ACADEMIC COMPUTING SERVICES

Computer Classes for UMBC Faculty and Staff
Spring, 1994

INTRODUCTION TO DOS

(CMS 301.003)	(CMS 301.004)
Tuesday, March 22	Thursday, April 7
9:00 am - Noon	9:00 am - Noon

This course provides an overview of how to work with IBM Personal Computers and compatibles. Participants learn basic terminology, the components of a system, and ways to use microcomputers. Instruction includes hands-on use of micro-computers and the Disk Operating System (DOS). By the end of class, participants will know how to handle and prepare diskettes for use, name and rename files, organize files on a disk and manage them using basic DOS commands. *Prerequisites:* Availability of a DOS-based computer. *Room*: ECS 332.

BASIC WORDPROCESSING USING WORDPERFECT 6.0

(CMS 302.003)	(CMS 302.004)
Wednesday, March 30	Wednesday, April 20
All day session	All day session
9:00 am - Noon and	9:00 am - Noon and
1:00 - 4:00 pm	1:00 - 4:00 pm

This six hour course provides a working knowledge of the basic features of WordPerfect 6.0. Students are introduced to methods of entering and editing text in a document. Routines for saving, retrieving and printing documents are covered as is use of the SPELL utility and basic formatting codes. Advanced editing techniques such as search, replace and block moves are also covered. *Room:* ECS 004.

ADVANCED WORDPROCESSING USING WORDPERFECT 6.0

(CMS 307.003)	(CMS 307.004)
Tuesdays, March 29	Thursday, April 28
1:00 - 4:00 pm	1:00 - 4:00 pm

Build on basic word processing skills with advanced functions such as mail merge, creating macros, columns, fonts, graphics, and using multiple documents. *Room*: ECS 004.
Fee: $25

INTRODUCTION TO SPREADSHEETS

(CMS 303.003)	(CMS 303.004)
Wednesday, March 23	Monday, April 18
All day session	All day session
9:00 am - Noon and	9:00 am - Noon and
1:00 - 4:00 pm	1:00 - 4:00 pm

This six hour course provides an introduction to developing spreadsheets using Lotus 1-2-3, version 2.2. The focal activity in the course is the creation of a spreadsheet. As part of this process, participants learn terminology, spreadsheet capabilities, data entry, basic formatting, creating formulas and using functions. *Prerequisites:* Introduction to DOS or a basic understanding of how to operate an IBM PC or compatible, and six months' experience using a personal computer.
Room: ECS 004.

ADVANCED SPREADSHEETS

(CMS 308.003)	(CMS 308.004)
Monday, March 28	Wednesday, April 27
1:00 - 4:00 pm	1:00 - 4:00 pm

Expand your basic understanding of spreadsheets with more advanced applications. Topics covered include data manipulation, macros, advanced statistical features, and design features. *Room*: ECS 004. *Fee*: $25

INTRODUCTION TO WORDPERFECT PRESENTATIONS

(CMS 304.002)
Tuesday, March 22
9:00 am - Noon

WordPerfect Presentations 2.0 for DOS offers a range of drawing, charting and presentation features, including 1,000 clip art images, designed to provide an easy-to-use and attractive interface for both the new and advanced user. *Room*: ECS 004.

DESIGNING AND MAINTAINING A DATABASE

(CMS 305.003)	(CMS 305.004)
Thursday, March 24	Tuesday, April 19
All day session	All day session
9:00 am - Noon and	9:00 am - Noon and
1:00 - 4:00 pm	1:00 - 4:00 pm

dBase IV is a software program that collects and manages information or data. Participants begin by planning, creating, and modifying the structure of a database. They also learn to add, edit and delete records. Last, the course focuses on ways to query and manipulate a database. *Room:* ECS 004.

INTRODUCTION TO WINDOWS

(CMS 306.003)	(CMS 306.004)
Tuesday, March 22	Thursday, April 21
1:00 - 4:00 pm	1:00 - 4:00 pm

Windows is a working environment for the applications and documents stored on a personal computer. In Windows, users' computer screens function like a desktop. This class will teach participants how to organize their work, run applications, share information, customize screen appearance, and automate tasks. *Prerequisites:* Windows 3.1 installed on individual's machine and at least 6 months' experience working with microcomputer software. *Room*: ECS 004.

INTRODUCTION TO THE MACINTOSH COMPUTER

(CMS 309.003)	(CMS 309.004)
Wednesday, March 23	Monday, April 4
9:00 am - Noon	9:00 am - Noon

Develop skills and familiarize yourself with this user-friendly computer system. Learn the basics of Macintosh software packages including word processing, graphics, and design features. *Room:* ECS 336.

SPREADSHEETS FOR FACULTY

(CMS 323.001)
Tuesday, April 5
1:00 - 4:00 pm

Develop skills to use spreadsheets with formulas for faculty information, such as: attendance, grades and averaging. *Room*: ECS 004.

INTRODUCTION TO THE INTERNET

(CMS 324.001)	(CMS 324.002)
Thursday, March 31	Thursday, April 14
9:00 am - 12 noon	9:00 am - 12 noon

This course will introduce you to the most essential software tools for navigating the Internet. You'll use the Internet Gopher, sign up for Internet discussion lists, and locate valuable information resources in this hands-on lab session. Prerequisite: You must have a campus email account (VMS or UNIX) and a basic understanding of email use. *Room* ECS 004.