

Academic Distributed Computing Services Short Course Bulletin

Information Services

Winter 1996

Contents

■ Registration	
Registration Policy	2
Prerequisites	2
■ Winter Quarter Classes	3
■ Class Listings and Descriptions	
Communications and Network Courses	4
E-Mail Orientation	8
Statistics Courses	9
Macintosh Courses	10
PC/Compatible Courses	14
Central System Courses	18
Operating System and Language Courses	18
Digital Media Center	19
■ Self-Paced Training	22
■ Help and Information	23
■ Registration Form	24

If you wish to subscribe to this
bulletin, or to the Computer and
Information Services Newsletter,
call 625-1300.

**Registration by Mail
begins Wednesday, December 20.**

**In-Person Registration
begins Wednesday, December 27.**

New Offerings

We take your comments and suggestions very seriously and based on your suggestions each quarter we try to offer new classes to meet your requests. This quarter we have added several new courses: Setting Up Your Internet Kit; Writing World-Wide Web Documents in Windows; Introduction to HTML Authoring; Publishing Data with a World-Wide Web Server: Windows, UNIX, and Macintosh; Implementing Clickable Image Maps using WebStar; Full Text Document Searches using AppleSearch and WebStar; FileMaker Pro Database Access via the World-Wide Web; Scanning with PhotoShop; and Selecting with PhotoShop.

Please check the course descriptions for more information on these new classes marked with **New ►**. Based on your requests we have also modified some of the existing classes. These changes are indicated with **Changed ►**. Beginning this quarter, we have begun offering some courses in the evenings and weekends.

Waiting Lists

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

Please let us know your concerns about our short courses. Call us at 625-1300 or send your comments via e-mail to:

short-courses@boombox.micro.umn.edu



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Registration

Registration Policy

We offer early registration by mail. The data received through mail will be entered into the registration database in the order which it was received. Registration confirmation notices will be mailed to you. Confirmation letters are required to attend any of the short courses. **If you do not receive this notice two days prior to the first day of class, please contact the ADCS office at 625-1300 to confirm your registration and receive a copy of your notice.**

Registration for all courses listed on the following pages is handled by Academic Distributed Computing Services, 190 Shepherd Labs. We do not accept phone or fax registration.

Registration by Mail

Mail registration will begin **Wednesday December 20**. To register by mail, include a registration form located on the last page of this bulletin for each person you wish to register. Fees must accompany your registration information in order for the data to be processed. Please include a return campus address so we can mail your confirmation notice to you. All registration information must be sent to:

Short Course Registration
Academic Distributed Computing Services
190 Shepherd Labs

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

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

Registration confirmation notices will be mailed to you. Please contact the ADCS office at 625-1300 if you do not receive a confirmation notice two days prior to the first day of class.

In-Person Registration

Walk-in registration will begin on **Wednesday, December 27**. Walk-in registrants may only register for a total of two people. You can register at the Academic Distributed Computing Services office in room 190 Shepherd Labs, Monday through Friday, 8:00 am to 4:00 pm. Fees must accompany your registration.

Registration Deadline

Classes are filled in the order registration is received. Mail registrations are processed at the end of the day on which they are received. The deadline for registration is 4:00 pm on the working day before the class begins. A \$5 late registration fee will be charged for all registrations after this deadline. For additional registration information, call 625-1300.

Fees

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

In the course descriptions, fees are shown in ascending order and apply to the following three groups: University students/University faculty and staff/Others.

Intra-Institutional Voucher (IV) Payments

If you pay by Intra-Institutional Voucher (IV), *credit* this Computer and Information Services account:

Area	Org	Sub Org	Rev Src	Sub Rev
357	2001	05	4410	10

The *debit* account must use Object 7300 and Sub Object code 32. Please include a name and phone number so we can call you if we have questions about the IV.

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

New Policy for Cancellations and Refunds

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

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

Prerequisites

Look for this symbol: ◆

The ◆ symbol alerts you to prerequisites for the classes you want to attend.

Please note: Instructors will not slow down classes to accommodate students who have not mastered the stated prerequisites.

Classes begin on time! Instructors will not wait for late attendees, nor will they review already covered material.

Winter Quarter Classes

Operating Systems, Languages, and Fundamentals

See *Macintosh Courses, IBM-Compatible Courses, Central Systems Courses, Operating Systems and Languages*

Mac Fundamentals
 Drawing and Painting Fundamentals
 More System 7.5
 Introduction to DOS 6
 Mouse Techniques
 Introduction to Windows 3.1
 Windows 95
 Introduction to UNIX
 CMS Introduction
 Introduction to NOS/VE
 NOS/VE Full Screen Editor

Communications, E-Mail, and Networking

See *Communications and Network Courses*

Minuet: Gopher, World-Wide Web, Telnet and FTP,
 UseNet News
 Gopher (Mac and Windows)
 World Wide Web (Mac and Windows)
 Telnet & FTP (Mac and Windows)
 UseNet News (Mac and Windows)
 Electronic Mail Using Minuet
 Electronic Mail Using POPmail for Windows
 Electronic Mail Using POPmail for Macintosh
 Writing World-Wide Web Documents in Windows
 Writing World-Wide Web Documents on a Macintosh
 Finding Resources on the Internet with a Macintosh
 Setting Up Your Internet Kit (Windows, DOS, Mac)
 How to Connect Your PC to the Network
 Setting Up and Publishing Data with a Gopher Server
 Publishing Data with a World-Wide We Server on a
 Windows System
 Publishing Data with a World-Wide WebServer on a
 Macintosh
 Publishing Data with a World-Wide We Server on a
 UNIX System
 Full-Text Document Searches using AppleSearch and
 WebStar
 FileMaker Pro Database Access via the World-Wide Web

Desktop Publishing

See *Macintosh Courses*
 Introduction to PageMaker
 Intermediate PageMaker: Styles

Databases

See *Macintosh Courses and IBM-Compatible Courses*
 Introduction to FileMaker Pro for the Mac

Intermediate FileMaker Pro for the Mac
 Intermediate FileMaker Pro for the Mac:
 Password Protection
 Intermediate FileMaker Pro for the Mac:
 Import and Export
 Introduction to FoxPro for the Mac
 Introduction to FileMaker Pro for Windows
 Introduction to Paradox for Windows
 Introduction to Access for Windows

Multimedia and Presentation

See *Macintosh Courses*
 Introduction to Macromedia Director (Mac)
 Scanning with PhotoShop (Mac)
 PhotoShop Basics (Mac)
 Selecting with PhotoShop (Mac)

Spreadsheets

See *Macintosh Courses and IBM-Compatible Courses*
 Introduction to Excel (Mac)
 Excel Basics
 Introduction to Excel (Windows)
 Excel Basics (Windows)

Statistics

See *Statistics Courses*
 Introduction to SAS
 SAS Programming Techniques
 More SAS Programming Techniques
 SPSS, An Introduction

Word Processing

See *Macintosh Courses and IBM-Compatible Courses*
 Introduction to Word (Mac)
 Introduction to WordPerfect for Windows
 Introduction to Microsoft Word for Windows
 Intermediate Word for Windows: Document Formatting
 Intermediate Word for Windows: Paragraph Formatting
 Intermediate Word for Windows: Tables
 Intermediate Word for Windows: Beginning Merge
 Documents
 Intermediate Word for Windows: Advanced Merge
 Documents

Evening and Weekend Classes

World Wide Web (Windows) **Eve.**
 World Wide Web (Mac) **Eve.**
 WS_POPmail (Windows) **Eve.**
 Windows 95 **Eve.**
 Introduction to UNIX **Sat.**

Communications and Network Courses

- **Hands-on. Limited enrollment.**
- **(StP)** indicates a class taught on the St. Paul campus.
All other classes are taught on the Minneapolis campus.

World-Wide Web, Gopher, Telnet AND FTP, and UseNet News using Minuet

Your computer can't run Windows, but you would still like to use the University's Internet tools and services? With Minuet you can. In this class you will learn how to use Minuet to access the World-Wide Web, Gopher, Telnet and FTP, and UseNet News.

- ◆ Prerequisite: mastery of *Introduction to DOS*.
 - ◆ Prerequisite: mastery of *Mouse Techniques*.
- DWeb101 February 22 from 9 am to noon
Fees \$5/20/45

World Wide Web

Learn how to use World Wide Web (WWW) clients such as MacWeb, Minuet, or Netscape to browse the Web. You'll learn how to create bookmarks, quickly access your favorite sites, search the Web for particular topics, access WWW subject catalogs, and jump to given locations. **Prior experience using a Macintosh or PC/Compatible is required.**

(Windows) World Wide-Web

- ◆ Prerequisite: mastery of *Introduction to Windows*.
- ◆ Prerequisite: mastery of *Mouse Techniques*.

WWeb101 January 17 from 9 am to noon
WWeb102 January 30 from 6 to 9 pm **Eve**.
WWeb103 February 8 from 9 am to noon
WWeb104 February 20 from 9 am to noon
WWeb105 February 28 from 1 to 4 pm
WWeb106 March 7 from 9 am to noon
Fees \$5/20/45

(Mac) World-Wide Web

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- MWeb101 January 10 from 9 am to noon **StP**
MWeb102 February 7 from 6 to 9 pm **Eve**.
MWeb103 February 15 from 9 am to noon **StP**
MWeb104 February 27 from 9 am to noon
Fees \$5/20/45

Gopher

Use Gopher or Minuet to access the wealth of information known as "Gopherspace." By completing this class and individual exercises, you'll learn how to create bookmarks to easily access your favorite sites, search Gopherspace using VERONICA, use Gopher subject catalogs and jump directly to given Gopher items. **Prior experience using a Macintosh or PC/Compatible is required.**

(Windows) Gopher

- ◆ Prerequisite: mastery of *Introduction to Windows*.
 - ◆ Prerequisite: mastery of *Mouse Techniques*.
- WGoph101 January 31 from 9 am to noon
WGoph102 February 16 from 9 am to noon
Fees \$5/20/45

(Mac) Gopher

MGoph101 January 17 from 9 am to noon **StP**
MGoph102 February 21 from 9 am to noon
Fees \$5/20/45

Telnet and FTP

The first part of *Telnet and FTP* will explain how, why, and when to use Telnet to communicate with certain computers on the Internet. Examples will be given of connecting to systems that provide you with useful information, such as library computers (LUMINA). You will also complete some Telnet exercises.

The second part will explain how and why to use the File Transfer Protocol (FTP) to transfer files to and from a remote computer system and how to search Internet FTP sites using Archie. Related file concepts will also be discussed. Examples of useful FTP sites will be given, along with some interesting exercises. **Prior experience using a Macintosh or PC/Compatible is required.**

(Windows) Telnet and FTP

- ◆ Prerequisite: mastery of *Introduction to Windows*.
 - ◆ Prerequisite: mastery of *Mouse Techniques*.
- WTEL101 February 2 from 9 am to noon
Fees \$5/20/45

(Mac) Telnet and FTP

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- MTEL101 January 25 from 9 to noon
Fees \$5/20/45

Communications and Network Courses

UseNet News

An Introduction to the hidden world of UseNet and UseNet news groups. We will discuss what UseNet is and isn't in detail and talk about netiquette, the news group hierarchy, reading and subscribing to news groups, different types of news groups, news threads, etc. We will also give examples of some very useful news groups for new users and for people in the University community. Exercises in this section will help guide you through this new and exciting world. **Prior experience using a Macintosh or PC/Compatible is required.**

(Windows) UseNet News

- ◆ Prerequisite: mastery of *Introduction to Windows*.
- ◆ Prerequisite: mastery of *Mouse Techniques*.

WUSE101 February 14 from 9 am to noon
Fees \$5/20/45

(Mac) UseNet News

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

MUSE101 February 6 from 9 am to noon
Fees \$5/20/45

Electronic Mail

This 2.5-hour *hands-on* class will introduce you to E-mail on the Internet. You will learn to configure POPmail for Macintosh, POPmail for Windows, or Minuet, to understand the Internet addressing structure, and to send and receive messages. **Prior experience using a Macintosh or PC/Compatible is required.**

(DOS) Electronic Mail Using Minuet

- ◆ Prerequisite: mastery of *Introduction to DOS*.
- ◆ Prerequisite: mastery of *Mouse Techniques*.

Electronic Mail Using Minuet for DOS is offered once.
MIN101 February 9 from 9:30 to noon
Fees \$5/15/40

(Windows) Electronic Mail Using WS_POPmail for Windows

- ◆ Prerequisite: mastery of *Introduction to Windows*.
- ◆ Prerequisite: mastery of *Mouse Techniques*.

Electronic Mail Using POPmail for Windows is offered three times.
POPW101 January 23 from 9:30 to noon
POPW102 January 30 from 1:30 to 4 pm
POPW103 February 1 from 6 to 9 pm **Eve.**
Fees \$5/15/40

(Mac) Electronic Mail Using POPmail

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

Electronic Mail Using POPmail for the Macintosh is offered once.
POPM101 February 2 from 9:30 to noon
Fees \$5/15/40

Writing World-Wide Web Documents: Introduction to HTML Authoring

The hypertext markup language (HTML) is used to create documents that can be read by World-Wide Web (WWW) clients. In this hands-on class you will learn to create WWW documents on a Macintosh or Windows platform. This class focuses on HTML 2.0. Topics covered are:

- HTML formatting directives
- Placing links in documents
- Including images and sounds in HTML documents
- Checking the validity of your HTML code
- A discussion of new HTML features such as tables

New ► Writing World-Wide Web Documents in Windows

Writing World-Wide Web Documents in Windows is taught over two days and is offered once.

- ◆ **Prior experience using Windows 3.1 is required.**
- ◆ No previous HTML experience is assumed. You should, however, be familiar with using a WWW client to browse the Web.

HTMLW201 February 20, 22 from 1 to 4 pm
Fees \$25/50/120

Writing World-Wide Web Documents on a Macintosh

Writing World-Wide Web Documents on a Macintosh is taught over two days and is offered three times.

- ◆ **Prior experience using a Macintosh is required.**
- ◆ No previous HTML experience is assumed. You should, however, be familiar with using a WWW client to browse the Web.

HTMLM201 January 23, 25 from 1 to 4 pm **StP**
HTMLM202 February 20, 22 from 1 to 4 pm
HTMLM203 March 6, 8 from 9 am to noon
Fees \$25/50/120

Communications and Network Courses

Finding Internet Resources for Research and Dissertations (Mac)

This class will show you how to locate resources on the Internet, using these tools: World Wide Web (WWW), Gopher, FTP, Telnet, WAIS, USENET, and electronic mailing lists. In the exercises, you will be assigned a specific topic and will use tools to locate resources that will help you locate information. This is not a basic "point and click" class. You will need to know how to type in URLs and switch between applications. The purpose of this class is to show how to locate information, not how to use client software. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: **This is an advanced class.** Knowledge of using Gopher, Telnet/FTP, WWW, and USENET tools is **required.** This class will cover resources accessible by using these tools, so students will be expected to know how to use World Wide Web, Gopher, and USENET clients.
- ◆ Prerequisite: completion of *Mac Fundamentals* or equivalent knowledge.

Finding Internet Resources for Research and Dissertations is taught over two days and is offered once.

IR101 January 23, 25 from 9:30 to noon **StP**
Fees \$25/45/100.

Seminars

- No hands-on.
- Limited enrollment.

New ► Setting Up Your Internet Kit

This class will show you how to set up each of the programs on the Internet Kit, distributed by Academic Distributed Computing Services, to access e-mail and the Internet. This course is intended to get people ready to explore more on their own and will not cover each topic in detail. To learn more about the individual programs on the Internet Kit, take one of the Internet classes in the hands-on section (WWW, Gopher, Telnet & FTP, or UseNet News). **Prior experience using a Macintosh or PC/Compatible is required.**

Windows Internet Kit

◆ Prerequisite: *E-mail Orientation*
WIK101 January 18 from 10 am to noon
Fees \$5/20/45

DOS Internet Kit (MINUET)

◆ Prerequisite: *E-mail Orientation*
DIK101 January 16 from 10:30 to noon
Fees \$5/20/45

Mac Internet Kit

◆ Prerequisite: *E-mail Orientation*
MIK101 January 17 from 10 am to noon
Fees \$5/20/45

How to Connect Your PC to the Network (DOS/Windows)

This 2-hour seminar will cover the basics of hardware and software to connect a PC/compatible to the network. It will also include installing Winsock and related applications.

Preparing a PC/Compatible to Connect to the Network is offered once.

PCN101 January 18 from 2 to 4 pm
Fees \$5/15/40.

Setting Up and Publishing Data with a Gopher Server

This 3-hour class will cover setting up a Gopher Server on two different systems: Macintosh and UNIX. You will learn how to install, configure and use Gopher Server software to publish your information to the University campus and the world.

Setting Up and Publishing Data with a Gopher Server is offered once.

GS101 February 16 from 1 to 4 pm
Fees \$10/15/50

Publishing Data with a World-Wide Web Server

In this class, we will discuss the fundamentals of World-Wide Web server administration. You will learn to install, configure, and maintain an HTTP (hypertext transfer protocol) server on either the Macintosh, Windows 3.1 or Windows 95/NT system, or UNIX platform to furnish WWW documents to the University campus and the world.

Communications and Network Courses

New ► Publishing Data with a World-Wide Web Server on a Windows System

Publishing Data with a World-Wide Web Server on a Windows System is offered once.

WSW101 March 7 from 1 to 4 pm

Fees \$10/20/50

Publishing Data with a World-Wide Web Server on a UNIX System

Publishing Data with a World-Wide Web Server on a UNIX System is offered once.

WSU101 January 30 from 1 to 4 pm

Fees \$10/15/50

Publishing Data with a World-Wide Web Server on a Macintosh

Publishing Data with a World-Wide Web Server on a Macintosh is offered once.

WSM101 January 25 from 1 to 4 pm

Fees \$10/20/50

Brown Bag Seminars

These 1-hour seminars are offered during the noon hour. You are welcome to bring your lunch.

New ► Implementing Clickable Image Maps using WebStar

Are you interested in adding clickable, mapped images to documents on your MacHTTP or WebStar World-Wide Web server? In this one-hour seminar, you will learn how to create images and corresponding maps for inclusion on your server. Simplifying tools and issues of presentation will be discussed. There will be time at the end of the seminar for questions.

- ◆ Prerequisite: completion of *Writing World-Wide Web Documents* or equivalent knowledge.
- ◆ Prerequisite: completion of *Publishing Data with a World-Wide Web Server on a Macintosh* or equivalent knowledge.

Implementing Clickable Image Maps using WebStar is offered once.

WebCi101 February 8 from noon to 1 pm

Fees \$10/20/25

New ► Full-Text Document Searches using AppleSearch and WebStar

The AppleSearch server allows contents of large collections of documents to be indexed and searched. However, most users don't already have an AppleSearch client. In this one-hour seminar, you will learn how to use MacHTTP or WebStar to present a World-Wide Web front-end to your AppleSearch data. We will discuss installation of the AppleSearch server, creation and indexing of information collections, and tools that allow communication between your Web and AppleSearch servers. There will be time at the end of the seminar for questions.

- ◆ Prerequisite: completion of *Writing World-Wide Web Documents* or equivalent knowledge.
- ◆ Prerequisite: completion of *Publishing Data with a World-Wide Web Server on a Macintosh* or equivalent knowledge.

Full-Text Document Searches using AppleSearch and WebStar is offered once.

WebDS101 February 13 from noon to 1 pm

Fees \$10/15/25

New ► FileMaker Pro Database Access via the World-Wide Web using WebStar (Mac)

The Macintosh database FileMaker Pro can be searched and modified using World-Wide Web forms and a MacHTTP or WebStar server. In this one-hour seminar, you will learn how to set up and customize interfaces between Web clients and your FileMaker Pro databases. Security and data-protection issues will be discussed. There will be time at the end of the seminar for questions.

- ◆ Prerequisite: completion of *Writing World-Wide Web Documents* or equivalent knowledge.
- ◆ Prerequisite: completion of *Publishing Data with a World-Wide Web Server on a Macintosh* or equivalent knowledge.
- ◆ Prerequisite: completion of *Introduction to FileMaker Pro* or equivalent knowledge.

FileMaker Pro Database Access via the World-Wide Web using WebStar is offered once.

WebFM101 February 28 from noon to 1 pm

Fees \$10/15/25

E-Mail Orientation

Learn about electronic mail and other network services. All University of Minnesota faculty, staff, and all students registered in a degree program automatically receive an electronic mail (E-mail) account. This E-mail account also provides access to other electronic information resources on the worldwide Internet. Academic Distributed Computing Services provides training.

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

Weekday	Date	Time	Location
East Bank Campus			
Tuesday	January 9, 23	1:30–3:00 pm	2 Nicholson Hall
	February 6	1:30–3:00 pm	2 Nicholson Hall
	March 5	1:30–3:00 pm	2 Nicholson Hall
Wednesday	January 3, 10, 17, 31	1:30–3:00 pm	2 Nicholson Hall
	February 7, 14, 21	1:30–3:00 pm	2 Nicholson Hall
	March 6	1:30–3:00 pm	2 Nicholson Hall
Thursday	January 4	1:30–3:00 pm	2 Nicholson Hall
	February 1, 15, 29	1:30–3:00 pm	2 Nicholson Hall
West Bank Campus			
Tuesday	February 20	3–4:30 pm	130 Blegen Hall
Friday	January 19	2:00–3:30 pm	130 Blegen Hall
St. Paul Campus			
Wednesday	January 24	2:00–3:30 pm	64 Biological Sciences
Tuesday	February 27	2:00–3:30 pm	64 Biological Sciences

**Free E-Mail Orientation
No Registration Required**

Statistics Courses

- Hands-on unless otherwise noted.
- Limited enrollment.

Introduction to SAS

The essentials of SAS (Statistical Analysis Software) for data analysis and statistics are covered in this 14-hour *hands-on* course.

- ◆ Prerequisite: familiarity with the operating system you plan to use, i.e., **CMS, MVS, PC/MS-DOS, OS/2, UNIX, VMS, or Windows**, including basic commands and file management. This information will *not* be covered by the instructor.

Introduction to SAS is taught over four days. Each day is split between lecture and lab.

SAS101 January 19, 26, February 2, 9 from 1 to 4 pm

SAS102 February 19, 21, 26, 28 from 1 to 4 pm

Fees \$35/65/120.

SAS Programming Techniques

This 3-hour demo class covers SAS DATA step programming techniques more advanced than those covered in *Introduction to SAS* including reading raw data files, merging, subsetting, and reshaping your data.

- ◆ Prerequisite: *Introduction to SAS* or equivalent knowledge.

SAS Programming Techniques is offered once.

SASP101 March 4 from 1 to 4 pm

Fees \$15/20/40.

More SAS Programming Techniques

This 2.5 hour class covers more techniques for working with your data using SAS, including basic use of Proc SQL and Proc Expand. Proc SQL is SAS's implementation of Structured Query Language, and allows you manipulate SAS data sets using SQL. Proc Expand can be used to manipulate time series data, including collapsing or expanding sampling intervals.

- ◆ Prerequisite: *Introduction to SAS* or equivalent knowledge.

More SAS Programming Techniques is offered once.

SASP201 March 8 from 1:30 to 4 pm.

Fees \$15/\$20/\$40

SPSS, An Introduction

SPSS, the Statistical Package for the Social Sciences, is a general purpose statistical package widely used in industry and academia. In this course we orieno use SPSS's Windows environment. Principles taught here will help you understanduse SPSS on the other platforms (for example, Macintosh). We will also briefly introduce you to the SPSS command structure, which is used on mainframe computers as well as PC's and Mac's.

- ◆ Prerequisite: familiarity with the operating system you plan to use, i.e., **CMS, MVS, PC/MS-DOS, OS/2, UNIX, VMS, or Windows**, including basic commands and file management. This information will *not* be covered by the instructor. An introductory statistics course would be helpful, but is not mandatory.

SPSS, An Introductions is taught over three days and offered once.

SPSS101 March 4, 5, 6 from 2 to 4 pm

Fees \$25/\$50/\$120

Macintosh Courses

- **Hands-on. Limited enrollment.**
- **All classes are taught using System 7.5.**

General

Macintosh Fundamentals

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

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

You will learn how to

- select an icon and start up programs
- use "pull down" command menus with the mouse
- select commands to accomplish your work
- exit from programs.

You will

- work in and manipulate a window
- learn how to use the *Cut*, *Copy*, and *Paste* commands
- use a desk accessory—the Scrapbook.

You will learn how to work with documents to

- create a new document
- retrieve existing documents
- put away the document you are working with
- name documents
- save documents.

You will learn how to work with folders and move from one folder to another.

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

Macintosh Fundamentals is offered three times.

MF101 January 10 from 1 to 4 pm
 MF102 January 23 from 9 to noon
 MF103 January 31 from 9 am to noon

Fees \$15/20/40

Drawing and Painting Fundamentals

This class is for anyone who wants to use clip art or graphics in their documents. This class is a prerequisite for *PageMaker*, *4th Dimension*, *Persuasion*, *Director*, and *PhotoShop*. In this 2.5-hour class you will be exposed to two different types of graphics programs, discover their strengths and weaknesses, and learn how to integrate them. You will use *MacDraw*, object-oriented software, and *MacPaint II*, bit-map freehand painting software, to create illustrations. You will learn how to use computer graphics tools as well as how to copy, move, and transform images. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

Drawing and Painting Fundamentals is offered three times.

DR101 January 11 from 9:30 to noon
 DR102 January 19 from 9:30 to noon
 DR103 January 23 from 1:30 to 4 pm
 Fees \$15/20/40

More System 7.5

This 2.5-hour class is for Macintosh users who are already familiar with System 7.5 basics and are ready to learn more. We go over the Finder, fonts, the Apple menu, virtual memory, file sharing, aliases, and more. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

More System 7.5 is offered once.

SYS7101 February 14 from 9:30 to noon
 Fees \$15/20/40

Macintosh Courses

Word Processing

Introductory Courses

Introduction to Word 6.0

This 6-hour class is for new Microsoft Word users. You will use character and paragraph formatting and move blocks of text. In addition, you will learn how to: move quickly through your documents; manipulate multiple windows; set margins, indents, page numbers, headers and footers; use the spelling checker; and preview your work. You will also learn "drag and drop" and how to use the standard and formatting toolbars. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

Introduction to Word is taught over three days and is offered once.

WD101 January 22, 24, 26 from 10 to noon
Fees \$45/65/100

Database

Introductory Courses

Introduction to FileMaker Pro 2.1

This 5-hour class covers basic concepts of database management. You will learn how to create a database and how to enter data; find and change information; and design simple reports. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of *Drawing and Painting Fundamentals*.

Introduction to FileMaker Pro is taught over two days and is offered twice.

FM101 January 9, 11 from 1:30 to 4 pm
FM102 January 30, February 1 from 9:30 to noon
Fees \$45/55/100

Introduction to FoxPro

The basic concepts of FoxPro database management are covered in this 5-hour class. Learn how to build your own FoxPro database by creating a table, design input screens and menus, retrieve information, and create reports. Learn how to make changes to tables, connect and retrieve information from several tables and use Project Manager to help manage files associated with a database. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of *Drawing and Painting Fundamentals*.

Introduction to FoxPro is taught over two days and is offered once.

FOX101 February 20, 22 from 9:30 to noon
Fees \$45/55/100

Intermediate Courses

Intermediate FileMaker Pro 2.1

This 5-hour class covers more advanced topics such as columnar reports with subtotals, lookup files, calculations, and scripting. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: mastery of *Mac Fundamentals* and *Drawing and Painting Fundamentals*.
- ◆ Prerequisite: mastery of *Introduction to FileMaker*.

Intermediate FileMaker is taught over two days and is offered once.

FM201 February 13, 15 from 9:30 to noon
Fees \$45/55/100

FileMaker Pro Topics: Password Protection

This 1-hour class shows you how to set passwords, establish groups, and access levels on a database.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of *Introduction to FileMaker Pro*.

FileMaker Pro Topics: Password Protection is offered once.

FMP201 February 14 from 1:30 to 2:30 pm
Fees \$10/15/25.

Macintosh Courses

FileMaker Pro Topics: Import and Export

This 1-hour class covers importing, exporting, and updating records in a database.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of *Introduction to FileMaker Pro*.

FileMaker Pro Topics: Import and Export is offered once.
 FMI201 February 14 from 3 to 4 pm
 Fees \$10/15/25.

Spreadsheets

Introductory Courses

New ► Introduction to Excel 5.0

This 2-hour class is for those who have never used Excel before. You will learn about components of an Excel worksheet, how to enter and edit data, how to move around the spreadsheet, and how to open and close files. The ability to do these tasks quickly is required for all other Excel classes. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

Introduction to Excel is offered twice.
 EX101 January 9 from 10 to noon
 EX102 February 12 from 2 to 4 pm
 Fees \$20/\$30/\$65

Changed ► Excel Basics

In this 5-hour class you will create several spreadsheets with formulas and functions. Topics include formatting, relative and absolute addressing, copying and pasting, split screens, and print preview. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of *Introduction to Excel*.

Excel Basics is taught over two days and is offered twice.
 EXB101 January 10, 12 from 9:30 to noon
 EXB102 February 13, 15 from 1:30 to 4 pm
 Fees \$45/55/100

Multimedia

Introductory Courses

Introduction to Macromedia Director

This 5-hour class is for experienced Macintosh users who want to learn how to use Director to author multimedia materials. During the class, you'll create a basic multimedia presentation containing text, graphics, animation, and sound.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of basic Macintosh drawing and painting programs

Introduction to Macromedia Director is taught over two days and is offered once.

DIR101 January 30, February 1 from 1:30 to 4 pm
 Fees \$45/55/100

New ► Scanning with PhotoShop

In this 3-hour class you will learn the procedure for scanning photographs using the Apple One Scanner. We'll apply color correction techniques to the scanned images and compare the results. Bring one small color photo of your choice not larger than 4 x 6" for practice. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of basic Macintosh drawing and painting programs.

Scanning with PhotoShop is offered once.

PHSC101 January 31 from 1 to 4 pm
 Fees \$30/40/80

Macintosh Courses

Changed ► PhotoShop Basics

This 6-hour class is intended for the beginning PhotoShop user. We will focus on the basic concepts, basic selecting techniques, and color correction. You will learn to use the toolbox and palettes to create a composite image. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of basic Macintosh drawing and painting programs.

Introduction to Adobe PhotoShop is taught over two days and is offered twice.

PH101 January 17, 18 from 1 to 4 pm

PH102 February 6, 8 from 1 to 4 pm

Fees \$45/65/120

Intermediate Courses

New ► Selecting with PhotoShop

This 6-hour class is intended for people who have used PhotoShop and are familiar with the basic concepts and using the marquis and lasso tools for selecting. We will work with all selection techniques including masks. You will also learn to use layers and text.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of basic Macintosh drawing and painting programs.
- ◆ Prerequisite: *PhotoShop Basics*.

Selecting with PhotoShop is taught over two days and is offered once.

PHSel101 March 5, 7 from 1 to 4 pm

Fees \$45/65/120

Desktop Publishing

Introductory Courses

Introduction to PageMaker 5.0

In this 5-hour class you will put together a newsletter. You will create a template from scratch, manipulate master pages, and wrap text around graphics. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of *Drawing and Painting Fundamentals*.
- ◆ Prerequisite: mastery of basic skills using any Macintosh word processing software.

Introduction to PageMaker is taught over two days and is offered twice.

PM101 January 24, 25 from 1:30 to 4 pm

PM102 February 27, 29 from 1:30 to 4 pm

Fees \$45/55/100.

Intermediate Courses

Intermediate PageMaker 5.0: Styles

This 3-hour class will build on concepts covered in the *Introduction to PageMaker* class. You will learn how to define, edit, and delete style sheets; to expand style definitions to include *Based On* and *Next* options; and to transfer style sheets from one document to another. Exercises will involve applying styles to existing text (no page layout or design) **Prior experience using a Macintosh is required.**

- ◆ Prerequisites: mastery of skills covered *Introduction to PageMaker 5.0*: applying character and paragraph formatting, using the story editor, selecting large blocks of text, and moving quickly in a document.

Intermediate PageMaker: Styles is offered once.

PM201 March 6 from 1 to 4 pm

Fees \$35/45/85.

PC/Compatible Courses

- **Hands-on. Limited enrollment.**
- **All classes are taught under DOS 6.**

General

Introduction to DOS 6.x

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

You will learn DOS commands that enable you to

- prepare a floppy disk for use
- name a disk
- create text files
- name and organize files according to file type
- copy files from one disk to another and
- set the date and time in your computer's system clock.

You will learn how to use DOS commands to move between your floppy drive and hard drive. You will

- organize the files on a disk by creating subdirectories
- create nested subdirectories
- move from one subdirectory to another
- remove subdirectories
- display your subdirectories on the screen and
- copy this information to a file that can be printed out.

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

Introduction to DOS is taught over three days and is offered three times.

DOS101 January 8, 10, 12 from 2 to 4 pm
 DOS102 January 22, 24, 26 from 10 to noon
 DOS103 February 12, 14, 16 from 2 to 4 pm
 Fees \$45/65/100.

Mouse Techniques

If you are not experienced at using a mouse and you plan to take a class for which mouse experience is a prerequisite, take this class first! It is very difficult to keep up with

everyone else in a class such as *Word for Windows* when you are struggling to use the mouse, much less to understand *Word for Windows*.

Mouse Techniques is offered three times.

MT101 January 5 from 11 am to noon
 MT102 January 29 from 11 am to noon
 MT103 February 12 from 11 am to noon
 Fees \$5/10/25

Introduction to Microsoft Windows 3.1

This 4-hour class is an overview of Windows 3.1. In this class, you will learn how to: manipulate multiple windows; create and modify groups of applications in the program manager; run and switch between applications; change Windows settings using the Control Panel; and manipulate files, directories and disks with the File Manager. **Prior experience using a PC/Compatible is required.**

- ◆ Prerequisite: mastery of *Introduction to DOS*.
- ◆ Prerequisite: mastery of *Mouse Techniques*.

Introduction to Microsoft Windows is taught over two days and is offered three times.

WIN101 January 9, 11 from 10 to noon
 WIN102 January 30, February 1 from 10 to noon
 WIN103 February 13, 15 from 10 to noon
 Fees *\$35/45/80

* *Fee and Workbook Notice:* The fee includes the cost of a workbook. You will get the workbook in class.

Windows 95

An introduction to Microsoft Windows 95. Explore the new desktop, graphical interface, and features of windows 95. Cover the new diagnostic and tuning tools to get the most out of your windows 95 workstation. **Prior experience using a PC/Compatible is required.**

- ◆ Prerequisite: mastery of *Mouse Techniques*.
- ◆ Prerequisite: mastery of *Introduction to DOS*.
- ◆ Prerequisite: mastery of *Introduction to Microsoft Windows 3.1* or *Macintosh Fundamentals*.

Windows 95 is taught over two days and is offered twice.

W95101 January 24, 26 from 1 to 4 pm
 W95102 February 5, 7 from 6 to 9 pm **Eve.**
 Fees \$45/65/120

PC/Compatible Courses

Word Processing

Introductory Courses

Introduction to WordPerfect 6.1 for Windows

This class is designed for new WordPerfect users or people that are new to WordPerfect for Windows. In it only the basics of word processing are covered and a complete explanation is given about all the parts of the WordPerfect window. During the class you will enter text, save and close documents, exit WordPerfect and access WordPerfect help. You will also be shown the basics of formatting, working with blocks of text and how to use WordPerfect tools such as the speller and thesaurus. **Prior experience using a PC/Compatible is required.**

- ◆ Prerequisite: mastery of *Mouse Techniques*.
- ◆ Prerequisite: mastery of *Introduction to Microsoft Windows*.

Introduction to WordPerfect for Windows is taught over three days and is offered once.

WPW101 February 19, 21, 23 from 2 to 4 pm
Fees* \$70/85/120.

* *Fee and Workbook Notice:* The fee includes the cost of a workbook, which will be distributed at the first class.

Introduction to Microsoft Word 6.0 for Windows

This 6-hour class is for new Word for Windows users. You will use character and paragraph formatting and move blocks of text. In addition, you will learn how to: move quickly through your documents; manipulate multiple windows; set margins, indents, page numbers, headers and footers; use the spelling checker; and preview your work. You will also learn "drag and drop" and how to use the Standard and Formatting toolbars. **Prior experience using a PC/Compatible is required.**

- ◆ Prerequisite: mastery of *Mouse Techniques*.
- ◆ Prerequisite: mastery of *Introduction to Microsoft Windows*.

Introduction to Microsoft Word for Windows is taught over three days and is offered three times.

WDW101 January 8, 10, 12 from 10 to noon
WDW102 January 29, 31, February 2 from 2 to 4 pm
WDW103 February 26, 28, March 1 from 10 to noon
Fees \$45/65/120

Intermediate Courses

Intermediate Word 6.0 for Windows: Document Formatting

This class covers the options available in Word's Section and Document formatting dialog boxes. In this 3-hour class you will learn how to divide a document into sections; allow space for binding; add headers and footers to a document; create a multiple-column format; and insert footnotes. **Prior experience using a PC/Compatible is required.**

- ◆ Prerequisites: mastery of skills covered in *Introduction to Word for Windows*; especially knowing how to move through files quickly and how to select text.

Intermediate Word for Windows: Document Formatting is offered once.

WDWD101 January 19 from 1 to 4 pm
Fees \$35/45/85

Intermediate Word 6.0 for Windows: Paragraph Formatting

Expand your Paragraph formatting knowledge beyond the information covered in the *Introduction to Word* class. In this 6-hour class, you will learn how to set tabs, vertical lines, and tab leader characters; control line spacing and page breaks; add white space between paragraphs and borders around text; and transform the first character or word into a drop cap. **Prior experience using a PC/Compatible is required.**

- ◆ Prerequisites: mastery of skills covered in *Introduction to Word for Windows*; applying character and paragraph formatting, selecting text, and moving quickly through files.

Intermediate Word for Windows: Paragraph Formatting is taught over two days and is offered once.

WDWP101 February 13, 15 from 1 to 4 pm
Fees \$45/65/120

PC/Compatible Courses

Intermediate Word 6.0 for Windows: Tables

The Table feature lets you create columns of text, numbers, or graphics within your document. You can use the Table feature to create simple tabular layouts, such as a two-column list, or more complex page designs, such as business forms or scripts for plays. In this 3-hour class, you will learn how to create, modify, and format a table structure; format table cells; convert text to a table or a table to text; add lines to the table grid and shading to cells. **Prior experience using a PC/Compatible is required.**

- ◆ Prerequisites: mastery of skills covered in *Introduction to Word for Windows*: applying character and paragraph formatting, selecting text, and moving quickly through files.

Intermediate Word 6.0 for Windows: Tables is offered once.

WDWT101 January 25 from 9 to noon
Fees \$35/45/85

Intermediate Word 6.0 for Windows: Beginning Merge Documents

Learn the basics of merging files using Word for Windows 6.0. In this class you will learn how to set up both data and main documents and how to merge the two. You will also learn how to select specific records to use when merging. During the class you will create data and main documents which could be used to produce envelopes, labels and letters. **Prior experience using a PC/Compatible is required.**

- ◆ Prerequisites: mastery of skills covered in *Introduction to Word for Windows*: applying character and paragraph formatting, selecting text, and moving quickly through files.

Intermediate Word for Windows: Beginning Merge Documents is offered once.

WDWM101 February 21 from 9:30 to noon
Fees \$35/45/85

Intermediate Word 6.0 for Windows: Advanced Merge Documents

This class will show you how to modify information in a data source, use a data source from another application, specify criteria to select data records for merging, and use Word's field codes to further customize your main documents. **Prior experience using a PC/Compatible is required.**

- ◆ Prerequisites: mastery of skills covered in *Introduction to Word for Windows 6.0* and *Intermediate Word 6.0 for Windows: Beginning Merge Documents*: applying character and paragraph formatting, selecting text, moving quickly through files and how to create data and main documents.

Intermediate Word 6.0 for Windows: Advanced Merge Documents is offered once.

WDWM201 February 23 from 9:30 to noon.
Fees \$35/45/85

Database

Introductory Courses

Introduction to FileMaker Pro 2.1 for Windows

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

- ◆ Prerequisite: mastery of *Mouse Techniques*.
- ◆ Prerequisite: mastery of *Introduction to Microsoft Windows*.

Introduction to FileMaker Pro for Windows is taught over two days and is offered once.

FMW101 January 17, 18 from 1:30 to 4 pm
Fees \$45/55/100

PC/Compatible Courses

Introduction to Paradox for Windows

This 6-hour class covers the basic concepts of database management. The course does not cover any programming. You will create a database and learn how to enter, modify, and retrieve data. You will also learn how to create reports. **Prior experience using a PC/Compatible running Windows is required.**

- ◆ Prerequisite: mastery of *Mouse Techniques*.
- ◆ Prerequisite: mastery of *Introduction to Microsoft Windows*.

Introduction to Paradox for Windows is taught over two days and is offered once.

PW101 February 5, 7 from 9 to noon
Fees* \$70/85/120

* *Fee and Workbook Notice:* The fee includes the cost of a workbook, which will be distributed at the first class.

Introduction to Access for Windows

The basic concepts of Access relational database management are covered in this 5-hour class. Learn how to build your own Access database by creating tables, defining relationships, designing forms and reports, and working with queries and dynasets. Fundamentals of data entry, retrieval and manipulation will be explained. **Prior experience using a PC/Compatible running Microsoft Windows is required.**

- ◆ Prerequisite: mastery of *Mouse Techniques*.
- ◆ Prerequisite: mastery of *Introduction to Microsoft Windows*.

Introduction to Access for Windows is taught over two days and is offered once.

AW101 February 6, 8 from 1:30 to 4 pm
Fees \$45/55/100

Spreadsheets

Introductory Courses

New ► Introduction to Excel 5.0

This 2-hour class is for those who have never used Excel before. You will learn about components of an Excel worksheet, how to enter and edit data, how to move around the spreadsheet, and how to open and close files. The ability to do these tasks quickly is required for all other Excel classes. **Prior experience using a PC/Compatible running Microsoft Windows is required.**

- ◆ Prerequisite: mastery of *Mouse Techniques*.
- ◆ Prerequisite: mastery of *Introduction to Microsoft Windows*.

Introduction to Excel is offered twice.

EXW101 January 22 from 2 to 4 pm
EXW102 February 26 from 2 to 4 pm
Fees \$20/\$30/\$65

Changed ► Excel Basics

In this 5-hour class you will create several spreadsheets with formulas and functions. Topics include formatting, relative and absolute addressing, copying and pasting, split screens, and print preview. **Prior experience using a PC/Compatible running Microsoft Windows is required.**

- ◆ Prerequisite: mastery of *Mouse Techniques*.
- ◆ Prerequisite: mastery of *Introduction to Microsoft Windows*.

Excel Basics is taught over two days and is offered twice.

EXWB101 January 23, 25 from 1:30 to 4 pm
EXWB102 February 27, 29 from 1:30 to 4 pm
Fees \$45/55/100

Central Systems Courses

- Not hands-on unless specified.
- Limited enrollment.

These classes teach the operating systems and software on large central system computers that are used by many people simultaneously for administrative and research projects. An account is not mandatory for this class. The fee for these classes covers some of the cost of class materials. To access these central systems for personal use, you must have an account. For the accounting office phone numbers look under *General Information* on page 23.

CMS

CMS Introduction

This is a 4-hour *hands-on* training class in CMS, the operating system on the IBM mainframes. Call 624-6235 to set up a training session.

NOS/VE

Introduction to NOS/VE

Connecting to NOS/VE, entering commands, using full-screen capabilities, managing files, obtaining output, file transfers, and on-line help are taught in this class. Call 626-8366 to schedule a training session.

NOS/VE Full Screen Editor

In this class, you will be taught how to create and edit NOS/VE files, expand on-line help for each function, and customize functions. Call 626-8366 to schedule a training session.

Operating System and Language Courses

- Hands-on.
- Limited enrollment.

Operating Systems

Introductory Courses

Introduction to UNIX

This 6-hour course is a *hands-on* look at the UNIX operating system for beginners. We will discuss important commands and utilities, file system structure and manipulation, on-line help and different "flavors" of UNIX.

Introduction to UNIX is taught over two days and is offered twice.

UN101 February 17 from 9 am to 4 pm Sat.*
 UN102 March 7, 8 from 1 to 4 pm
 Fees \$35/65/120

* Saturday class, with a lunch break from noon to 1 pm.



Multimedia Training

- **Hands-on using Macintoshes.**
- **Limited enrollment.**
- **Registration reserved for Faculty only unless otherwise noted. (Students and staff working on faculty projects may also register. Faculty must register for student and staff.)**

Internet Courses

Finding Internet Resources for Research and Dissertations (Faculty)

This class will show you how to locate resources on the Internet, using these tools: World-Wide Web (WWW), Gopher, FTP, Telnet, WAIS, USENET, and electronic mailing lists. In the exercises, you will be assigned a specific topic and will use tools to locate resources that will help you locate information. This is not a "point and click" class. You will be typing in URLs and switching between applications. The purpose of this class is to show how to locate information, not how to use client software.

- ◆ Prerequisite: **This is an advanced class.** Knowledge of using WWW, Gopher, Telnet/FTP, and USENET tools is **required**. This class will cover resources accessible by using these tools, so students will be expected to know how to use World Wide Web, Gopher, and USENET clients.
- ◆ Prerequisite: completion of *Mac Fundamentals* or equivalent knowledge.

Finding Internet Resources for Research and Dissertations is taught over two days and is offered once.

DMC101 January 17, 18 from 1:30 to 4 pm
Faculty fee is \$45.

Authoring Courses

Writing World-Wide Web Documents: Introduction to HTML Authoring (Faculty)

The hypertext markup language (HTML) is used to create documents that can be read by World-Wide Web (WWW) clients. In this hands-on class you will learn to create WWW documents on a Macintosh or Windows platform. Topics covered are: HTML formatting directives; Placing

links in documents; Preparing existing images and sounds for inclusion in HTML documents; Checking the validity of your HTML code; Converting existing documents into HTML.

- ◆ Prior experience using a Macintosh is required.
- ◆ No previous HTML experience is assumed. You should, however, be familiar with using a WWW client to browse the Web.

Writing World-Wide Web Documents: Introduction to HTML Authoring is taught over two days and is offered once.

DMC102 January 30, February 1 from 1 to 4 pm
Faculty fee is \$45.

Introduction to Macromedia Director (Faculty)

This 5-hour class is for experienced Macintosh users who want to learn how to use Director to author multimedia materials. During the class, you'll create a basic multimedia presentation containing text, graphics, animation, and sound.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of basic Macintosh drawing and painting programs

Introduction to Macromedia Director is taught over two days and is offered once.

DMC103 February 6, 8 from 1:30 to 4 pm
Faculty fee is \$55.

New ► Introduction to Macromedia Authorware (Faculty)

This 5-hour class is for experienced Macintosh users who want to learn how to use Authorware to author multimedia materials. During the class, you'll create a basic multimedia presentation containing text, graphics, animation, and sound.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of basic Macintosh drawing and painting programs.

Introduction to Macromedia Authorware is taught over two days and is offered once.

DMC104 February 20, 22 from 1:30 to 4 pm
Faculty fee is \$55.

Graphics Courses

New ► Scanning with PhotoShop (Faculty)

In this 3-hour class you will learn the procedure for scanning photographs using the Apple One Scanner. We'll apply color correction techniques to the scanned images and compare the results. Bring one small color photo of your choice not larger than 4 x 6" for practice. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of basic Macintosh drawing and painting programs.

Scanning with PhotoShop is offered once.
DMC105 February 13 from 1 to 4 pm
Faculty fee is \$45.

Changed ► PhotoShop Basics (Faculty)

This 6-hour class is intended for the beginning PhotoShop user. We will focus on the basic concepts, basic selecting techniques, and color correction. You will learn to use the toolbox and palettes to create a composite image. **Prior experience using a Macintosh is required.**

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of basic Macintosh drawing and painting programs.

PhotoShop Basics is taught over two days and is offered once.
DMC106 February 14, 16 from 1 to 4 pm
Faculty fee is \$55.

New ► Selecting with PhotoShop (Faculty)

This 6 hour class is intended for people who have used PhotoShop and are familiar with the basic concepts and using the marquis and lasso tools for selecting. We will work with all selection techniques including masks. You will also learn to use layers and text.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of basic Macintosh drawing and painting programs.
- ◆ Prerequisite: *PhotoShop Basics*.

Selecting with PhotoShop is taught over two days and is offered once.
DMC107 February 27, 29 from 1 to 4 pm
Faculty fee is \$55.

Seminars

- **Limited enrollment.**
- **Registration reserved for Faculty only unless otherwise noted. (Students and staff working on faculty projects may also register. Faculty must register for student and staff.)**
- **No fees.**



Registration is required for all classes. Be sure to check your registration confirmation for class location.

Exploring Learning Communities using Multimedia and Internet Tools (Faculty)

This seminar will discuss the possibilities of using multimedia and Internet tools to design learning communities that promote active learning, collaboration, and interaction between students, faculty, and the Internet community. We'll discuss using Internet tools to extend the classroom and expand opportunities for learning and interaction. We'll look at many examples, including four University of Minnesota courses that use multimedia and Internet tools.

There will be time during the seminar to discuss your needs for redesigning existing courses to incorporate multimedia and Internet tools.

Exploring Learning Communities using Multimedia and Internet Tools is offered once.
DMC108 January 24 from 1:30 to 4 pm

New ► Graphic Design for Multimedia Presentations and Interactive Courseware (Faculty)

This 2.5 hour seminar offers guidelines on how to make your multimedia product visually pleasing and stimulating to the user. Basic design issues (composition, color, and typography) and how to facilitate learning through interaction are some of the topics to be covered.

Graphic Design for Multimedia Presentations and Interactive Courseware is offered once.
DMC109 February 23 from 1:30 to 4 pm

Course Registration



Name: _____

ID#/SS#: _____

This space must be filled in.

Address: _____
(campus address preferred)

Dept: _____

Work Phone: _____

Student Staff/Faculty Non-Univ

Home Phone: _____

Please note: Some Digital Media Center classes require previous experience. Before you register for a particular course, please check its description for any prerequisites. Instructors assume that all registrants meet any and all prerequisites.

Class Code	Date and Time	Price	Class Code	Date and Time	Price

Payment by: CASH CHECK IV

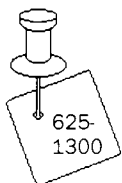
Reg. By:	Date:	Total Fees:
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Fees must accompany this Digital Media Center registration form.

Mail to

Short Course Registration
Academic Distributed Computing Services
University of Minnesota
190 Shepherd Labs
100 Union St. SE
Minneapolis, MN 55455-04211

Self-Paced Training



If you can't attend one of our scheduled training classes, or prefer to learn on your own, you can use software training

packages and equipment in one of our self-paced training centers or check out training packages to use with your own equipment.

Training Centers

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

Equipment

The training centers are located in 1 Nicholson Hall and 99 Coffey Hall and each have the following equipment:

- VCR and TV
- audio cassette player
- Macintosh
- IBM-compatible

Hours

Both training centers are open Monday through Friday and closed on weekends.

Location	Hours
1 Nicholson	8 am to 6 pm
58 Bio Sci Ctr	Call for reservation

Reservation Policy

To use the training materials available in 1 Nicholson and 99 Coffey Hall, call 625-1300 for reservations. Without prior reservation we cannot guarantee the availability of the training facilities. Each location will have a list of materials available. To reserve training materials not available at a training center, call 625-1300. **You may take out only one package at a time for 48 hours.**

Training Packages

We have software training packages for the software listed below. A complete list, with descriptions, is available in 190 Shepherd Labs. The packages have audio tapes, video tapes, or disk-based training tutorials. A complete list is available in our office in 190 Shepherd Labs.

There is no fee for using these packages, and you may check them out for 48 hours. However, before you can check them out, you must sign a *Usage Agreement* and leave your University of Minnesota ID with us. We will return your ID when you return the training materials. Unless you use our self-paced training centers, you must supply your own equipment and software.

Generally DOS and Windows training software is available on 5.25-inch 360K and 3.5-inch 720K disks; Macintosh training materials on 800K.

Current Training Materials

Networking/Languages/Other
 C++
 Database Management
 Introduction to Personal Computing
 NetWare 4.0
 Network Concepts/Networking
 Novell
 Objects
 ObjectVision

ObjectWindows
 Turbo Pascal
 Visual Basic

PC-DOS/Windows

Access 2.0 (Win)
 Allways r2.2 (DOS)
 Ami Pro 2.0 (Win/DOS)
 dBase III Plus/dBase IV (DOS)
 dBase 5.0 (Win)
 DOS 5.0, DOS 6.0
 Excel 4.0, 5.0 (Win)
 Freehand 2.5/3.0 (Win)
 FoxPro 2.5 (Win/DOS)
 Harvard Graphics 3.0/3.05 (DOS)
 Harvard Graphics 2.0 (Win)
 Lotus 1-2-3 (Win), Release 2 & 3 (DOS)
 Lotus SmartSuite (Win)
 Office 4.x (Win)
 OS/2 2.0/2.1
 PageMaker 4.0, 5.0 (Win/DOS)
 Painter (Win)
 Paradox 4.0 (Win/DOS)
 PowerPoint 3.0 (Win)
 Quattro Pro 3.0 (Win/DOS)
 Windows 3.1/NT
 Word for Windows 2.0, 6.0
 WordPerfect 5.0/5.1/6.0 (DOS)
 WordPerfect 5.1/5.2/6.0 (Win)
 Works 2.0 (DOS)

Macintosh

4th Dimension 3.0
 Apple Macintosh
 Canvas 3.0
 ClarisWorks 2.0
 Director 4.0
 Excel 3.0, 4.0, 5.0
 FileMaker Pro 2.0
 Font Management
 FreeHand 3.0
 HyperCard 2.0
 Illustrator 5.0/5.5
 Lotus 1-2-3
 MacDraw Pro
 Macintosh Basics
 Macintosh Networking
 Macintosh System 7.5
 Mac Project Pro
 MacWrite II/MacWrite Pro 1.0
 Office 4.2
 PageMaker 4.0/4.2/5.0
 Painter 3.0
 Paints and Draws
 Persuasion 2.0/3.0
 PhotoShop 3.0
 PowerBook
 PowerPoint 4.0
 Premiere 3.0
 QuarkXPress 3.0/3.1
 Quicken 4.0
 QuickTime 1.6
 Resolve
 System 7.0/7.5
 Word 5.1/6.0
 WordPerfect 2.1
 Works 2.0/3.0

Computing and Information Technologies

Distributed Systems: Microcomputers, Workstations, LANs

Software, hardware, peripherals, local area networks 626-4276 M-F 9 am to 4 pm

- East Bank 152 Shepherd Labs above above above
- West Bank 93 Blegen above M-F 1 pm to 4 pm
- St. Paul 58 Biological Sciences Center above M-F 1 pm to 4 pm

Central Systems

These systems require a user name and password, which you get when you open an account.

Qualified users can apply for grants to cover some computing-related costs.

- EPX (UNIX), NVE (NOS/VE), UZ (Ultrix), VX and VZ (VMS) 626-8366 M-F 9 am to 4 pm
- VM1 (IBM/CMS), 90 Coffey Hall Walk-in consulting hours 624-6235 M-F 9-11 am, 2-4 pm

E-mail and LUMINA

- E-mail: call for help using your University account. 626-7676 M-F 9 am to 4 pm
- Forgot your password? Staff: call 626-8366. Students: go to any Computer Facility—e.g., 14 Folwell, 26 Lind, 305 McNeal, 50 HHH. Troubleshooting: If your mail server is down, you'll hear a status report at 626-1819.

General Information

Williamson Hall Book Center

Computer Department 625-3854
(inventory and prices also available on Gopher)

University Computing and Information Services

Administrative Information Svcs. (AIS) Help Desk ... 4-0555
 Biomedical Graphics, various locations 6-3939
 Central Computing Services, 100 LaudCF 6-1600
 Accounts, EPX, NVE (incl MEDLINE), UZ, VX, VZ .. 6-8366
 Data Entry 6-8351
 Statistics Services 5-2303
 Computer Facilities, (also call individual facilities) . 5-1300
 _FoIH 5-4896_Lind 6-0856_McN 4-5367_HHH 4-6526/+ more
 Digital Media Center
 Development Suite for Faculty, 15 Wqalter Libr. 5-5055
 Disability and Computing Services, voice/TTY 6-0365
 Distributed Computing, 190 Shep Labs 5-1300
 Engineering Services, 103 LaudCF 5-1595
 Equipment Repair and Warranties 5-1595
 Gopher Hotel (server setup for a fee) 5-2303
 Kodak Printer Service 6-1661
 St. Paul Computing, VM1 Accounts, 50 Coffey Hall 4-7788
 Software Services (contract programming) 5-2303
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 SAS 4-3330
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 Supercomputer Center Help, 3030 SCC 6-0808
 Telecommunications, 30 TelecomB
 Networking Services Information 6-7800
 Networking Services Repair 5-0006
 Training, Course Registration, 190 ShepLab 5-1300
 University Libraries, Integrated Information Center . 4-2020
 University Networking Services, 130 Lind 5-8888
 Workstation Support Group, 98/99 Coffey
 IBM AIX, HPUX, IRIX, SOLARIS, SUNOS 4-7486

Associate Vice President for Academic Affairs and Acting Director of Information Technology

Donald R. Riley, Professor 626-9816

Access Information

SLIP: 14,400/28,800 627-4250
 SLIP: 2400/14,400 626-1920
 SLIP: ADI-100 and ITE (with MKO) 623-0291

- Terminal settings for these systems are 8-1-N (8 data bits, 1 stop bit, no parity) unless otherwise noted. The number you dial may depend on the modem's bps or baud rate.
- Internet addresses.
 - Dial-in Server: 626-0300, -1200, -2400, -4800, -9600
 - At 9600 Telecomm supports V.32 and MNP level 5 error correction.
 - On campus ADI-100 and ITE setups use 626-2400.

LUMINA: 300/1200/2400 625-6009 ☎
 V.32 4-7539 ☎
 Telnet & TN3270 PUBINFO . AIS . UMN . EDU ☎

E-mail and Internet Service and Servers, Twin Cities
 _____ GOLD . TC . UMN . EDU ☎
 _____ MAROON . TC . UMN . EDU ☎

Gopher, alternate access (log in as gopher)
 300, 1200, 2400, 9600 see *Dial-in Server* ☎
 _____ CONSULTANT . MICRO . UMN . EDU ☎

Consulting via E-mail: *low priority Central Systems*
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AIS SecureID V.32 626-1061
 300/1200/2400 6-7770 ☎

tn3270 & Telnet _____ PUBINFO . AIS . UMN . EDU ☎
 EPX, NVE (includes MEDLINE), UZ, VX, VZ

300, 1200, 2400, 9600 see *Dial-in Server* ☎
 EPX or UZ or VX or VZ or NVE . CIS . UMN . EDU ☎

EPX, NVE: 300/1200/2400 625-1445 ☎
 up to 19.2 campus data phone 6-2400 ☎

VM1 (IBM/CMS) at 7-1-even
 9600 624-3668 ☎

1200/2400 & <19.2 campus data phone .. 4-4220 ☎
 _____ VM1 . SPCS . UMN . EDU ☎

Short Course Registration

Name: _____

ID#/SS#: _____ This space must be filled in.

Address: _____
 (campus address preferred)

Dept: _____

Work Phone: _____

Home Phone: _____

Student
 Staff/Faculty
 Non-Univ

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

Class Code	Date and Time	Price	Class Code	Date and Time	Price

Payment by: CASH CHECK IV

Reg. By: _____	Date: _____	Total Fees: _____
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If you do not currently receive the Short Course Bulletin, would you like to be placed on the mailing list?
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Fees must accompany this form.

See page 2 for registration information.

Academic Distributed Computing Services

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