

# Computer and Information Services Short Course Bulletin

Information Services

Summer 1992

## Contents

- **Summer Quarter Computer Courses**
  - Registration ..... 2
  - Prerequisites ..... 2
- **Class Listings and Descriptions**
  - General, Network, and Communications Courses ..... 3
  - Microcomputer Courses
    - Mac Courses ..... 4
    - IBM Courses ..... 6
  - Statistics and Graphics Courses ..... 7
  - Central System Courses
    - Operating Systems ..... 8
    - Databases ..... 9
  - MinnesotaMEDLINE Courses ..... 9
- **Self-Paced Training** ..... 10
- **Registration Form** ..... 12

*This bulletin was automatically mailed to everyone on our Computer and Information Services Newsletter mailing list who has a Minnesota address. Those who do not have a Minnesota address also received the bulletin if they identified themselves as a University of Minnesota student, staff, or faculty member.*

## Computer and Software Training

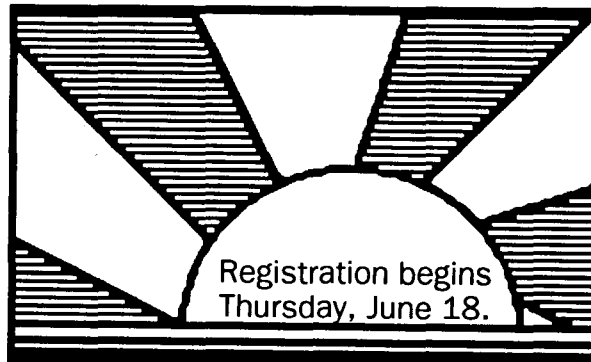
### Training Overview

Computer and Information Services offers you many ways to learn how to use the computers and software it supports. Throughout the year we offer many short, non-credit courses and seminars. Our summer session courses are listed beginning on page 3 in this bulletin.

You will find on-line documentation on all the central system computers. Microcomputer software also frequently comes with on-line documentation or help. How you display information on your computer screen depends on the computer system you are using.

We also offer phone-in and walk-in consulting. The phone numbers and locations for these services are listed on page 11.

In order for the consultants to better assist you, have as much information as possible handy, such as copies of your input and output. Consultants can answer questions, demonstrate software and hardware, and make recommendations. Consultants will not write programs for you.



Computer course information begins on page 3.



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## Call 625-1300 for More Information

### Registration

Registration for summer session short courses begins *Thursday, June 18*.

Registration for the microcomputer, central systems, general, and network courses listed on the following pages is handled by Computer and Information Services. You can register in person at the Computer and Information Services office in room 132 Shepherd Labs, Monday through Friday, 8:00 am to 4:00 pm or by mail. Fees must accompany your registration.

#### Registration Deadline

Classes are filled in the order registration is received. Mail registrations are processed at the end of the day on which they are received. The deadline for registration is 4:00 pm on the working day before the class begins. For additional registration information, call 625-1300.

#### Fees

Fees must accompany your registration. You can pay fees with cash, check, or a University Intra-Institutional Voucher.

In the course descriptions, fees are shown in ascending order and apply to the following three groups:

1. University students
2. University faculty and staff
3. Others

The fee for central systems classes covers some of the costs for class materials.

#### Intra-Institutional Voucher (IV) Payments

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

Area	Org	Sub Org	Rev Src	Sub Rev
357	2001	05	4410	20

The *debit* account must use Object 7410 and Sub Object code 15. Please include a name and phone number so we can call you if we have questions about the IV.

Departments *must* send or bring the white and yellow copies of the IV to our office in 132 Shepherd Labs for registration. We will *not* accept on-line vouchers. IVs sent to the wrong location or on-line will not be registered, and we do not accept photocopies of IVs.

#### Registration by Mail

Campus mail users should send fees and the registration form on the last page of this bulletin to:

Short Course Registration  
Computer and Information Services  
132 Shepherd Labs

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

Short Course Registration  
Computer and Information Services  
University of Minnesota  
132 Shepherd Labs  
100 Union Street SE  
Minneapolis, MN 55455-0421

Mail registrations are processed at the end of the day on which they are received.

#### Cancellations and Refunds

If you cannot attend a class, call 625-1300 to arrange a refund. We need to hear from you so that we can contact people on our waiting lists. You can cancel by mail or by phone.

If you want a refund, we must receive your cancellation notice two working days before the beginning of a class. If we must cancel a class, we will refund your registration fee in full.

### Prerequisites

Look for this symbol: ♦

This symbol alerts you to prerequisites for the classes you want to attend.

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

## General, Network, and Communications Courses

● No hands-on unless otherwise noted. Limited enrollment.

The following courses introduce you to University computer facilities as well as the campus network and electronic mail on the different systems. Several courses on communications by telephone and modem are also offered.

### Computing on Campus

This is a 2-hour class on basic terms and concepts in central systems and microcomputing for the beginner. Descriptions of University computer organizations, services, and facilities are also included.

*Computing on Campus* is taught once.  
① June 24 from 2:30 to 4:30 pm.  
Fees \$0/\$0/na.

### Orientation for Campus Network Users (Mac and IBM)

This 2-hour *hands-on* class is for the novice network user who wants to learn how to use the campus network. We will cover some of the basics of accessing the campus network, such as using network programs for terminal emulation (Telnet, tn3270) and file transfer (FTP), as well as a demonstration of POPmail electronic-mail software and GOPHER.

To get a free copy of the NCSA Telnet, tn3270, POPmail, and GOPHER programs, attendees should bring six disks to class. The disks should be formatted or initialized.

Please note: this class *does not include* information on using modems.

- ◆ Prerequisite for the IBM-PC hands-on class is mastery of *Introduction to DOS*.

The hands-on *Orientation for Campus Network Users* class using *IBM-PCs* is offered once.

① July 6 from 2 to 4 pm.  
Fees \$0/0/na.

- ◆ Prerequisite for the Macintosh hands-on class is mastery of *Mac Fundamentals*.

The hands-on *Orientation for Campus Network Users* class using *Macs* is offered once.

① July 23 from 2 to 4 pm.  
Fees \$0/0/na.

### Introduction to Novell NetWare

In this 2-hour class we will discuss the capabilities of NetWare and how it works, resources that are available to the University community, and what is needed and/or recommended in the way of equipment, training, and staff to install and maintain a Novell NetWare network.

- ◆ Prerequisite: familiarity with the material covered in the short course *Designing Local Area Networks* or the video tape *Introduction to Local Area Networks* (Anderson Soft-Teach tape, available in 132 Shepherd Labs).

*Introduction to Novell NetWare* is offered once.

① July 10 from 2 to 4 pm.  
Fees \$5/5/na.

### Installing Novell NetWare

In this 3-hour class the instructor will install NetWare 3.1x onto a mini-network consisting of a fileserver and one DOS workstation and give explanations and tips along the way. Printer and security set up is not covered in this course.

- ◆ Prerequisite: familiarity with material covered in *Introduction to Novell NetWare*.

*Installing Novell NetWare* is offered once.

① July 24 from 1 to 4 pm.  
Fees \$5/5/na.

### Electronic Mail Using POPmail (Mac and IBM)

This 1.5-hour *hands-on* class will introduce you to the major academic electronic mail systems (the Internet and BITNET) and how you can access e-mail. Using the POPmail e-mail program, you will learn how to create, send, and receive messages, understand the internet and BITNET addressing structure, and how to set up POPmail on your departmental computer to use e-mail.

- ◆ Prerequisite for the IBM-PC hands-on class is mastery of *Introduction to DOS*.

*Electronic Mail Using POPmail* for the *IBM-PC* is offered once.

① July 20 from 2:30 to 4 pm.  
Fees \$5/5/na.

- ◆ Prerequisite for the Macintosh hands-on class is mastery of *Mac Fundamentals*.

*Electronic Mail Using POPmail* for the *Macintosh* is offered once.

① July 30 from 2:30 to 4 pm.  
Fees \$5/5/na.

**VAX/VMS Electronic Mail**

This course is a 2-hour introduction to central system electronic mail at the University, with emphasis on the VAX/VMS system. Basic functions, special features, and addresses.

*VAX/VMS Electronic Mail* is offered once.

① July 8 from 2:30 to 4:30 pm.  
Fees \$5/5/25.

**CMS Electronic Mail**

This 2-hour course shows you how to use PROFs and Mailer to correspond with other computer users locally and worldwide, via electronic mail to BITNET and Internet sites.

*CMS Electronic Mail* is offered once.

① July 10 from 9:30 to 11:30 am.  
Fees \$5/5/25.

**CMS Internet Overview**

This 1.5-hour overview covers using the CMS system to log on and transfer files to/from other computers and access information sources worldwide.

*CMS Internet Overview* is offered once.

① July 29 from 2:00 to 4:00 pm.  
Fees \$5/5/25.

**TinCan**

This 1-hour class is a demonstration of the TinCan terminal emulation package, as used with the CMS central system operating system. TinCan allows you to connect your Macintosh to University central systems and to external information systems.

*TinCan* is offered once.

① July 31 from 10:30 to 11:30 am.  
Fees \$5/5/25.

**YTERM**

This 1-hour class is a demonstration of the YTERM terminal emulation package, as used with the CMS central system operating system. YTERM allows you to connect your IBM PC to University central systems and to external information systems.

*YTERM* is offered once.

① July 24 from 10:30 to 11:30 am.  
Fees \$0/0/0.

## Microcomputer Courses

### Mac Courses

- **Hands-on.**  
**Limited enrollment.**

- **All classes are taught under System 7.**

**Macintosh Fundamentals**

This 2.5-hour class is for new Macintosh users. Mastery of the skills covered in this class is a prerequisite for nearly all our other Macintosh classes.

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

By dragging or moving icons with the mouse you will learn how to rearrange the desktop.

You will learn how to

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

You will

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

You will learn how to work with documents

- create a new document
- retrieve existing documents

- put away the document you are working with
- name documents and
- save documents.

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

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

*Macintosh Fundamentals* is offered three times.

- ① July 2 from 9:30 am to noon.
  - ② July 16 from 1:30 to 4 pm.
  - ③ July 23 from 9:30 am to noon.
- Fees \$10/10/30.

**Mac Graphics Fundamentals**

This class is useful for anyone who wants to use clip art, integrate graphics into their thesis or report, or create organizational charts. This class is a prerequisite for *PageMaker* and *4th Dimension*.

In this 2.5-hour class you will be exposed to three different types of graphics programs, discover their strengths and weaknesses, and learn how to integrate them. You will use *MacDraw*, object-oriented software, and *MacPaint II*, bit-map freehand painting software, to create illustrations. You will learn how to use computer graphics tools as well as how to copy, move, and transform images. Most of the class time will be spent using *MacDraw* and *MacPaint*. You will copy a business chart from *Excel* and paste it into *MacDraw*.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

*Mac Graphics Fundamentals* is offered twice.

- ① July 14 from 1:30 to 4 pm.
  - ② July 22 from 1:30 to 4 pm.
- Fees \$10/10/30.

**Introduction to Word 4.0**

This 6-hour class is for new Macintosh Word users. You will use character and paragraph formatting and move blocks of text. In addition, you will learn how to: move quickly through your documents; manipulate multiple windows; set margins, indents, page numbers, headers and footers; use the spelling checker; and preview your work.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

*Introduction to Word* is taught over three days and is offered twice.

- ① June 29, 30, July 1 from 10 am to noon.
- ② July 28, 29, 30 from 10 am to noon.

Fees \$40/50/85.

**Introduction to Excel 3.0**

In this 5-hour class you will set up several spreadsheets which you will format. You will build formulas and use Excel's functions as well as absolute and relative addressing. You will also create charts and move data between Excel and Microsoft Word.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

*Introduction to Excel* is taught over two days and is offered once.

- ① July 15, 16 from 9:30 to noon.
- Fees \$40/50/85.

**Introduction to FileMaker Pro**

This 4-hour class covers basic concepts of database management. You will learn how to create a database and how to enter data; find, change, and sort information; and design simple reports.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

*Introduction to FileMaker* is taught over two days and is offered once.

- ① July 28, 29 from 2 to 4 pm.
- Fees \$40/50/85.

**Fun with Fonts**

This 2.5-hour class is for Macintosh users who are interested in learning more about how to manage fonts on their Macintosh and how to extend their available fonts beyond Times, Helvetica, Courier, and Symbol. First, we'll present a brief history of fonts and introduce terminology. Then, using *Microsoft Word*, we'll examine the differences between bit-mapped, PostScript, and True Type fonts; install all three types of fonts under System 7; cover strategies for choosing the best font type font to go with specific Apple printers; and look at managing fonts with Adobe Type Manager, Type Reunion, and Suitcase.

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

*Fun With Fonts* is offered once.

- ① July 31 from 9:30 to noon.
- Fees \$10/10/30.

For more microcomputer classes, see *Statistics and Graphics Courses* and *General, Networks, and Communications Courses*.

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## IBM Courses

### ● Hands-on. Limited enrollment.

#### Introduction to DOS

This 6-hour class is for new users of PC/MS-DOS versions 3 or above. Mastery of the skills covered in this class is a prerequisite for all our other IBM classes.

In this class you will be introduced to four basic hardware components: the central processing unit, memory, input/output, and auxiliary storage. You will learn how DOS, your disk operating system software, manages these hardware components and allows you to interact directly with your computer.

You will learn DOS commands that enable you to

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

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

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

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

*Introduction to DOS* is taught over three days and is offered twice.

- ① June 29, 30, July 1 from 10 to noon.
  - ② July 21, 22, 23 from 2 to 4 pm.
- Fees \$40/60/90.

#### Introduction to Microsoft Windows 3.0

This 2.5-hour class is an overview of Windows 3.0. In this class you will get a taste of using scroll bars, icons and other features of a graphical environment, such as using a mouse to select and enter information. You will manipulate files and work with single and multiple Windows' applications.

◆ Prerequisite: mastery of *Introduction to DOS*.

*Introduction to Microsoft Windows* is offered once.

- ① July 9 from 1:30 to 4 pm.
- Fees \*\$23/23/43.

\* *Fee and Workbook Notice:* The fee for the *Introduction to Microsoft Windows* class includes the cost of a workbook that is required for this class. You will get the workbook in class.

#### Beginning Lotus 1-2-3 version 2.2

This 5-hour course will familiarize users with basic Lotus spreadsheet concepts. You will be introduced to beginning commands by entering a sample spreadsheet. You will set up your own spreadsheet; enter data and formulas; use commands, functions, formats; review; print; and create several charts.

◆ Prerequisite: mastery of *Introduction to DOS*.

*Beginning Lotus 1-2-3* is taught over two days and is offered once.

- ① July 7, 8 from 1:30 to 4 pm.
- Fees \$40/50/85.

#### Introduction to WordPerfect 5.1

This 6-hour course is for new WordPerfect users. You will learn to create and edit files; use simple formatting commands, such as set margins, tabs, and page numbering; enhance text by using center, bold, and underline commands; manipulate blocks of text; and use the search-and-replace feature and the spelling checker.

◆ Prerequisite: mastery of *Introduction to DOS*.

*Introduction to WordPerfect* is taught over three days and is offered twice.

- ① July 7, 8, 9 from 10 to noon.
  - ② July 28, 29, 30 from 2 to 4 pm.
- Fees\* \$67/77/112.

\* *Fee and Workbook Notice:* The fee for the *Introduction to WordPerfect* class includes the cost of a workbook that is required for this class. You must pick up the workbook when you register.

For more microcomputer classes, see *Statistics and Graphics Courses* and *General, Networks, and Communications Courses*.

## Statistics and Graphics Courses

- No hands-on unless otherwise noted. Limited enrollment.

Computer and Information Services supports several statistical and graphics packages on the central systems and microcomputers.

### SPSS on the PC and Mainframe

This 8-hour course introduces you to the Statistical Package for the Social Sciences (SPSS) for the IBM PC and most central systems.

- ◆ Prerequisite: knowledge of the operating system you plan to use, i.e., CMS, NOS/VE, UNIX, VMS, and DOS.

*SPSS on the PC and Mainframe* is taught over four days and is offered once. The first three days are an hour each of lecture and lab. The fourth day is a hands-on practice session.

① June 29, 30, July 1, 2 from 2 to 4 pm.

Fees \$5/5/25.

### SPSS on the Mac and Mainframe

This 8-hour course introduces you to the Statistical Package for the Social Sciences (SPSS) for the Mac and most central systems.

- ◆ Prerequisite: knowledge of the operating system you plan to use, i.e., CMS, NOS/VE, UNIX, VMS, and Macintosh operating system.

*SPSS on the Mac and Mainframe* is taught over four days and is offered once. The first three days are an hour each of lecture and lab. The fourth day is a hands-on practice session.

① June 23, 24, 25, 26 from 2 to 4 pm.

Fees \$5/5/25.

### PicSure

This 1.5-hour class teaches you to use PicSure to create bar charts, scattergrams, line charts, pie charts, and combinations. Examples are demonstrated on the NOS/VE operating system.

*PicSure* is offered once.

① August 4 from 2 to 4:30 pm.

Fees \$5/5/25.

### SAS/Base

The essentials of the SAS statistical package for data analysis, storage and retrieval, report writing, graphics, and more, are covered on this 7-hour course. Please register for *one* of the three demo sessions that accompany this course. The cost is included in the fee for *SAS/Base*.

- ◆ Prerequisite: knowledge of the operating system you plan to use, i.e., CMS, MVS, UNIX, VMS, DOS, or OS/2.

*SAS/Base* is taught over two days and is offered once.

① July 14, 16 from 9:30 to noon.

Fees \$5/5/25.

Register for *one* of the three demonstration sessions of *SAS/Base*.

### Demo: SAS on VM/CMS

Demonstration of running SAS on the CMS/VM system.

① July 22 from 9:30 to 11:30 am.

### Demo: SAS on the VAX

Using the SAS Statistics software on the VAX/VMS.

② July 24 from 2 to 4 pm.

### Demo: SAS on the PC (PC SAS)

Discussion of features specific to the IBM-PC version of SAS.

③ July 22 from 2 to 4 pm.

### SAS/Stat

The statistical analysis features of SAS, such as correlation, regression, and analysis of variance, are covered in this 2.5-hour class.

- ◆ Prerequisite: knowledge of operating system you plan to use, i.e., CMS, MVS, UNIX, VMS, DOS, or OS/2.  
Prerequisite: knowledge of SAS/Base or equivalent

*SAS Stat* is taught once.

① July 21 from 9:30 to noon.

Fees \$5/5/25.

### SAS/GRAPH

Exploring SAS graphics for presentation of data as plots, charts, maps, contour plots, and so on, are covered in this 2-hour class.

- ◆ Prerequisite: knowledge of operating system you plan to use, i.e., CMS, UNIX, VMS, or microcomputer.

*SAS/GRAPH* is offered once.

① July 30 from 9:30 to 11:30.

Fees \$5/5/25.

## Central System Courses

These courses cover information related to the VAX, UNIX, CYBER, and IBM mainframes.

- **No-hands-on unless specified. Limited enrollment.**

These classes teach the operating systems and software on large central system computers that are used by many people simultaneously for administrative or research projects.

An account is not required to take a class. The fee for these classes covers some of the costs of class materials.

To access these central systems for personal use, you must have an account. For the accounting offices phone numbers see *Central System Accounts* on page 12.

### Operating Systems

#### UNIX Orientation

This class is a 4-hour *hands-on*, beginning look at the UNIX operating system: structure, commands, and utilities.

*UNIX Orientation* is offered once.  
① June 30, July 1 from 2 to 4 pm.  
Fees \$10/10/30.

#### vi Editing in UNIX

Learn to edit files in UNIX in line mode (ex), or screen mode (vi): commands and setup in this 2-hour class.

- ◆ Prerequisite: knowledge of UNIX.

*vi Editing* is offered once.  
① July 15 from 2 to 4 pm.  
Fees \$5/5/25.

#### Introduction to VAX/VMS

An extensive 6-hour introduction to the VAX/VMS operating system, including files and directories, Help and ListDoc, editing, DCL commands, and procedures.

*Introduction to VAX/VMS* is taught over three days and is offered once.  
① June 29, July 1, 6 from 2:30 to 4:30 pm.  
Fees \$5/5/25.

#### Introduction to NOS/VE

Connecting to NOS/VE, entering commands, using full-screen capabilities, managing files, obtaining output, file transfers, and on-line help are taught in this 2-hour class.

*Introduction to NOS/VE* is offered once.  
① August 18 from 2 to 4 pm.  
Fees \$5/5/25.

#### NOS/VE Full Screen Editor

In this 2-hour class, you will be taught how to create and edit NOS/VE files, expand on-line help for each function, and customize functions.

- ◆ Prerequisite: knowledge of NOS/VE operating system

*NOS/VE Full Screen Editor* is offered once.  
① August 5 from 10 to noon.  
Fees \$5/5/25.

#### CMS Introduction

This is a 4-hour *hands-on* training class in CMS, the operating system on the IBM mainframes.

*CMS Introduction* is taught over two days and is offered once.  
① July 7, 9 from 9:30 to 11:30 am.  
Fees \$5/5/25.

#### CMS BATCH

A 2-hour class showing why, when, and how to submit programs to BATCH.

- ◆ Prerequisite: knowledge of CMS operating system.

*CMS BATCH* is taught once.  
① July 13 from 9:30 to 11:30 am.  
Fees \$5/5/25.

#### CMS Tapes

A 2-hour class demonstrating CMS utilities for tape use and management.

- ◆ Prerequisite: knowledge of CMS operating system.

*CMS Tapes* is taught once.  
① July 23 from 9:30 to 11:30 am.  
Fees \$5/5/25.

#### CMS Utilities

A 2-hour class demonstrating CMS utilities for system enhancement, password and disk space management.

- ◆ Prerequisite: knowledge of CMS operating system.

*CMS Utilities* is taught once.  
① July 17 from 9:30 to 11:30 am.  
Fees \$5/5/25.



## Databases

### NOMAD2

A 2-hour demonstration of NOMAD2, a database management system on the CMS operating system. NOMAD2 is a fourth generation language used for data management and retrieval, application programming, report writing, and graphics.

NOMAD2 is offered once.

① July 28 from 10 to noon.

Fees \$5/5/25.

### INGRES

A 6-hour demonstration of INGRES, a database management system on the VMS operating system. You will learn to create databases, retrieve information, and run reports from INGRES.

◆ Prerequisite: knowledge of VMS operating system.

INGRES is taught over three days and is offered once.

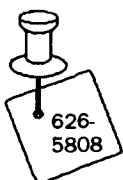
① August 17, 19, 21 from 2:30 to 4:30 pm.

Fees \$5/5/25.

See also *Statistics and Graphics Courses and General, Network, and Communications Courses* for more central system classes.

## MinnesotaMEDLINE Courses

● Enrollment is limited to 16.



### Registration and Fees

Registration for the MinnesotaMEDLINE classes listed here is not handled by Computer and Information Services.

To register for these MEDLINE classes, call the Bio-Medical Library at 626-5808.

Classes are free for students and \$10 for staff and faculty.

### MinnesotaMEDLINE

MinnesotaMEDLINE is a medical literature database which resides on the NOS/VE central system computer.

You must have a NOS/VE account to access MinnesotaMEDLINE. To establish an account on NOS/VE call 626-8366.

Minnesota MEDLINE contains all medical literature articles published since 1980.

### Basics of MinnesotaMEDLINE

This 1.75-hour class covers the basics of searching the MinnesotaMEDLINE database on NOS/VE and consists of a one-hour lecture on the fundamentals of MinnesotaMEDLINE commands and the use of Medical Subject Headings (MeSH) followed by 45 minutes of hands-on searching on terminals in the Learning Resources Center in Diehl Hall.

*Basics of MinnesotaMEDLINE* is offered twice.

① July 15 from 9 to 10:45 am.

② August 6 from 1 to 2:45 pm.

### Intermediate MinnesotaMEDLINE Searching

This 1.5-hour class covers some advanced searching capabilities of the MinnesotaMEDLINE system on NOS/VE. This class includes use of the "explode" command, subheadings, subject heading annotations, and ways to narrow and broaden a search strategy.

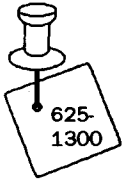
◆ Prerequisite: limited to those with at least 10 hours of on-line experience.

*Intermediate MinnesotaMEDLINE Searching* is offered twice.

① June 30 from 3 to 4:30 pm.

② July 29 from 3 to 4:30 pm.

## Self-Paced Training



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

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

### Training Centers

Computer and Information Services has self-paced training centers on the Minneapolis and St. Paul campuses. They are equipped with hardware, software, and a select number of training materials. The centers are available to University faculty, staff, and students. Training materials at these centers are for use in the center only, and may not be checked out. Since the collection at each center is limited, you may check out additional packages at the Computer and Information Services office in 132 Shepherd Labs (625-1300).

### Equipment

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

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

### Hours

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

Location	Hours
1 Nicholson	8 am to 7 pm
99 Coffey Hall	9 am to 4 pm

### Reservation Policy

To use the training materials available in 1 Nicholson and 99 Coffey, call 625-1300 for reservations. Without prior reservation we cannot guarantee the availability of the training facilities. Each location will have a list of materials available. To reserve packages not available at a training center, call 625-1300.

### Training Packages

We have software training packages for all the software listed below. The packages have audio tapes, video tapes, or disk-based training tutorials. A complete list is available in our office in 132 Shepherd Labs.

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

Generally PC/MS-DOS (IBM and compatible personal computers) disks are available on 5.25-inch 360K and 3.5-inch 720K disks; Macintosh disks are 800K.

### New Training Materials

The following packages were recently added to our training library. The descriptions for these packages will be in the June or July Computer and Information Services Newsletter.

#### **IBM-compatible**

WordPerfect for Windows 5.1 (video)

Paradox (disk)

How to Use MS-DOS 5 (audio)

Word for Windows 2.0 (video)

#### **Macintosh**

Word 5: Beginning and

Intermediate (audio)

Quattro Pro (disk)

#### **Other Training Materials**

##### **IBM-compatible**

dBASE

Desktop Publishing

DOS

Excel

Harvard Graphics

Local Area Networks

Lotus 1-2-3

MS/PC-DOS

Novell NetWare

PageMaker

Paradox

UNIX Fundamentals

UNIX and XENIX

Windows

Word for Windows

WordPerfect

##### **Macintosh**

Adobe Illustrator 88

Aldus Freehand

Claris CAD

Desktop Publishing

Excel

FileMaker Pro

4th Dimension

HyperCard

Mac Networking

Macintosh

MacWrite II

Microsoft Word

PageMaker

Quark XPress

System 7.0

Wingz

WordPerfect

# Help: Computer and Information Services

Consulting Service

Phone

Help Line Hours

## Computer Services Information Line

625-1555

If you do not know which computer service phone number to call, dial the Computer Services Information Line.

## Central System Computers

To use these systems, you need a user name and password, which you get when you establish an account. Qualified users can apply for grants to handle some computing related costs. To talk to a consultant in person, call for exact location.

Machine

ID

- CYBER ..... NOS/VE, NOS, EP/IX, MEDLINE... 626-8366 ..... Monday-Friday 9 am to 4 pm
- IBM ..... CMS ..... 624-6235 ..... Monday-Friday 9 am to 4 pm
- VAX, CYBER ..... VX, VZ, EP/IX ..... 626-5592 ..... Monday-Friday 8:30 am to 4:30 pm
- 1 Nicholson Hall Walk-in Consulting ..... Monday-Friday 10 am to 4 pm

## LUMINA

If you have trouble connecting to LUMINA call ..... 626-2272 ..... Monday-Friday 8:30 am to 4:30 pm

## Microcomputers and Workstations

Software, hardware, peripherals, local area networks ..... 626-4276 ..... Monday-Friday 9 am to 4 pm

- East Bank ..... 125 Shepherd Labs ..... above ..... Monday-Friday 9 am to 4 pm
- West Bank ..... 93 Blegen ..... above ..... Tuesday and Friday 1-4, Thursday 9-noon
- St. Paul ..... 99B Coffey Hall ..... above ..... Monday and Friday 9-noon, Wednesday 1-4 pm

Central System, Microcomputer, and Workstation Consultants: B. Alberti, F. Anklesaria, R. Baird, J. Bergman, T. Bonfiglio, S. Brehe, S. Collins, S. DeJarlais, M. Dunham, P. Goblirsch, G. Gonzalez, C. Griesel, S. Hakomaki, S. Hickman, M. Hu, J. Jabr, J. Jannett, D. Johnson, P. Kachelmyer, M. Kelleher, D. Larsen, J. Larson, P. Lindner, M. McCahill, P. Oberg, K. Olson, N. Ostrom, J. Pearson, K. Pearson, C. Plaisance, E. Schleske, C. Squires, K. Teder, E. Thayer, A. Thomas, H. Tonsky, D. Torrey, S. Traxler, L. von Munkwitz-Smith

# General Information

Acting Associate Provost with Special Responsibility for Computing & Information Systems on the Twin Cities Campus  
Donald R. Riley ..... 626-9816




## Computer and Information Services
















- Distributed Services and Planning ..... Shih-Pau Yen
- Engineering Services ..... Don Clark
- Networking Services ..... Lawrence Liddiard
- Software Services and Operations ..... Lee Croatt
- St. Paul Services ..... Mel Sauve
- Adaptive Technology Services (voice) ..... 6-0365
- (TDD) ..... 4-4037
- Central System Accounts:
- VMS ..... 6-5592
- NOS/VE, NOS, UNIX, MEDLINE ..... 6-8344
- IBM CMS ..... 4-7788
- Data Entry Services, Minneapolis ..... 6-8351
- St. Paul ..... 4-7297
- Equipment Repair and Warranties (Eng. Serv.) ..... 5-1595
- Faculty Resource Center ..... 6-1090
- Networking Services, Network Addresses, 130 Lind .. 5-8888
- Software Services ..... 5-2303
- Tape Librarian at Lauderdale Computer Facility ..... 6-1838
- Training, Course Registration, 132 ShepLab ..... 5-1300

## Other Departments

- Electronics Desk, Williamson Hall Book Center ..... 5-3854
- Telecommunications, Networking Services:
- Information ..... 6-7800
- Repair ..... 5-0006

# Access Information

-  Internet addresses.
-  Terminal settings for dial-up access to these systems are 8-1-N (8 data bits, 1 stop bit, no parity) unless otherwise noted. The phone number you use may depend on the modem's bps (bits per second) or baud rate.
-  Dial-in Server: 626-0300, -1200, -2400, -9600 (at 9600 V.32 standard and MNP level 5 error correction). Telecomm supports 8-1-N serial access to the TCP/IP network at 300, 1200, 2400, and 9600 bps.

- LUMINA: 300/1200/2400 ..... 625-6009 
- ..... LUMINA.LIB.UMN.EDU 
- VX, VZ, INFO (VX)
- 300, 1200, 2400, 9600 ..... see Dial-In Server 
- 300/1200/2400 at 7-1-even ..... 626-1630 
- ..... VX or VZ.ACS.UMN.EDU 
- NOS, NOS/VE, EP/IX, MEDLINE (NOS/VE)
- 300/1200/2400 ..... 625-1445 
- up to 19.2 campus data phone line ..... 3-2400 
- ..... NOS or NVE or EPX.HSCS.UMN.EDU 
- IBM CMS at 7-1-even
- 1200/2400 ..... 624-4220 
- up to 19.2 campus data phone line ..... 4-4220 
- ..... VM1.SPSCS.UMN.EDU 
- EP/IX: 300, 1200, 2400, 9600 ..... see Dial-In Server 
- ..... EPX.CIS.UMN.EDU 
- Microcomputer Consultant (log in as gopher)
- 300, 1200, 2400, 9600 ..... see Dial-In Server 
- ..... CONSULTANT.MICRO.UMN.EDU 

# Short Course Registration

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ Dept.: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Student  Staff/Faculty  Non-University

Class Name	Sec	Date & Time	Fees

Payment by:  CASH  CHECK  INTRA-INSTITUTIONAL VOUCHER

Do you receive the *Computer and Information Services Newsletter*?  Yes  No

Reg. By:		Date:		Total Fees:	
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**Fees must accompany this form.**

See page 2 for registration information.

## Computer and Information Services

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Room 132, Shepherd Labs  
100 Union Street SE  
Minneapolis, MN 55455-0421

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