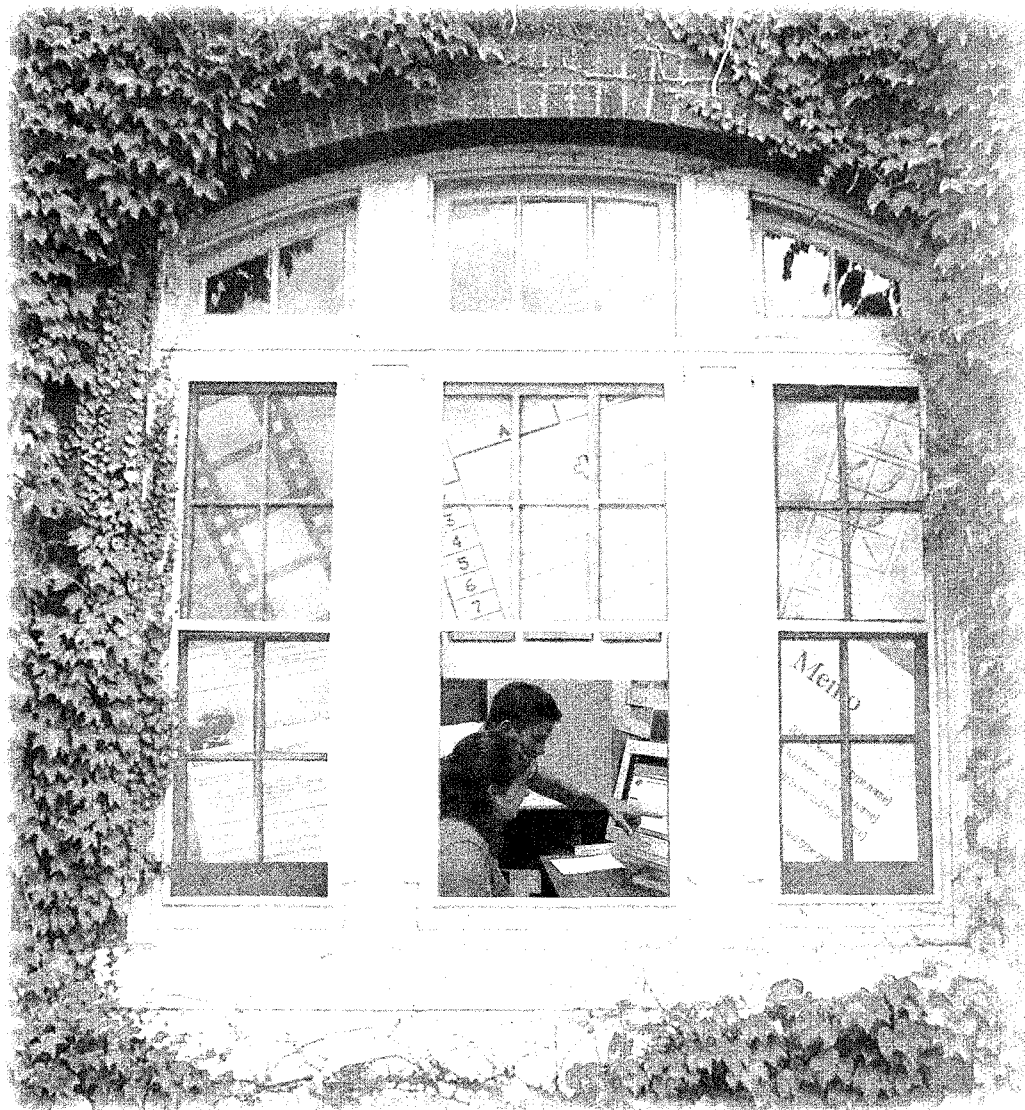


MTW
901111

University Technology Training Center

Computer Training Bulletin Summer 2002



New Courses

Portfolio Workshop

Designing Accessible Web Sites
Workshop

Dreamweaver 4: Forms

Web Server: Using CGI Scripts

Oracle9i: Introduction to SQL

Oracle9i: DBA Fundamentals I

Oracle9i: DBA Fundamentals II

SPSS 11: Basics

Creating Electronic Presentations:
PowerPoint 2000/2001 Survival Skills

Enhancing Learning with Technology:
Using Games and Simulations

Creating Course Web Sites:
Implementing Teaching Strategies
with WebCT

Opening a World of Possibilities

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General Information

General Information

612-625-1300

adcsorc@umn.edu

www.umn.edu/adcs/training

Custom Training Information

612-625-2005

Bulletin and Course Comments

course.comments@umn.edu

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Course Descriptions

In Alphabetic Order

A

Access 2000: Level I

- Hands-on

This 6-hour course introduces the skills necessary for setting up and using database tables in Access. It is intended for those who have little or no experience developing a relational database. Relational Database Design Basics is strongly recommended before taking this course since many of the techniques taught are based on relational database concepts.

Topics include: creating, editing and working with tables • finding and filtering data • creating relationships • using simple queries • modifying query results • analyzing tables • creating basic forms and reports • using online help.

This course is taught on the Windows platform using Access 2000.

Prerequisites: Relational Database Design Basics. Windows 98/2000 Basics.

Fees: Students \$65.00 / Staff & Faculty \$105.00 / Alumni & Others \$200.00

Includes the cost of workbook(s), which will be distributed in class.

2ACC101	Jun 18, 20	1:30am-4:30am	Blegen Hall 90	Windows
2ACC102	Jul 25, 26	9:00am-12:00pm	Anderson Hall 170	Windows
2ACC103	Aug 7, 9	9:00am-12:00pm	Blegen Hall 90	Windows

Access 2000: Level I Accelerated

- Hands-on

The pace in this accelerated Access class is much quicker than the standard Access class. In order to keep up, participants must have the appropriate skill level indicated below.

This 4-hour fast-paced course introduces the skills necessary for setting up and using database tables in Access. It is intended for those who already have experience developing relational databases and who are quick learners. Participants must be comfortable with basic computer concepts such as navigating, using menus and toolbars, highlighting text, and using cut, copy and paste commands. This class will not slow down for participants without the appropriate skill level.

Topics include: creating, editing and working with tables • finding and filtering data • creating relationships • using simple queries • modifying query results • analyzing tables • creating basic forms and reports.

This course is taught on the Windows platform using Access 2000.

Prerequisites: Solid understanding of relational database design. Good working knowledge of the Windows operating system.

Fees: Students \$45.00 / Staff & Faculty \$70.00 / Alumni & Others \$155.00

Includes the cost of workbook(s), which will be distributed in class.

2ACC111	Jun 25	1:00am-5:00am	Nicholson Hall 5b	Windows
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Access 2000: Level II

- Hands-on

This 9-hour course explores the more advanced features of Access tables, queries, forms and reports. Relational Database Design Basics is strongly recommended before taking this course since many of the techniques taught are based on relational database concepts.

Topics include: modifying tables • setting field properties • using operators in queries • designing advanced queries • creating action queries • using advanced query wizards and other advanced database features • manipulating controls • using design view • designing advanced forms and reports • using editing tools.

This course is taught on the Windows platform using Access 2000.

Prerequisites: Access 2000: Level I. Relational Database Design Basics.

Fees: Students \$65.00 / Staff & Faculty \$125.00 / Alumni & Others \$240.00

Includes the cost of workbook(s), which will be distributed in class.

2ACC201	Jul 9, 10, 11	1:30pm-4:30pm	Blegen Hall 90	Windows
2ACC202	Aug 21, 22, 23	9:00am-12:00pm	Blegen Hall 90	Windows

Access 2000: Skills Practice Lab

- **Hands-on**

This 9-hour structured lab provides participants with the opportunity to practice the skills they learned in Relational Database Design Basics, Access Level I and Access Level II. In order to keep up, participants must be familiar with the skills covered in all of these courses.

Topics include: applying a five-step database development model to a sample scenario • determining what tables, fields, field types and relationships are needed for the scenario • using the resulting database design to create the required tables • designing and creating the essential data entry forms and reports • creating the queries necessary for the forms and reports • designing a subform • designing advanced action queries • adding buttons to run simple macros • adding a switchboard (main menu).

This structured lab is taught on the Windows platform using Access 2000.

Prerequisites: Access 2000: Level II. Access 2000: Level I. Relational Database Design Basics.

Fees: Students \$55.00 / Staff & Faculty \$100.00 / Alumni & Others \$205.00

2ACC301	Aug 27, 28, 29	1:30pm-4:30pm	Anderson Hall 170	Windows
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Active Server Pages: Publishing Databases on the Web

- **Hands-on**

This 3-hour advanced course introduces using Active Server Pages to set up a Web front-end for an ODBC compliant database. It is intended for those who already have a general familiarity with database and Web development, as well as a working knowledge of Visual Basic.

Topics include: meeting server side requirements • connecting to a database • displaying data • passing variables • sorting and searching data • updating data.

Prerequisites: Familiarity with database and Web development. Working knowledge of Visual Basic.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

ASP101	Aug 13	1:30pm-4:30pm	Anderson Hall 170	Windows
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C

Creating Course Web Sites: Dreamweaver 4 for WebCT Users

- **Hands-on**

This 4-hour course is intended for faculty who would like to use Dreamweaver to create content pages for use in their WebCT course site.

Topics include: formatting text • creating lists • adding links • inserting images • working with tables • copying and pasting portions of HTML into WebCT • organizing files and folders • converting Word documents into HTML • using a zip tool to prepare multiple pages for uploading into WebCT.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver 4.

Registration Note: 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.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Creating Course Web Sites: WebCT 3 Basics. Creating Course Web Sites: HTML Survival Skills. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$55.00 / Alumni & Others \$140.00

DW111	Aug 13	1:00pm-5:00pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: HTML Survival Skills

- Hands-on

This 2.5-hour course provides an overview of HTML, the underlying code for Web pages.

Topics include: understanding the structure of a Web page • working with basic tags and attributes • copying HTML code from various sources.

This course is taught on both the Macintosh and Windows platforms using SimpleText (Mac) and Notepad (Win).

Registration Note: 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.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Familiarity with using a Web browser (e.g. Netscape Navigator). Mac OS 9 Basics or Windows 98/2000 Basics.

Fees: Students \$25.00 / Staff & Faculty \$40.00 / Alumni & Others \$90.00

HTML111	Jun 4	1:30pm-4:00pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: Implementing Teaching Strategies with WebCT

- Hands-on
- New

This 18-hour course focuses on creating interactive, technology-enhanced courses using WebCT's built-in tools. Working from their own class syllabus, participants will learn to develop clear learning objectives, identify appropriate teaching strategies for meeting those objectives, design competent course web site structures, select appropriate WebCT tools and construct effective on-line learning activities to support and enhance the chosen teaching strategies. Class activities will blend demonstrations of successfully implemented teaching strategies with discussion and hands-on activities. Consultants will be available for one-on-one consultation between class sessions.

Topics include: developing clear learning objectives and matching them with teaching strategies • developing, implementing, and evaluating technology-enhanced teaching strategies within a WebCT course site (including case studies, peer review and group activities, active learning strategies, e.g., games, simulations, tutorials) • exploring existing research for evidence of successful implementation of these technology enhanced strategies.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: 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.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Creating Course Web Sites: WebCT 3 Basics. Participants must bring a complete syllabus to the first day of class.

Fees: Students \$65.00 / Staff & Faculty \$175.00 / Alumni & Others \$400.00

CWS501	Aug 19, 21, 23	9:00am-4:00pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: WebCT 3 Advanced Content Management

- Hands-on

This 3-hour course examines delivering course content with WebCT in greater detail.

Topics include: customizing the look of content modules • working with the options for content-specific tools • exploring other content delivery methods that can be used.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: 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.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Creating Course Web Sites: WebCT 3 Content Management. Creating Course Web Sites: WebCT 3 Basics. Creating Course Web Sites: HTML Survival Skills. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CWS401	Jul 9	1:30pm-4:30pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: WebCT 3 Advanced Quizzes and Surveys

- **Hands-on**

This 3-hour course explores the WebCT quiz tool in greater detail.

Topics include: creating quizzes and surveys • customizing quiz listings • exploring quiz and survey settings • randomizing quiz questions • uploading quiz and survey questions • exploring different ways of linking to quizzes and surveys • grading quizzes • accessing quiz and survey results.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: 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.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Creating Course Web Sites: WebCT 3 Quizzes. Creating Course Web Sites: WebCT 3 Basics. Creating Course Web Sites: HTML Survival Skills. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CWS411	Jul 11	1:30pm-4:30pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: WebCT 3 Assignments

- **Hands-on**

This 3-hour course explores a variety of approaches to managing student assignments within a WebCT course site.

Topics include: using the assignments tool, discussion tool, e-mail tool and student presentations tool for assignment submissions • exploring issues relating to uploading, downloading and formatting files for submission online • exploring best practices and implementation issues for assignments in an online environment.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: 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.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Creating Course Web Sites: WebCT 3 Basics. Creating Course Web Sites: HTML Survival Skills. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CWS351	Jun 20	1:30pm-4:30pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: WebCT 3 Basics

- **Hands-on**

This 4-hour course is intended for faculty and other course designers who would like to explore using WebCT for online course delivery. This course is a prerequisite for all other WebCT courses. It is intended to provide a general understanding of WebCT concepts and standard capabilities.

Topics include: designing a WebCT course Web site • customizing WebCT pages • managing files and directories • adding, organizing and managing tools • understanding basic student database and gradebook features • working with basic course management functions.

Content Note: This course only covers basic WebCT features and tools. More complex WebCT tools, such as content modules and quizzes, are covered in subsequent courses.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: 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.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Creating Course Web Sites: HTML Survival Skills. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$55.00 / Alumni & Others \$140.00

CWS201	Jun 6	1:00pm-5:00pm	Walter Library 210	Mac & Windows
CWS202	Jun 11	1:00pm-5:00pm	Walter Library 210	Mac & Windows
CWS203	Aug 14	1:00pm-5:00pm	Walter Library 210	Mac & Windows

Creating Course Web Sites: WebCT 3 Communication Tools

• Hands-on

This 3-hour course introduces WebCT's communication tools and explores pedagogical techniques for using computer mediated communication.

Topics include: working with WebCT's communication tools from the student perspective • configuring the bulletin board, e-mail, chat and whiteboard tools • exploring best practices and implementation issues for computer mediated communication.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: 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.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Creating Course Web Sites: WebCT 3 Basics. Creating Course Web Sites: HTML Survival Skills. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CWS321	Jun 25	1:30pm-4:30pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: WebCT 3 Content Management

• Hands-on

This 3-hour course introduces the capabilities of WebCT content modules for course content delivery and navigation.

Topics include: creating and managing files to be used for content modules • creating and configuring a content module and its pages • adding tools to a content module • exploring best practices and implementation issues for delivering course content online.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: 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.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Creating Course Web Sites: WebCT 3 Basics. Creating Course Web Sites: HTML Survival Skills. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CWS301	Jun 13	1:30pm-4:30pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: WebCT 3 Course Management

• Hands-on

This 3-hour course covers WebCT's course management tools.

Topics include: working with the student database • using student and page tracking • using Excel with the WebCT gradebook • using the student database in combination with other WebCT tools • exploring advanced course management techniques.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: 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.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Creating Course Web Sites: WebCT 3 Basics. Creating Course Web Sites: HTML Survival Skills. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CWS331	Jun 27	1:30pm-4:30pm	Walter Library 210	Mac & Windows
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Creating Course Web Sites: WebCT 3 Quizzes

- Hands-on

This 3-hour course introduces the WebCT quiz tool for administering online quizzes and self-tests.

Topics include: taking a WebCT quiz from the student perspective • adding the quiz tool • creating multiple choice, short answer, matching, calculated and paragraph questions • creating and configuring a quiz • viewing and grading quiz submissions • adding links to a quiz from other areas of WebCT • exploring best practices and implementation issues for online quizzes and self-tests.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access WebCT 3.

Registration Note: 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.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Creating Course Web Sites: WebCT 3 Basics. Creating Course Web Sites: HTML Survival Skills. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CWS311	Jun 18	1:30pm-4:30pm	Walter Library 210	Mac & Windows
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Creating Electronic Presentations: PowerPoint 2000/2001 Survival Skills

- Hands-on
- New

This 4-hour course covers the basic skills needed to give a lecture-style presentation using PowerPoint, the Microsoft Office presentation application.

Topics include: creating presentations using PowerPoint's built-in templates or the AutoContent wizard • creating presentations by importing Word documents • working with text and slides • adding graphics to presentations • printing notes and handouts • running slide shows • converting presentations for the Web • creating effective electronic presentations.

This course is taught on both the Macintosh and Windows platforms using PowerPoint 2001 (Mac) and PowerPoint 2000 (Win).

Registration Note: 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.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Mac OS 9 Basics or Windows 98/2000 Basics.

Fees: Students \$30.00 / Staff & Faculty \$55.00 / Alumni & Others \$140.00

PP121	Jun 25	1:00pm-5:00pm	Nicholson Hall 5a	Mac & Windows
PP122	Jul 24	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows

D

Designing Accessible Web Sites Seminar

- Seminar

This 1.5-hour drop-in 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. Registration is not required to attend.

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.

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.

Content Note: The material presented in this seminar is also included in the Designing Accessible Web Sites Workshop.

Prerequisites: Familiarity with creating basic Web pages.

No registration required for this class.

East Bank	Jun 11	10:00am-11:30am	Nicholson Hall 2
East Bank	Jul 24	2:00pm-3:30pm	Nicholson Hall 2

Designing Accessible Web Sites Workshop

- Hands-on
- New

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

Topics include: understanding how to implement the University of Minnesota Web Accessibility Standards • designing an accessible Web site • making an existing Web site accessible • working with the JAWS For Windows (JFW) screen-reader and other adaptive technologies • using online accessibility assessment tools.

Content Note: This course includes the material presented in the Designing Accessible Web Sites Seminar.

Prerequisites: Familiarity with creating basic Web pages. Basic understanding of HTML code.

Fees: Students \$20.00 / Staff & Faculty \$35.00 / Alumni & Others \$70.00

DSIGN131	Jul 11	1:00pm-4:00pm	Nicholson Hall 5b	Windows
DSIGN132	Aug 6	9:00am-12:00pm	Nicholson Hall 5b	Windows

Designing Course Web Sites: Organizing and Presenting Information

- Seminar

This 9-hour seminar explores how to design effective Web sites for instructional purposes. Sample materials will be provided for use in class exercises, but participants are encouraged to bring their own project ideas. Those who haven't yet defined the teaching practices and learning activities they want to deliver electronically may first want to attend one or more of the Enhancing Learning with Technology seminars. A course Web site will be available for participants who desire additional background information on hypermedia theory and practice beyond what is covered in class.

Topics include: chunking information into discrete topics that can be accessed nonlinearly • arranging topics into meaningful structures • writing effective topic labels • selecting appropriate colors, fonts, and media formats • designing screen layouts • writing for online reading • providing access to information for users with disabilities • designing navigation systems • using interactive elements such as forms and quizzes • providing users with effective feedback • selecting appropriate Web site development tools.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: None.

Fees: Students \$35.00 / Staff & Faculty \$65.00 / Alumni & Others \$105.00

DSIGN121	Jun 11, 18, 25	9:00am-12:00pm	Walter Library 210
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Dreamweaver 4: Cascading Style Sheets

- Hands-on

This 3-hour course covers the basics of creating cascading style sheets (CSS) for Web pages. Participants will learn how to maintain consistently formatted pages more easily by using styles to control text formatting attributes.

Topics include: redefining HTML tags with new attributes • defining and applying custom styles • creating internal and external style sheets • linking multiple files to an external style sheet.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver 4.

Registration Note: 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: Dreamweaver 4: Creating Basic Web Pages. HTML: Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

DW211	Aug 6	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
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Dreamweaver 4: Creating Basic Web Pages

- Hands-on

This 7-hour course covers the basics of creating Web pages using Dreamweaver. HTML Basics is strongly recommended before taking this course since an understanding of HTML is essential for developing and troubleshooting Web pages.

Topics include: formatting text • creating lists • adding links • inserting images and adding rollover effects • creating image maps • working with tables • defining a site and transferring files to a Web server • using templates and library items to manage content.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver 4.

Registration Note: 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: HTML: Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$55.00 / Staff & Faculty \$100.00 / Alumni & Others \$205.00

DW101	Jun 5, 7	8:30am-12:00pm	Blegen Hall 90	Mac & Windows
DW102	Jul 9, 11	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
DW103	Jul 31, Aug 1	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows

Dreamweaver 4: Extending and Customizing Capabilities

- Hands-on

This 3-hour course covers the basics of customizing Dreamweaver and extending its capabilities. Participants will learn about downloading extensions from the Web to facilitate tasks such as creating a table of contents or checking page accessibility. Participants will also learn about modifying and adding menu items and objects using HTML, JavaScript, and XML.

Topics include: downloading, installing, and using Dreamweaver extensions • modifying Dreamweaver menus and objects • exploring other customizable features of Dreamweaver.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver 4.

Registration Note: 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: Dreamweaver 4: Creating Basic Web Pages. HTML: Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

DW231	Aug 29	1:30pm-4:30pm	Blegen Hall 90	Mac & Windows
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Dreamweaver 4: Forms

- Hands-on
- New

This 3-hour course introduces the basics of using Web-based forms, including an overview of working with CGI scripts.

Topics include: understanding the HTML elements used in forms • using Dreamweaver to create forms • using form elements without CGI scripts • processing form input with CGI scripts • utilizing CGI scripts centrally available at the University of Minnesota • utilizing Google's University Search service available free for University of Minnesota Web sites.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver 4.

Registration Note: 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: Dreamweaver 4: Creating Basic Web Pages. HTML: Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

DW241	Aug 27	9:00am-12:00pm	Walter Library 210	Mac & Windows
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Dreamweaver 4: Frames and Layers

- **Hands-on**

This 3-hour course covers options for arranging content on a Web page using frames and layers. Participants will explore using frames to divide a page so different files can be loaded into defined areas on the same page. Participants will also explore using layers to position elements at exact locations in the browser window.

Topics include: creating a frameset • linking between frames • creating layers • positioning content using layers • converting layers to tables.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver 4.

Registration Note: 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: Dreamweaver 4: Creating Basic Web Pages. HTML: Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

DW221	Jul 26	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
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E

E-mail and Internet Orientation

- **Seminar**

This 1-hour drop-in seminar introduces Internet access and e-mail at the University of Minnesota. Registration is not required to attend.

Topics include: initiating and managing University Internet accounts • accessing the Internet • getting started with e-mail • using available support resources.

Prerequisites: None.

No registration required for this class.

East Bank	Jun 6	2:00pm-3:00pm	Nicholson Hall 2
St. Paul	Jun 25	10:00am-11:00am	Biological Sciences Center 64
West Bank	Jul 24	2:00pm-3:00pm	Anderson Hall 170

E-mail Service Updates

- **Seminar**

This 1-hour drop-in seminar provides updates on the University of Minnesota e-mail service, as well as general tips for better e-mail management. It is intended for those who already have basic familiarity with sending and receiving messages. Registration is not required to attend.

Topics include: understanding how IMAP and POP relate to retrieving and storing messages • using message filtering • working with attachments • using Autoreply when on vacation • using WebMail or other options to check messages from other locations • managing multiple e-mail

Prerequisites: Basic familiarity with sending and receiving e-mail messages.

No registration required for this class.

St. Paul	Jun 11	2:00pm-3:00pm	Biological Sciences Center 64
East Bank	Jul 26	10:00am-11:00am	Nicholson Hall 2

Enhancing Learning with Technology: Using Digital Storytelling

- **Seminar**

This 3-hour seminar introduces the concept of digital storytelling and provides examples of how it can be used to enhance student learning. Through demonstrations and group activities, participants will learn how video, audio, images, and text can be combined to create compelling narratives for classroom use.

Topics include: using digital storytelling to liven up your classroom and motivate students • using digital storytelling as a strategy for presenting information • using digital storytelling for student assignments.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: None.

Fees: Students \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$85.00

LT231	Jul 10	1:30pm-4:30pm	Walter Library 210
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Enhancing Learning with Technology: Using Games and Simulations

- Seminar
- New

This 3.5-hour seminar reviews the nature and uses of technology-enhanced games and simulations as learning tools, particularly the use of technology to foster collaborative learning and creative problem solving, and to motivate learners with structured narratives and compelling puzzles. Participants will discuss an array of educational solutions, from abstract (those based, for example, on arcade, trivia, and card games, etc.) to immersive (detailed simulations of complex situations), and explore how technology might enhance their effectiveness as teaching and learning tools.

Topics include: applying techniques for designing, developing, implementing, and evaluating technology-enhanced games and simulations • examining examples of completed projects • finding online resources to help with designing instructional games and simulations.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: None.

Fees: Students \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$85.00

LT221	Aug 7	1:00pm-4:30pm	Walter Library 210
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Excel 2000: Database Management

- Hands-on

This 3.5-hour course introduces Excel's database management tools.

Topics include: working with databases (creating, modifying, sorting and validating) • using the data form to add and find records • using autofilter • working with advanced filters to find and extract records meeting specified criteria • using database functions • importing data from and exporting data to other applications.

This course is taught on the Windows platform using Excel 2000.

Prerequisites: Excel 2000: Level I.

Fees: Students \$45.00 / Staff & Faculty \$60.00 / Alumni & Others \$125.00

Includes the cost of workbook(s), which will be distributed in class.

2XCEL311	Jul 19	8:30am-12:00pm	Nicholson Hall 5b	Windows
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Excel 2000: Level I

- Hands-on

This 9-hour course introduces the basic features of Excel, the Microsoft Office spreadsheet application. It is intended for those who have little or no experience using electronic spreadsheets.

Topics include: learning the components of a workbook • working with basic worksheets • entering and editing data • moving around and selecting data ranges • creating simple formulas • using absolute references • copying and moving data • using page setup • formatting numbers and text • working with columns and rows • using automatic formatting • using range names • using online help.

This course is taught on the Windows platform using Excel 2000.

Prerequisites: Windows 98/2000 Basics.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

2XCEL101	Jun 18, 19, 20	1:30pm-4:30pm	Nicholson Hall 5b	Windows
2XCEL102	Jul 10, 11, 12	9:00am-12:00pm	Anderson Hall 170	Windows

Excel 2000: Level I Accelerated

- Hands-on

The pace in this accelerated Excel class is much quicker than the standard Excel class. In order to keep up, participants must have the appropriate skill level indicated below.

This 4-hour fast-paced course introduces the basic features of Excel, the Microsoft Office spreadsheet application. It is intended for those who have little or no experience using electronic spreadsheets, however, it is geared towards computer users who are quick learners and comfortable with basic computer concepts such as navigating, using menus and toolbars, highlighting text, and using cut, copy and paste commands. This class will not slow down for participants without the appropriate skill level.

Topics include: learning the components of a workbook • working with basic worksheets • entering and editing data • moving around and selecting data ranges • creating simple formulas • copying and moving data • using page setup • formatting numbers and text • working with columns and rows.

This course is taught on the Windows platform using Excel 2000.

Prerequisites: Good working knowledge of the Windows operating system.

Fees: Students \$45.00 / Staff & Faculty \$70.00 / Alumni & Others \$155.00

Includes the cost of workbook(s), which will be distributed in class.

2XCEL111	Jun 27	1:00pm-5:00pm	Blegen Hall 90	Windows
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Excel 2000: Level II

- Hands-on

This 9-hour course is designed for those who have mastered the basics of Excel and would like to learn more about managing and enhancing worksheets.

Topics include: working with large worksheets • using and managing multiple worksheets and multiple workbooks • using paste special • using range names in formulas • working with labels in formulas • using advanced functions • using conditional and custom formats • creating and editing charts • using Excel's HTML features.

This course is taught on the Windows platform using Excel 2000.

Prerequisites: Excel 2000: Level I.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

2XCEL201	Aug 6, 7, 8	1:30pm-4:30pm	Nicholson Hall 5b	Windows
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Excel 2000: Macros

- Hands-on

This 3.5-hour course explores using Excel's macro capability to automate common procedures and improve efficiency.

Topics include: understanding basic macro concepts • recording macros • documenting macros • adding macros to menus and buttons • editing macros • deleting macros.

This course is taught on the Windows platform using Excel 2000.

Prerequisites: Excel 2000: Level I.

Fees: Students \$45.00 / Staff & Faculty \$60.00 / Alumni & Others \$125.00

Includes the cost of workbook(s), which will be distributed in class.

2XCEL321	Jul 16	1:00pm-4:30pm	Nicholson Hall 5b	Windows
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Excel 2000: PivotTables for Data Analysis

- Hands-on

This 3.5-hour course on using Excel's PivotTables is intended for those who need to analyze sizable amounts of data and would like a quick, easy way to sort and display analyses of that data.

Topics include: creating and revising PivotTables • adding PivotTable fields • changing a PivotTable layout • formatting PivotTables • hiding and unhiding items • creating a page field report • creating a PivotChart report.

This course is taught on the Windows platform using Excel 2000.

Prerequisites: Excel 2000: Level I.

Fees: Students \$45.00 / Staff & Faculty \$60.00 / Alumni & Others \$125.00

Includes the cost of workbook(s), which will be distributed in class.

2XCEL301	Aug 27	8:30am-12:00pm	Blegen Hall 90	Windows
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Excel 2001: Level I

- Hands-on

This 9-hour course introduces the basic features of Excel, the Microsoft Office spreadsheet application. It is intended for those who have little or no experience using electronic spreadsheets.

Topics include: learning the components of a workbook • working with basic worksheets • entering and editing data • moving around and selecting data ranges • creating simple formulas • using absolute references • copying and moving data • using page setup • formatting numbers and text • working with columns and rows • using automatic formatting • using range names • using online help.

This course is taught on the Macintosh platform using Excel 2001.

Prerequisites: Mac OS 9 Basics.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

XCEL151	Jul 24, 25, 26	9:00am-12:00pm	Nicholson Hall 5a	Mac
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F

FileMaker Pro 5: Basics

- Hands-on

This 6-hour course covers the basic concepts of creating a database using FileMaker.

Topics include: creating a database • entering data • finding, changing and sorting information • designing simple reports • creating basic mailing labels.

This course is taught on both the Macintosh and Windows platforms using FileMaker Pro 5.

Registration Note: 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: Mac OS 9 Basics or Windows 98/2000 Basics.

Fees: Students \$50.00 / Staff & Faculty \$90.00 / Alumni & Others \$185.00

FM101	Jun 26, 28	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
FM102	Jul 16, 18	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows

FileMaker Pro 5: Layouts, Forms, and Reports

- Hands-on

This 7.5-hour course covers the creation of data input forms and printed reports in FileMaker in greater depth.

Topics include: using layout tools • designing detailed reports • adding cover pages • working with sorting and grouping functions to create summaries and sub-summaries • creating labels and form letters • customizing input forms.

This course is taught on both the Macintosh and Windows platforms using FileMaker Pro 5.

Registration Note: 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: FileMaker Pro 5: Basics.

Fees: Students \$55.00 / Staff & Faculty \$100.00 / Alumni & Others \$205.00

FM201	Aug 14, 15, 16	9:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
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FileMaker Pro 5: Publishing Databases on the Web

- **Seminar**

This 2.5-hour seminar introduces FileMaker's built-in Web Companion for publishing FileMaker Pro databases on the Web quickly and easily. Instant and Custom Web Publishing, as well as publishing static Web pages derived from FileMaker databases will be demonstrated. Advanced options that offer more flexibility than Web Companion will be briefly discussed.

Topics include: setting up and configuring Web Companion • preparing database files for publication on the Web • maintaining security • using FileMaker Pro 5 Unlimited.

Prerequisites: FileMaker Pro 5: Basics.

Fees: Students \$20.00 / Staff & Faculty \$35.00 / Alumni & Others \$70.00

FM301 Aug 8 1:30pm-4:00pm Nicholson Hall 2

FileMaker Pro 5: Relational Features

- **Hands-on**

This 5-hour course covers the relational features of FileMaker for creating multi-table database applications.

Topics include: designing relationships between files • adding fields from related files to layouts • using portals to display related fields on layouts • creating summary reports to display information from related files.

This course is taught on both the Macintosh and Windows platforms using FileMaker Pro 5.

Registration Note: 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: FileMaker Pro 5: Basics.

Fees: Students \$45.00 / Staff & Faculty \$75.00 / Alumni & Others \$170.00

FM221 Aug 27, 29 1:30pm-4:00pm Nicholson Hall 5a Mac & Windows

Final Cut Pro 2: Video Basics for Web and CD-ROM Developers

- **Hands-on**

This 10.5-hour course introduces creating video clips for multimedia projects using Final Cut Pro.

Topics include: using a video camera • designing and storyboarding a video • shooting and digitizing video • editing video • using transitions • adding titles • incorporating audio • preparing video clips to be included in a Web or CD-ROM project.

This course is taught on the Macintosh platform using Final Cut Pro 2.

Prerequisites: Mac OS 9 Basics.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$225.00

FCP101 Aug 14, 15, 16 8:30am-12:00pm Walter Library 210 Mac

Flash 5: Creating Basic Animations for the Web

- **Hands-on**

This 7-hour course introduces creating Web-based animation using Flash. It is intended for those who are already familiar with creating basic Web pages.

Topics include: using the Flash editing environment • creating and modifying objects • using layers • saving objects as symbols and using libraries • creating frame-by-frame animations • creating animations with motion and shape tweening • playing Flash animations on a Web page.

This course is taught on both the Macintosh and Windows platforms using Flash 5.

Registration Note: 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 creating basic Web pages.

Fees: Students \$65.00 / Staff & Faculty \$125.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

FLASH101 Jul 10, 12 8:30am-12:00pm Nicholson Hall 5a Mac & Windows

Flash 5: Creating Interactive Learning Activities and Animations

• Hands-on

This 9-hour course introduces faculty to the creation of Web-based interactive learning activities and animations using Flash. Participants will also explore the pedagogical and motivational value of these types of projects.

Topics include: examining exemplar interactive learning activities and animations • creating variable element and multi-scenario activities • creating animations • publishing Flash projects on the Web.

This course is taught on both the Macintosh and Windows platforms using Flash 5.

Registration Note: 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.

Fees Note: Since this course focuses on technology enhanced learning, the DMC will waive the course fee for current faculty. Faculty status will be verified at the time of registration.

Prerequisites: Familiarity with creating basic Web pages.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$225.00

FLASH111	Jul 10, 11, 12	9:00am-12:00pm	Walter Library 210	Mac & Windows
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Flash 5: Using ActionScript

• Hands-on

This 3.5-hour course explores the basics of using ActionScript to add interactivity to Web content created with Flash. Participants will learn how to create a simple preloader that can be displayed while content is being downloaded. Participants will also learn how to create navigation buttons and menus, as well as buttons for interacting with content. Time permitting, Web sites containing interactive Flash content will be deconstructed and analyzed. Participants are encouraged to bring URLs of sites they would like discussed.

Topics include: understanding how ActionScript works • adding actions to frames and objects • using object actions to control the timelines of other objects • using frame and object actions to build interfaces.

This course is taught on both the Macintosh and Windows platforms using Flash 5.

Registration Note: 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: Flash 5: Creating Basic Animations for the Web. Knowledge of HTML and JavaScript is helpful, but not required.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

FLASH201	Aug 7	8:30am-12:00pm	Walter Library 210	Mac & Windows
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FrontPage 2000: Creating Basic Web Pages

• Hands-on

This 9-hour course covers the basics of creating Web pages using FrontPage. HTML Basics is strongly recommended before taking this course since an understanding of HTML is essential for developing and troubleshooting Web pages.

Topics include: understanding the structure of a Web page • formatting text • adding links • working with themes and style sheets • inserting images • creating image maps • working with tables • transferring files to a Web server.

This course is taught on the Windows platform using FrontPage 2000.

Prerequisites: HTML: Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

FP101	Jul 16, 17, 18	1:30pm-4:30pm	Anderson Hall 170	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 • copying HTML code from existing Web pages • checking the validity of HTML code.

This course is taught on both the Macintosh and Windows platforms using SimpleText (Mac) and Notepad (Win).

Registration Note: 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. Netscape Navigator). Mac OS 9 Basics or Windows 98/2000 Basics.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

HTML101	Jun 4	8:30am-12:00pm	Blegen Hall 90	Mac & Windows
HTML102	Jun 27	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
HTML103	Jul 24	1:00pm-4:30pm	Nicholson Hall 5a	Mac & 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 FTP to transfer HTML documents to a Web server.

This course is taught on both the Macintosh and Windows platforms using SimpleText (Mac) and Notepad (Win).

Registration Note: 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: HTML: Basics.

Fees: Students \$30.00 / Staff & Faculty \$55.00 / Alumni & Others \$140.00

HTML201	Aug 21	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
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ImageReady 3: Techniques for Web Developers

- Hands-on

This 3-hour course is designed for those who have mastered the basics of Photoshop 6 and would like to use ImageReady 3 to create animations for their Web pages.

Topics include: organizing palettes • creating rollover buttons, remote rollovers, slide shows and animated GIFs • slicing files • tweening frames • creating and saving rollover styles • creating frame-by-frame animated banners • optimizing animations • integrating ImageReady with Dreamweaver.

This course is taught on both the Macintosh and Windows platforms using ImageReady 3.

Registration Note: 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: Photoshop 6: Basics.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

PSHOP221	Aug 27	1:30pm-4:30pm	Walter Library 210	Mac & Windows
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InDesign 1.5: Basics

- **Hands-on**

This 9-hour course introduces InDesign's essential graphics and type capabilities. Participants will learn to create and edit master pages, place text and graphics, and export to PDF and other file formats.

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 1.5.

Registration Note: 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: Mac OS 9 Basics or Windows 98/2000 Basics.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$225.00

IDSGN101	Aug 13, 14, 15	1:30am-4:30am	Nicholson Hall 5a	Mac & Windows
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J

JavaScript: Enhancing Web Page Appearance and Function

- **Hands-on**

This 3-hour course covers the basics of using JavaScript to enhance Web page appearance and function.

Topics include: understanding how to use JavaScript • utilizing sources of JavaScript code available on the Web • using JavaScript to open browser windows • working with JavaScript to control page appearance and navigation • creating JavaScript for button rollovers.

This course is taught on both the Macintosh and Windows platforms.

Registration Note: 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 creating basic Web pages. Good working knowledge of HTML code.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

JS101	Aug 2	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
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M

Mac OS 9: Basics

- **Hands-on**

This 6-hour course is for new Macintosh users. Mastery of the basic skills covered in this course is a prerequisite for nearly all other Macintosh courses.

Topics include: using the mouse and keyboard • becoming familiar with the desktop and all its components • manipulating windows • launching and exiting applications • creating, opening and saving documents • cutting, copying and pasting text in a document • organizing and managing files • making backup copies of your work • working with the Apple menu • understanding memory • setting up file sharing • working with fonts.

This course is taught using Mac OS 9.

Prerequisites: None.

Fees: Students \$50.00 / Staff & Faculty \$85.00 / Alumni & Others \$175.00

MAC101	Jun 5, 7	9:00am-12:00pm	Nicholson Hall 5a	Mac
MAC102	Jun 18, 20	1:30pm-4:30pm	Nicholson Hall 5a	Mac

O

Oracle9i: DBA Fundamentals I

- Hands-on
- New

This is the second of two courses offered for Oracle9i Certified Associate (OCA) preparation, and the second of four courses offered for Oracle9i Certified Professional (OCP) preparation. The next course offered for the OCP track is Oracle9i: DBA Fundamentals II.

This course prepares participants for certification exam #1Z0-031. Information on where certification exams are offered can be found at: <http://www.oracle.com/education/certification>.

This 36-hour course is designed to give the Oracle database administrator (DBA) a firm foundation in basic database administrative tasks. Participants will gain a conceptual understanding of the Oracle9i database architecture and how the architectural structures work and interact with one another. Participants will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner. In addition to learning the various commands needed to perform the DBA tasks, participants will also learn to perform the same DBA tasks using the Oracle Enterprise Manager tool.

Topics include: managing Oracle database files • managing tablespaces, segments, extents, and blocks • using Globalization Support features • starting up and shutting down an Oracle instance and database • managing users, privileges, and resources • creating an operational database.

Prerequisites: Oracle9i: Introduction to SQL.

Fees: Students \$505.00 / Staff & Faculty \$680.00 / Alumni & Others \$1,230.00

Includes the cost of workbook(s), which will be distributed in class.

ORAC201

Jul 15, 16, 17, 18, 22, 23, 24, 25, 26 1:00pm-5:00pm

Coffey Hall 98

Oracle9i: DBA Fundamentals II

- Hands-on
- New

This is the third of four courses offered for Oracle9i Certified Professional (OCP) preparation. The next course in the OCP track, Oracle9i: Database Performance Tuning, is not offered this semester.

This course prepares participants for certification exam #1Z0-032. Information on where certification exams are offered can be found at: <http://www.oracle.com/education/certification>.

This 36-hour course gives the Oracle database administrator (DBA) a firm foundation in fundamental database administrative tasks. Participants will learn about transporting for databases and the utilities used to perform these activities. Networking concepts and configuration parameters will be introduced, as well as how to solve some common network problems. Participants will configure network parameters so that database clients and tools can communicate with the Oracle database server. This course also addresses backup and recovery techniques, and examines various backup, failure, restore and recovery scenarios. Participants will examine backup methodologies based on business requirements in a mission critical enterprise. Participants will also use multiple strategies and Oracle Recovery Manager to perform backups, and restore and recovery operations.

Topics include: defining networking requirements and the solutions provided by Oracle to implement these requirements • listing the Oracle architecture components related to backup and recovery operations • performing database and datafile backups with and without Recovery Manager (RMAN) • describing the database utilities (SQL*Loader, Export, and Import) and the situations where they can be used • configuring the network environment for an Oracle client-server system • listing the different Oracle backup methods and recovery operations that can be used to resolve database failure • developing network configuration and recovery techniques.

Prerequisites: Oracle9i: DBA Fundamentals I. Oracle9i: Introduction to SQL.

Fees: Students \$505.00 / Staff & Faculty \$680.00 / Alumni & Others \$1,230.00

Includes the cost of workbook(s), which will be distributed in class.

ORAC301

Jul 29, 30, 31, Aug 1, 5, 6, 7, 8, 9 1:00pm-5:00pm

Coffey Hall 98

Oracle9i: Introduction to SQL

- Hands-on
- New

This is the first of two courses offered for Oracle9i Certified Associate (OCA) preparation, and the first of four courses offered for Oracle9i Certified Professional (OCP) preparation. The next course offered for both the OCA and OCP tracks is Oracle9i: DBA Fundamentals I.

This course prepares participants for certification exam #1Z0-007. Information on where certification exams are offered can be found at: <http://www.oracle.com/education/certification>.

This 40-hour course offers an extensive introduction to the SQL programming language. Concepts of both relational and object relational databases are covered. Participants will learn to create and maintain database objects and to store, retrieve, and manipulate data. Participants will also learn to retrieve data by using advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval. Participants will learn to write SQL and SQL*Plus script files using the iSQL*Plus tool to generate report-like output.

Topics include: working with the basic SELECT statement • using functions and running subqueries • controlling data and user access • controlling transactions • creating and maintaining database objects • performing multi-table INSERT commands and using external tables • retrieving, inserting, updating, and deleting data • using GROUPING SETS and the WITH clause • using iSQL*Plus to format reports • using the new single-row DATETIME and NVL2 functions introduced in Oracle9i • writing SQL scripts that use SQL to generate SQL • solving problems by using multi-column subqueries, subqueries in the from clause of a SELECT statement, correlated subqueries, and scalar subqueries • describing relational and object relational database concepts • using advanced techniques to retrieve data by using ROLLUP, CUBE, set operators, correlated subqueries, and hierarchical queries • using basic iSQL*Plus commands.

Prerequisites: Familiarity with data processing concepts and techniques.

Fees: Students \$505.00 / Staff & Faculty \$680.00 / Alumni & Others \$1,230.00

Includes the cost of workbook(s), which will be distributed in class.

ORAC101	Jun 11, 12, 13, 18, 19, 20, 25, 26, 27	1:00pm-5:00pm	Coffey Hall 98
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P

PageMaker 6.5: Basics

- Hands-on

This 9-hour course introduces basic PageMaker skills. Participants will learn how to create a multi-page newsletter and use simple master pages. Those who want to learn about working with styles, something every serious desktop publisher must know about, should also take PageMaker: Working Smarter with Styles.

Topics include: using the Toolbox and Control Palette • using the auto- and manual text flow features • working with 2- and 3-column layouts • using text handles • wrapping text around regular and irregular-shaped graphics • using spell-checking and text formatting options • working in layout and story edit modes • working with independent and inline graphics.

This course is taught on both the Macintosh and Windows platforms using PageMaker 6.5, but is also applicable to PageMaker 7.

Registration Note: 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: Mastery of basic skills using any word processing application. Mac OS 9 Basics or Windows 98/2000 Basics.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$225.00

PM101	Jul 10, 11, 12	1:30pm-4:30pm	Biological Sciences Center 64	Mac & Windows
PM102	Aug 6, 7, 8	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows

PageMaker 6.5: Working Smarter with Type Options and Styles

- Hands-on

This 2.5-hour course teaches participants how to work smarter in PageMaker by using more text menu options and style sheets. Every desktop publisher needs to know how to use styles. Style sheets make it possible to quickly create consistently formatted text, e.g. body copy and headlines, so that those parts of a document use the same options, such as typeface, spacing and type size. Because style sheets operate in a similar manner in all applications, learning to use them in one application can help master their use in other applications.

Topics include: using, editing and creating styles • importing and exporting HTML (Web) styles • automatically keeping headings with text.

This course is taught on both the Macintosh and Windows platforms using PageMaker 6.5, but is also applicable to PageMaker 7.

Registration Note: 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: PageMaker 6.5: Basics. Mastery of basic skills using any word processing application.

Fees: Students \$25.00 / Staff & Faculty \$40.00 / Alumni & Others \$90.00

PM201	Aug 9	1:30pm-4:00pm	Nicholson Hall 5a	Mac & Windows
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Photoshop 6: Basics

- Hands-on

This 6-hour course covers the basic palette, toolbox, and menu commands in Photoshop. Participants will learn how to create various graphic elements as well as a composite image.

Topics include: making and editing selections • editing color • using layers • manipulating text and drop shadows • creating customized brushes.

This course is taught on both the Macintosh and Windows platforms using Photoshop 6.

Registration Note: 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: Mac OS 9 Basics or Windows 98/2000 Basics.

Fees: Students \$50.00 / Staff & Faculty \$90.00 / Alumni & Others \$185.00

PSHOP101	Jun 19, 21	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
PSHOP102	Jul 23, 25	1:30pm-4:30pm	Blegen Hall 90	Mac & Windows

Photoshop 6: Scanning Images

- Hands-on

This 3-hour course introduces basic scanning and preparing images for print or electronic publications. Participants should bring one small color photo, no larger than 4" x 6", for practice.

Topics include: scanning photographs • applying color correction techniques • preparing images for desktop publishing, Web or CD-ROM projects.

This course is taught on both the Macintosh and Windows platforms using Photoshop 6.

Registration Note: 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: Mac OS 9 Basics or Windows 98/2000 Basics.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

PSHOP111	Aug 15	1:30pm-4:30pm	Walter Library 210	Mac & Windows
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Photoshop 6: Techniques for Web and CD-ROM Developers

- Hands-on

This 6-hour course covers techniques and issues for incorporating graphic images into Web or CD-ROM projects. Participants will learn how to create graphic elements for backgrounds, rollover buttons, navigation bars, banners and text. Participants will also learn techniques for modifying scanned images, photo CD images and clip art.

Topics include: using Web safe colors and preventing dithering • making advanced selections and clipping groups • using filters to create special effects • reducing file size and download time • using styles and vector shapes • using actions to save time.

This course is taught on both the Macintosh and Windows platforms using Photoshop 6.

Registration Note: 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: Photoshop 6: Basics.

Fees: Students \$50.00 / Staff & Faculty \$90.00 / Alumni & Others \$185.00

PSHOP211	Jul 31, Aug 2	9:00am-12:00pm	Walter Library 210	Mac & Windows
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Portfolio Workshop

- Hands-on
- New

This 2.5-hour course provides an introduction to Portfolio. Portfolio is a Web-based information management tool for accessing and sharing University of Minnesota academic records and other educational documents.

Participants will work through examples in class using their own Portfolio account. Topics will be discussed from both the student and staff/faculty perspectives.

Topics include: logging on to Portfolio • adding items to your Portfolio • using Portfolio as a collaborative tool • viewing Portfolios to which you have been given access • sharing Portfolio information outside the University of Minnesota.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 4 to access Portfolio.

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

Prerequisites: None.

Fees: No Fee. Registration required.

PF101	Jul 23	9:30am-12:00pm	Walter Library 210	Mac & Windows
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PowerPoint 2000: Level I

- Hands-on

This 9-hour course introduces creating electronic presentations using PowerPoint, the Microsoft Office presentation application.

Topics include: creating and working with basic presentations • using outlines • correcting spelling and text errors • formatting and editing text • using graphic images and tables • working with master slides • drawing objects • using slide shows • editing multiple presentations • using online help.

This course is taught on the Windows platform using PowerPoint 2000.

Prerequisites: Windows 98/2000 Basics.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

2PP101	Jun 19, 20, 21	9:00am-12:00pm	Anderson Hall 170	Windows
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PowerPoint 2000: Level I Accelerated

- Hands-on

The pace in this accelerated PowerPoint class is much quicker than the standard PowerPoint class. In order to keep up, participants must have the appropriate skill level indicated below.

This 4-hour fast-paced course introduces the basic features of PowerPoint, the Microsoft Office presentation application. It is intended for those who have little or no experience creating electronic presentations, however, it is geared towards computer users who are quick learners and comfortable with basic computer concepts such as navigating, using menus and toolbars, highlighting text, and using cut, copy and paste commands. This class will not slow down for participants without the appropriate skill level.

Topics include: creating and working with basic presentations • using outlines • correcting spelling and text errors • formatting and editing text • using graphic images • using slide show view.

This course is taught on the Windows platform using PowerPoint 2000.

Prerequisites: Good working knowledge of the Windows operating system.

Fees: Students \$45.00 / Staff & Faculty \$70.00 / Alumni & Others \$155.00

Includes the cost of workbook(s), which will be distributed in class.

2PP111	Jul 9	1:00pm-5:00pm	Nicholson Hall 5b	Windows
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PowerPoint 2000: Level II

- **Hands-on**

This 8.25-hour course is designed for those who are familiar with PowerPoint and would like to learn more advanced features.

Topics include: customizing presentations • editing notes and handout masters • adding special effects • setting up a slide show • expanding a slide show • packaging a presentation for a wider audience • customizing toolbars • creating, editing, and importing charts • creating custom charts • creating organization charts • using tables • exporting outlines and slides.

This course is taught on the Windows platform using PowerPoint 2000.

Prerequisites: PowerPoint 2000: Level I.

Fees: Students \$65.00 / Staff & Faculty \$115.00 / Alumni & Others \$220.00

Includes the cost of workbook(s), which will be distributed in class.

2PP201	Aug 21, 22, 23	9:00am-11:45am	Anderson Hall 170	Windows
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PowerPoint 2001: Level I

- **Hands-on**

This 9-hour course introduces creating electronic presentations using PowerPoint, the Microsoft Office presentation application.

Topics include: creating and working with basic presentations • using outlines • correcting spelling and text errors • formatting and editing text • using graphic images and tables • working with master slides • drawing objects • using slide shows • editing multiple presentations • using online help.

This course is taught on the Macintosh platform using PowerPoint 2001.

Prerequisites: Mac OS 9 Basics.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

PP151	Jul 30, 31, Aug 1	1:30pm-4:30pm	Nicholson Hall 5a	Mac
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Premiere 6: Video Basics for Web and CD-ROM Developers

- **Hands-on**

This 10.5-hour course introduces creating video clips for multimedia projects using Premiere.

Topics include: using a video camera • designing and storyboarding a video • shooting and digitizing video • editing video • using transitions • adding titles • incorporating audio • preparing video clips to be included in a Web or CD-ROM project.

This course is taught on both the Macintosh and Windows platforms using Premiere 6.

Registration Note: 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: Mac OS 9 Basics or Windows 98/2000 Basics.

Fees: Students \$65.00 / Staff & Faculty \$145.00 / Alumni & Others \$260.00

Includes the cost of workbook(s), which will be distributed in class.

PREM101	Aug 20, 21, 22	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
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R

Relational Database Design Basics

- **Seminar**

This 2.5-hour seminar introduces the concepts used to create and maintain relational database systems.

Topics include: understanding the concepts of flat file databases vs. relational databases • understanding relational database terminology • creating relationships • designing a relational database system • refining and testing database system designs.

Prerequisites: None.

Fees: Students \$20.00 / Staff & Faculty \$35.00 / Alumni & Others \$70.00

DB101	Jun 13	1:30pm-4:00pm	Nicholson Hall 2
DB102	Jul 24	9:30am-12:00pm	Nicholson Hall 2
DB103	Aug 6	9:30am-12:00pm	Nicholson Hall 2

S

SAS 8: Basics

- **Hands-on**

This 12-hour course introduces the essentials of SAS programming for statistical data analysis. It is intended to help researchers get started using SAS through the site-licensing program at the University of Minnesota. Previous statistics course(s) are helpful, but not necessary.

Topics include: using the DATA step • understanding the basic types of INPUT statements • recognizing common errors and how to fix them • reading external files • reading and modifying SAS tables • using temporary and permanent SAS tables • merging SAS tables • reviewing basic use of SAS Online Docs, SAS Online Tutor, SAS/ASSIST, and SAS/INSIGHT.

Prerequisites: Familiarity with basic statistical concepts. Windows 98/2000 Basics.

Fees: Students \$65.00 / Staff & Faculty \$150.00 / Alumni & Others \$325.00

SAS101	Jul 30, Aug 1, 6, 8	1:00pm-4:00pm	Biological Sciences Center 64	Windows
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SPSS 11: Basics

- **Hands-on**

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

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

This course is taught on the Windows platform using SPSS 11.

Prerequisites: Familiarity with basic statistical concepts. Windows 98/2000 Basics.

Fees: Students \$60.00 / Staff & Faculty \$105.00 / Alumni & Others \$215.00

SPSS101	Aug 13, 14, 15	1:00pm-4:00pm	Biological Sciences Center 64	Windows
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Streaming Video and Audio Orientation

- **Seminar**

This 1.5-hour drop-in seminar provides an overview of streaming video and audio services available at the University of Minnesota. Streaming media services are available for a fee for lectures or special events to be broadcast live or at a later time on the Internet. Registration is not required to attend.

Topics include: deciding if streaming media is the best approach • exploring examples of using video for instructional purposes • taking video beyond simple playback by including text tracks and searchable video • preparing program material for streaming • delivering streaming video or audio • examining the impact of network connection speeds on delivery quality.

Prerequisites: None.

No registration required for this class.

East Bank

Jul 25

10:00am-11:30am

Walter Library 210

U

UNIX: Basics

- **Hands-on**

This 5-hour course offers a hands-on look at the UNIX operating system for those that haven't worked with it before.

Topics include: using commands and utilities • manipulating the file system structure • accessing online help • learning about the different "flavors" of UNIX.

Prerequisites: None.

Fees: Students \$45.00 / Staff & Faculty \$75.00 / Alumni & Others \$170.00

UNIX101

Jun 26, 28

1:30pm-4:00pm

Biological Sciences Center 64

UNIX: System Administration

- **Hands-on**

This 8-hour course covers the basics of UNIX system administration.

Topics include: understanding the UNIX boot process • monitoring performance and resources • adding users • setting up printers • performing backups • working with UNIX networking • addressing security issues.

Prerequisites: UNIX: Basics.

Fees: Students \$60.00 / Staff & Faculty \$105.00 / Alumni & Others \$215.00

UNIX201

Jul 10, 12

1:00pm-5:00pm

Coffey Hall 98

V

Visual Basic 6: Programming Basics

- **Hands-on**

This 12-hour fast-paced course covers the fundamentals of programming with Microsoft's Visual Basic. Participants will need to have access to using Visual Basic outside of class as there are homework assignments that must be completed between sessions.

Topics include: working in the Visual Basic environment • working with objects, variables and type • using math operators and formulas • working with control statements, arrays and scope • running and debugging programs.

This course is taught on the Windows platform using Visual Basic 6.

Prerequisites: Windows 98/2000 Basics.

Fees: Students \$65.00 / Staff & Faculty \$180.00 / Alumni & Others \$360.00

Includes the cost of workbook(s), which will be distributed in class.

VB101

Jul 30, Aug 1, 6, 8

1:30pm-4:30pm

Anderson Hall 170

Windows

W

Web Design and Development: Level I

- Hands-on

This 18-hour course introduces basic Web site design and development. Participants will learn how to organize and create a Web site, as well as how to implement various navigation systems. Open lab time is provided for participants to work on their own individual projects.

Topics include: organizing content to create site structure • understanding how HTML code works • formatting text • organizing page elements • adding links • creating and inserting graphic images • adding image rollovers • working with image maps • creating and editing tables • designing page layouts using tables • using templates and library items to manage content • transferring files to a Web server.

This course is taught on both the Macintosh and Windows platforms using Photoshop 6 and Dreamweaver 4.

Registration Note: 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. Netscape Navigator).

Fees: Students \$65.00 / Staff & Faculty \$175.00 / Alumni & Others \$400.00

WEBDD101	Jul 16, 17, 18	9:00am-4:00pm	Blegen Hall 90	Mac & Windows
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Web Design and Development: Level II

- Hands-on

This 18-hour course further explores Web site design and development. Participants will learn how to add multimedia elements and interactivity to a Web site. Open lab time is provided for participants to work on their own individual projects.

Topics include: understanding interactivity • scanning and color correcting photographs • working with vector-based graphics • adding animation • using behaviors to create image effects • converting and inserting video clips • using forms to obtain user input via e-mail • testing a site for usability.

This course is taught on both the Macintosh and Windows platforms using Photoshop 6, Flash 5, Premiere 6, and Dreamweaver 4.

Registration Note: 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: Web Design and Development: Level I.

Fees: Students \$65.00 / Staff & Faculty \$175.00 / Alumni & Others \$400.00

WEBDD201	Aug 13, 14, 15	9:00am-4:00pm	Blegen Hall 90	Mac & Windows
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Web Server: Basics

- Hands-on

Formerly Web Hotel Basics, this 3.5-hour course covers some basic features of Apache Web server software, as well as the skills necessary for Web developers to utilize them.

Topics include: working with basic Unix commands • using Server Side Includes (SSI) • working with environment variables • running CGI scripts • using .htaccess files to redirect URLs and "Page Not Found" errors • using the University of Minnesota Central Authentication Hub (CAH) to validate web page access by requiring a University Internet ID and password.

This course is taught on both the Macintosh and Windows platforms using the University of Minnesota Web Hotel server, but the material covered is generally applicable to Apache Web server software on a Unix operating system.

Registration Note: 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 creating basic Web pages. Basic understanding of HTML code.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

WH101	Jul 30	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
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Web Server: Using CGI Scripts

- Hands-on
- New

This 3.5-hour course covers obtaining, configuring, and using a variety of CGI scripts on a Unix Web server.

Topics include: reviewing HTML forms • working with CGI programs to perform tasks such as collecting data via a survey, logging Web page access, and implementing a poll with graphically reported results • reviewing basic Perl information pertinent to these programs.

This course is taught on both the Macintosh and Windows platforms using the University of Minnesota Web Hotel server, but the material covered is generally applicable to Web sites running on a Unix operating system.

Registration Note: 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: Web Server: Basics.

Fees: Students \$30.00 / Staff & Faculty \$50.00 / Alumni & Others \$120.00

CGI101	Aug 27	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
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WebCT 3 Faculty Orientation

- Seminar

This 1.5-hour drop-in seminar provides a broad overview of the capabilities of WebCT, an online course management system available to all University of Minnesota faculty. It is intended for faculty without prior experience with WebCT who would like to learn what it can do. Registration is not required to attend.

Topics include: exploring WebCT's tools for delivering content such as a syllabus or lecture notes • exploring the interactive tools for communication, quizzing, and student presentations • getting started using WebCT • taking advantage of available support and training.

Content Note: This seminar is not a hands-on course on how to create course Web sites with WebCT. Other courses are available for learning how to use the tools discussed in this seminar.

Prerequisites: None.

No registration required for this class.

East Bank	Jun 12	2:00pm-3:30pm	Nicholson Hall 2
East Bank	Jul 18	10:00am-11:30am	Nicholson Hall 2

WebCT 3 Student Orientation

- Seminar

This 1.5-hour drop-in seminar introduces using WebCT sites at the University of Minnesota. It is intended for students taking courses from faculty who use WebCT for Web-based learning activities and course materials. Registration is not required to attend.

Topics include: setting up a computer to access WebCT • logging on to WebCT • working with WebCT's most common tools • taking advantage of available support.

Prerequisites: None.

No registration required for this class.

East Bank	May 30	1:25pm-2:55pm	Nicholson Hall 2
St. Paul	Jun 19	1:15pm-2:45pm	Biological Sciences Center 64
West Bank	Jun 28	10:10am-11:40am	Anderson Hall 170
East Bank	Jul 9	1:25pm-2:55pm	Nicholson Hall 2

Windows 2000 Professional: End User Basics

- **Hands-on**

This 7-hour course is for new Windows 2000 users. Mastery of the basic skills covered in this course is a prerequisite for nearly all other Windows courses.

Topics include: using the mouse and keyboard • becoming familiar with the desktop and all its components • manipulating windows • using the taskbar • changing properties • creating, opening and saving files • cutting, copying and pasting text in a document • organizing and managing files • using online help • customizing the desktop and Start menu • installing printers, applications, and fonts.

Content Note: Networking and server topics are not covered in this course.

This course is taught using Windows 2000 Professional.

Prerequisites: None.

Fees: Students \$65.00 / Staff & Faculty \$110.00 / Alumni & Others \$210.00

Includes the cost of workbook(s), which will be distributed in class.

2WIN101	Jun 18, 20	1:00pm-4:30pm	Biological Sciences Center 64	Windows
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Windows 98: Basics

- **Hands-on**

This 7-hour course is for new Windows 98 users. Mastery of the basic skills covered in this course is a prerequisite for nearly all other Windows courses.

Topics include: using the mouse and keyboard • becoming familiar with the desktop and all its components • manipulating windows • using the taskbar • changing properties • creating, opening and saving files • cutting, copying and pasting text in a document • organizing and managing files • using online help • customizing the desktop and Start menu • installing printers, applications, and fonts.

This course is taught using Windows 98.

Prerequisites: None.

Fees: Students \$65.00 / Staff & Faculty \$110.00 / Alumni & Others \$210.00

Includes the cost of workbook(s), which will be distributed in class.

98WIN101	Jun 5, 7	8:30am-12:00pm	Anderson Hall 170	Windows
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Word 2000: Level I

- **Hands-on**

This 9-hour course covers the basic features of Word, the Microsoft Office word processing application. It is intended for those who have little or no word processing skills.

Topics include: creating, editing and working with basic documents • checking spelling and grammar • working with document views • working with character and paragraph formatting • using styles • working with document formatting options • setting tabs and indents • using numbered and bulleted lists • working with headers and footers • using section breaks • using online help.

This course is taught on the Windows platform using Word 2000.

Prerequisites: Windows 98/2000 Basics.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

2WORD101	Jul 10, 11, 12	9:00am-12:00pm	Nicholson Hall 5b	Windows
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Word 2000: Level I Accelerated

- **Hands-on**

The pace in this accelerated Word class is much quicker than the standard Word class. In order to keep up, participants must have the appropriate skill level indicated below.

This 4-hour fast-paced course introduces the basic features of Word, the Microsoft Office word processing application. It is intended for those who have little or no experience working with word processing documents, however, it is geared towards computer users who are quick learners and comfortable with basic computer concepts such as navigating, using menus and toolbars, highlighting text, and using cut, copy and paste commands. This class will not slow down for participants without the appropriate skill level.

Topics include: creating, editing and working with basic documents • checking spelling and grammar • working with document views • working with character and paragraph formatting • using styles • working with document formatting options • setting tabs and indents • using numbered and bulleted lists • working with headers and footers • using section breaks.

This course is taught on the Windows platform using Word 2000.

Prerequisites: Good working knowledge of the Windows operating system.

Fees: Students \$45.00 / Staff & Faculty \$70.00 / Alumni & Others \$155.00

Includes the cost of workbook(s), which will be distributed in class.

2WORD111	Jun 27	1:00pm-5:00pm	Nicholson Hall 5b	Windows
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Word 2000: Level II

- **Hands-on**

This 9-hour course is designed for those who have mastered the basics of Word and would like to learn more advanced features.

Topics include: inserting dates and symbols • using table tools • inserting graphics • working with columns • using templates • using autoformat, autocorrect, and autotext • using custom dictionaries • using the thesaurus • working with hyphenation • using outline view • using Word's HTML features.

This course is taught on the Windows platform using Word 2000.

Prerequisites: Word 2000: Level I.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

2WORD201	Aug 21, 22, 23	9:00am-12:00pm	Nicholson Hall 5b	Windows
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Word 2001: Level I

- **Hands-on**

This 9-hour course covers the basic features of Word, the Microsoft Office word processing application. It is intended for those who have little or no word processing skills.

Topics include: creating, editing and working with basic documents • checking spelling and grammar • working with document views • working with character and paragraph formatting • using styles • working with document formatting options • setting tabs and indents • using numbered and bulleted lists • working with headers and footers • using section breaks • using online help.

This course is taught on the Macintosh platform using Word 2001.

Prerequisites: Mac OS 9 Basics.

Fees: Students \$65.00 / Staff & Faculty \$120.00 / Alumni & Others \$230.00

Includes the cost of workbook(s), which will be distributed in class.

WORD151	Aug 7, 8, 9	9:00am-12:00pm	Nicholson Hall 5a	Mac
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Schedule At A Glance

Course Sections Starting the Week of May 27-31

WebCT 3 Student Orientation			
East Bank	May 30	1:25pm-2:55pm	Nicholson Hall 2

Course Sections Starting the Week of June 3-7

HTML: Basics			
HTML101	Jun 4	8:30am-12:00pm	Blegen Hall 90 Mac & Windows
Creating Course Web Sites: HTML Survival Skills			
HTML111	Jun 4	1:30pm-4:00pm	Walter Library 210 Mac & Windows
Windows 98: Basics			
98WIN101	Jun 5, 7	8:30am-12:00pm	Anderson Hall 170 Windows
Mac OS 9: Basics			
MAC101	Jun 5, 7	9:00am-12:00pm	Nicholson Hall 5a Mac
Dreamweaver 4: Creating Basic Web Pages			
DW101	Jun 5, 7	8:30am-12:00pm	Blegen Hall 90 Mac & Windows
E-mail and Internet Orientation			
East Bank	Jun 6	2:00pm-3:00pm	Nicholson Hall 2
Creating Course Web Sites: WebCT 3 Basics			
CWS201	Jun 6	1:00pm-5:00pm	Walter Library 210 Mac & Windows

Course Sections Starting the Week of June 10-14

E-mail Service Updates			
St. Paul	Jun 11	2:00pm-3:00pm	Biological Sciences Center 64
Oracle9i: Introduction to SQL			
ORAC101	Jun 11, 12, 13, 18, 19, 20, 25, 26, 27	1:00pm-5:00pm	Coffey Hall 98
Designing Accessible Web Sites Seminar			
East Bank	Jun 11	10:00am-11:30am	Nicholson Hall 2
Creating Course Web Sites: WebCT 3 Basics			
CWS202	Jun 11	1:00pm-5:00pm	Walter Library 210 Mac & Windows
Designing Course Web Sites: Organizing and Presenting Information			
DSIGN121	Jun 11, 18, 25	9:00am-12:00pm	Walter Library 210
WebCT 3 Faculty Orientation			
East Bank	Jun 12	2:00pm-3:30pm	Nicholson Hall 2
Relational Database Design Basics			
DB101	Jun 13	1:30pm-4:00pm	Nicholson Hall 2
Creating Course Web Sites: WebCT 3 Content Management			
CWS301	Jun 13	1:30pm-4:30pm	Walter Library 210 Mac & Windows

Course Sections Starting the Week of June 17-21

Mac OS 9: Basics MAC102	Jun 18, 20	1:30pm-4:30pm	Nicholson Hall 5a	Mac
Windows 2000 Professional: End User Basics 2WIN101	Jun 18, 20	1:00pm-4:30pm	Biological Sciences Center 64	Windows
Access 2000: Level I 2ACC101	Jun 18, 20	1:30am-4:30am	Blegen Hall 90	Windows
Excel 2000: Level I 2XCEL101	Jun 18, 19, 20	1:30pm-4:30pm	Nicholson Hall 5b	Windows
Creating Course Web Sites: WebCT 3 Quizzes CWS311	Jun 18	1:30pm-4:30pm	Walter Library 210	Mac & Windows
PowerPoint 2000: Level I 2PP101	Jun 19, 20, 21	9:00am-12:00pm	Anderson Hall 170	Windows
Photoshop 6: Basics PSHOP101	Jun 19, 21	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
WebCT 3 Student Orientation St. Paul	Jun 19	1:15pm-2:45pm	Biological Sciences Center 64	
Creating Course Web Sites: WebCT 3 Assignments CWS351	Jun 20	1:30pm-4:30pm	Walter Library 210	Mac & Windows

Course Sections Starting the Week of June 24-28

E-mail and Internet Orientation St. Paul	Jun 25	10:00am-11:00am	Biological Sciences Center 64	
Access 2000: Level I Accelerated 2ACC111	Jun 25	1:00am-5:00am	Nicholson Hall 5b	Windows
Creating Course Web Sites: WebCT 3 Communication Tools CWS321	Jun 25	1:30pm-4:30pm	Walter Library 210	Mac & Windows
Creating Electronic Presentations: PowerPoint 2000/2001 Survival Skills PP121	Jun 25	1:00pm-5:00pm	Nicholson Hall 5a	Mac & Windows
UNIX: Basics UNIX101	Jun 26, 28	1:30pm-4:00pm	Biological Sciences Center 64	
FileMaker Pro 5: Basics FM101	Jun 26, 28	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
Excel 2000: Level I Accelerated 2XCEL111	Jun 27	1:00pm-5:00pm	Blegen Hall 90	Windows
Word 2000: Level I Accelerated 2WORD111	Jun 27	1:00pm-5:00pm	Nicholson Hall 5b	Windows
HTML: Basics HTML102	Jun 27	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
Creating Course Web Sites: WebCT 3 Course Management CWS331	Jun 27	1:30pm-4:30pm	Walter Library 210	Mac & Windows
WebCT 3 Student Orientation West Bank	Jun 28	10:10am-11:40am	Anderson Hall 170	

Course Sections Starting the Week of July 8-12

Access 2000: Level II				
2ACC201	Jul 9, 10, 11	1:30pm-4:30pm	Blegen Hall 90	Windows
PowerPoint 2000: Level I Accelerated				
2PP111	Jul 9	1:00pm-5:00pm	Nicholson Hall 5b	Windows
Dreamweaver 4: Creating Basic Web Pages				
DW102	Jul 9, 11	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
Creating Course Web Sites: WebCT 3 Advanced Content Management				
CWS401	Jul 9	1:30pm-4:30pm	Walter Library 210	Mac & Windows
WebCT 3 Student Orientation				
East Bank	Jul 9	1:25pm-2:55pm	Nicholson Hall 2	
UNIX: System Administration				
UNIX201	Jul 10, 12	1:00pm-5:00pm	Coffey Hall 98	
Excel 2000: Level I				
2XCEL102	Jul 10, 11, 12	9:00am-12:00pm	Anderson Hall 170	Windows
Word 2000: Level I				
2WORD101	Jul 10, 11, 12	9:00am-12:00pm	Nicholson Hall 5b	Windows
PageMaker 6.5: Basics				
PM101	Jul 10, 11, 12	1:30pm-4:30pm	Biological Sciences Center 64	Mac & Windows
Flash 5: Creating Basic Animations for the Web				
FLASH101	Jul 10, 12	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
Enhancing Learning with Technology: Using Digital Storytelling				
LT231	Jul 10	1:30pm-4:30pm	Walter Library 210	
Flash 5: Creating Interactive Learning Activities and Animations				
FLASH111	Jul 10, 11, 12	9:00am-12:00pm	Walter Library 210	Mac & Windows
Designing Accessible Web Sites Workshop				
DSIGN131	Jul 11	1:00pm-4:00pm	Nicholson Hall 5b	Windows
Creating Course Web Sites: WebCT 3 Advanced Quizzes and Surveys				
CWS411	Jul 11	1:30pm-4:30pm	Walter Library 210	Mac & Windows

Course Sections Starting the Week of July 15-19

Oracle9i: DBA Fundamentals I				
ORAC201	Jul 15, 16, 17, 18, 22, 23, 24, 25, 26	1:00pm-5:00pm	Coffey Hall 98	
FileMaker Pro 5: Basics				
FM102	Jul 16, 18	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Excel 2000: Macros				
2XCEL321	Jul 16	1:00pm-4:30pm	Nicholson Hall 5b	Windows
Web Design and Development: Level I				
WEBDD101	Jul 16, 17, 18	9:00am-4:00pm	Blegen Hall 90	Mac & Windows
FrontPage 2000: Creating Basic Web Pages				
FP101	Jul 16, 17, 18	1:30pm-4:30pm	Anderson Hall 170	Windows
WebCT 3 Faculty Orientation				
East Bank	Jul 18	10:00am-11:30am	Nicholson Hall 2	
Excel 2000: Database Management				
2XCEL311	Jul 19	8:30am-12:00pm	Nicholson Hall 5b	Windows

Course Sections Starting the Week of July 22-26

Portfolio Workshop PF101 Jul 23	9:30am-12:00pm	Walter Library 210	Mac & Windows
Photoshop 6: Basics PSHOP102 Jul 23, 25	1:30pm-4:30pm	Blegen Hall 90	Mac & Windows
E-mail and Internet Orientation West Bank Jul 24	2:00pm-3:00pm	Anderson Hall 170	
Relational Database Design Basics DB102 Jul 24	9:30am-12:00pm	Nicholson Hall 2	
Excel 2001: Level I XCEL151 Jul 24, 25, 26	9:00am-12:00pm	Nicholson Hall 5a	Mac
Designing Accessible Web Sites Seminar East Bank Jul 24	2:00pm-3:30pm	Nicholson Hall 2	
HTML: Basics HTML103 Jul 24	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Creating Electronic Presentations: PowerPoint 2000/2001 Survival Skills PP122 Jul 24	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
Access 2000: Level I 2ACC102 Jul 25, 26	9:00am-12:00pm	Anderson Hall 170	Windows
Streaming Video and Audio Orientation East Bank Jul 25	10:00am-11:30am	Walter Library 210	
E-mail Service Updates East Bank Jul 26	10:00am-11:00am	Nicholson Hall 2	
Dreamweaver 4: Frames and Layers DW221 Jul 26	9:00am-12:00pm	Blegen Hall 90	Mac & Windows

Course Sections Starting the Week of July 29-August 2

Oracle9i: DBA Fundamentals II ORAC301 Jul 29, 30, 31, Aug 1, 5, 6, 7, 8, 9	1:00pm-5:00pm	Coffey Hall 98	
PowerPoint 2001: Level I PP151 Jul 30, 31, Aug 1	1:30pm-4:30pm	Nicholson Hall 5a	Mac
Visual Basic 6: Programming Basics VB101 Jul 30, Aug 1, 6, 8	1:30pm-4:30pm	Anderson Hall 170	Windows
SAS 8: Basics SAS101 Jul 30, Aug 1, 6, 8	1:00pm-4:00pm	Biological Sciences Center 64	Windows
Web Server: Basics WH101 Jul 30	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
Dreamweaver 4: Creating Basic Web Pages DW103 Jul 31, Aug 1	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
Photoshop 6: Techniques for Web and CD-ROM Developers PSHOP211 Jul 31, Aug 2	9:00am-12:00pm	Walter Library 210	Mac & Windows
JavaScript: Enhancing Web Page Appearance and Function JS101 Aug 2	9:00am-12:00pm	Blegen Hall 90	Mac & Windows

Course Sections Starting the Week of August 5-9

Relational Database Design Basics				
DB103	Aug 6	9:30am-12:00pm	Nicholson Hall 2	
Excel 2000: Level II				
2XCEL201	Aug 6, 7, 8	1:30pm-4:30pm	Nicholson Hall 5b	Windows
PageMaker 6.5: Basics				
PM102	Aug 6, 7, 8	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Designing Accessible Web Sites Workshop				
DSIGN132	Aug 6	9:00am-12:00pm	Nicholson Hall 5b	Windows
Dreamweaver 4: Cascading Style Sheets				
DW211	Aug 6	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
Access 2000: Level I				
2ACC103	Aug 7, 9	9:00am-12:00pm	Blegen Hall 90	Windows
Word 2001: Level I				
WORD151	Aug 7, 8, 9	9:00am-12:00pm	Nicholson Hall 5a	Mac
Flash 5: Using ActionScript				
FLASH201	Aug 7	8:30am-12:00pm	Walter Library 210	Mac & Windows
Enhancing Learning with Technology: Using Games and Simulations				
LT221	Aug 7	1:00pm-4:30pm	Walter Library 210	
FileMaker Pro 5: Publishing Databases on the Web				
FM301	Aug 8	1:30pm-4:00pm	Nicholson Hall 2	
PageMaker 6.5: Working Smarter with Type Options and Styles				
PM201	Aug 9	1:30pm-4:00pm	Nicholson Hall 5a	Mac & Windows

Course Sections Starting the Week of August 12-16

Active Server Pages: Publishing Databases on the Web				
ASP101	Aug 13	1:30pm-4:30pm	Anderson Hall 170	Windows
SPSS 11: Basics				
SPSS101	Aug 13, 14, 15	1:00pm-4:00pm	Biological Sciences Center 64	Windows
Web Design and Development: Level II				
WEBDD201	Aug 13, 14, 15	9:00am-4:00pm	Blegen Hall 90	Mac & Windows
Creating Course Web Sites: Dreamweaver 4 for WebCT Users				
DW111	Aug 13	1:00pm-5:00pm	Walter Library 210	Mac & Windows
InDesign 1.5: Basics				
IDSGN101	Aug 13, 14, 15	1:30am-4:30am	Nicholson Hall 5a	Mac & Windows
FileMaker Pro 5: Layouts, Forms, and Reports				
FM201	Aug 14, 15, 16	9:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
Final Cut Pro 2: Video Basics for Web and CD-ROM Developers				
FCP101	Aug 14, 15, 16	8:30am-12:00pm	Walter Library 210	Mac
Creating Course Web Sites: WebCT 3 Basics				
CWS203	Aug 14	1:00pm-5:00pm	Walter Library 210	Mac & Windows
Photoshop 6: Scanning Images				
PSHOP111	Aug 15	1:30pm-4:30pm	Walter Library 210	Mac & Windows

Course Sections Starting the Week of August 19-23

Creating Course Web Sites: Implementing Teaching Strategies with WebCT CWS501	Aug 19, 21, 23	9:00am-4:00pm	Walter Library 210	Mac & Windows
Premiere 6: Video Basics for Web and CD-ROM Developers PREM101	Aug 20, 21, 22	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Access 2000: Level II 2ACC202	Aug 21, 22, 23	9:00am-12:00pm	Blegen Hall 90	Windows
PowerPoint 2000: Level II 2PP201	Aug 21, 22, 23	9:00am-11:45am	Anderson Hall 170	Windows
Word 2000: Level II 2WORD201	Aug 21, 22, 23	9:00am-12:00pm	Nicholson Hall 5b	Windows
HTML: Beyond the Basics HTML201	Aug 21	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows

Course Sections Starting the Week of August 26-30

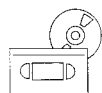
Access 2000: Skills Practice Lab 2ACC301	Aug 27, 28, 29	1:30pm-4:30pm	Anderson Hall 170	Windows
FileMaker Pro 5: Relational Features FM221	Aug 27, 29	1:30pm-4:00pm	Nicholson Hall 5a	Mac & Windows
Excel 2000: PivotTables for Data Analysis 2XCEL301	Aug 27	8:30am-12:00pm	Blegen Hall 90	Windows
Dreamweaver 4: Forms DW241	Aug 27	9:00am-12:00pm	Walter Library 210	Mac & Windows
ImageReady 3: Techniques for Web Developers PSHOP221	Aug 27	1:30pm-4:30pm	Walter Library 210	Mac & Windows
Web Server: Using CGI Scripts CGI101	Aug 27	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
Dreamweaver 4: Extending and Customizing Capabilities DW231	Aug 29	1:30pm-4:30pm	Blegen Hall 90	Mac & Windows

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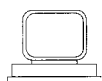
Other Training Options

Self-Paced Training



Training Library

Use your University ID to borrow from an extensive collection of self-paced video and CD-ROM tutorials.



Computer-Based Training

University faculty, staff and students can take advantage of Computer-Based Training (CBT) courses that can be accessed directly from your desktop.

For details on either of these self-paced training options, visit: www.umn.edu/adcs/training

General Information

612-625-1300

adcsofc@umn.edu

www.umn.edu/adcs/training

Customized Training

612-625-2005

Course Comments

course.comments@umn.edu

Registration Guidelines

General Guidelines

Registration begins Monday, May 20, 2002. **The deadline for registration is one full working day before the first day of class.**

Please complete one registration form for each person who wishes to register. The form is located on the back cover of this bulletin, and also on our website at www.umn.edu/adcs/training. Forms may be photo copied.

Classes are filled in the order that registrations are received. Registrations by mail and fax are processed at the end of the day on which they are received. Many classes fill quickly. To avoid disappointment, register early. If a class is full, please ask to be put on a waiting list. We will try to offer more sections if there is sufficient interest.

Courses without sufficient interest may be cancelled two working days prior to the start of class. For additional registration information, call 612-625-1300.

Registration for all courses is handled by ADCS, in 190 Shepherd Labs, 100 Union Street S.E., on the East Bank of the University of Minnesota, 612-625-1300, adcsofc@umn.edu.

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.

Cancellation and Refund Policy

If you cannot attend a class, you must notify ADCS, either 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.

To receive a refund, we must receive your cancellation notice at least two working days before the start of the class. There is a \$10 cancellation fee. Classes with fees of \$10 or less are not refundable. 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 at least 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.

Registration Procedures

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	3040	05	4410	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.**

To Register On Line

Submit your registration form

Go to www.umn.edu/adcs/training. Select the "enroll" button at the bottom of the course description.

Send us your payment

Payment must be received within one week of online registration, but no later than one day before the class, to confirm your registration. **If your payment is not received on time, your space will be given to another student.** Pay on line with a CUFS account *or* bring in your cash, check, MasterCard, Visa or Discover, or Institutional Voucher to ADCS, *or* mail in your check or IV to ADCS.

Look for your confirmation

Your registration will be confirmed by mail. You are not officially registered until you have received a confirmation.

To Register by Fax

Submit your registration form

Fax your registration form to 612-625-6817.

Send us your payment

Payment must be received within one week of online registration, but no later than one day before the class, to confirm your registration. **If your payment is not received on time, your space will be given to another student.** Bring in your cash, check, MasterCard, Visa or Discover, or Institutional Voucher to ADCS, *or* mail in your check or IV to ADCS.

Look for your confirmation

Your registration will be confirmed by mail. You are not officially registered until you have received a confirmation.

How to Reach Us

Phone: 612-625-1300

Fax: 612-625-6817

www.umn.edu/adcs/training

Campus Address

Short Course Registration
ADCS
190 Shepherd Labs

Mail Address

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

To Register by Mail

Submit your registration form

Mail your registration form and payment to ADCS at the address below. Please include a return address so we can mail your confirmation notice to you.

Send us your payment

Pay with check or Institutional Voucher. **Payment must accompany your registration.**

Look for your confirmation

Your registration will be confirmed by 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.

Send us your payment

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

Look for 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

DDD
PENELOPE KROSCH
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218 ANDERSON LIBRARY

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: \$

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