes with fees of $10 or less do not receive refunds. If we must cancel a class for any reason, we will refund your registration fee in full.

No refunds will be given due to illness unless we receive notice two working days prior to the beginning of class. For last-minute situations, you are welcome to send someone to class in your place; however, we cannot offer a refund.

Prerequisites

Please note prerequisites for the classes you plan to take. Instructors will not slow down classes to accommodate students who have not mastered the stated prerequisites.

List of Classes for Spring 1998

E-mail Orientation

All University of Minnesota faculty, staff, members of the alumni association, and currently registered students are eligible for an E-mail (Electronic Mail) account. This E-mail account provides access to the University's dial-up modem pool, and to E-mail and other Internet services such as the world wide web, gopher, usenet news, and so on.

Academic and Distributed Computing Services holds a free seminar to introduce you to these internet services. We encourage you to attend one of these free orientation sessions. These sessions will give you an overview of the campus network and demonstrate how to set up your E-mail program, send and receive E-mail, and manage your account. We also include a brief introduction to the World Wide Web and other internet services.

East Bank   Nicholson 2

Thursday, April 02, 1998	01:30 pm - 03:00 pm
Friday, April 03, 1998	10:30 am - 12:00 pm
Tuesday, April 07, 1998	10:30 am - 12:00 pm
Wednesday, April 15, 1998	01:30 pm - 03:00 pm
Thursday, April 16, 1998	06:00 pm - 07:30 pm
Thursday, April 30, 1998	10:30 am - 12:00 pm
Tuesday, May 12, 1998	01:30 pm - 03:00 pm
Thursday, May 28, 1998	01:30 pm - 03:00 pm
Wednesday, June 10, 1998	10:30 am - 12:00 pm

St. Paul   BioSci 58

Friday, April 24, 1998	10:30 am - 12:00 pm
Thursday, May 21, 1998	01:30 pm - 03:00 pm

West Bank   Anderson 170

Thursday, April 09, 1998	10:30 am - 12:00 pm
Friday, May 08, 1998	10:30 am - 12:00 pm
Tuesday, June 02, 1998	01:30 pm - 03:00 pm

Basic Computing Skills and Operating Systems

Computer Survival Skills for Students

- Hands-on
- Limited Enrollment
- New Class Offering

This 2.5 hour class will get you going with basic skills to help you use computers at the University. You'll learn basic word processing and spreadsheet skills. You'll also learn how to use e-mail and browse the World Wide Web. Tips on avoiding viruses will be provided. Information on computer training and other computer related resources on campus will also be provided.

Prerequisites: None

Fees: None

CSS101	Tue, Apr 7, 6:00 pm-8:30 pm
	Nicholson 5a (Mac)
CSS102	Thu, Apr 30, 1:30 pm-4:00 pm
	Nicholson 5b (Win)

Macintosh: Basics I

- Hands-on
- Limited Enrollment

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

In this class, you will learn the four basic mouse skills: pointing, clicking, double-clicking, and dragging. You will learn to work with the Macintosh's "desktop," with the menu bar, and with icons. In addition, you will learn the following skills: how to select an icon and how to launch programs, use "pull down" command menus with the mouse, to select commands to accomplish your work, exit from programs, work in and manipulate a window, use the Cut, Copy, and Paste commands, use a desk accessory (the Scrapbook), to create a new document, retrieve existing documents, put away the document you are working with, name documents, save documents, work with folders and move from one folder to another. Finally you will learn to make those important backup copies of your work on floppy disks and about the importance of using the Mac's Shut Down command before turning off your machine.

Prerequisites: None

Fees: $15/$20/$40

MAC101	Thu, Apr 9, 9:00 am-12:00 pm
	Nicholson 5a (Mac)
MAC102	Tue, May 5, 1:00 pm-4:00 pm
	Nicholson 5a (Mac)

Macintosh: Basics II

- Hands-on
- Limited Enrollment

This 2.5 hour class is a more in-depth exploration of Macintosh computing. Issues discussed include the Finder, fonts, the Apple menu, virtual memory, file sharing, and the intelligent use of aliases.

Prerequisites: Macintosh Basics I

Fees: $15/$25/$45

| MAC201 | Wed, Jun 10, 1:30 pm-4:00 pm |
| | *Nicholson 5a (Mac)* |

UNIX: Basics

- Hands-on
- Limited Enrollment

This 5-hour course for beginners is a hands-on look at the UNIX operating system. We will discuss important commands and utilities, file system structure and manipulation, on-line help, and different "flavors" of UNIX.

Prerequisites: None

Fees: $35/$65/$150

UNIX101	Tue, Apr 28, 1:30 pm-4:00 pm
	Thu, Apr 30, 1:30 pm-4:00 pm
	Nicholson 5a

UNIX: System Administration

- Seminar
- Limited Enrollment

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

Prerequisites: UNIX: Basics, or equivalent experience

Fees: $35/$45/$80

| UNIX201 | Wed, May 13, 1:00 pm-5:00 pm |
| | *Nicholson 2* |

Windows 95: Basics

- Hands-on
- Limited Enrollment

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

Prerequisites: Windows Mouse Tutorial

Fees: $45/$90/$145 (includes the cost of workbooks, which will be distributed in class)

95WIN101	Wed, Apr 8, 1:00 pm-4:00 pm
	Fri, Apr 10, 1:00 pm-4:00 pm
	Nicholson 5b (Win)
95WIN102	Tue, Apr 21, 5:30 pm-8:30 pm
	Thu, Apr 23, 5:30 pm-8:30 pm
	Anderson 170 (Win)
95WIN103	Tue, May 5, 9:00 am-12:00 pm
	Thu, May 7, 9:00 am-12:00 pm
	Nicholson 5b (Win)
95WIN104	Tue, May 12, 1:00 pm-4:00 pm
	Thu, May 14, 1:00 pm-4:00 pm
	Anderson 170 (Win)

Windows: Mouse Tutorial

- Hands-on
- Limited Enrollment

This half hour self paced tutorial is a prerequisite for many of the windows based courses. Learn basic Windows and mouse-related tasks such as: practicing drag-and-drop techniques with the mouse, scrolling and moving through windows.

Prerequisites: None

Fees: $5/$5/$15

WIN011	Wed, Apr 8, 12:30 pm-1:00 pm
	Nicholson 5b (Win)
WIN012	Tue, Apr 14, 1:00 pm-1:30 pm
	Anderson 170 (Win)
WIN013	Tue, Apr 21, 5:00 pm-5:30 pm
	Anderson 170 (Win)
WIN014	Tue, Apr 28, 5:30 pm-6:00 pm
	Anderson 170 (Win)
WIN015	Tue, May 5, 8:30 am-9:00 am
	Nicholson 5b (Win)
WIN016	Tue, May 12, 12:30 pm-1:00 pm
	Anderson 170 (Win)

E-mail and Internet Services

Computer Survival Skills for Students

- Hands-on
- Limited Enrollment
- New Class Offering

This 2.5 hour class will get you going with basic skills to help you use computers at the University. You'll learn basic word processing and spreadsheet skills. You'll also learn how to use e-mail and browse the World Wide Web. Tips on avoiding viruses will be provided. Information on computer training and other computer related resources on campus will also be provided.

Prerequisites: None

Fees: None

CSS101	Tue, Apr 7, 6:00 pm-8:30 pm
	Nicholson 5a (Mac)
CSS102	Thu, Apr 30, 1:30 pm-4:00 pm
	Nicholson 5b (Win)

Web Browser and E-mail Basics

- Hands-on
- Limited Enrollment

This 3 hour class will introduce you to e-mail and the World Wide Web. You will learn how to configure your e-mail software and to send and receive messages and enclosures. You will learn how to search the web, use WWW subject catalogues and create bookmarks.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows Mouse Tutorial and Windows 95 Basics. Mac users need Macintosh Basics I.

Fees: $10/$20/$40

INET101	Wed, Apr 15, 1:00 pm-4:00 pm
	Coffey 98 (Mac/Win)
INET102	Thu, May 14, 1:00 pm-4:00 pm
	Eddy 64 (Mac/Win)

Office Computing

Databases

Access 97: Basics

- Hands-on
- Limited Enrollment

This 6-hour class will cover basic concepts of relational database management, including: creating tables and editing table structure; data entry and retrieval; designing forms and reports to facilitate data input and output; and creating lookup fields to exploit the relational capabilities of Access.

Prerequisites: Access 97 Basics. Relational Database Design Basics is strongly recommended before taking this class, since many of the techniques we teach are based on relational database concepts.

Fees: $45/$65/$120

ACC101	Wed, Apr 15, 2:00 pm-4:00 pm
	Thu, Apr 16, 2:00 pm-4:00 pm
	Fri, Apr 17, 2:00 pm-4:00 pm
	Nicholson 5b (Win)
ACC102	Tue, May 5, 10:00 am-12:00 pm
	Wed, May 6, 10:00 am-12:00 pm
	Thu, May 7, 10:00 am-12:00 pm
	Anderson 170 (Win)
ACC103	Tue, May 19, 2:00 pm-4:00 pm
	Wed, May 20, 2:00 pm-4:00 pm
	Thu, May 21, 2:00 pm-4:00 pm
	Anderson 170 (Win)
ACC104	Wed, May 27, 10:00 am-12:00 pm
	Thu, May 28, 10:00 am-12:00 pm
	Fri, May 29, 10:00 am-12:00 pm
	Nicholson 5b (Win)

Access 97: Forms and Reports

- Hands-on
- Limited Enrollment

This 3-hour class will lead you through a series of exercises designed to teach you how to create more complex forms and subforms to facilitate data entry and retrieval. You will also learn how to create a complex report and subreport. This class includes a discussion of control and option groups, as well as the sorting and grouping functions of reports.

Prerequisites: Access 97 Basics. Relational Database Design Basics is strongly recommended before taking this class, since many of the techniques we teach are based on relational database concepts.

Fees: $30/$45/$90

ACC301	Fri, May 1, 1:00 pm-4:00 pm
	Nicholson 5b (Win)
ACC302	Fri, Jun 5, 1:00 pm-4:00 pm
	Anderson 170 (Win)
ACC303	Thu, Jun 11, 9:00 am-12:00 pm
	Nicholson 5b (Win)

Access 97: Using Queries

- Hands-on
- Limited Enrollment

This 3-hour class will teach you how to create simple as well as multiple-table queries. The exercises in this class are designed to teach students to be comfortable with using the graphical query builder to create a variety of queries, including simple and complex selection queries, parameter queries, queries that use aggregate functions, crosstab queries, and action queries.

Prerequisites: Access 97 Basics. Relational Database Design Basics is strongly recommended before taking this class, since many of the techniques we teach are based on relational database concepts.

Fees: $30/$45/$90

ACC201	Wed, Apr 29, 1:00 pm-4:00 pm
	Nicholson 5b (Win)
ACC202	Wed, Jun 3, 1:00 pm-4:00 pm
	Anderson 170 (Win)
ACC203	Tue, Jun 9, 9:00 am-12:00 pm
	Nicholson 5b (Win)

Cold Fusion Overview

- Seminar
- Limited Enrollment

In this seminar you will be introduced to publishing databases on the World-Wide Web using Cold Fusion. Cold Fusion allows template-based access to ODBC databases on Windows 95 and Windows NT platforms. You will be shown how to create an ODBC data source for your database and how to create Cold Fusion templates to enter and display data.

Prerequisites: Knowledge of relational databases, basic programming skills, and experience writing HTML documents

Fees: $15/$25/$40

| CF101 | Wed, Jun 10, 2:30 pm-4:00 pm |
| | *Nicholson 2* |

FileMaker: Basics

- Hands-on
- Limited Enrollment

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

Prerequisites: PC users need Windows Mouse Tutorial and Windows 95 Basics. Mac users need Macintosh Basics I.

Fees: $45/$55/$100

FM101	Tue, Apr 7, 1:30 pm-4:00 pm
	Thu, Apr 9, 1:30 pm-4:00 pm
	Nicholson 5a (Mac)
FM102	Wed, May 13, 1:30 pm-4:00 pm
	Fri, May 15, 1:30 pm-4:00 pm
	Nicholson 5b (Win)

FileMaker: Forms and Reports

- Hands-on
- Limited Enrollment
- New Class Offering

This 3-hour class covers the creation of data input forms and printed reports. Starting from simple layouts, you'll practice designing increasingly detailed forms including cover pages, sorting and grouping, summaries and sub-summaries, incorporating graphics, labels, and form letters.

Prerequisites: FileMaker: Basics, ability to quickly and easily move elements around in a layout

Fees: $30/$45/$90

FM211	Thu, May 14, 1:00 pm-4:00 pm
	Nicholson 5a (Mac)

FileMaker: Passwords, Importing, and More

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 3.5 hour class covers using advanced queries, using passwords to provide different levels of access to your databases, importing and exporting data within FileMaker and between FileMaker and other programs, and using lookup files to incorporate data from other files into your current file.

Prerequisites: FileMaker: Basics

Fees: $30/$45/$90

FM221	Wed, May 20, 1:00 pm-4:30 pm
	Nicholson 5a (Mac)

FileMaker: Relational Features

- Hands-on
- Limited Enrollment

This class covers the relational features of FileMaker Pro 3.0. You will create a multi-table database application by designing relationships between files; adding fields from related files to layouts in different files; use portals to display related fields on layouts, and create summary reports to display information from the related files.

Prerequisites: FileMaker Basics, Relational Database Design Basics

Fees: $55/$75/$125 (includes the cost of workbooks, which will be distributed in class)

FM231	Tue, Jun 9, 1:30 pm-4:00 pm
	Thu, Jun 11, 1:30 pm-4:00 pm
	Nicholson 5a (Mac)

Office 97: Integrating Word, Excel, Access, and PowerPoint

- Hands-on
- Limited Enrollment
- New Class Offering

This 16 hour course will help you get started using Microsoft Office 97 and provide an overview of its applications: Word, Excel, Access, and PowerPoint. The class will also cover integrating Office documents and features, and using Office with the World Wide Web.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: $90/$120/$300 (includes the cost of workbooks, which will be distributed in class)

OFF101	Wed, Jun 3, 1:00 pm-5:00 pm
	Fri, Jun 5, 1:00 pm-5:00 pm
	Wed, Jun 10, 1:00 pm-5:00 pm
	Fri, Jun 12, 1:00 pm-5:00 pm
	Nicholson 5b (Win)

Relational Database Design Basics

- Seminar
- Limited Enrollment

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

Prerequisites: None

Fees: $10/$15/$25

DB101	Wed, Apr 8, 1:30 pm-4:00 pm
	Nicholson 2
DB102	Tue, Apr 28, 9:30 am-12:00 pm
	Nicholson 2

Desktop Publishing

PageMaker 6.5: Converting Print Documents to Web Documents

- Seminar
- Limited Enrollment

In this seminar you'll get a taste of what's involved in using PageMaker 6.5 to convert print-based documents to HTML documents. You'll see how to map PageMaker paragraph styles to HTML styles, preserve character attributes such as italics and create many web pages from one document rather than create one huge HTML document. You'll also see that version 6.5 converts graphics to GIF or JPEG files, uses HTML tables to mimic the layout of print documents, and lets you add hyperlinks to your documents. These conversions work for Macintosh or Windows.

After they're converted many documents will need tweaking to work as web pages. In this seminar we'll use PageMill to make that task easier. Preserving the look of some PageMaker layout options, such as nonstandard display fonts and PageMaker drawn boxes, is beyond the scope of this seminar.

Prerequisites: Familiarity with using a web client; some PageMaker experience also helpful.

Fees: $10/$25/$55

| PM201 | Tue, Jun 2, 2:00 pm-4:00 pm |
| | *Nicholson 2* |

PageMaker: Basics

- Hands-on
- Limited Enrollment

In this 7.5-hour class using PageMaker 6.5, you will create a multi-page newsletter, including a master page and cover page with multiple layers and rotated text. In the process, you will learn how to use the Toolbox and Control Palette, as well as the auto- and manual text flow features. You will work with 2- and 3-column layouts and text handles, you will wrap text around regular and irregular-shaped graphics, and you will get a taste of the spell-checking and text formatting options. By the end of the lessons you will have worked in layout and story edit modes and worked with independent and inline graphics.

Prerequisites: Macintosh Basics I, mastery of basic skills using any word processing software

Fees: $45/$70/$125

PM101	Tue, Apr 14, 1:30 pm-4:00 pm
	Wed, Apr 15, 1:30 pm-4:00 pm
	Thu, Apr 16, 1:30 pm-4:00 pm
	Nicholson 5a (Mac)
PM102	Wed, May 6, 1:30 pm-4:00 pm
	Thu, May 7, 1:30 pm-4:00 pm
	Fri, May 8, 1:30 pm-4:00 pm
	Nicholson 5a (Mac)

PhotoShop: Scanning Images for Print or Electronic Publications

- Hands-on
- Limited Enrollment

In this 6 hour class, we'll be scanning photographs, applying color correction techniques to the scanned images and comparing the results with the original. You'll learn how to prepare images for desktop publishing, World Wide Web, and CD-ROM projects. Bring one small color photo, no larger than 4" x 6", for practice.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows Mouse Tutorial and Windows 95 Basics. Mac users need Macintosh Basics I.

Fees: $45/$65/$120

PSHOP111	Tue, Apr 14, 9:00 am-12:00 pm
	Thu, Apr 16, 9:00 am-12:00 pm
	Eddy 64 (Mac/Win)

Electronic Presentation

Office 97: Integrating Word, Excel, Access, and PowerPoint

- Hands-on
- Limited Enrollment
- New Class Offering

This 16 hour course will help you get started using Microsoft Office 97 and provide an overview of its applications: Word, Excel, Access, and PowerPoint. The class will also cover integrating Office documents and features, and using Office with the World Wide Web.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: $90/$120/$300 (includes the cost of workbooks, which will be distributed in class)

OFF101	Wed, Jun 3, 1:00 pm-5:00 pm
	Fri, Jun 5, 1:00 pm-5:00 pm
	Wed, Jun 10, 1:00 pm-5:00 pm
	Fri, Jun 12, 1:00 pm-5:00 pm
	Nicholson 5b (Win)

PowerPoint 4: Basics

- Hands-on
- Limited Enrollment
- Changed from last quarter

In this 6 hour course, you'll learn how to make slide shows using PowerPoint, Microsoft's electronic presentation software. Topics covered include: creating, formatting and modifying presentations, organizing text in outlines, applying design templates, adding graphics and working with objects, creating charts, modifying masters, using color schemes, printing a presentation, and producing a slide show.

This course will be taught on the Mac using PowerPoint 4.0.

Prerequisites: Macintosh: Basics I

Fees: $45/$65/$120

PP111	Tue, May 19, 9:00 am-12:00 pm
	Thu, May 21, 9:00 am-12:00 pm
	Nicholson 5a (Mac)

PowerPoint 97: Basics

- Hands-on
- Limited Enrollment
- Changed from last quarter

In this 7.5 hour course, you'll learn how to make slide shows using PowerPoint, Microsoft's electronic presentation software. Topics covered include: creating, formatting and modifying presentations, organizing text in outlines, applying design templates, adding graphics and working with objects, creating charts, modifying masters, using color schemes, printing a presentation, and producing a slide show.

This course will be taught on the PC using PowerPoint for Office 97.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: $70/$85/$150 (includes the cost of workbooks, which will be distributed in class)

PP101	Tue, Apr 21, 1:30 pm-4:00 pm
	Wed, Apr 22, 1:30 pm-4:00 pm
	Thu, Apr 23, 1:30 pm-4:00 pm
	Anderson 170 (Win)

Presentation Tools: Putting Your Presentation on the Web

- Seminar
- Limited Enrollment

When you give speech-style presentations in class or at conferences, your audience frequently wants access to your visual aids after your presentation. You can make your presentation available on the Web. However, do you put the file online for someone to download to their computer and play with a viewer (PowerPoint)? Should you convert your presentation to HTML (Web pages) or PDF (Acrobat Reader)? Or will you have to redo your presentation entirely? As a class, we'll evaluate the options based on principles for designing presentations, difficulty, and time.

Prerequisites: None

Fees: $10/$25/$55

| PTOOL101 | Wed, Jun 3, 1:30 pm-4:00 pm |
| | *Nicholson 2* |

Office Integration Series

Office 97: Integrating Word, Excel, Access, and PowerPoint

- Hands-on
- Limited Enrollment
- New Class Offering

This 16 hour course will help you get started using Microsoft Office 97 and provide an overview of its applications: Word, Excel, Access, and PowerPoint. The class will also cover integrating Office documents and features, and using Office with the World Wide Web.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: $90/$120/$300 (includes the cost of workbooks, which will be distributed in class)

OFF101	Wed, Jun 3, 1:00 pm-5:00 pm
	Fri, Jun 5, 1:00 pm-5:00 pm
	Wed, Jun 10, 1:00 pm-5:00 pm
	Fri, Jun 12, 1:00 pm-5:00 pm
	Nicholson 5b (Win)

Spreadsheets

Excel 5: Basics

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 7.5 hour course is for those who have little or no experience using Excel, Microsoft's electronic spreadsheet program. Topics include: learning the components of a workbook, entering and editing data, moving around and selecting data in a worksheet, inserting and deleting columns and rows, copying and moving information, creating formulas, using functions, naming and using ranges, and formatting a worksheet.

This course will be taught on the Mac using Excel 5.0.

Prerequisites: Macintosh: Basics I

Fees: $45/$70/$125

XCEL111	Wed, Apr 22, 9:30 am-12:00 pm
	Thu, Apr 23, 9:30 am-12:00 pm
	Fri, Apr 24, 9:30 am-12:00 pm
	Nicholson 5a (Mac)

Excel 97: Level I

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 7.5 hour course is for those who have little or no experience using Excel, Microsoft's electronic spreadsheet program. Topics include: learning the components of a workbook, entering and editing data, moving around and selecting data in a worksheet, inserting and deleting columns and rows, copying and moving information, creating formulas, using functions, naming and using ranges, and formatting a worksheet.

This course will be taught on the PC using Excel for Office 97.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: $70/$85/$150 (includes the cost of workbooks, which will be distributed in class)

XCEL101	Tue, Apr 21, 9:30 am-12:00 pm
	Wed, Apr 22, 9:30 am-12:00 pm
	Thu, Apr 23, 9:30 am-12:00 pm
	Nicholson 5b (Win)
XCEL102	Tue, Apr 28, 6:00 pm-8:30 pm
	Wed, Apr 29, 6:00 pm-8:30 pm
	Thu, Apr 30, 6:00 pm-8:30 pm
	Anderson 170 (Win)

Excel 97: Level II

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 9 hour course covers managing multiple-sheet workbooks; using charts and maps; creating more complex formulas and functions; personalizing the Excel workspace; creating summary reports; creating custom reports with pivot tables; creating and printing reports; and sharing workbooks on a network.

This course will be taught on the PC using Excel for Office 97.

Prerequisites: Excel 97: Level 1

Fees: $70/$85/$150 (includes the cost of workbooks, which will be distributed in class)

XCEL201	Tue, May 19, 1:00 pm-4:00 pm
	Wed, May 20, 1:00 pm-4:00 pm
	Thu, May 21, 1:00 pm-4:00 pm
	Nicholson 5b (Win)

Excel 97: Level III

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 9 hour course covers comparing data with advanced pivot tables; creating advanced charts and graphics; using advanced data analysis techniques; designing forms with Excel; solving problems with advanced functions; analyzing a database with functions; and automating tasks with macros.

This course will be taught on the PC using Excel for Office 97.

Prerequisites: Excel 97: Level 1, Excel 97: Level 11

Fees: $70/$85/$150 (includes the cost of workbooks, which will be distributed in class)

XCEL301	Wed, May 27, 1:00 pm-4:00 pm
	Thu, May 28, 1:00 pm-4:00 pm
	Fri, May 29, 1:00 pm-4:00 pm
	Anderson 170 (Win)

Excel: Basic Financial Data Downloading

- Hands-on
- Limited Enrollment

In this 3-hour class, you will learn how to download two finished queries of financial data from the IDEA Data Warehouse into Excel. One query will be from Financial Reports and one from CUFSRDB. We assume that users have experience in building queries. Completion of a CUFSRDB Query class prior to this class is recommended. In Excel, we'll use basic menu commands to format the data into a report. This course is not a substitute for Excel I, which goes into much greater depth on the use of this spreadsheet application.

This course is taught on the PC using Excel 97, but is also appropriate for Mac users who are working with Excel 5.0.

Prerequisites: PC users need Windows Mouse Tutorial and Windows 95 Basics. Mac users need Macintosh Basics I. All participants should have general financial knowledge and must bring their IDEA ID and password to class.

Fees: None

XCEL121	Thu, Apr 30, 9:00 am-12:00 pm
	Anderson 170 (Win)
XCEL122	Wed, May 13, 1:00 pm-4:00 pm
	Anderson 170 (Win)

Office 97: Integrating Word, Excel, Access, and PowerPoint

- Hands-on
- Limited Enrollment
- New Class Offering

This 16 hour course will help you get started using Microsoft Office 97 and provide an overview of its applications: Word, Excel, Access, and PowerPoint. The class will also cover integrating Office documents and features, and using Office with the World Wide Web.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: $90/$120/$300 (includes the cost of workbooks, which will be distributed in class)

OFF101	Wed, Jun 3, 1:00 pm-5:00 pm
	Fri, Jun 5, 1:00 pm-5:00 pm
	Wed, Jun 10, 1:00 pm-5:00 pm
	Fri, Jun 12, 1:00 pm-5:00 pm
	Nicholson 5b (Win)

Word Processing

Office 97: Integrating Word, Excel, Access, and PowerPoint

- Hands-on
- Limited Enrollment
- New Class Offering

This 16 hour course will help you get started using Microsoft Office 97 and provide an overview of its applications: Word, Excel, Access, and PowerPoint. The class will also cover integrating Office documents and features, and using Office with the World Wide Web.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: $90/$120/$300 (includes the cost of workbooks, which will be distributed in class)

OFF101	Wed, Jun 3, 1:00 pm-5:00 pm
	Fri, Jun 5, 1:00 pm-5:00 pm
	Wed, Jun 10, 1:00 pm-5:00 pm
	Fri, Jun 12, 1:00 pm-5:00 pm
	Nicholson 5b (Win)

Word 6: Basics

- Hands-on
- Limited Enrollment

This 6-hour class is for users new to Word 6.0. In this class, you will use character and paragraph formatting, and experiment with moving blocks of text. In addition, you will learn how to move quickly through your documents, manipulate multiple windows, set margins, indents, page numbers, headers, and footers, use the spell checker, and preview your work. You will also learn how to "drag and drop," and how to use the standard and formatting toolbars.

This course will be taught on the Mac using Word 6.0.

Prerequisites: Macintosh Basics I
Fees: $45/$65/$120

WORD111	Tue, Jun 2, 2:00 pm-4:00 pm
	Wed, Jun 3, 2:00 pm-4:00 pm
	Thu, Jun 4, 2:00 pm-4:00 pm
	Nicholson 5a (Mac)

Word 97: Basics

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 7.5 hour course is for those who have little or no word processing skills and want to learn how to use Word 97's basic features. Topics include: creating, editing and formatting documents (including changing margins, line spacing, text alignment, fonts and font sizes), using spell and grammar check, inserting page numbers, page breaks, headers and graphics, creating tables, and using merge.

This course will be taught on the PC using Word for Office 97.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: $70/$85/$150 (includes the cost of workbooks, which will be distributed in class)

WORD101	Tue, Apr 14, 1:30 pm-4:00 pm
	Wed, Apr 15, 1:30 pm-4:00 pm
	Thu, Apr 16, 1:30 pm-4:00 pm
	Anderson 170 (Win)

Word 97: Beyond the Basics

- Hands-on
- Limited Enrollment
- Changed from last quarter

This 9 hour course is for those who have solid word processing skills and who want to learn more of Word's features to increase their productivity. Topics include: advanced formatting techniques, styles, advanced table features, working with long documents, automating your work, working with templates, columns, and customizing the Word environment.

This course will be taught on the PC using Word for Office 97.

Prerequisites: Word 97: Basics

Fees: $70/$85/$150 (includes the cost of workbooks, which will be distributed in class)

WORD201	Tue, May 5, 1:00 pm-4:00 pm
	Wed, May 6, 1:00 pm-4:00 pm
	Thu, May 7, 1:00 pm-4:00 pm
	Anderson 170 (Win)

Multimedia and Electronic Presentation

CD-ROM Development

Authorware: Basics

- Hands-on
- Limited Enrollment

This 6-hour class covers using Authorware 4.0 to create multimedia interactive CD-ROM modules. You'll learn how to create basic interactive modules that include simple animations. You'll also learn how to add graphics, sound, and video to these modules.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows Mouse Tutorial and Windows 95 Basics. Mac users need Macintosh Basics I. All participants are encouraged, but not required, to take Learn the Multimedia Process: CD-ROM.

Fees: $45/$65/$120

AWARE101	Tue, Jun 2, 1:00 pm-4:00 pm
	Thu, Jun 4, 1:00 pm-4:00 pm
	Coffey 98 (Mac/Win)

Learn the Multimedia Process: CD-ROM

- Seminar
- Limited Enrollment
- Changed from last quarter

This 9 hour seminar introduces you to a process you can use to create multimedia CD-ROM products. We'll discuss a five-step development process that will help you plan, design, construct, implement, and refine multimedia for teaching and learning.

We'll demonstrate how multimedia can allow students to interact with course content and accommodate multiple learning strategies. We'll look at examples of promotional and educational CD-ROMs and learn how to evaluate the effectiveness of the design. We'll discuss technical issues related to producing and digitizing with different types of media and programming tools. We'll also identify issues and resources related to intellectual property, copyright, and product distribution.

Please note that participants will not learn how to use an authoring tool such as Authorware or Director in this seminar. Participants interested in a hands-on course on creating CD-ROM modules are encouraged to attend one of the authoring tools courses listed in the CD-ROM Development section.

Prerequisites: None

Fees: $25/$45/$100

PROC121	Mon, May 11, 1:00 pm-4:00 pm
	Wed, May 13, 1:00 pm-4:00 pm
	Fri, May 15, 1:00 pm-4:00 pm
	Eddy 64

Electronic Presentation

PowerPoint 4: Basics

- Hands-on
- Limited Enrollment
- Changed from last quarter

In this 6 hour course, you'll learn how to make slide shows using PowerPoint, Microsoft's electronic presentation software. Topics covered include: creating, formatting and modifying presentations, organizing text in outlines, applying design templates, adding graphics and working with objects, creating charts, modifying masters, using color schemes, printing a presentation, and producing a slide show.

This course will be taught on the Mac using PowerPoint 4.0.

Prerequisites: Macintosh: Basics I

Fees: $45/$65/$120

PP111	Tue, May 19, 9:00 am-12:00 pm
	Thu, May 21, 9:00 am-12:00 pm
	Nicholson 5a (Mac)

PowerPoint 97: Basics

- Hands-on
- Limited Enrollment
- Changed from last quarter

In this 7.5 hour course, you'll learn how to make slide shows using PowerPoint, Microsoft's electronic presentation software. Topics covered include: creating, formatting and modifying presentations, organizing text in outlines, applying design templates, adding graphics and working with objects, creating charts, modifying masters, using color schemes, printing a presentation, and producing a slide show.

This course will be taught on the PC using PowerPoint for Office 97.

Prerequisites: Windows: Mouse Tutorial, Windows 95: Basics

Fees: $70/$85/$150 (includes the cost of workbooks, which will be distributed in class)

PP101	Tue, Apr 21, 1:30 pm-4:00 pm
	Wed, Apr 22, 1:30 pm-4:00 pm
	Thu, Apr 23, 1:30 pm-4:00 pm
	Anderson 170 (Win)

Presentation Tools: Putting Your Presentation on the Web

- Seminar
- Limited Enrollment

When you give speech-style presentations in class or at conferences, your audience frequently wants access to your visual aids after your presentation. You can make your presentation available on the Web. However, do you put the file online for someone to download to their computer and play with a viewer (PowerPoint)? Should you convert your presentation to HTML (Web pages) or PDF (Acrobat Reader)? Or will you have to redo your presentation entirely? As a class, we'll evaluate the options based on principles for designing presentations, difficulty, and time.

Prerequisites: None

Fees: $10/$25/$55

| **PTOOL101** | Wed, Jun 3, 1:30 pm-4:00 pm |
| | *Nicholson 2* |

Graphics

Exploring Multimedia: Using Graphics Creatively

- Hands-on
- Limited Enrollment

This all day workshop is designed to help you develop visual thinking. You'll go through the visualization process, including seeing, imagining, sketching, and diagramming. As a result of this class, you'll be able to represent abstract ideas in recognizable visual forms. We'll use sound and images as inspirational sources to generate ideas to solve problems. You'll work individually and in small groups to learn how to use and create symbols and icons. The creative process will inlcude brainstorming (thumbnails), refinement, and final stage. Refinement and final stage will be done using Adobe PhotoShop.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PhotoShop: Basics

Fees: $45/$65/$120

XPLOR201	Sat, Jun 6, 9:30 am-4:30 pm	
	Eddy 64 (Mac/Win)	

PhotoShop: Basics

- Hands-on
- Limited Enrollment

This 6-hour class will cover basic palette, toolbox and menu commands in Photoshop 4.0. Topics include: making and editing selections, editing color, using layers, manipulating text and drop shadows, and creating customized brushes. You will create a composite image, graphic elements, and a graphic with a transparent background.

Prerequisites: PC users need Windows Mouse Tutorial and Windows 95 Basics. Mac users need Macintosh Basics I.

Fees: $45/$65/$120

PSHOP101	Tue, Apr 21, 1:00 pm-4:00 pm
	Thu, Apr 23, 1:00 pm-4:00 pm
	Nicholson 5b (Win)
PSHOP102	Tue, May 19, 1:00 pm-4:00 pm
	Thu, May 21, 1:00 pm-4:00 pm
	Nicholson 5a (Mac)

PhotoShop: Scanning Images for Print or Electronic Publications

- Hands-on
- Limited Enrollment

In this 6 hour class, we'll be scanning photographs, applying color correction techniques to the scanned images and comparing the results with the original. You'll learn how to prepare images for desktop publishing, World Wide Web, and CD-ROM projects. Bring one small color photo, no larger than 4" x 6", for practice.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows Mouse Tutorial and Windows 95 Basics. Mac users need Macintosh Basics I.

Fees: $45/$65/$120

PSHOP111	Tue, Apr 14, 9:00 am-12:00 pm
	Thu, Apr 16, 9:00 am-12:00 pm
	Eddy 64 (Mac/Win)

PhotoShop: Techniques for Web and CD-ROM Developers

- Hands-on
- Limited Enrollment

This 6-hour class will cover techniques and issues for incorporating graphic images into Web pages or CD-ROM modules. Topics include: use of color, indexed color, color palettes, resolution, interlaced graphics, file formats and conversions, multiple platforms, scanning, and strategies for reducing file size and download time. You'll create graphic elements for Web and CD-ROM development, including: buttons, bars, backgrounds, image maps, and transparent and animated GIFs.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PhotoShop: Basics

Fees: $45/$65/$120

PSHOP201	Tue, Jun 9, 1:00 pm-4:00 pm
	Thu, Jun 11, 1:00 pm-4:00 pm
	Eddy 64 (Mac/Win)

Multimedia Development Series

Exploring Multimedia: Creating Multimedia Web Pages

- Hands-on
- Limited Enrollment

This 15 hour course covers the process of creating multimedia Web pages from start to finish. You'll learn how to digitize media by learning how to scan photographs, take pictures with a digital camera, capture voiceovers with a microphone, and capture video clips with a video camera. You'll also learn how to create basic Web pages using HTML and Adobe PageMill. You'll then add graphics, sound, and video to these Web pages.

This course provides 3 hours of open lab time where you can apply the skills you've learned by working on your own project.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows Mouse Tutorial and Windows 95 Basics. Mac users need Macintosh Basics I. All participants are encouraged, but not required, to take Learn the Multimedia Process: Web.

Fees: $55/$120/$300

XPLOR101	Tue, Apr 28, 1:00 pm-4:00 pm
	Thu, Apr 30, 1:00 pm-4:00 pm
	Tue, May 5, 1:00 pm-4:00 pm
	Thu, May 7, 1:00 pm-4:00 pm
	Tue, May 12, 1:00 pm-4:00 pm
	Eddy 64 (Mac/Win)

Project Planning

Learn the Multimedia Process: CD-ROM

- Seminar
- Limited Enrollment
- Changed from last quarter

This 9 hour seminar introduces you to a process you can use to create multimedia CD-ROM products. We'll discuss a five-step development process that will help you plan, design, construct, implement, and refine multimedia for teaching and learning.

We'll demonstrate how multimedia can allow students to interact with course content and accommodate multiple learning strategies. We'll look at examples of promotional and educational CD-ROMs and learn how to evaluate the effectiveness of the design. We'll discuss technical issues related to producing and digitizing with different types of media and programming tools. We'll also identify issues and resources related to intellectual property, copyright, and product distribution.

Please note that participants will not learn how to use an authoring tool such as Authorware or Director in this seminar. Participants interested in a hands-on course on creating CD-ROM modules are encouraged to attend one of the authoring tools courses listed in the CD-ROM Development section.

Prerequisites: None
Fees: $25/$45/$100

PROC121	Mon, May 11, 1:00 pm-4:00 pm
	Wed, May 13, 1:00 pm-4:00 pm
	Fri, May 15, 1:00 pm-4:00 pm
	Eddy 64

Learn the Multimedia Process: Web

- Seminar
- Limited Enrollment
- Changed from last quarter

This 9 hour seminar introduces you to designing Web pages for your department or course. We'll discuss a five-step development process, emphasizing both content and visual design. We'll discuss page layout, use of graphics, use of computer-mediated communication tools, and technical issues related to accessibility.

We'll demonstrate how course Web sites can allow students to access and interact with information; interact with other students, the instructor, and experts in their discipline; and receive feedback any time and any place. We'll demonstrate how to organize departmental Web sites based on purpose and content. We'll also discuss the roles and responsibilities of Web team members.

Please note that participants will not learn how to use HTML or a Web editor in this seminar. Participants interested in a hands-on course on creating Web pages are encouraged to attend Exploring Multimedia: Creating Multimedia Web Pages.

Prerequisites: None
Fees: $25/$45/$100

PROC111	Tue, Apr 7, 1:00 pm–4:00 pm
	Tue, Apr 14, 1:00 pm–4:00 pm
	Tue, Apr 21, 1:00 pm–4:00 pm
	Eddy 64

Video

Premiere: Video Made Easy for Web and CD-ROM Developers

- Hands-on
- Limited Enrollment
- Changed from last quarter

In this 7.5 hour course, you'll learn how to create video for your multimedia projects using an everyday camcorder and affordable video digitizing technology. You'll learn how to shoot and digitize a video. You'll learn how to edit the video by learning how to cut frames, splice clips, use transitions, add titles, apply filters, and incorporate soundtracks. You'll also learn how to prepare the video to be included in a Web or CD-ROM project.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.

Fees: $45/$70/$125

PREM101	Mon, Jun 8, 1:30 pm–4:00 pm
	Wed, Jun 10, 1:30 pm–4:00 pm
	Fri, Jun 12, 1:30 pm–4:00 pm
	Eddy 64 (Mac/Win)

Web Development

Cold Fusion Overview

- Seminar
- Limited Enrollment

In this seminar you will be introduced to publishing databases on the World-Wide Web using Cold Fusion. Cold Fusion allows template-based access to ODBC databases on Windows 95 and Windows NT platforms. You will be shown how to create an ODBC data source for your database and how to create Cold Fusion templates to enter and display data.

Prerequisites: Knowledge of relational databases, basic programming skills, and experience writing HTML documents

Fees: $15/$25/$40

CF101	Wed, Jun 10, 2:30 pm–4:00 pm
	Nicholson 2

Exploring Multimedia: Creating Multimedia Web Pages

- Hands-on
- Limited Enrollment

This 15 hour course covers the process of creating multimedia Web pages from start to finish. You'll learn how to digitize media by learning how to scan photographs, take pictures with a digital camera, capture voiceovers with a microphone, and capture video clips with a video camera. You'll also learn how to create basic Web pages using HTML and Adobe PageMill. You'll then add graphics, sound, and video to these Web pages.

This course provides 3 hours of open lab time where you can apply the skills you've learned by working on your own project.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows Mouse Tutorial and Windows 95 Basics. Mac users need Macintosh Basics I. All participants are encouraged, but not required, to take Learn the Multimedia Process: Web.

Fees: $55/$120/$300

XPLOR101	Tue, Apr 28, 1:00 pm-4:00 pm
	Thu, Apr 30, 1:00 pm-4:00 pm
	Tue, May 5, 1:00 pm-4:00 pm
	Thu, May 7, 1:00 pm-4:00 pm
	Tue, May 12, 1:00 pm-4:00 pm
	Eddy 64 (Mac/Win)

Learn the Multimedia Process: Web

- Seminar
- Limited Enrollment
- Changed from last quarter

This 9 hour seminar introduces you to designing Web pages for your department or course. We'll discuss a five-step development process, emphasizing both content and visual design. We'll discuss page layout, use of graphics, use of computer-mediated communication tools, and technical issues related to accessibility.

We'll demonstrate how course Web sites can allow students to access and interact with information; interact with other students, the instructor, and experts in their discipline; and receive feedback any time and any place. We'll demonstrate how to organize departmental Web sites based on purpose and content. We'll also discuss the roles and responsibilities of Web team members.

Please note that participants will not learn how to use HTML or a Web editor in this seminar. Participants interested in a hands-on course on creating Web pages are encouraged to attend Exploring Multimedia: Creating Multimedia Web Pages.

Prerequisites: None

Fees: $25/$45/$100

PROC111	Tue, Apr 7, 1:00 pm-4:00 pm
	Tue, Apr 14, 1:00 pm-4:00 pm
	Tue, Apr 21, 1:00 pm-4:00 pm
	Eddy 64

PageMaker 6.5: Converting Print Documents to Web Documents

- Seminar
- Limited Enrollment

In this seminar you'll get a taste of what's involved in using PageMaker 6.5 to convert print-based documents to HTML documents. You'll see how to map PageMaker paragraph styles to HTML styles, preserve character attributes such as italics and create many web pages from one document rather than create one huge HTML document. You'll also see that version 6.5 converts graphics to GIF or JPEG files, uses HTML tables to mimic the layout of print documents, and lets you add hyperlinks to your documents. These conversions work for Macintosh or Windows.

After they're converted many documents will need tweaking to work as web pages. In this seminar we'll use PageMill to make that task easier. Preserving the look of some PageMaker layout options, such as nonstandard display fonts and PageMaker drawn boxes, is beyond the scope of this seminar.

Prerequisites: Familiarity with using a web client; some PageMaker experience also helpful.

Fees: $10/$25/$55

PM201   Tue, Jun 2, 2:00 pm-4:00 pm
                  Nicholson 2

Presentation Tools: Putting Your Presentation on the Web

- Seminar
- Limited Enrollment

When you give speech-style presentations in class or at conferences, your audience frequently wants access to your visual aids after your presentation. You can make your presentation available on the Web. However, do you put the file online for someone to download to their computer and play with a viewer (PowerPoint)? Should you convert your presentation to HTML (Web pages) or PDF (Acrobat Reader)? Or will you have to redo your presentation entirely? As a class, we'll evaluate the options based on principles for designing presentations, difficulty, and time.

Prerequisites: None

Fees: $10/$25/$55

PTOOL101   Wed, Jun 3, 1:30 pm-4:00 pm
                  Nicholson 2

Web Pages: Authoring Tools Overview

- Seminar
- Limited Enrollment

In this overview, we'll compare four major web page creation tools, Adobe PageMill, Claris HomePage, Microsoft FrontPage, and Netscape Gold and two text editors with HTML extensions. Looking at features and ease of use.

Prerequisites: None

Fees: $10/$20/$45

WTOOL101   Thu, Apr 9, 1:00 pm-2:00 pm
                  Nicholson 2

Web Pages: CGI Scripts for Processing Web Forms

- Seminar
- Limited Enrollment
- New Class Offering

This seminar will introduce you to the programming required for collecting and parsing information from World Wide Web based forms. For each illustration, the University's server "garnet" will be utilized.

Prerequisites: Programming experience in shell scripts, PERL, or C.

Fees: $10/$25/$55

WEB111   Thu, Jun 11, 1:30 pm-4:00 pm
                  Nicholson 2

Web Pages: Frames with PageMill

- Hands-on
- Limited Enrollment

In this 3 hour class, we'll create frames in Adobe PageMill and discuss the effective use of and inner workings of frames. We'll also debug frames in both PageMill and HTML.

Although this class will be taught on the Mac, the content is applicable to both PC and Mac users.

Prerequisites: Web Pages: HTML and Adobe PageMill

Fees: $30/$45/$90

PMILL201   Wed, May 27, 1:00 pm-4:00 pm
                  Nicholson 5a (Mac)

Web Pages: HTML and Adobe PageMill

- Hands-on
- Limited Enrollment

Hypertext markup language (HTML) is used to create documents that can be read by World Wide Web (WWW) clients. In this six hour class you will learn to create WWW documents using HTML and Adobe PageMill. Topics covered are formatting, linking, placing images and transparent GIFs, and checking the validity of your HTML code.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I. All participants are encouraged, but not required, to take Learn the Multimedia Process: Web.

Fees: $45/$65/$120

PMILL101	Wed, Apr 15, 9:00 am-12:00 pm
	Fri, Apr 17, 9:00 am-12:00 pm
	Nicholson 5a (Mac)
PMILL102	Wed, May 6, 1:00 pm-4:00 pm
	Fri, May 8, 1:00 pm-4:00 pm
	Nicholson 5b (Win)

Web Pages: HTML and Netscape Composer

- Hands-on
- Limited Enrollment

Hypertext markup language (HTML) is used to create documents that can be read by World Wide Web (WWW) clients. In this six hour class you will learn to create WWW documents using HTML and Netscape Composer. Topics covered are formatting, linking, placing images and transparent GIFs, and checking the validity of your HTML code.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I. All participants are encouraged, but not required, to take Learn the Multimedia Process: Web.

Fees: $45/$65/$120

COMP101	Wed, May 6, 1:00 pm-4:00 pm
	Fri, May 8, 1:00 pm-4:00 pm
	Eddy 64 (Mac/Win)

Web Pages: Images and Tables with PageMill

- Hands-on
- Limited Enrollment

In this class, we will concentrate on creating and structuring tables, placing data and images, and using tables as a tool to control the appearance of a web page. We'll also discuss interlaced GIFs, GIF animation, and client-side image maps, and debugging in HTML.

Although this class will be taught on the Mac, the content is applicable to both PC and Mac users.

Prerequisites: Web Pages: HTML and Adobe PageMill

Fees: $45/$55/$100

PMILL211	Wed, May 13, 1:30 pm-4:00 pm
	Fri, May 15, 1:30 pm-4:00 pm
	Nicholson 5a (Mac)

Web Pages: Personal Web Space and Web Hotel

- Seminar
- Limited Enrollment

University of Minnesota students, staff, faculty, departments, and student organizations may purchase space on the central University of Minnesota web server.

This seminar demonstrates central web services, including obtaining web space, transferring HTML and image files to your space on the web server, simple Server-Side Includes (SSI), and troubleshooting. Please note: this seminar will not be teaching HTML.

Prerequisites: Familiarity with using a Web browser (e.g. Netscape), some knowledge of HTML helpful

Fees: $5/$10/$25

WEB101	Thu, May 21, 2:00 pm-4:00 pm
	Nicholson 2

Statistics

SAS: Basics

- Hands-on
- Limited Enrollment

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

Prerequisites: Familiarity with the operating system you plan to use, i.e.. CMS, MVS, PC/MS-DOS, OS/2, UNIX, VMS, Windows, or Mac OS. Previous statistics course(s) helpful, but not necessary.

Fees: $45/$100/$300

SAS101	Tue, Apr 21, 9:00 am-12:00 pm
	Thu, Apr 23, 9:00 am-12:00 pm
	Tue, Apr 28, 9:00 am-12:00 pm
	Thu, Apr 30, 9:00 am-12:00 pm
	BioSci 58 (Win)
SAS102	Tue, May 12, 9:00 am-12:00 pm
	Thu, May 14, 9:00 am-12:00 pm
	Tue, May 19, 9:00 am-12:00 pm
	Thu, May 21, 9:00 am-12:00 pm
	Nicholson 5b (Win)

SAS: Programming Techniques

- Seminar
- Limited Enrollment

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

Prerequisites: SAS: Basics

Fees: $15/$20/$40

SAS201	Thu, Jun 4, 1:00 pm-4:00 pm
	Nicholson 2

SPSS: Basics

- Hands-on
- Limited Enrollment
- Changed from last quarter

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

This course provides 3 hours of open lab time where you can apply the skills you've learned by working on your own project.

Prerequisites: Windows: Mouse Tutorial and Windows 95: Basics. A basic level course in statistics is helpful, but not necessary.

Fees: $45/$85/$150

SPSS101	Tue, Jun 2, 9:00 am-12:00 pm
	Wed, Jun 3, 9:00 am-12:00 pm
	Thu, Jun 4, 9:00 am-12:00 pm
	Nicholson 5b (Win)

Technology Enhanced Learning

Learn the Multimedia Process: CD-ROM

- Seminar
- Limited Enrollment
- Changed from last quarter

This 9 hour seminar introduces you to a process you can use to create multimedia CD-ROM products. We'll discuss a five-step development process that will help you plan, design, construct, implement, and refine multimedia for teaching and learning.

We'll demonstrate how multimedia can allow students to interact with course content and accommodate multiple learning strategies. We'll look at examples of promotional and educational CD-ROMs and learn how to evaluate the effectiveness of the design. We'll discuss technical issues related to producing and digitizing with different types of media and programming tools. We'll also identify issues and resources related to intellectual property, copyright, and product distribution.

Please note that participants will not learn how to use an authoring tool such as Authorware or Director in this seminar. Participants interested in a hands-on course on creating CD-ROM modules are encouraged to attend one of the authoring tools courses listed in the CD-ROM Development section.

Prerequisites: None
Fees: $25/$45/$100

PROC121	Mon, May 11, 1:00 pm-4:00 pm
	Wed, May 13, 1:00 pm-4:00 pm
	Fri, May 15, 1:00 pm-4:00 pm
	Eddy 64

Learn the Multimedia Process: Web

- Seminar
- Limited Enrollment
- Changed from last quarter

This 9 hour seminar introduces you to designing Web pages for your department or course. We'll discuss a five-step development process, emphasizing both content and visual design. We'll discuss page layout, use of graphics, use of computer-mediated communication tools, and technical issues related to accessibility.

We'll demonstrate how course Web sites can allow students to access and interact with information; interact with other students, the instructor, and experts in their discipline; and receive feedback any time and any place. We'll demonstrate how to organize departmental Web sites based on purpose and content. We'll also discuss the roles and responsibilities of Web team members.

Please note that participants will not learn how to use HTML or a Web editor in this seminar. Participants interested in a hands-on course on creating Web pages are encouraged to attend Exploring Multimedia: Creating Multimedia Web Pages.

Prerequisites: None
Fees: $25/$45/$100

PROC111	Tue, Apr 7, 1:00 pm-4:00 pm
	Tue, Apr 14, 1:00 pm-4:00 pm
	Tue, Apr 21, 1:00 pm-4:00 pm
	Eddy 64

Presentation Tools: Putting Your Presentation on the Web

- Seminar
- Limited Enrollment

When you give speech-style presentations in class or at conferences, your audience frequently wants access to your visual aids after your presentation. You can make your presentation available on the Web. However, do you put the file online for someone to download to their computer and play with a viewer (PowerPoint)? Should you convert your presentation to HTML (Web pages) or PDF (Acrobat Reader)? Or will you have to redo your presentation entirely? As a class, we'll evaluate the options based on principles for designing presentations, difficulty, and time.

Prerequisites: None
Fees: $10/$25/$55

| PTOOL101 | Wed, Jun 3, 1:30 pm-4:00 pm |
| | *Nicholson 2* |

Jsing Technology to Enhance the Writing Process

- Hands-on
- Limited Enrollment

You can use technology to help your students understand and enhance the writing process. Using computer-based ools to explore the researching, writing/revising, critiquing, and grading of writing assignments, you can help students earn the values and pitfalls of using technology in their own writing. This course will enable you to learn some ways that you can incorporate computers and the Internet into your eaching about writing; we'll discuss how to search for and evaluate Internet resources and provide hands-on experience with computer-based conferencing, annotation, and evaluation tools.

Since the content of this class is applicable to both Mac and PC users, this class is taught in a cross-platform lab with Macs and PCs. If you can't register for your preferred platform, you may want to consider registering for the other platform.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.
Fees: $20/$55/$110

TEL101	Fri, Apr 24, 1:00 pm-4:00 pm
	Fri, May 1, 1:00 pm-4:00 pm
	Eddy 64 (Mac/Win)

Nriting Effective Hypertext

- Hands-on
- Limited Enrollment

Many faculty and instructors are publishing course and esearch materials on the World Wide Web or in other multimedia formats. Writing conventions for these new media, however, differ from the traditional print ones with which most of us are familiar. In this course, we'll explore how we might write hypertext -- the language of new media -- most effectively.

We'll define hypertext and how it differs from printed text. We'll demonstrate how to organize, lay out, link, and compose hypertext and integrate it with other media and nteractive elements. We'll repurpose existing printed course materials into hypertext and collaboratively evaluate the esults.

This course is taught on the Mac but is also appropriate for PC users.

Prerequisites: PC users need Windows: Mouse Tutorial and Windows 95: Basics. Mac users need Macintosh: Basics I.
Fees: $20/$55/$110

TEL111	Tue, Jun 2, 9:00 am-12:00 pm
	Thu, Jun 4, 9:00 am-12:00 pm
	Nicholson 5a (Mac)

Academic & Distributed Computing Services
Short Course Registration

U of M ID# or Social Security#	Department

Name	Home Phone	Work Phone

Address (campus address preferred)	E-mail Address
City　　　　　State　　　　　Zip	Check one: ＿＿ Student ＿＿ Staff/Faculty ＿＿ Other/Alumni

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

Class Code	Class Title	Date & Time	Fees	Wait List

Total Fees: $ _____

Reg. By:　　　　Date:　　　　Payment by:　＿ Cash ＿ Check # _____　＿ IV _____

Academic and Distributed Computing Services
University of Minnesota
Room 190, Shepherd Labs
100 Union Street SE
Minneapolis, MN 55455-0421

Short Course Bulletins published quarterly by
Academic and Distributed Computing Services

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