Computer Workshop Series 2000-2001

The Education Commons @ OISE/UT
3rd Floor, 252 Bloor Street West, Toronto, ON, M5S 1V6
Reception: 416-923-6641 x2763   Web Site: www.oise.utoronto.ca/ec

There is an increasing expectation that Ontario educators will use and integrate technology into the curriculum for teaching and learning. Therefore, many courses at OISE/UT will provide the opportunity for you to explore the educational uses of technology.

The Education Commons (EC) offers a workshop series each fall and winter semester to complement your program and provide you with further learning opportunities related to technology.

■ Is there a workshop for you?

Of course! Whether you are a more experienced or new user, faculty, staff or student, there is something for everyone! These non-credit workshops focus either on (1) gaining basic to advanced skills in the various applications, (2) productivity and/or (3) the use of the program for teaching and learning. Collaborative learning, discussion and homework assignments are some of the techniques used in these hands-on sessions. Ensure you inquire about our "Certificate of Completion" series.

We invite the support of departmental and unit leaders in encouraging and assisting staff and faculty to take advantage of these learning opportunities. We are confident that the short term inconvenience of time away from normal duties will be more than offset by the long term gains to be achieved through increased technological skills.

■ What about my level of experience?

All workshops, except those in the New User category, including the Survival Kit series, will assume that you already have the basic skills needed to complete assigned work. A prerequisite system is in effect to aid you with your placement in the workshops at the appropriate level. You will need to speak with an instructor to establish equivalences. In the meantime...

Test Yourself... You just don't know what you don't know! (See our web site)

Our placement system is informal. Please be honest with your own skill set. Due to the short time frame of these workshops, intermediate and advanced workshops cannot focus on, or repeat, rudimentary principles.

■ Is there a cost?

It's the best deal in town! We would love to give them to you for free, but we need to pay our instructors, so that we can maintain and continuously improve the quality of the sessions.

These workshops, taught largely by certified teachers and educators, are offered at a cost of ONLY $7.00/hr for members of the OISE/UT community and $14.00/hr for anyone else. Fees for internal faculty and staff are borne by the Education Commons.

■ **Visit our web site!**

Make sure you visit our site to learn more about our FREE lunchtime sessions, upcoming workshops, course changes, information resources, other EC services, summer sessions and more. Don't forget to test your ability, to help you place yourself at the correct level for your experience.

• www.oise.utoronto.ca/ec/ecworkshops.html   (workshop site)

• www.oise.utoronto.ca/ec   (Education Commons home page)

This entire booklet can be downloaded from our web site in a PDF format. Currently, we are offering 33 workshops and 104 sessions from September 2000 to April 2001. Sometimes we provide extra sessions during the semester, due to increased demand. Look out for posters on the 3rd floor that advertise these offerings as well as our web site.

Research and Analysis

The Education Commons also supports learning in qualitative and quantitative (statistical) software in cooperation with the Research Consulting Service (CTL - Department of Curriculum, Teaching and Learning). The OISE/UT Library of the EC offers The Virtual Library: Information Retrieval in the Library and Beyond.

Research Consulting Service Workshops

• NUD*IST: Major topics in this 3 session introductory workshop are document preparation, coding, searching, and reporting.

• SPSS: The workshop is intended for new users and covers such topics as reading in and labeling data, data manipulation, creation of system files and an overview of statistical procedures.

For information about either workshop, please phone (416) 923-6641, x2601, or e-mail: resconsult@oise.utoronto.ca

The Virtual Library:
Information Retrieval in the Library and Beyond

This course will address students' information-retrieval skills and may be taken independently of any of the ongoing courses of study. By alternating discussion with hands-on practice, Information Managers teach research strategies and information retrieval in six two-hour modules designed to develop your computer research skills from basic steps, through intermediate skills, and into advanced concepts and techniques. This non-credit course is offered in the fall term and will be documented on your transcript.

For a schedule and registration form, pick up a pamphlet from EC Reception or visit the Virtual Library web site at: www.oise.utoronto.ca/vl.html

Certificate of Completion Series

The EC offers a series of five possible certificate programs. These are not for credit. However, a certificate of completion will be granted if the candidates:

• attend all sessions (mandatory, no exceptions)

• are involved in class activities and complete all homework assignments (effort and practice is mandatory)

Performance standards (e.g. grades) will be not be awarded or assessed by the instructor. Certificates will be available for pick-up, by the candidate at the end of each semester at the EC reception desk. With the exception of the Survival Kit (see below), components of the series may be taken over the two fall and winter semesters.

1. The Survival Kit
For New/Novice Computer Users (15 hours)

If you are totally new to or are a novice computer user, consider the computing Survival Kit designed to give you the basic skills needed at OISE/UT or anywhere else! Knowing that technical demands may feel arduous, we have planned the Survival Kit to provide both the building blocks and the comfort level essential to your immediate needs. We recommend concentrating on these workshops before attempting any other more involved applications.

The series begins with the operating system (OS) - a Mac or PC New/Novice Computer User workshop, which includes how and where to save files, an essential skill needed for every other course. Secondly, learn the basics of word processing for simple letters and reports using Microsoft Word (MS Word 1). The kit will introduce you to the OISE/UT e-mail system known as OISENet. OISENet, provides you with fundamental e-mail skills, plus access to our community conferences. Complete the series with Internet Basics, which will help you understand how to do simple searches on the World Wide Web, and find the things you need for your projects.

The Survival Kit is organized to guide you, at a comfortable pace (15 hours over 5 weeks), toward a good foundation in basic computing skills and to increase your awareness of what you may need or want to know in the future. Each session will reinforce the concepts of the operating system. **You will have one instructor as your guide and mentor.**

NOTE: Each of the Survival Kit workshop components are offered separately for those that have gaps in certain areas only. See the following pages for our course schedule. Certificates, however, are only awarded to those completing the full Survival Kit series.

The kit offers participants the New User, MS Word 1, Internet Basics and OISENet all in one package with 5 hours more to learn it, at only $5.00 per hour. That's almost the same price as taking all four sections separately.

The four remaining certificate sessions:

- Allow you to <u>mix and match the time frames</u> to meet your schedule. They assume you are very comfortable with the basic Survival Kit skills. Prerequisites or equivalents are still in effect.

- You will <u>not</u> likely have one instructor for the entire program, nor will all the candidates in the class be taking the workshop for a certification. However, all certification requirements will still be monitored.

- Please take the components in the <u>order listed below</u>. You make take them over two semesters. Refer to the workshop descriptions for more detail.

2. Technology for Teachers *(15-16 hours)*
An overview, especially geared to educators who will work within the school board system, and which will emphasize key Ministry licensed applications used in the classroom.

Components include: Report Cards (File Maker Pro), Claris Works, Corel Draw v. 8, and a choice of either Internet Searching (Netscape) <u>OR</u> Easy Web Page Creation (Netscape Composer).

3. Thesis Production *(18 hours)*
Geared to the graduate student at OISE/UT. Covers all the essential building blocks to help you produce your thesis on your computer. Avoid common pitfalls in your word processing procedures.

Components include: MS Word 2, MS Word Draw 1, MS Word 3 and EndNote for Bibliographies.

4. Basic Web Page Creation - Getting Started *(14 hours)*
Want the basics? This is for you, if you want to know what all the fuss is about! Here you will produce simple web documents. All the key elements are covered from layout, to image acquisition and the understanding of simple HTML code to detect errors. This is a good primer for those that also hope to pursue more advanced web skills for use in the office or in the classroom.

It is essential to have an EXCELLENT understanding of the operating system (MAC or PC), including file management. These workshops cannot offer a crash course in creating folders, moving windows, multi-tasking and saving locations.

Components include: Scan for the Web, Easy Web Page Creation, HTML 1, and Adobe Acrobat.

5. Desktop Publishing (DTP) with MS Word *(18 hours)*
This series will offer the average word processing user the ability to incorporate graphics into more sophisticated word processing documents such as newsletters and flyers. Basic drawing skills are covered in depth and combined with intermediate MS Word techniques. The emphasis is on good communications with supporting visuals.

Components include: MS Word 2, MS Word Draw 1, MS Word Draw 2, and DTP with Word.

General Workshop Information and Sign-Up

Hours and Time

Please be <u>prompt a</u>s our workshops offer the minimal amount of time necessary to cover the material outlined in the course descriptions. We are not responsible for making up lost time due to tardiness. Sessions may end 10 minutes prior to the last hour due to the time required in filling out evaluation forms and preparations for the next lab booking. Please check dates, times and prerequisites carefully. Extra time will be needed with homework assignments.

Unsure if you meet the prerequisite?

Test yourself on our web site or come to EC Reception, 3rd floor. If you want to know about equivalences, you will need to book time with one of our instructors to discuss your particular experience.

Registration

Please complete the registration form (in this booklet) and bring it, with payment (cash or cheque only), to the EC Reception, 3rd floor.

Workshop Cancellation

The delivery of a workshop is subject to sufficient registration. If it is necessary to cancel a workshop, every effort is made to e-mail registrants. E-mail will be the standard form of communication. However, both home and work telephone numbers should be given on the registration form in case the participant is not set up with e-mail. Telephone correspondence will be left for extenuating circumstances only, since all students are provided with an OISENet account and are able to access it in the computer lab complex (3rd floor). **The Education Commons will not be held responsible if registrants cannot be contacted.** If room is available, registrants may be able to transfer to another workshop.

From time to time, there may be a workshop that requires rescheduling due to administrative reasons, or illness, however rare. Addenda to the schedule will be <u>posted on the EC web site</u>. If you have registered for one of these workshops you will be notified via e-mail of any changes.

Workshop Changes

You may change to another available workshop by e-mailing the EC Reception (klow@oise.utoronto.ca), no later than **4 days** before the start of the session in which you are registered. Only one change is permitted. We cannot guarantee placement if the session is full. Each course does have limited registration.

Workshop Withdrawals

A full refund will be made if you notify the EC Reception via e-mail (klow@oise.utoronto.ca) at least **4 days** before the start of the first workshop. Substitute participants are accepted if the individual meets the prerequisites. Exceptions will only be granted to individuals with extenuating circumstances.

Workshop Fees for OISE/UT Staff

Please note that in lieu of payment, each registration form must be signed by your unit head. Staff registrants who do not attend the workshop, and do not withdraw **4 working days** prior to the workshop, will have their employing department/ unit charged $100.00 per registrant.

Special Request Workshops

Special requests for workshops, other than those regularly scheduled in this book, on our web site, or via poster, are considered "special series" courses and may be arranged by any individual conditional to the following:

- A minimum of <u>six</u> confirmed participants (arranged by the individual making the request)

- Must provide <u>three</u> possible dates with which the EC can work (time frames must be coordinated with lab/instructor availability)

- To guarantee the session, all participants must <u>pay-in-full</u> prior to the confirmation of the final booking (the person making the request may wish to bring the full sum to EC reception)

Correspondence pertaining to requests should be made in person at the EC Reception or via e-mail to: **klow@oise.utoronto.ca**

Mac Users

Since there is a limited request for Macintosh sessions, we are only able to offer a small number of workshops due to repeated cancellations in the past. Please consider our special request offer as an alternative.

Location Changes

All workshops are located in the Education Commons Computer Complex on the 3rd floor. Labs have been scheduled for each course, as outlined in this booklet. Locations, however, are subject to change. Please check the schedule(s) outside the designated lab(s) in the computer complex. The labs are numbered above the entry of each door. If there are further problems, contact a Help Desk Advisor.

Evaluations and Feedback Forms

Course evaluations will be conducted on-line. Further information will be given to you by your instructor in a selected course or series.

We request that any member of the OISE/UT community please fill out our feedback form (also on-line at the EC site) <u>one time only</u>, as we strive to improve upon our offerings.

Self-Paced Skills Training

CD's are available for the Microsoft Office Suite '97, including Word, PowerPoint, Excel, Access and Windows '95 or NT. If you can't fit any of the workshops into your schedule, you may borrow a CD at the EC Reception in exchange for your student card. We will be updating these resources later in the year and will keep you posted on our web site.

Workshop Schedule and Descriptions

New Users: Working with your Computer

New/Novice Computer User (NC)
Prerequisite: None
2x2 hr.

Don't understand what you see when you turn your computer on? Don't know where a file is or where to find it when you've saved it? This is the workshop for you. You'll learn the important things you need to know about your computer's operating system (OS). Best taken in conjunction with MS Word 1 or consider the Survival Kit series.

Code	Day	Date	Time	OS	Lab
NC1	Friday	Sept. 22 & 29	2-4pm	Win	2
NC2	Thursday	Oct. 5 & 12	5-7pm	Win	5
NC3	Monday	Oct. 2 & 16	5-7pm	Mac	3
NC4	Thursday	Jan. 18 & 25	2-4pm	Win	1
NC5	Wednesday	Jan. 24 & 31	3-5pm	Mac	3

Survival Kit, New/Novice Users (SK)
Prerequisite: None
5x3 hr.

This course starts at the beginning! We cover the operating system (above) and basic word processing in MS Word. We give you all the essentials of e-mail and Internet so you'll feel comfortable completing all your projects. This series will offer learning at a more comfortable pace and the instructor will review all the basic principles as you move through each component. You get the New/Novice Computer User, MS Word 1, Internet Basics and OISENet all in one package and have 5 hours more to learn it, at only $5.00 per hour. That's almost the same price as taking all four sections separately. See the previous description in the certificate of completion section for more detailed information. You will need to choose the platform of your choice, Mac or PC.

Code	Day	Date	Time	OS	Lab
SK1	Wednesday	Sept. 20, 27, Oct. 4, 11 & 18	9-12pm	Win	1
SK2	Wednesday	Sept. 20, 27, Oct. 4, 11 & 18	2-5pm	Win	1
SK3	Thursday	Sept. 28, Oct. 5, 12, 19 & 26	5-8pm	Win	1
SK4	Saturday	Sept. 30, Oct. 7, 14, 21 & 28	9-12pm	Mac	3
SK5	Tuesday	Nov. 21, 28, Dec. 5, 12 & 19	5-8pm	Win	2
SK6	Tuesday	Feb. 6, 13, 20, 27 & Mar. 6	5-8pm	Win	2

Word Processing & Thesis Production

MS Word 1, Introduction to Word Processing (WA)
Prerequisite: New/Novice Computer User (NC)
2x2 hr.

Introduces preliminary concepts of word processing, beginning with select, copy, cut and paste, as well as saving, printing, and basic font and paragraph formatting.

Code	Day	Date	Time	OS	Lab
WA1	Tuesday	Sept. 19 & 26	5-7pm	Win	2
WA2	Monday	Sept. 25 & Oct. 2	1-3pm	Win	2
WA3	Thursday	Sept. 28 & Oct. 5	5-7pm	Mac	3
WA4	Wednesday	Jan. 17 & 24	10-12pm	Win	1
WA5	Monday	Jan. 22 & 29	10-12pm	Mac	3

MS Word 2, Intermediate Word Processing (WB)
Prerequisite: MS Word 1 (WA)
3x2 hr.

Go beyond typing. Customize your screen views, and learn all about tabs, page breaks, headers and footers, columns, tables and a few extra formatting skills.

Code	Day	Date	Time	OS	Lab
WB1	Tuesday	Oct. 3, 10 & 17	5-7pm	Win	2
WB2	Monday	Oct. 16, 23 & 30	1-3pm	Win	2
WB3	Thursday	Oct. 12, 19 & 26	5-7pm	Mac	3
WB4	Wednesday	Jan. 31, Feb. 7 & 14	10-12pm	Win	1
WB5	Monday	Feb. 5, 12 & 19	10-12pm	Mac	3

MS Word 3, Advanced Word Processing for Thesis (WC)
Prerequisite: MS Word 2 (WB)
2x2 hr.

Especially geared to graduate and academic work. Technical specifications and production of thesis to conform to academic (APA, Chicago, Turabian) and OISE/UT guidelines. Also useful for producing large documents or for faculty supervising thesis work.

Code	Day	Date	Time	OS	Lab
WC1	Friday	Sept. 29 & Oct. 6	2-4pm	Win	1
WC2	Monday	Nov. 6 & 13	1-3pm	Win	2

Code	Day	Date	Time	OS	Lab
WC3	Thursday	Nov. 2 & 9	5-7pm	Mac	3
WC4	Wednesday	Feb. 21 & 28	10-12pm	Win	1
WC5	Monday	Feb. 19 & 26	1-3pm	Mac	3

EndNote for Bibliographies, Introduction (ENA)
Prerequisite: MS Word 3 (WC)
2x2 hr.

EndNote, a database manager, stores, manages and searches for references in your private reference library. As a bibliographic database it formats cited works automatically into any style you need.

Code	Day	Date	Time	OS	Lab
ENA1	Friday	Sept. 29 & Oct. 6	10-12pm	Win	5
ENA2	Monday	Nov. 27 & Dec. 4	1-3pm	Win	5
ENA3	Thursday	Nov. 23 & 30	5-7pm	Mac	3
ENA4	Wednesday	March 7 & 21	10-12pm	Win	1
ENA5	Monday	March 5 & 19	10-12pm	Mac	3

Classroom Teaching

Claris Works v. 5
Prerequisite: MS Word 1 (WA)
1x4 hr. or 2x2 hr.

An introduction to the mix and match capabilities of Claris' easy to learn integrated package. Achieve common and frequent tasks in a single application. Excellent for initial teacher education candidates, especially those in the junior/intermediate sections. Not recommended for theses or large documents.

Code	Day	Date	Time	OS	Lab
CW1	Tuesday	Sept. 26 Only	5-9pm	Win	1
CW2	Monday	Dec. 4 & 11	5-7pm	Mac	3
CW3	Thursday	Jan. 25 Only	5-9pm	Win	2

Ministry Report Cards in FileMaker Pro (FMR)
Prerequisite: MS Word 1 (WA)
1x2 hr.

Introduction to the Provincial Report Card system, plus a brief overview of FileMaker Pro.

Code	Day	Date	Time	OS	Lab
FMR1	Wednesday	Dec. 6	3-5pm	Win	2
FMR2	Thursday	Dec. 14	5-7pm	Mac	3
FMR3	Wednesday	Feb. 7	3-5pm	Win	1
FMR4	Thursday	Feb. 8	5-7pm	Win	1

Information & Data Processing

FileMaker Pro, Introduction (FMA)
Prerequisite: MS Word 1 (WA)
3x2 hr.

Introduction to the creation of databases in this user-friendly Ministry-licensed application. Find data quickly, group and analyze, calculate various summaries, subtotals and totals, and print your results. Rearrange presentation of information; e.g., names/addresses in address lists, mailing labels, form letters, invoices, and multi-page reports.

Code	Day	Date	Time	OS	Lab
FMA1	Tuesday	Oct. 3, 10 & 17	10-12pm	Win	1
FMA2	Tuesday	Feb. 6, 13 & 20	10-12pm	Win	1

MS Excel 1, Introduction (XA)
Prerequisite: MS Word 1 (WA)
2x2 hr.

Design a spreadsheet; input, edit, format and manipulate data. Here you learn the basics. Create formulas from simple addition, pre-existing functions, and customized variations.

Code	Day	Date	Time	OS	Lab
XA1	Wednesday	Nov. 29 & Dec. 6	1-3pm	Win	1
XA2	Thursday	Feb. 15 & 22	3-5pm	Win	1

MS Excel 2, Intermediate (XB)
Prerequisite: MS Excel 1 (XA)
2x2 hr.

More advanced formatting, cell referencing, linking spreadsheets, plus a brief overview of effective schedule and table design, and graphing procedures.

Code	Day	Date	Time	OS	Lab
XB1	Wednesday	Dec. 13 & 20	1-3pm	Win	1
XB2	Thursday	March 1 & 8	3-5pm	Win	1

Internet Applications

OISENet: Introduction to E-Mail @OISE/UT (FC)
Prerequisite: MS Word 1 (WA)
1x2 hr.

Communicate within OISE/UT and over the Internet using OISE/UT's e-mail and conferencing system; send and receive messages, attach files. A fast paced course that gives a quick overview to get you started.

Code	Day	Date	Time	OS	Lab
FC1	Monday	Sept. 25	5-7pm	Mac	3
FC2	Friday	Oct. 13	2-4pm	Win	5
FC3	Monday	Feb. 12	2-4pm	Mac	3
FC4	Monday	Feb. 5	5-7pm	Win	2

OISENet E-Mail Extended (FCE)
Prerequisite: MS Word 1 (WA)
3x2 hr.

Need a little more time to learn e-mail and the capabilities of OISENet? This course runs over 3 weeks and allows for more practice time during sessions. Ideal for newer or novice computer users that are less familiar with electronic mail.

Code	Day	Date	Time	OS	Lab
FCE1	Thursday	Sept. 21, 28 & Oct. 5	5-7pm	Win	2
FCE2	Tuesday	Nov. 14, 21 & 28	10-12pm	Win	1
FCE3	Wednesday	Feb. 14, 21 & 28	1-3pm	Win	2

Internet Basics (IA)

Prerequisite: None, Recommended: NC and WA
1x2 hr.

Learn to browse the World Wide Web; create simple searches, save images, copy and paste text into your word processor from cyber space.

Code	Day	Date	Time	OS	Lab
IA1	Friday	Oct. 6	2-4pm	Win	5
IA2	Tuesday	Dec. 5	5-7pm	Win	1
IA3	Wednesday	March 28	3-5pm	Win	5

Internet Searching (IB)

Prerequisite: Internet Basics (IA)
2x2 hr.

Learn the skills for making the most of your Browser and get expert advice on finding your way around the World Wide Web. The focus will be on advancing your searching capabilities.

Code	Day	Date	Time	OS	Lab
IB1	Friday	Oct. 13 & 20	10-12pm	Win	2
IB2	Tuesday	Nov. 7 & 14	3-5pm	Win	1
IB3	Tuesday	Dec. 12 & 19	5-7pm	Win	1
IB4	Wednesday	April 4 & 11	3-5pm	Win	5

Canadian Research Resources on the Web (CRRW)

Prerequisite: Internet Searching (IB)
1x2 hr.

This course is designed to teach students and faculty how to locate electronic resources in all areas of Canadian research, both on the "private/hidden Internet" - databases etc., on the University of Toronto Library web site - and on the web at large. Full-text databases of scholarly articles, on-line newspaper services, and Canadian-specific search engines will be covered.

Code	Day	Date	Time	OS	Lab
CRRW1	Wednesday	Dec. 6	1-3pm	Win	2
CRRW2	Monday	Feb. 5	3-5pm	Win	1

Accessing Electronic Journals and Theses (EJ)

Prerequisite: Internet Searching (IB)
1x2 hr.

Access the wealth of information in full text electronic journals and theses on UTLink and the World Wide Web. Learn how to cite World Wide Web documents in a thesis or article.

Code	Day	Date	Time	OS	Lab
EJ1	Wednesday	Oct. 11	3-5pm	Win	5
EJ2	Thursday	Nov. 16	4-6pm	Win	1

Teaching On-Line 1, Introduction (TOLA)

Prerequisite: OISENet, MS Word 1, Internet Basics (FC/FCE, WA, IA)
2x2 hr.

Learn the current teaching on-line technology, with an emphasis on WebCSILE/KF (Web Computer Supported Intentional Learning Environments/Knowledge Forum) and First Class Client (OISENet), two systems currently used at OISE/UT.

Code	Day	Date	Time	OS	Lab
TOLA1	Wednesday	Sept. 27 & Oct. 4	2-4pm	Win	2
TOLA2	Wednesday	Jan. 17 & 24	10-12pm	Win	2

Teaching On-Line 2, Intermediate (TOLB)

Prerequisite: Teaching On-Line 1 (TOLA)
2x2 hr.

Build on knowledge gained in On-Line 1 and explore other innovations and theories in on-line teaching and educational community building.

Code	Day	Date	Time	OS	Lab
TOLB1	Wednesday	Oct. 11 & 18	2-4pm	Win	2
TOLB2	Wednesday	Jan. 31 & Feb.7	10-12pm	Win	2

Easy Web Page Creation (EW)
Prerequisite: MS Word 1, Internet Basics, OISENet (WA, IA, FC/FCE)
1x3 hr.

Create simple Web pages for personal or school projects with the web editing tools in Netscape Composer. Covers creating a successful saving system through to final upload for Web viewing. Fast paced one-time session.

Code	Day	Date	Time	OS	Lab
EW1	Wednesday	Oct. 11	5-8pm	Win	5
EW2	Tuesday	Nov. 28	5-8pm	Win	1
EW3	Thursday	Feb. 1	5-8pm	Win	1
EW4	Wednesday	April 11	1-3pm	Win	2

Easy Web Page Creation, Extended (EWE)
Prerequisite: MS Word 1, Internet Basics, OISENet (WA, IA, FC/FCE)
3x2 hr.

Need a little more time to be introduced to web page creation? This session gives you the opportunity to create a complete page from start to finish over three weeks. Take home assignment is provided.

Code	Day	Date	Time	OS	Lab
EWE1	Wednesday	Nov. 8, 15 & 22	10-12pm	Win	1
EWE2	Friday	Nov. 3, 10 & 17	2-4pm	Win	1
EWE3	Wednesday	April 11, 18 & 25	10-12pm	Win	1

HTML 1, Introduction (HA)
Prerequisite: MS Word 1, Internet Basics, OISENet (WA, IA, FC/FCE)
Recommended: EW or EWE
2x2 hr.

Create or customize your web page with this introduction to Hyper Text Markup Language (HTML). Learn web page codes and detect errors. Understand the code behind the graphics.

Code	Day	Date	Time	OS	Lab
HA1	Wednesday	Nov. 8, 15	1-3pm	Win	1
HA2	Thursday	Nov. 30 & Dec. 7	5-7pm	Win	2
HA3	Tuesday	Jan. 30 & Feb. 6	10-12pm	Win	2

HTML 2, Intermediate (HB)
Prerequisite: HTML1 (HA)
2x2 hr.

Learn more advanced HTML tags and add codes to your web page that may not be available in the web editing programs.

Code	Day	Date	Time	OS	Lab
HB1	Wednesday	Nov. 22 & 29	1-3pm	Win	2
HB2	Thursday	Dec.14 Only	5-9pm	Win	2
HB3	Tuesday	Feb. 13 & 20	10-12pm	Win	2

Design for the Web, Advanced (DW)
Prerequisite: Easy Web OR Easy Web Extended, HTML 1, and Scan Theory & Intro to Photoshop OR Scan for the Web (EW/EWE, HA, SCPS/SCW)
4x2 hr.

Emphasis is on more sophisticated web page design from start to finish. Deconstruct existing sites, discuss colour systems, review browser and viewing differences. This course will focus on the design issues of better layout and importing PhotoShop graphics. This course works well in conjunction with PhotoShop for Web Pages (PSWA).

Code	Day	Date	Time	OS	Lab
DW1	Monday	Nov. 20 & 27, Dec. 4 & 11	5-7pm	Win	5
DW2	Thursday	Mar. 1, 8, 22 & 29	5-7pm	Win	5

Adobe Acrobat (AA)
Prerequisite: Easy Web OR Easy Web Extended (EW/EWE)
2x2 hr.

Viewing, using, and making Adobe Portable Document Format (PDF) files for direct Internet publication, utilizing almost any application.

Code	Day	Date	Time	OS	Lab
AA1	Thursday	Oct. 19 & 26	5-7pm	Win	5
AA2	Friday	Nov. 10 & 17	10-12pm	Mac	3
AA3	Wednesday	Jan. 17 & 24	1-3pm	Win	2

Graphics & Presentations

Easy PowerPoint Presentations (PPA)
Prerequisite: MS Word 1 (WA), Recommended: WDA
1x3 hr.

Follow just twelve steps in MS PowerPoint to enhance teaching and learning in K-12 or post-secondary environments. Useful complement to projects, seminars, lectures and administrative presentations.

Code	Day	Date	Time	OS	Lab
PPA1	Tuesday	Oct. 3	9-12pm	Win	2
PPA2	Thursday	Dec. 7	1-4pm	Win	5
PPA3	Tuesday	Jan. 30	1-4pm	Win	2

MS Word Draw 1, Introduction to Drawing (WDA)

Prerequisite: MS Word 1 and 2 (WA, WB)
2x2 hr.

Fundamental drawing techniques: lines, circles, squares, fills and outlines; move and manipulate objects; insert clip art and other graphics.

Code	Day	Date	Time	OS	Lab
WDA1	Monday	Oct. 2 & 16	5-7pm	Win	5
WDA2	Wednesday	Sept. 27 & Oct. 4	10-12pm	Win	2
WDA3	Tuesday	March 20 & 27	3-5pm	Win	2

MS Word Draw 2, Intermediate (WDB)
Prerequisite: MS Word Draw 1 (WDA)
2x2 hr.

More distinctive effects with group/ungroup, flip, rotate, special objects and Word Art. Make your documents look better. Skills transferable to other similar programs.

Code	Day	Date	Time	OS	Lab
WDB1	Monday	Oct. 23 & 30	5-7pm	Win	5
WDB2	Wednesday	Oct. 11 & 18	10-12pm	Win	2
WDB3	Tuesday	April 3 & 10	3-5pm	Win	2

Corel Draw v.8 (CDA)
Prerequisite: Word Draw 1 (WDA)
3x2 hr.

A great program for teachers or any user that needs to add some graphic flare to their work. Learn the fundamentals of drawing in Corel Draw - a Ministry licensed application you will love to use with your students - and they'll love you back. Use it for any project requiring visual representation and creativity, from simple layout of flyers and cards to more complex effects that can be used with web pages. Don't forget this application as an aid in geometry or plans for model building. The uses are endless.

Code	Day	Date	Time	OS	Lab
CDA1	Wednesday	Nov. 29, Dec. 6 & 13	10-12pm	Win	5
CDA2	Thursday	Jan.25, Feb 1 & 8	5-7pm	Win	5

Desktop Publishing (DTP) with MS Word (DTPA)
Prerequisite: MS Word 2, MS Word Draw 2 (WB, WDB)
2x2 hr.

Need skills in page layout for your publications, books, flyers and brochures? An introduction to simple desktop publishing for those very comfortable in MS Word and have an intermediate ability in MS Word Draw.

Code	Day	Date	Time	OS	Lab
DTPA1	Monday	Nov. 6 & 13	5-7pm	Win	5
DTPA2	Wednesday	Nov. 29 & Dec 6	10-12pm	Win	2
DTPA3	Tuesday	April 17 & 24	3-5pm	Win	2

Scanning Images for the Web (SCW)
Prerequisite: MS Word 1 (WA), Recommended: WDB, EW/EWE
1x3 hr.

Scan images for web pages, crop and resize to your specifications, and save for use in your web editing application or HTML document. Quick and simple one-time overview. Excellent workshop to get you started.

Code	Day	Date	Time	OS	Lab
SCW1	Wednesday	Oct. 18	5-8pm	Win	5
SCW2	Thursday	Jan. 25	1-4pm	Win	5
SCW3	Thursday	March 29	10-1pm	Win	5

Scan Theory and Introduction to PhotoShop (SCPS)

Prerequisite: MS Word 1 and 2 (WA, WB), Recommended: EW/EWE or DTPA
3x2 hr.

Thought image editing was for professionals? Not any more. This course covers the basic principles of scanning images and image editing, from the frustrating question: "what resolution do I need?" to "how can I touch up this photo?" This course also acts as an introduction to PhotoShop. It is highly recommended for those that are interested in pursuing more intensive graphic work and therefore need the extra theory behind imagery and manipulation from web to print. Use the images that you scan and manipulate, in your web page or word processor. This is an excellent course in combination with Desktop Publishing in MS Word (DTPA).

Code	Day	Date	Time	OS	Lab
SCPS1	Thursday	Oct. 5, 12 & 19	10-12pm	Win	5
SCPS2	Thursday	April 5, 12, 19	1-3pm	Win	5

PhotoShop for Web Pages (PSWA)

Prerequisite: Scan Theory and Introduction to PhotoShop (SCPS)
5x2 hr.

Excited about the possibilities with PhotoShop for the web? You're not alone. This is an intensive course for the diligent at heart only. Continuing on from its prerequisite, this course explores the intermediate features and techniques of this high-end, industry standard image editing program. Learn how to use colour-safe palettes, make background tiles, image vignettes and export into the standard GIF and JPEG formats. (Full attendance is essential.)

We recommend taking this course in conjunction with Design for the Web (DW). It is an excellent complement to create the imagery you need. Skills learned are transferable to print-based art work. However, the emphasis will remain on web graphics and optimizing. Another session may be offered in the spring term if special requests are made. Watch out for posters and keep an eye on our web site.

Code	Day	Date	Time	OS	Lab
PSWA1	Thursday	Oct. 26, Nov. 2, 9,16 & 23	10-12pm	Win	5

EC Computer Workshop Registration Form

The Education Commons @ OISE/UT
3rd Floor, 252 Bloor Street West, Toronto, ON, M5S 1V6
Reception: 416-923-6641 x2763   Web Site: www.oise.utoronto.ca/ec

Please print clearly (and see reverse of this page):

Date: _____

Name: _____

E-mail: _____

Phone: (Work) _____ (Home) _____

Department /Unit Name: _____

Please circle payment method: Cash   Cheque   Staff

What kind of computer do you use?   Mac   PC (Windows)

By signing, I hereby agree to and have read all the policies of registration and terms and conditions stated within this booklet.

Signature: _____

Please Remember: A registrant who decides to withdraw from a workshop must notify the Education Commons Reception at least 4 days prior to that workshop via e-mail. Workshop changes and refunds for withdrawal may be possible with 4 days notification prior to the workshop. This applies to all workshops in this booklet.

Staff: Departmental Agreement (if applicable)

Chair/Business Officer Name: _____

Chair/Business Officer Signature: _____

Unit CFC# _____   Unit CC# _____

Workshop fees for staff and faculty are borne by the Education Commons. However, for staff and faculty who do not attend the workshop, and do not withdraw 4 working days prior to the workshop, their employing department/unit will be charged $100.00 per registrant. FIS account information must be provided for this purpose.

Please circle the **Workshop Section Code(s) for which you have registered** corresponding the day, date and time within this booklet. Have you completed the necessary prerequisites?

NC1	WC1	FCE1	HB1	WDB1
NC2	WC2	FCE2	HB2	WDB2
NC3	WC3	FCE3	HB3	WDB3
NC4	WC4			
NC5	WC5	IA1	DW1	CDA1
		IA2	DW2	CDA2
SK 1	CW1	IA3		
SK2	CW2		AA1	DTPA1
SK3	CW3	IB1	AA2	DTPA2
SK4		IB2	AA3	
SK5	FMR1	IB3		SCW1
SK6	FMR2	IB4	EJ1	SCW2
	FMR3		EJ2	SCW3
WA1	FMR4	CRRW1		
WA2		CRRW2	TOLA1	SCPS1
WA3	FMA1		TOLA2	SCPS2
WA4	FMA2	EW1		
WA5		EW2	TOLB1	PSWA1
	XA1	EW3	TOLB2	
WB1	XA2	EW4		
WB2		EWE1	PPA1	
WB3	XB1	EWE2	PPA2	
WB4	XB2	EWE3		
WB5	FC1		WDA1	
	FC2	HA1	WDA2	
	FC3	HA2	WDA3	
	FC4	HA3		

Please identify the **certification program** for which you have registered.

☐ Survival Kit ☐ Basic Web Page Creation (Getting Started)

☐ Technology for Teachers ☐ DTP with MS Word

☐ Thesis Production