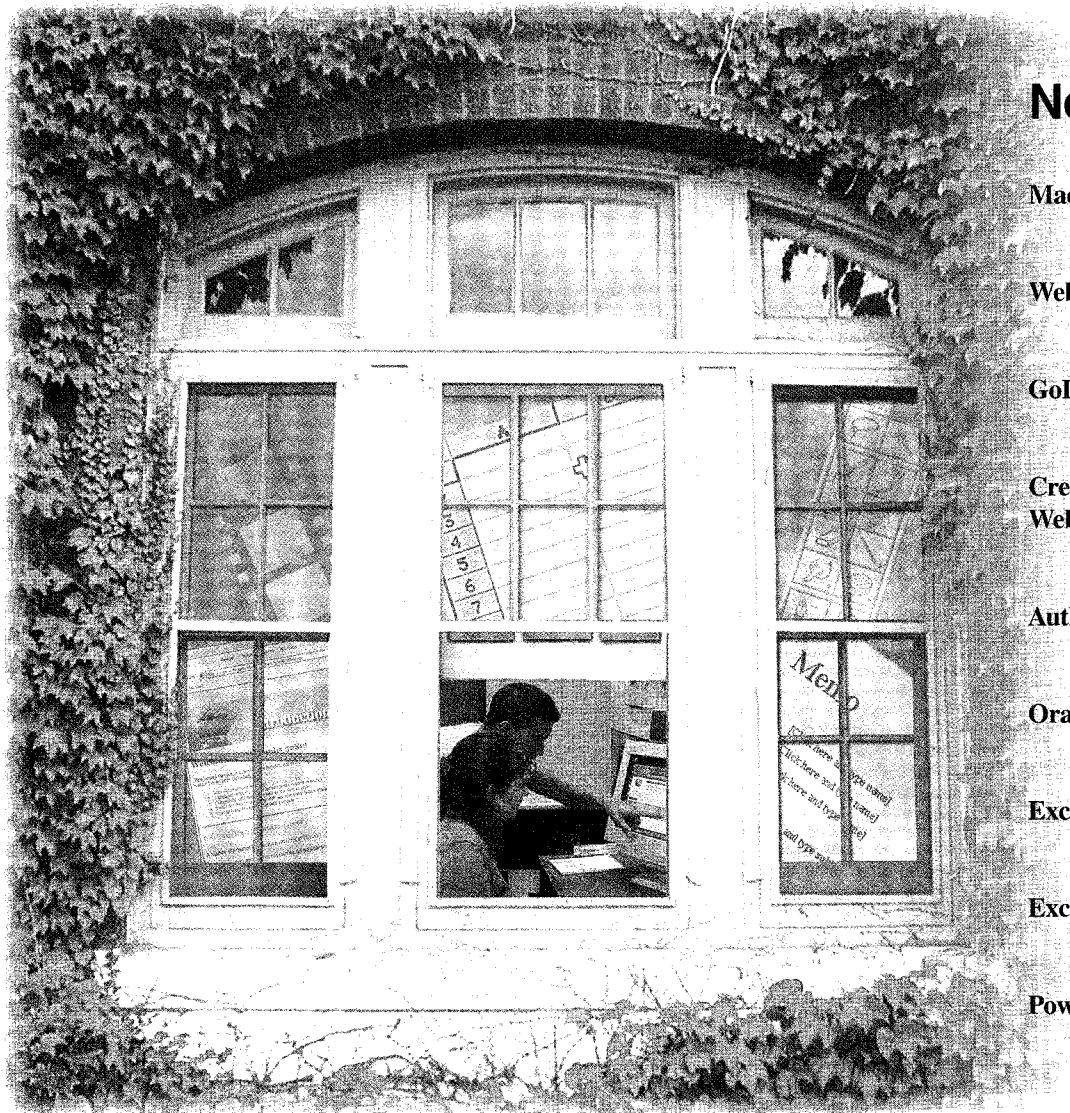


University Technology Training Center Computer Training Bulletin

Spring 2001



New Courses

Mac OS X: New Features

Web Hotel: Beyond HTML

GoLive 5: Creating Basic Web Pages

Creating Course Web Sites:
WebCT 3 and PowerPoint

Authorware 4/5: Basics

Oracle 8i: Performance Tuning

Excel 2000: Database Management

Excel 2000: Level I Accelerated

PowerPoint 2000: Level I Accelerated

Opening a World of Possibilities

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Contact Information

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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/NT/2000 Basics.

Fees: Students \$60.00 / Staff & Faculty \$95.00 / Alumni & Others \$185.00

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

2ACC101	Feb 7, 9	9:00am-12:00pm	Nicholson Hall 5b	Windows
2ACC102	Feb 20, 22	1:30pm-4:30pm	Nicholson Hall 5b	Windows
2ACC103	Apr 5, 6	1:30pm-4:30pm	Nicholson Hall 5b	Windows
2ACC104	Apr 17, 19	9:00am-12:00pm	Nicholson Hall 5b	Windows

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 \$60.00 / Staff & Faculty \$115.00 / Alumni & Others \$220.00

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

2ACC201	Feb 28, Mar 1, 2	1:30pm-4:30pm	Nicholson Hall 5b	Windows
2ACC202	Apr 24, 25, 26	9:00am-12:00pm	Blegen Hall 90	Windows

Access 97: Basics

- 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 • setting field properties • using simple queries • modifying query results • creating basic forms and reports.

This course is taught on the Windows platform using Access 97.

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

Fees: Students \$60.00 / Staff & Faculty \$95.00 / Alumni & Others \$185.00
Includes the cost of workbook(s), which will be distributed in class.

97ACC101	Mar 7, 9	1:00pm-4:00pm	Blegen Hall 90	Windows
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Access 97: Forms and Reports

- Hands-on

This 3.5-hour course covers more advanced features of forms and reports in Access. 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: manipulating controls • using Design view • designing advanced forms and reports • using editing tools.

This course is taught on the Windows platform using Access 97.

Prerequisites: Access 97: Queries. Access 97: Basics. Relational Database Design Basics.

Fees: Students \$40.00 / Staff & Faculty \$60.00 / Alumni & Others \$125.00
Includes the cost of workbook(s), which will be distributed in class.

97ACC211	Mar 23	1:00pm-4:30pm	Blegen Hall 90	Windows
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Access 97: Queries

- Hands-on

This 3.5-hour course explores more advanced features of tables and queries in Access. 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 • using operators in queries • designing advanced queries • creating query wizards • using advanced query wizards and database utilities.

This course is taught on the Windows platform using Access 97.

Prerequisites: Access 97: Basics. Relational Database Design Basics.

Fees: Students \$40.00 / Staff & Faculty \$60.00 / Alumni & Others \$125.00
Includes the cost of workbook(s), which will be distributed in class.

97ACC201	Mar 21	1:00pm-4:30pm	Blegen Hall 90	Windows
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Authorware 4/5: Basics

- Hands-on
- New

This 9-hour course introduces Macromedia Authorware for creating multimedia interactive CD-ROMs.

Topics include: importing graphics, buttons and text • adding sound and video • creating interactive modules and navigation structures • using functions and variables.

This course is taught on both the Macintosh and Windows platforms using Authorware 4 (Mac) and Authorware 5 (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: Macintosh OS 9 Basics or Windows 98/NT/2000 Basics.

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

AW101	Mar 14, 15, 16	9:00am-12:00pm	Eddy Hall Annex 64	Mac & Windows
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C

Creating Course Web Sites: Development Tools Overview

- Seminar

This 3-hour seminar is intended for faculty who are new to creating course Web sites and are looking for an overview of current Web development tools.

Topics include: understanding the purpose and function of WebCT (a Web course management tool) and Dreamweaver (a Web page editor) • converting paper syllabi and PowerPoint presentations for Web delivery • working with media production tools • using planning documents to guide the development process • understanding intellectual property issues • using University resources available for help with the design and development of course Web sites.

Content Note: This seminar is not a hands-on course on how to create Web pages. Other courses are available for learning how to use Web page authoring tools such as Dreamweaver, GoLive, FrontPage, Composer, and WebCT.

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 \$20.00 / Staff & Faculty \$40.00 / Alumni & Others \$75.00

CWS101	Feb 1	1:00pm-4:00pm	Eddy Hall Annex 64
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Creating Course Web Sites: Dreamweaver Basics

- Hands-on
- Revised

This 4-hour course is intended for faculty who are ready to begin designing and constructing their course Web site with Dreamweaver.

Topics include: using diagramming techniques to organize and visualize your Web site • working with prototypes and user testing • identifying design principles used in screen layout • understanding the structure of a Web page • formatting text • adding links • inserting images • creating image maps • working with tables • transferring files to a Web server.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver 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 \$45.00 / Staff & Faculty \$80.00 / Alumni & Others \$170.00

CWS211	Mar 15	1:00pm-5:00pm	Blegen Hall 90	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), Macintosh OS 9 Basics or Windows 98/NT/2000 Basics.

Fees: Students \$20.00 / Staff & Faculty \$35.00 / Alumni & Others \$80.00

HTML111	Feb 6	1:30pm-4:00pm	Blegen Hall 90	Mac & Windows
HTML112	Mar 27	9:30am-12:00pm	Blegen Hall 90	Mac & Windows
HTML113	Apr 13	1:30pm-4:00pm	Nicholson Hall 5a	Mac & Windows

Creating Course Web Sites: Photoshop Survival Skills

- Hands-on

This 4-hour course introduces using Photoshop to create basic graphic elements for Web pages. Participants should bring one small color photo, no larger than 4" x 6", for scanning practice.

Topics include: creating commonly used graphic elements such as horizontal banners, background tiles, and buttons • scanning color photographs and preparing the scans for the Web • creating small thumbnail images of large scans • saving graphics files in an appropriate format for the Web.

This course is taught on both the Macintosh and Windows platforms using Photoshop 5.5.

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: Macintosh OS 9 Basics or Windows 98/NT/2000 Basics.

Fees: Students \$25.00 / Staff & Faculty \$50.00 / Alumni & Others \$125.00

PSHOP121	Apr 4	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
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Creating Course Web Sites: WebCT 3 and PowerPoint

- Hands-on
- New

This 2-hour course explores different methods of incorporating PowerPoint presentations into a WebCT site.

Topics include: working with the PowerPoint Viewer • converting PowerPoint presentations to HTML • using a Zip program to compress files • uploading files into WebCT and uncompressing them • linking to PowerPoint presentations as a single page of HTML or as a content module.

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.

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). Familiarity with PowerPoint.

Fees: Students \$20.00 / Staff & Faculty \$35.00 / Alumni & Others \$80.00

CWS341	Apr 6	2:00pm-4:00pm	Nicholson Hall 5a	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 \$25.00 / Staff & Faculty \$50.00 / Alumni & Others \$125.00

CWS201	Feb 8	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
CWS202	Feb 13	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
CWS203	Mar 27	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
CWS204	Apr 18	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
CWS205	Apr 20	1:00pm-5:00pm	Blegen Hall 90	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 \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$110.00

CWS321	Feb 15	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows
CWS322	Mar 28	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
CWS323	Apr 25	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows

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 \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$110.00

CWS301	Feb 22	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows
CWS302	Mar 29	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
CWS303	May 2	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows

Creating Course Web Sites: WebCT 3 Course Management

- Hands-on

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

Topics include: working with the student database • using student and page tracking • using Excel with the WebCT gradebook • releasing tools based on the student database.

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 \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$110.00

CWS331	Feb 27	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
CWS332	Mar 29	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows
CWS333	May 4	1:30pm-4:30pm	Blegen Hall 90	Mac & Windows

Creating Course Web Sites: WebCT 3 New Features

- Seminar

This 2.5-hour seminar is intended for faculty and other WebCT developers who are currently using WebCT 1.3.1 and are interested in an overview of WebCT 3. Plans for the release of WebCT 3 at the University of Minnesota will also be discussed.

Topics include: using new features available in WebCT 3 • upgrading existing WebCT 1.3.1 courses to WebCT 3 • planning for the University's release of WebCT 3.

Content Note: This seminar is not a hands-on course on how to create course Web sites with WebCT 3. Other courses are available for learning how to use the tools available in WebCT 3.

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 WebCT 1.3.1.

Fees: Students \$15.00 / Staff & Faculty \$30.00 / Alumni & Others \$65.00

CWS111	Jan 30	1:30pm-4:00pm	Nicholson Hall 2
CWS112	Mar 2	1:30pm-4:00pm	Nicholson Hall 2
CWS113	Apr 5	1:30pm-4:00pm	Nicholson Hall 2

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 \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$110.00

CWS311	Feb 20	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows
CWS312	Mar 28	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows
CWS313	Apr 27	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows

Creating Electronic Presentations: PowerPoint Survival Skills

- Hands-on

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 existing templates • adding graphics to presentations • printing notes and handouts • creating effective electronic presentations.

This course is taught on both the Macintosh and Windows platforms using PowerPoint 98 (Mac) and PowerPoint 97 (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: Macintosh OS 9 Basics or Windows 98/NT/2000 Basics.

Fees: Students \$25.00 / Staff & Faculty \$50.00 / Alumni & Others \$125.00

PP111	Mar 13	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
PP112	Apr 11	1:00pm-5:00pm	Nicholson Hall 5a	Mac & Windows

Creating Multimedia Web Pages

- Hands-on

This 17-hour course explores creating multimedia Web pages. Open lab time is provided for participants to work on their own individual projects. Participants should bring one small color photo, no larger than 4" x 6", for scanning practice.

Topics include: scanning photographs • taking pictures with a digital camera • capturing video clips with a video camera • recording audio clips with a microphone • understanding HTML • creating basic Web pages using Dreamweaver • adding graphics, sound, and video to Web pages.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver 3, Photoshop 5.5, Premiere 5, and SoundEdit 16 (Mac) or Sound Forge XP (Win).

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

Fees: Students \$60.00 / Staff & Faculty \$180.00 / Alumni & Others \$425.00

MMWEB101	Mar 27, 28, 29	9:00am-5:00pm* * Mar 29 ends at 12:00pm	Nicholson Hall 5a	Mac & Windows
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D

Designing Accessible Web Sites

- Seminar

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

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

Prerequisites: Familiarity with creating basic Web pages.

Fees: Students \$15.00 / Staff & Faculty \$30.00 / Alumni & Others \$65.00

DSIGN111	Mar 8	1:30pm-3:00pm	Nicholson Hall 2
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Designing Hypermedia I: Organizing Information

- Seminar

This 3.5-hour seminar explores how to organize information for effective presentation in instructional and informational CD-ROMs and Web sites. As more and more instructors, staff members, and students publish electronic documents, they are discovering that there is more to creating effective ones than simply displaying printed texts on a computer screen. To better understand the differences between print and electronic documents, participants will examine the parts of both types of documents, critique electronic documents, and practice information organization techniques.

Sample texts will be provided for use in class exercises, but participants are encouraged to come with project ideas or copies of their own texts to use instead. Those interested in instructional projects may first want to attend one or more of the Enhancing Learning with Technology seminars to define the teaching practices and learning activities they want to deliver in an electronic format.

Topics include: chunking information into discrete topics that can be accessed nonlinearly • arranging topics into meaningful structures • writing effective topic labels.

Upon completion of this seminar, participants will have defined an information structure which they can use to design screen layouts in the Designing Hypermedia II seminar.

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 \$20.00 / Staff & Faculty \$40.00 / Alumni & Others \$75.00

HMEDIA101

Mar 1

1:00pm-4:30pm

Eddy Hall Annex 64

Designing Hypermedia II: Presenting Information

- Seminar

This 3.5-hour seminar builds on concepts discussed in the Designing Hypermedia I seminar and further explores visual and verbal aspects of instructional and informational CD-ROM and Web site design.

Sample materials will be provided for use in class exercises, but participants are encouraged to bring their own project ideas or the materials they developed in the Designing Hypermedia I seminar. Those interested in instructional projects may first want to attend one or more of the Enhancing Learning with Technology seminars to define the teaching practices and learning activities they want to deliver in an electronic format.

Topics include: establishing a consistent style • selecting appropriate colors, fonts, and media formats for display on a computer screen • laying out screens • writing for online reading • providing access to information for users with disabilities.

Upon completion of this seminar, participants will have begun designing screen layouts which they can further refine in the Designing Hypermedia III seminar.

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: Designing Hypermedia I: Organizing Information.

Fees: Students \$20.00 / Staff & Faculty \$40.00 / Alumni & Others \$75.00

HMEDIA201

Mar 8

1:00pm-4:30pm

Eddy Hall Annex 64

Designing Hypermedia III: Navigating Through Information

- Seminar

This 3.5-hour seminar builds on concepts discussed in the Designing Hypermedia I and II seminars and explores how to help users find and interact with information presented in instructional and informational CD-ROMs and Web sites.

Sample materials will be provided for use in class exercises, but participants are encouraged to bring their own project ideas or the materials they developed in the Designing Hypermedia II seminar. Those interested in instructional projects may first want to attend one or more of the Enhancing Learning with Technology seminars to define the teaching practices and learning activities they want to deliver in an electronic format.

Topics include: designing navigation and interactive elements such as buttons, menus, forms, and quizzes • providing users with effective feedback • selecting appropriate CD-ROM and Web site development tools.

Upon completion of the first three Designing Hypermedia seminars, participants will be ready to further develop their design plans in the Designing Hypermedia IV seminar and/or learn to construct their projects in hands-on courses such as the Creating Course Web Sites series.

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: Designing Hypermedia II: Presenting Information. Designing Hypermedia I: Organizing Information.

Fees: Students \$20.00 / Staff & Faculty \$40.00 / Alumni & Others \$75.00

HMEDIA301	Mar 15	1:00pm-4:30pm	Eddy Hall Annex 64
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Designing Hypermedia IV: Applying Design Techniques

- Seminar

This 3.5-hour capstone session gives Designing Hypermedia series participants an opportunity to apply the techniques learned in the first three seminars. Consultants will be available to comment on projects and give advice on how to further develop them. The online examples, development applications, and finished projects discussed in the first three Designing Hypermedia seminars will also be available for participants to explore in an open lab setting.

Upon completion of the Designing Hypermedia series, participants will be ready to learn to construct their projects in hands-on courses such as the Creating Course Web Sites series.

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: Designing Hypermedia III: Navigating Through Information. Designing Hypermedia II: Presenting Information. Designing Hypermedia I: Organizing Information.

Fees: Students \$20.00 / Staff & Faculty \$40.00 / Alumni & Others \$75.00

HMEDIA401	Mar 22	1:00pm-4:30pm	Eddy Hall Annex 64
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Dreamweaver 3: 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 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: Dreamweaver 3: Creating Basic Web Pages. HTML: Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$110.00

DW211	Apr 27	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
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Dreamweaver 3: Creating Basic Web Pages

- Hands-on
- Revised

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: understanding the structure of a Web page • formatting text • adding links • inserting images • adding mouse-rollovers • creating image maps • working with tables • using Dreamweaver's site management features such as site definition, file transfer to a Web server, templates, and library items.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver 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: HTML: Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

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

DW101	Feb 14, 15	8:30am-12:00pm	Blegen Hall 90	Mac & Windows
DW102	Mar 6, 8	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
DW103	Apr 5, 6	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
DW104	Apr 19, 20	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows

Dreamweaver 3: 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 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: Dreamweaver 3: Creating Basic Web Pages. HTML: Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).

Fees: Students \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$110.00

DW221	May 2	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
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Dreamweaver 3: Sustainable Web Sites

- Hands-on

This 3-hour course covers features of Dreamweaver that ease the task of creating and maintaining a complex Web site. It is intended for those who have not already learned about using templates and library items in Dreamweaver 3: Creating Basic Web Pages.

Topics include: creating a site • creating and using templates • creating and using library items • modifying templates and library items • updating pages that use templates and library items • searching and replacing • using Site Map View.

Content Note: These topics are now also covered in Dreamweaver 3: Creating Basic Web Pages.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver 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: Familiarity with using Dreamweaver 3 to create basic Web pages.

Fees: Students \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$110.00

DW201	Mar 1	1:30pm-4:30pm	Blegen Hall 90	Mac & Windows
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E

E-mail and Internet Orientation

- Seminar

This 1.25-hour 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 • understanding the different types of University Internet accounts and what's included • obtaining the necessary software for Internet access • using other computing resources available at the University.

Prerequisites: None.

No registration required for this class.

East Bank	Jan 25	10:30am-11:45am	Nicholson Hall 2
St. Paul	Feb 2	1:30pm-2:45pm	Biological Sciences Center 58
West Bank	Feb 13	10:30am-11:45am	Anderson Hall 170
East Bank	Feb 27	1:30pm-2:45pm	Nicholson Hall 2
St. Paul	Mar 14	10:30am-11:45am	Biological Sciences Center 58
West Bank	Apr 5	1:30pm-2:45pm	Anderson Hall 170
East Bank	Apr 18	1:30pm-2:45pm	Nicholson Hall 2
East Bank	May 4	10:30am-11:45am	Nicholson Hall 2

Enhancing Learning with Technology: Best Practices

- Seminar

This 3-hour seminar is intended for faculty who are interested in examining ways to enhance student learning through the use of Web-based technology.

Topics include: exploring strategies for using course Web sites to foster community, expand instructional boundaries, encourage deep reflection, provide prompt and rich feedback, and create flexible learning contexts • using University resources available for help with the design and development of course Web sites.

Content Note: This seminar is not a hands-on course on how to create Web pages. Other courses are available for learning how to use Web page authoring tools such as Dreamweaver, GoLive, FrontPage, Composer, and WebCT.

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 \$20.00 / Staff & Faculty \$40.00 / Alumni & Others \$75.00

LT101	Jan 30	1:00pm-4:00pm	Eddy Hall Annex 64
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Enhancing Learning with Technology: Using Case Studies

- Seminar

This 3.5-hour seminar reviews the nature and use of case studies as a learning tool, particularly the use of technology to enhance the effectiveness of teaching cases. Participants will develop a summary and outline for their teaching cases, as well as investigate resources for developing their projects.

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

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 \$20.00 / Staff & Faculty \$40.00 / Alumni & Others \$75.00

LT201	May 1	1:00pm-4:30pm	Eddy Hall Annex 64
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Evaluating Technology Enhanced Learning: Developing Research Questions

- Seminar

This 1.5-hour seminar explores developing productive research questions to evaluate the use of technology in the classroom. Although several models and methodologies will be discussed, participants will practice using one model for developing research questions and one tool for data collection. Participants will benefit most if they have a specific research project and team of people with which to work.

Topics include: reviewing research questions and research methodologies used by other University faculty • using a "triad" model to develop research questions • developing student questions using the Flashlight Current Student Inventory (a database of 500 indexed questions site-licensed by the University to use for drafting surveys, questionnaires, and protocols for interviews and focus groups).

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 \$15.00 / Staff & Faculty \$30.00 / Alumni & Others \$65.00

EVAL101	Mar 13	1:30pm-3:00pm	Eddy Hall Annex 64
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Excel 2000: Database Management

- Hands-on
- New

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 \$40.00 / Staff & Faculty \$55.00 / Alumni & Others \$115.00
Includes the cost of workbook(s), which will be distributed in class.

2XCEL311	Apr 4	1:00pm-4:30pm	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 • copying and moving data • using page setup • formatting numbers and text • working with columns and rows • using automatic formatting • using online help.

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

Prerequisites: Windows 98/NT/2000 Basics.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$210.00
Includes the cost of workbook(s), which will be distributed in class.

2XCEL101	Feb 6, 7, 8	1:30pm-4:30pm	Anderson Hall 170	Windows
2XCEL102	Mar 21, 22, 23	9:00am-12:00pm	Anderson Hall 170	Windows

Excel 2000: Level I Accelerated

- Hands-on
- New

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 electronic spreadsheet 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 \$40.00 / Staff & Faculty \$65.00 / Alumni & Others \$140.00
Includes the cost of workbook(s), which will be distributed in class.

2XCEL111	Feb 27	1:00pm-5:00pm	Nicholson Hall 5b	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 • working with outlines • using paste special • using range names • working with labels in formulas • using financial, logical, and date functions • creating and editing charts • managing data • using Excel's HTML features • customizing Excel preferences.

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

Prerequisites: Excel 2000: Level I.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$210.00
Includes the cost of workbook(s), which will be distributed in class.

2XCEL201	Apr 10, 11, 12	1:30pm-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 \$40.00 / Staff & Faculty \$55.00 / Alumni & Others \$115.00
Includes the cost of workbook(s), which will be distributed in class.

2XCEL301	Mar 13	1:00pm-4:30pm	Anderson Hall 170	Windows
2XCEL302	Apr 25	8:30am-12:00pm	Nicholson Hall 5b	Windows

Excel 97/98: 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 • entering and editing data • moving around and selecting data in a worksheet • inserting and deleting columns and rows • copying and moving information • creating formulas • using functions • naming and using ranges • formatting a worksheet.

This course is taught on both the Macintosh and Windows platforms using Excel 98 (Mac) and Excel 97 (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: Macintosh OS 9 Basics or Windows 98/NT/2000 Basics.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$210.00
Includes the cost of workbook(s), which will be distributed in class.

97XCEL101	Feb 20, 21, 22	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
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Excel 97/98: Level II

- Hands-on

This 9-hour course is designed for those who have mastered the basics of Excel and want to learn more. The course covers charts, database management and advanced functions.

Topics include: creating, editing and formatting charts • working with databases • sorting data • using the data form • working with filters • using database functions • working with data series • using lookup functions • using logical functions • rounding numbers • using scenarios • working with data tables • using worksheet protection.

This course is taught on both the Macintosh and Windows platforms using Excel 98 (Mac) and Excel 97 (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: Excel 97/98: Level I.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$210.00
Includes the cost of workbook(s), which will be distributed in class.

97XCEL201	Mar 20, 21, 22	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
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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: Macintosh OS 9 Basics or Windows 98/NT/2000 Basics.

Fees: Students \$45.00 / Staff & Faculty \$80.00 / Alumni & Others \$170.00

FM101	Feb 13, 15	1:30am-4:30am	Nicholson Hall 5a	Mac & Windows
FM102	Mar 14, 16	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows

FileMaker Pro 5: Forms and Reports

- Hands-on

This 6-hour course covers the creation of data input forms and printed reports in FileMaker in greater depth.

Topics include: designing detailed forms • adding cover pages • working with sorting and grouping functions to create summaries and sub-summaries • creating labels and form letters • incorporating graphics.

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 \$80.00 / Alumni & Others \$170.00

FM201	Mar 21, 23	9:00am-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 workgroup databases on the Web quickly and easily. Publishing industrial strength databases on the Web using other options will also 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 and Lasso Web Data Engine when Web Companion is too limited.

Prerequisites: FileMaker Pro 5: Basics.

Fees: Students \$15.00 / Staff & Faculty \$30.00 / Alumni & Others \$65.00

FM301	May 2	9:00am-11:30am	Nicholson Hall 2
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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 \$40.00 / Staff & Faculty \$70.00 / Alumni & Others \$155.00

FM221	Apr 17, 19	1:30pm-4:00pm	Nicholson Hall 5a	Mac & Windows
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FileMaker Pro 5: Scripts

- Hands-on

This 6-hour course introduces the scripting capabilities of FileMaker.

Topics include: creating and editing scripts • understanding script steps • assigning scripts to buttons to create menu systems • learning advanced scripting techniques.

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 \$80.00 / Alumni & Others \$170.00

FM211	Apr 4, 6	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
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Flash 4: 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 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 creating basic Web pages.

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

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

FLASH101	Mar 14, 16	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
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FrontPage 2000: Creating Basic Web Pages

- Hands-on

This 8.25-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 • 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 \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$210.00

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

FP101	Apr 17, 18, 19	1:30pm-4:15pm	Nicholson Hall 5b	Windows
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G

GoLive 5: Creating Basic Web Pages

- Hands-on
- New

This 6-hour course covers the basics of creating Web pages using GoLive. 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 • inserting images • creating image maps • working with tables • transferring files to a Web server.

This course is taught on both the Macintosh and Windows platforms using GoLive 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: **HTML: Basics. Familiarity with using a Web browser (e.g. Netscape Navigator).**

Fees: Students \$45.00 / Staff & Faculty \$80.00 / Alumni & Others \$170.00

GL101	Apr 3, 5	9:00am-12:00pm	Nicholson Hall 5a	Mac & 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). Macintosh OS 9 Basics or Windows 98/NT/2000 Basics.**

Fees: Students \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$110.00

HTML101	Feb 13	8:30am-12:00pm	Blegen Hall 90	Mac & Windows
HTML102	Feb 27	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
HTML103	Apr 3	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
HTML104	Apr 18	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows

J

JavaScript: Enhancing Web Page Appearance and Function

- Hands-on

This 3.5-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 • using Dreamweaver to create 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. Basic understanding of HTML code.

Fees: Students \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$110.00

JS101	Mar 7	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
JS102	Apr 10	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows

L

Linux: Security Issues

- Seminar

This 2.5-hour seminar presents basic information on securing or "hardening" a free Unix system, such as Linux, against network intrusions. If configured incorrectly and on the network, such a system runs a real risk of being compromised or "broken into", and used as a springboard for further Internet intrusions.

Topics include: disabling unused services • installing and using SSH for remote logins • using sendmail • securing X • using tcp-wrappers • intrusion detection.

Prerequisites: None.

Fees: Students \$15.00 / Staff & Faculty \$30.00 / Alumni & Others \$65.00

LINUX101	Apr 10	1:30pm-4:00pm	Nicholson Hall 2
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M

Mac OS X: New Features

- Seminar
- New

This 1.5-hour seminar provides an overview of the new features of Mac OS X. It is intended for those who are familiar with Mac OS 8 or 9 and are interested in learning about Apple's newest operating system.

Topics include: migrating from Mac OS 9 to Mac OS X • meeting hardware requirements • choosing installation options • manipulating the environment and other features.

Prerequisites: Familiarity with Mac OS 8 or 9.

Fees: Students \$15.00 / Staff & Faculty \$30.00 / Alumni & Others \$65.00

MAC111	Apr 6	10:00am-11:30am	Nicholson Hall 2
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Macintosh 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 \$45.00 / Staff & Faculty \$75.00 / Alumni & Others \$160.00

MAC101	Jan 30, Feb 1	1:30pm-4:30pm	Nicholson Hall 5a	Mac
MAC102	Feb 14, 16	9:00am-12:00pm	Nicholson Hall 5a	Mac

N

Netscape Communicator 4: Basics

Hands-on

This 6-hour course introduces browsing the Web and using e-mail with Netscape Communicator's Navigator and Messenger.

Topics include: getting started with Navigator • bookmarking and revisiting Web sites • searching for information on the Web • using Messenger for e-mail.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 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: Macintosh OS 9 Basics or Windows 98/NT/2000 Basics.

Fees: Students \$60.00 / Staff & Faculty \$90.00 / Alumni & Others \$175.00
Includes the cost of workbook(s), which will be distributed in class.

NS101	Mar 7, 9	1:30pm-4:30pm	Eddy Hall Annex 64	Mac & Windows
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Netscape Composer: Creating Basic Web Pages

Hands-on

This 6-hour course covers the basics of creating Web pages using Composer, Netscape Communicator's built-in Web page editor. 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 • inserting images • working with tables • transferring files to a Web server.

This course is taught on both the Macintosh and Windows platforms using Netscape Communicator 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 \$45.00 / Staff & Faculty \$80.00 / Alumni & Others \$170.00

COMP101	Feb 28, Mar 2	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
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O

Oracle 8i: Performance Tuning

- Hands-on
- New

This 40-hour course is the fourth course in the Oracle 8i DBA track. It introduces participants to a series of tuning steps which can be used to improve the performance of an Oracle 8i Server. The focus is on database, rather than specific operating system, performance issues. Taking this course will help participants prepare for part of the Oracle Database Administrator certification exam.

Topics include: outlining a tuning methodology • using Oracle tools to diagnose performance problems • reconfiguring file structures for performance and other considerations • identifying and resolving I/O, data storage, and database configuration problems • detecting and resolving latch and lock contention problems within the Oracle database environment • configuring memory and disk resources to optimize sort operations • diagnosing and resolving performance issues associated with a multithreaded server • enhancing performance tuning requirements for different types of applications.

Prerequisites: Oracle 8i: Backup and Recovery. Oracle 8i: Architecture and Administration. Oracle: Introduction to SQL and PL/SQL.

Fees: Students \$400.00 / Staff & Faculty \$550.00 / Alumni & Others \$1,000.00

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

ORAC401	Apr 3, 5, 10, 12, 17, 19, 24, 26, May 1, 3	1:00pm-5:00pm	Coffey Hall 98
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Oracle: Introduction to SQL and PL/SQL

- Hands-on

This 40-hour course is the first course required for any of the five Oracle professional development paths: Database Administrator, Web Publishing Developer, Java and Internet Application Developer, Enterprise Database Application Developer, and Design Architect. Taking this course will help participants prepare for part of the Oracle certification exam.

Topics include: understanding relational and object relational database concepts • controlling data and user access • using basic SQL Plus commands • understanding the features and syntax of PL/SQL • conditionally controlling code flow, loops, control structures and explicit cursors • handling runtime errors • retrieving, inserting, updating and deleting data • creating and maintaining database objects.

Prerequisites: Familiarity with data processing concepts.

Fees: Students \$400.00 / Staff & Faculty \$550.00 / Alumni & Others \$1,000.00

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

ORAC101	Feb 13, 15, 20, 22, 27, Mar 1, 6, 8, 13, 15	1:00pm-5:00pm	Coffey Hall 98
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P

PageMaker 6.5: Basics

- Hands-on
- Revised

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.

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. Macintosh OS 9 Basics or Windows 98/NT/2000 Basics.

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

PM101	Feb 14, 15, 16	1:30pm-4:30pm	Eddy Hall Annex 64	Mac & Windows
PM102	Apr 10, 11, 12	1:30pm-4:30pm	Eddy Hall Annex 64	Mac & Windows

PageMaker 6.5: Working Smarter with Styles

- Hands-on

This 2.5-hour course teaches participants how to work smarter in PageMaker by using 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.

This course is taught on both the Macintosh and Windows platforms using PageMaker 6.5.

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

Fees: Students \$20.00 / Staff & Faculty \$35.00 / Alumni & Others \$80.00

PM201	Apr 13	1:30pm-4:00pm	Eddy Hall Annex 64	Mac & Windows
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Photoshop 5.5: 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 5.5.

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: Macintosh OS 9 Basics or Windows 98/NT/2000 Basics.

Fees: Students \$45.00 / Staff & Faculty \$80.00 / Alumni & Others \$170.00

PSHOP101	Feb 21, 23	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
PSHOP102	Mar 13, 15	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows

Photoshop 5.5: 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 5.5.

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: Macintosh OS 9 Basics or Windows 98/NT/2000 Basics.

Fees: Students \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$110.00

PSHOP111	Feb 28	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
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Photoshop 5.5: 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 such as backgrounds, buttons, bars, banners and text. Participants will also learn techniques for modifying scanned images, photo CD images, and clip art.

Topics include: indexing color and using Web safe colors • making selections • using filters and plug-ins, creating special text effects and clipping groups • selecting correct resolution and file formats • reducing file size and download time • using actions to save time • creating simple animations.

This course is taught on both the Macintosh and Windows platforms using Photoshop 5.5 and ImageReady 2.0.

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 5.5: Basics.

Fees: Students \$45.00 / Staff & Faculty \$80.00 / Alumni & Others \$170.00

PSHOP211	Apr 11, 13	1:30pm-4:30pm	Blegen Hall 90	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/NT/2000 Basics.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$210.00

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

2PP101	Feb 13, 14, 15	1:30pm-4:30pm	Nicholson Hall 5b	Windows
2PP102	Apr 3, 4, 5	9:00am-12:00pm	Nicholson Hall 5b	Windows

PowerPoint 2000: Level I Accelerated

- Hands-on
- New

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 \$40.00 / Staff & Faculty \$65.00 / Alumni & Others \$140.00

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

2PP111	Mar 6	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 \$60.00 / Staff & Faculty \$105.00 / Alumni & Others \$200.00

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

2PP201	May 1, 2, 3	1:30pm-4:15pm	Nicholson Hall 5b	Windows
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Premiere 5: Video Basics for Web and CD-ROM Developers

- Hands-on

This 9-hour course covers how to create video clips for multimedia projects using an everyday camcorder and affordable video digitizing technology.

Topics include: using a video camera • designing and storyboarding a video • shooting and digitizing a video • editing a video clip by cutting frames • splicing video clips together • using transitions • adding titles • applying filters • incorporating soundtracks • 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 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: Macintosh OS 9 Basics or Windows 98/NT/2000 Basics.

Fees: Students \$60.00 / Staff & Faculty \$135.00 / Alumni & Others \$240.00

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

PREM101	Apr 24, 25, 26	1:00pm-4:00pm	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 \$15.00 / Staff & Faculty \$30.00 / Alumni & Others \$65.00

DB101	Feb 6	9:00am-11:30am	Nicholson Hall 2
DB102	Mar 6	1:30pm-4:00pm	Nicholson Hall 2
DB103	Apr 4	1:30pm-4:00pm	Nicholson Hall 2

S

SAS: Basics

- Hands-on

This 12-hour course introduces the essentials of SAS (Statistical Analysis Software) for data analysis and statistics. Previous statistics course(s) are helpful but not necessary.

Topics include: getting started running SAS • using DATA step • understanding the basic types of INPUT statements • recognizing common errors and how to fix them • reading external files • reading and modifying a SAS data set • using temporary and permanent SAS data sets • merging SAS data sets • formatting values • using SAS OnlineTutor, SAS/ASSIST, and SAS/INSIGHT • using selected SAS resources available on the Internet.

This course is taught on the Windows platform using SAS 8.

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

Fees: Students \$60.00 / Staff & Faculty \$135.00 / Alumni & Others \$295.00

SAS101	Feb 7, 9, 14, 16	1:30pm-4:30pm	Biological Sciences Center 58	Windows
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SAS: Programming Techniques

- Seminar

This 3-hour seminar covers several useful SAS programming techniques.

Topics include: understanding SAS data step execution • using SAS functions, data set and infile options • merging and subsetting data • using Proc Expand to calculate lags, leads, and moving averages • transporting SAS files among computing environments.

Prerequisites: SAS: Basics. Familiarity with basic statistical concepts.

Fees: Students \$20.00 / Staff & Faculty \$35.00 / Alumni & Others \$65.00

SAS201	May 3	1:30pm-4:30pm	Nicholson Hall 2
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SPSS: 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 10.

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

Fees: Students \$55.00 / Staff & Faculty \$95.00 / Alumni & Others \$195.00

SPSS101	Mar 20, 21, 22	1:30pm-4:30pm	Anderson Hall 170	Windows
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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 \$40.00 / Staff & Faculty \$70.00 / Alumni & Others \$155.00

UNIX101	Feb 6, 8	1:30pm-4:00pm	Coffey Hall 98
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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 \$55.00 / Staff & Faculty \$95.00 / Alumni & Others \$195.00

UNIX201	Mar 20, 22	1:00pm-5:00pm	Coffey Hall 98
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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/NT/2000 Basics.

Fees: Students \$60.00 / Staff & Faculty \$175.00 / Alumni & Others \$340.00

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

VBA101	Apr 24, 26, May 1, 3	1:30pm-4:30pm	Anderson Hall 170	Windows
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W

Web Forms: Basics

- Hands-on

This 3.5-hour course introduces the basics of using Web-based forms.

Topics include: understanding the HTML elements used in forms • working with form elements • using Dreamweaver to create forms • using GET versus POST methods of processing forms • using form elements without CGI • processing form input with CGI scripts • utilizing CGI scripts centrally available at the University • utilizing CGI script archives available on the Web.

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. Basic understanding of HTML code.

Fees: Students \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$110.00

FORMS101	Mar 16	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
FORMS102	Apr 12	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows

Web Hotel: Beyond HTML

- Hands-on
- New

This 3.5-hour course covers some useful features available on the University of Minnesota Web Hotel, as well as the skills necessary 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.

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 \$25.00 / Staff & Faculty \$45.00 / Alumni & Others \$110.00

WH101	Apr 4	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
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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 \$60.00 / Staff & Faculty \$100.00 / Alumni & Others \$190.00
Includes the cost of workbook(s), which will be distributed in class.

2WIN101	Mar 7, 9	8:30am-12:00pm	Nicholson Hall 5b	Windows
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Windows 2000: New Features

- Seminar

This 1.5-hour seminar provides an overview of the new features of Windows 2000. It is intended for those who are familiar with Windows 95, 98, or NT and are interested in learning about Microsoft's newest operating system.

Topics include: selecting the right Windows 2000 product • meeting hardware requirements • choosing installation options • using Terminal Services and other new features.

Prerequisites: Familiarity with Windows 95, 98, or NT.

Fees: Students \$15.00 / Staff & Faculty \$30.00 / Alumni & Others \$65.00

2WIN111	Mar 21	1:30pm-3:00pm	Nicholson Hall 2
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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 \$60.00 / Staff & Faculty \$100.00 / Alumni & Others \$190.00

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

98WIN101	Feb 7, 9	1:00pm-4:30pm	Nicholson Hall 5b	Windows
98WIN102	Feb 20, 22	8:30am-12:00pm	Anderson Hall 170	Windows

Windows NT Workstation 4: End User Basics

- Hands-on

This 7-hour course is for new Windows NT 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 NT Workstation 4.

Prerequisites: None.

Fees: Students \$60.00 / Staff & Faculty \$100.00 / Alumni & Others \$190.00

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

NTWIN101	Mar 14, 16	1:00pm-4:30pm	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/NT/2000 Basics.

Fees: Students \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$210.00

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

2WORD101	Feb 21, 22, 23	9:00am-12:00pm	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 autofomat, 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 \$60.00 / Staff & Faculty \$110.00 / Alumni & Others \$210.00

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

2WORD201	Mar 14, 15, 16	9:00am-12:00pm	Nicholson Hall 5b	Windows
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Word 2000: Mail Merge

- Hands-on

This 2.5-hour course covers the mail merge (print merge) features of Word. Participants will learn how to create form letters, mailing labels, and catalogs.

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

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

Prerequisites: Word 2000: Level I.

Fees: Students \$35.00 / Staff & Faculty \$45.00 / Alumni & Others \$85.00

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

2WORD211	Apr 6	9:00am-11:30am	Nicholson Hall 5b	Windows
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Schedule At A Glance

Course Sections Starting the Week of January 22-26

E-mail and Internet Orientation			
East Bank	Jan 25	10:30am-11:45am	Nicholson Hall 2

Course Sections Starting the Week of January 29-February 2

Macintosh OS 9: Basics			
MAC101	Jan 30, Feb 1	1:30pm-4:30pm	Nicholson Hall 5a Mac

Enhancing Learning with Technology: Best Practices			
LT101	Jan 30	1:00pm-4:00pm	Eddy Hall Annex 64

Creating Course Web Sites: WebCT 3 New Features			
CWS111	Jan 30	1:30pm-4:00pm	Nicholson Hall 2

Creating Course Web Sites: Development Tools Overview			
CWS101	Feb 1	1:00pm-4:00pm	Eddy Hall Annex 64

E-mail and Internet Orientation			
St. Paul	Feb 2	1:30pm-2:45pm	Biological Sciences Center 58

Course Sections Starting the Week of February 5-9

UNIX: Basics			
UNIX101	Feb 6, 8	1:30pm-4:00pm	Coffey Hall 98

Relational Database Design Basics			
DB101	Feb 6	9:00am-11:30am	Nicholson Hall 2

Excel 2000: Level I			
2XCEL101	Feb 6, 7, 8	1:30pm-4:30pm	Anderson Hall 170 Windows

Creating Course Web Sites: HTML Survival Skills			
HTML111	Feb 6	1:30pm-4:00pm	Blegen Hall 90 Mac & Windows

Windows 98: Basics			
98WIN101	Feb 7, 9	1:00pm-4:30pm	Nicholson Hall 5b Windows

Access 2000: Level I			
2ACC101	Feb 7, 9	9:00am-12:00pm	Nicholson Hall 5b Windows

SAS: Basics			
SAS101	Feb 7, 9, 14, 16	1:30pm-4:30pm	Biological Sciences Center 58 Windows

Creating Course Web Sites: WebCT 3 Basics			
CWS201	Feb 8	1:00pm-5:00pm	Blegen Hall 90 Mac & Windows

Course Sections Starting the Week of February 12-16

E-mail and Internet Orientation				
West Bank	Feb 13	10:30am-11:45am	Anderson Hall 170	
Oracle: Introduction to SQL and PL/SQL				
ORAC101	Feb 13, 15, 20, 22, 27, Mar 1, 6, 8, 13, 15	1:00pm-5:00pm	Coffey Hall 98	
FileMaker Pro 5: Basics				
FM101	Feb 13, 15	1:30am-4:30am	Nicholson Hall 5a	Mac & Windows
PowerPoint 2000: Level I				
2PP101	Feb 13, 14, 15	1:30pm-4:30pm	Nicholson Hall 5b	Windows
Creating Course Web Sites: WebCT 3 Basics				
CWS202	Feb 13	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
HTML: Basics				
HTML101	Feb 13	8:30am-12:00pm	Blegen Hall 90	Mac & Windows
Macintosh OS 9: Basics				
MAC102	Feb 14, 16	9:00am-12:00pm	Nicholson Hall 5a	Mac
PageMaker 6.5: Basics				
PM101	Feb 14, 15, 16	1:30pm-4:30pm	Eddy Hall Annex 64	Mac & Windows
Dreamweaver 3: Creating Basic Web Pages				
DW101	Feb 14, 15	8:30am-12:00pm	Blegen Hall 90	Mac & Windows
Creating Course Web Sites: WebCT 3 Communication Tools				
CWS321	Feb 15	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows

Course Sections Starting the Week of February 19-23

Windows 98: Basics				
98WIN102	Feb 20, 22	8:30am-12:00pm	Anderson Hall 170	Windows
Access 2000: Level I				
2ACC102	Feb 20, 22	1:30pm-4:30pm	Nicholson Hall 5b	Windows
Excel 97/98: Level I				
97XCEL101	Feb 20, 21, 22	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Creating Course Web Sites: WebCT 3 Quizzes				
CWS311	Feb 20	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows
Word 2000: Level I				
2WORD101	Feb 21, 22, 23	9:00am-12:00pm	Nicholson Hall 5b	Windows
Photoshop 5.5: Basics				
PSHOP101	Feb 21, 23	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
Creating Course Web Sites: WebCT 3 Content Management				
CWS301	Feb 22	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows

Course Sections Starting the Week of February 26-March 2

E-mail and Internet Orientation				
East Bank	Feb 27	1:30pm-2:45pm	Nicholson Hall 2	
Excel 2000: Level I Accelerated				
2XCEL111	Feb 27	1:00pm-5:00pm	Nicholson Hall 5b	Windows
HTML: Basics				
HTML102	Feb 27	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
Creating Course Web Sites: WebCT 3 Course Management				
CWS331	Feb 27	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Access 2000: Level II				
2ACC201	Feb 28, Mar 1, 2	1:30pm-4:30pm	Nicholson Hall 5b	Windows
Netscape Composer: Creating Basic Web Pages				
COMP101	Feb 28, Mar 2	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
Photoshop 5.5: Scanning Images				
PSHOP111	Feb 28	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
Dreamweaver 3: Sustainable Web Sites				
DW201	Mar 1	1:30pm-4:30pm	Blegen Hall 90	Mac & Windows
Designing Hypermedia I: Organizing Information				
HMEDIA101	Mar 1	1:00pm-4:30pm	Eddy Hall Annex 64	
Creating Course Web Sites: WebCT 3 New Features				
CWS112	Mar 2	1:30pm-4:00pm	Nicholson Hall 2	

Course Sections Starting the Week of March 5-9

Relational Database Design Basics				
DB102	Mar 6	1:30pm-4:00pm	Nicholson Hall 2	
PowerPoint 2000: Level I Accelerated				
2PP111	Mar 6	1:00pm-5:00pm	Nicholson Hall 5b	Windows
Dreamweaver 3: Creating Basic Web Pages				
DW102	Mar 6, 8	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
Windows 2000 Professional: End User Basics				
2WIN101	Mar 7, 9	8:30am-12:00pm	Nicholson Hall 5b	Windows
Netscape Communicator 4: Basics				
NS101	Mar 7, 9	1:30pm-4:30pm	Eddy Hall Annex 64	Mac & Windows
Access 97: Basics				
97ACC101	Mar 7, 9	1:00pm-4:00pm	Blegen Hall 90	Windows
JavaScript: Enhancing Web Page Appearance and Function				
JS101	Mar 7	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Designing Accessible Web Sites				
DSIGN111	Mar 8	1:30pm-3:00pm	Nicholson Hall 2	
Designing Hypermedia II: Presenting Information				
HMEDIA201	Mar 8	1:00pm-4:30pm	Eddy Hall Annex 64	

Course Sections Starting the Week of March 12-16

Excel 2000: PivotTables for Data Analysis				
2XCEL301	Mar 13	1:00pm-4:30pm	Anderson Hall 170	Windows
Creating Electronic Presentations: PowerPoint Survival Skills				
PP111	Mar 13	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
Photoshop 5.5: Basics				
PSHOP102	Mar 13, 15	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Evaluating Technology Enhanced Learning: Developing Research Questions				
EVAL101	Mar 13	1:30pm-3:00pm	Eddy Hall Annex 64	
Windows NT Workstation 4: End User Basics				
NTWIN101	Mar 14, 16	1:00pm-4:30pm	Anderson Hall 170	Windows
E-mail and Internet Orientation				
St. Paul	Mar 14	10:30am-11:45am	Biological Sciences Center 58	
FileMaker Pro 5: Basics				
FM102	Mar 14, 16	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
Word 2000: Level II				
2WORD201	Mar 14, 15, 16	9:00am-12:00pm	Nicholson Hall 5b	Windows
Authorware 4/5: Basics				
AW101	Mar 14, 15, 16	9:00am-12:00pm	Eddy Hall Annex 64	Mac & Windows
Flash 4: Creating Basic Animations for the Web				
FLASH101	Mar 14, 16	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
Creating Course Web Sites: Dreamweaver Basics				
CWS211	Mar 15	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
Designing Hypermedia III: Navigating Through Information				
HMEDIA301	Mar 15	1:00pm-4:30pm	Eddy Hall Annex 64	
Web Forms: Basics				
FORMS101	Mar 16	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows

Course Sections Starting the Week of March 19-23

UNIX: System Administration				
UNIX201	Mar 20, 22	1:00pm-5:00pm	Coffey Hall 98	
Excel 97/98: Level II				
97XCEL201	Mar 20, 21, 22	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
SPSS: Basics				
SPSS101	Mar 20, 21, 22	1:30pm-4:30pm	Anderson Hall 170	Windows
Windows 2000: New Features				
2WIN111	Mar 21	1:30pm-3:00pm	Nicholson Hall 2	
Access 97: Queries				
97ACC201	Mar 21	1:00pm-4:30pm	Blegen Hall 90	Windows
FileMaker Pro 5: Forms and Reports				
FM201	Mar 21, 23	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
Excel 2000: Level I				
2XCEL102	Mar 21, 22, 23	9:00am-12:00pm	Anderson Hall 170	Windows
Designing Hypermedia IV: Applying Design Techniques				
HMEDIA401	Mar 22	1:00pm-4:30pm	Eddy Hall Annex 64	
Access 97: Forms and Reports				
97ACC211	Mar 23	1:00pm-4:30pm	Blegen Hall 90	Windows

Course Sections Starting the Week of March 26-30

Creating Course Web Sites: HTML Survival Skills HTML112	Mar 27	9:30am-12:00pm	Blegen Hall 90	Mac & Windows
Creating Course Web Sites: WebCT 3 Basics CWS203	Mar 27	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
Creating Multimedia Web Pages MMWEB101	Mar 27, 28, 29	9:00am-5:00pm* * Mar 29 ends at 12:00pm	Nicholson Hall 5a	Mac & Windows
Creating Course Web Sites: WebCT 3 Quizzes CWS312	Mar 28	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows
Creating Course Web Sites: WebCT 3 Communication Tools CWS322	Mar 28	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
Creating Course Web Sites: WebCT 3 Content Management CWS302	Mar 29	9:00am-12:00pm	Blegen Hall 90	Mac & Windows
Creating Course Web Sites: WebCT 3 Course Management CWS332	Mar 29	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows

Course Sections Starting the Week of April 2-6

PowerPoint 2000: Level I 2PP102	Apr 3, 4, 5	9:00am-12:00pm	Nicholson Hall 5b	Windows
Oracle 8i: Performance Tuning ORAC401	Apr 3, 5, 10, 12, 17, 19, 24, 26, May 1, 3	1:00pm-5:00pm	Coffey Hall 98	
HTML: Basics HTML103	Apr 3	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
GoLive 5: Creating Basic Web Pages GL101	Apr 3, 5	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
Relational Database Design Basics DB103	Apr 4	1:30pm-4:00pm	Nicholson Hall 2	
FileMaker Pro 5: Scripts FM211	Apr 4, 6	9:00am-12:00pm	Nicholson Hall 5a	Mac & Windows
Creating Course Web Sites: Photoshop Survival Skills PSHOP121	Apr 4	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
Web Hotel: Beyond HTML WH101	Apr 4	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Excel 2000: Database Management 2XCEL311	Apr 4	1:00pm-4:30pm	Nicholson Hall 5b	Windows
E-mail and Internet Orientation West Bank	Apr 5	1:30pm-2:45pm	Anderson Hall 170	
Access 2000: Level I 2ACC103	Apr 5, 6	1:30pm-4:30pm	Nicholson Hall 5b	Windows
Dreamweaver 3: Creating Basic Web Pages DW103	Apr 5, 6	1:00pm-4:30pm	Blegen Hall 90	Mac & Windows
Creating Course Web Sites: WebCT 3 New Features CWS113	Apr 5	1:30pm-4:00pm	Nicholson Hall 2	
Word 2000: Mail Merge 2WORD211	Apr 6	9:00am-11:30am	Nicholson Hall 5b	Windows
Mac OS X: New Features MAC111	Apr 6	10:00am-11:30am	Nicholson Hall 2	
Creating Course Web Sites: WebCT 3 and PowerPoint CWS341	Apr 6	2:00pm-4:00pm	Nicholson Hall 5a	Mac & Windows

Course Sections Starting the Week of April 9-13

Linux: Security Issues LINUX101	Apr 10	1:30pm-4:00pm	Nicholson Hall 2	
Excel 2000: Level II 2XCEL201	Apr 10, 11, 12	1:30pm-4:30pm	Nicholson Hall 5b	Windows
PageMaker 6.5: Basics PM102	Apr 10, 11, 12	1:30pm-4:30pm	Eddy Hall Annex 64	Mac & Windows
JavaScript: Enhancing Web Page Appearance and Function JS102	Apr 10	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
Creating Electronic Presentations: PowerPoint Survival Skills PP112	Apr 11	1:00pm-5:00pm	Nicholson Hall 5a	Mac & Windows
Photoshop 5.5: Techniques for Web and CD-ROM Developers PSHOP211	Apr 11, 13	1:30pm-4:30pm	Blegen Hall 90	Mac & Windows
Web Forms: Basics FORMS102	Apr 12	1:00pm-4:30pm	Nicholson Hall 5a	Mac & Windows
PageMaker 6.5: Working Smarter with Styles PM201	Apr 13	1:30pm-4:00pm	Eddy Hall Annex 64	Mac & Windows
Creating Course Web Sites: HTML Survival Skills HTML113	Apr 13	1:30pm-4:00pm	Nicholson Hall 5a	Mac & Windows

Course Sections Starting the Week of April 16-20

Access 2000: Level I 2ACC104	Apr 17, 19	9:00am-12:00pm	Nicholson Hall 5b	Windows
FileMaker Pro 5: Relational Features FM221	Apr 17, 19	1:30pm-4:00pm	Nicholson Hall 5a	Mac & Windows
FrontPage 2000: Creating Basic Web Pages FP101	Apr 17, 18, 19	1:30pm-4:15pm	Nicholson Hall 5b	Windows
E-mail and Internet Orientation East Bank	Apr 18	1:30pm-2:45pm	Nicholson Hall 2	
Creating Course Web Sites: WebCT 3 Basics CWS204	Apr 18	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows
HTML: Basics HTML104	Apr 18	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
Dreamweaver 3: Creating Basic Web Pages DW104	Apr 19, 20	8:30am-12:00pm	Nicholson Hall 5a	Mac & Windows
Creating Course Web Sites: WebCT 3 Basics CWS205	Apr 20	1:00pm-5:00pm	Blegen Hall 90	Mac & Windows

Course Sections Starting the Week of April 23-27

Visual Basic 6: Programming Basics VBA101	Apr 24, 26, May 1, 3	1:30pm-4:30pm	Anderson Hall 170	Windows
Premiere 5: Video Basics for Web and CD-ROM Developers PREM101	Apr 24, 25, 26	1:00pm-4:00pm	Nicholson Hall 5a	Mac & Windows
Access 2000: Level II 2ACC202	Apr 24, 25, 26	9:00am-12:00pm	Blegen Hall 90	Windows
Excel 2000: PivotTables for Data Analysis 2XCEL302	Apr 25	8:30am-12:00pm	Nicholson Hall 5b	Windows
Creating Course Web Sites: WebCT 3 Communication Tools CWS323	Apr 25	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows
Creating Course Web Sites: WebCT 3 Quizzes CWS313	Apr 27	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows
Dreamweaver 3: Cascading Style Sheets DW211	Apr 27	9:00am-12:00pm	Blegen Hall 90	Mac & Windows

Course Sections Starting the Week of April 30-May 4

PowerPoint 2000: Level II 2PP201	May 1, 2, 3	1:30pm-4:15pm	Nicholson Hall 5b	Windows
Enhancing Learning with Technology: Using Case Studies LT201	May 1	1:00pm-4:30pm	Eddy Hall Annex 64	
FileMaker Pro 5: Publishing Databases on the Web FM301	May 2	9:00am-11:30am	Nicholson Hall 2	
Creating Course Web Sites: WebCT 3 Content Management CWS303	May 2	1:00pm-4:00pm	Blegen Hall 90	Mac & Windows
Dreamweaver 3: Frames and Layers DW221	May 2	1:30pm-4:30pm	Nicholson Hall 5a	Mac & Windows
SAS: Programming Techniques SAS201	May 3	1:30pm-4:30pm	Nicholson Hall 2	
E-mail and Internet Orientation East Bank	May 4	10:30am-11:45am	Nicholson Hall 2	
Creating Course Web Sites: WebCT 3 Course Management CWS333	May 4	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 training modules. Use the self-paced modules on your own equipment, or reserve equipment in one of the conveniently located training centers.



Computer-Based Training

University faculty, staff and students using IBM compatible PCs can take advantage of Computer-Based Training (CBT) courses that can be accessed directly from your desktop. These courses are available for a fee.

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 Wednesday, December 27, 2000. **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 page 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 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, please notify us 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 & Distributed Computing Services Short Course Registration

U of M ID# or Social Security#	Department	
Name	Home Phone	Work Phone
Address (campus address preferred)		E-mail Address
City	State	Zip
University Affiliation: <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Alumni and Others		

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 _____

Academic & Distributed Computing Services Short Course Registration

U of M ID# or Social Security#	Department	
Name	Home Phone	Work Phone
Address (campus address preferred)		E-mail Address
City	State	Zip
University Affiliation: <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Alumni and Others		

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.

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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 _____

Academic and Distributed Computing Services

University of Minnesota
Room 190, Shepherd Labs
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You may have the UTTC Computer Training Bulletin mailed to you free of charge within the U.S.A. Please fill out the subscription form and mail to ADCS, 190 Shepherd Labs, 100 Union Street SE, Minneapolis, MN 55455-0421, or fax to 612-625-6817, or e-mail this information to adcsofc@umn.edu.

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University of Minnesota Twin Cities Campus Mail (preferred)		U.S. Postal Service
<i>Please use your departmental mailing address. Do not use your personal office address. If you do not have a campus address, use the right side of this form to fill in U.S. Postal Service address information.</i>		
Department	Building	Company
Street	Room/Suite	Street Address
		City State Zip

The information contained in the printed UTTC Computer Training Bulletin is also available on the web at www.umn.edu/adcs/training