IT Training
Fall 2015 Schedule - Bloomington
Simplifying technology, enhancing productivity and skills
IT Training
Grow your skills in everything from Microsoft Office to Adobe Creative Suite and more with UITS IT Training.

In this issue

Design & media 2—3
IU systems 4—6
Productivity 6—9
Technical skills 9—10
Web development 10—11
Testimonials 12
IT Training Certificate Series 13
Self–Study Options 14—15
Request Training 15
Training for everyone! 15

Read descriptions and register at: ittraining.iu.edu

Questions? Contact us. ittraining@iu.edu (812) 855-7383
The training you need to succeed

UITs IT Training teaches hundreds of instructor-led workshops and webinars every semester—online and in the classroom.

New topics

• **JavaScript & JQuery: The Basics**
  - basic syntax of JavaScript
  - use the web browser’s Console
  - create and modify HTML elements using JavaScript
  - make elements visible and invisible programmatically

• **HTML5 & CSS: Structuring Pages**
  - use metadata effectively
  - use external stylesheets to standard multiple pages
  - create and style tables

• **HTML5 & CSS: Creating Style for the Web**
  - create more structure in tables
  - embed video on a web page
  - use Web Fonts
  - use Media Queries

• **Creating Graphics for the Web**
  - learn the difference between vector and bitmap graphics
  - create graphics for a website, including a banner, buttons, and a logo
  - learn techniques for creating images for the web in Photoshop and Illustrator

• **Web Creation Project Lab**
  - gain additional practice and experience working with web design and development tools
  - get reinforcement on concepts and skills learned in the prerequisite workshops
  - use an individualized, creative and explorative approach to Web design
Design & media
Whether you’re creating for print, graphics, presentations, or the web, we have the training you need for better design.

Desktop publishing

Photoshop CC 2015: The Basics
Sat.  Feb. 6         9am—noon    Online
Tue.  Feb. 16       1:30—4:30pm  W144
Thu.  March 24     5:30—8:30pm  Online

Illustrator CC 2015: The Basics
Sat.  Feb. 13       9am—noon    Online
Tue.  Feb. 23       1:30—4:30pm  W144
Thu.  March 31     5:30—8:30pm  Online

Page design & layout basics
Sat.  Feb. 20       9am—noon (Collaborative) Online
Tue.  March 1      1:30—4:30pm (Collaborative) W138

InDesign CC 2015: The Basics
Sat.  Feb. 27       9am—noon    Online

InDesign CC 2015: Using Page Masters for Efficient Design
Sat.  March 5       9am—noon    Online

Creating graphics for the web
Fri.  April 1       9am—noon    Online
Wed.  April 27     5:30—8:30pm  W144

Desktop publishing project lab
Sat.  March 12      9am—noon    Online

Word 2013: The essentials
Tue.  Feb. 2        1:30—4:30pm  Online

Presentations

PowerPoint 2013: The basics
Tue.  Jan. 26       1:30—5pm    Online

Word 2013: The essentials
Tue.  Feb. 2        1:30—4:30pm  Online
# Web design

## Photoshop CC 2015: The Basics
- **Sat. Feb. 6** 9am—noon  Online  
- **Tue. Feb. 16** 1:30—4:30pm  W144  
- **Thu. March 24** 5:30—8:30pm  Online

## HTML5 & CSS: The basics
- **Tue. Jan. 26** 5:30—9pm  Online  
- **Fri. Feb. 26** 9am—12:30pm  Online  
- **Thu. March 24** 5:30—8:30pm  W144

## Illustrator CC 2015: The Basics
- **Thu. Sept. 10** 1:30—4:30pm  Online  
- **Tue. Sept. 15** 5:30—8:30pm  W144  
- **Mon. Oct. 12** 1:30—4:30pm  Online

## Creating graphics for the web
- **Fri. April 1** 9am—noon  Online  
- **Wed. April 27** 5:30—8:30pm  W144

## Dreamweaver CC 2015: The basics
- **Frl. March 25** 9am—1pm  Online  
- **Wed. April 20** 5:30—9pm  W144

## Web Creation Project Lab
- **Wed. May 4** 5:30—8:30pm  Online

## PHP: The basics
- **Tue. April 5/12** 1:30—3:30pm  Online

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*Learn on your own with lynda.com*

IU faculty, staff, and students can take video courses from lynda.com on design, media, and other topics. Learn more at lynda.iu.edu.
IU systems

Learn how to use IU administrative systems in your job, Canvas to teach classes and collaborate, or IU tools to conduct research.

## Academic systems

### Canvas: First look

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### Canvas: Assignments & grading overview

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### Canvas: Communication strategies

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### Canvas: Quizzes & tests

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### Canvas: Pages (Content in context)

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### Canvas: Building and organizing content with modules

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### Canvas: Using Groups

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<td><strong>Canvas: Peer Assessments in Canvas</strong></td>
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<td>Tue. Jan. 26</td>
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<td>Thu. May 19</td>
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<td><strong>ePortfolio for Instructors: Taskstream</strong></td>
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<td>Tue. April 12</td>
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<td><strong>CourseNetworking: An overview</strong></td>
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<td>Wed. April 6</td>
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<td><strong>Administrative systems (IU employees only)</strong></td>
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<td><strong>IUIE Reporting Basics</strong></td>
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<td><strong>Excel 2010: Formatting &amp; analyzing IUIE data</strong></td>
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<td>9am—Noon</td>
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<td>Mon. March 28</td>
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<td><strong>SharePoint 2010: For end-users</strong></td>
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<td><strong>SIS basics for administrators</strong></td>
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<td>Wed. May 18</td>
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<td><strong>Cascade Server: Managing content</strong></td>
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<td>Mon. Feb. 15</td>
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<td><strong>Cascade Server: Managing sites</strong></td>
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<td>Mon. Feb. 22</td>
<td>1:30—3:30pm</td>
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<td><strong>Cascade Server: Building a site</strong></td>
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<td>Mon. March 7</td>
<td>9am—5pm</td>
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## Communication tools

### Outlook 2013: Email basics
- **Wed. Jan. 20**
- **1:30—3pm**
- **Online**

### Outlook 2013: Calendar essentials
- **Tue. Feb. 9**
- **1:30—3pm**
- **Online**

### Outlook 2013: Managing your email
- **Tue. Feb. 23**
- **1:30—3:30pm**
- **Online**

## Research computing

### EndNote: The basics
- **Mon. Jan. 25**
- **9—10:30am**
- **W144**
- **Thu. Jan. 28**
- **1:30—3pm**
- **W144**

### Zotero
- **Wed. Feb. 3**
- **9—10:30am**
- **W144**
- **Mon. Feb. 8**
- **1:30—3pm**
- **W144**

### Unix: The basics
- **Wed. Feb. 17**
- **9am—noon**
- **W144**

### Supercomputing for Everyone Series: Faster work, safer storage (an introduction)
- **Wed. Feb. 17**
- **1—5pm**
- **W144**

### Supercomputing for Everyone Series: Introductory parallel programming for supercomputers
- **Thu. April 7**
- **9:30am —5:30pm**
- **W144**

### Supercomputing for Everyone Series: Intermediate Parallel Programming for Supercomputers
- **Thu. April 21**
- **9:30am—5:30pm**
- **W144**

## Statistical applications

### SPSS: The basics
- **Mon. Feb. 1**
- **5:30—8:30pm**
- **Online**

### SAS: The basics
- **Mon. Feb. 8**
- **5:30—8:30pm**
- **Online**

## Productivity

We’ll teach you the skills and tools you need to be more productive in the office or in your coursework.
### Basic skills

**HTML5 & CSS: The basics**
- **Tue.** Jan. 26  5:30—9pm  Online
- **Wed.** Feb. 3  1:30—5pm  W144
- **Fri.** Feb. 26  9am—12:30pm  Online

### Microsoft office

**Access 2013: The basics**
- **Thu.** Jan. 21  9am—noon  Online
- **Wed.** March 23  1:30—4:30pm  W144

**Access 2013: Database relationships**
- **Thu.** Jan. 28  9am—12:30pm  Online

**Access 2013: Queries**
- **Thu.** Feb. 4  9am—12:30pm  Online

**Access 2013: Forms**
- **Thu.** Feb. 11  9am—12:30pm  Online

**Access 2013: Reports**
- **Thu.** Feb. 18  9am—noon  Online

**Access 2013: Project lab**
- **Thu.** Feb. 25  9am—12:30pm  Online

**Excel 2013: The basics**
- **Tue.** Jan. 19  1:30—4:30pm  W144
- **Wed.** Jan. 27  5:30—8:30pm  Online
- **Tue.** Feb. 16  1:30—4:30pm  Online
- **Mon.** April 4  1:30—4:30pm  Online

**Excel 2013: Charts & graphics**
- **Wed.** Feb. 3  5:30—8:30pm  Online
- **Mon.** April 11  1:30—4:30pm  Online

**Excel 2013: Data management**
- **Tue.** Jan. 26  1:30—4:30pm  W144
- **Wed.** Feb. 10  5:30—8:30pm  Online
- **Mon.** April 18  1:30—4:30pm  Online

**Excel 2013: Basic automation using macros**
- **Wed.** Feb. 17  5:30—7:30pm  Online
- **Mon.** April 25  1:30—3:30pm  Online

**Excel 2013: Analyzing data with pivot tables**
- **Wed.** Feb. 24  5:30—8:30pm  Online
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<td>9am—noon</td>
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<td>Mon. March 28</td>
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<td>Outlook 2013: Calendar essentials</td>
<td>Tue. Feb. 9</td>
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<td>Outlook 2013: Managing your email</td>
<td>Tue. Feb. 23</td>
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<td>PowerPoint 2013: The basics</td>
<td>Tue. Jan. 26</td>
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<td>SharePoint 2010: For end-users</td>
<td>Thu. Feb. 11</td>
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<td><strong>Presentations</strong></td>
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<td>SPSS: The basics</td>
<td>Mon. Feb. 1</td>
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Technical skills
Take EdCerts to learn advanced IT skills that can help you earn professional certification.

EdCert courses
Technical support providers, LSPs, and others interested in learning advanced skills can take EdCert courses on advanced topics. Participants can use these courses as a launch pad to earning industry-recognized professional certifications. Learn more and see our schedule at: ittraining.iu.edu/edcert

Content management

Cascade Server: Managing content
Mon. Feb. 15 1:30—4:30pm Online

Cascade Server: Managing sites
Mon. Feb. 22 1:30—3:30pm Online

Cascade Server: Building a site
Mon. March 7 9am—5pm Online

Databases

Access 2013: The basics
Thu. Jan. 21 9am—noon Online
Wed. March 23 1:30—4:30pm W144

Access 2013: Database relationships
Thu. Jan. 28 9am—12:30pm Online

Access 2013: Queries
Thu. Feb. 4 9am—12:30pm Online

Access 2013: Forms
Thu. Feb. 11 9am—12:30pm Online

Access 2013: Reports
Thu. Feb. 18 9am—noon Online

Access 2013: Project lab
Thu. Feb. 25 9am—12:30pm Online

SQL: Data retrieval
Tue. Feb. 9 9am—12:30pm (Collaborative)W138
Thu. March 3 1:30—5pm Online

SQL: Advanced data retrieval and data modification
Tue. Feb. 16 9am—noon (Collaborative) W138
Thu. March 10 1:30—4:30pm Online
### High performance computing

**Unix: The basics**  
Thu. Feb. 18  
9am—noon  
W144

**Supercomputing for Everyone Series: Intermediate Parallel Programming for Supercomputers**  
Thu. April 21  
9:30am—5:30pm  
W144

**Supercomputing for Everyone Series: Faster work, safer storage (an introduction)**  
Wed. Feb. 17  
1—5pm  
W144

**Supercomputing for Everyone Series: Introductory parallel programming for supercomputers**  
Thu. April 7  
9:30am —5:30pm  
W144

### Programming

**Supercomputing for Everyone Series: Intermediate Parallel Programming for Supercomputers**  
Thu. April 21  
9:30am—5:30pm  
W144

**PHP: The basics**  
Tue. April 5/12  
1:30—3:30pm  
Online

**Python: The basics**  
Tue. April 19  
1:30—5pm  
Online

**SQL: Data retrieval**  
Tue. Feb. 9  
9am—12:30pm (Collaborative)W138  
Thu. March 3  
1:30—5pm  
Online

**SQL: Advanced data retrieval and data modification**  
Tue. Feb. 16  
9am—noon (Collaborative)W138  
Thu. March 10  
1:30—4:30pm  
Online

**Excel 2013: Advanced Macros & user defined functions**  
Wed. March 23  
5:30—9pm  
Online

### Web development

Let us teach you how to build basic or dynamic websites that look great and are easy to use.

### Web design

See design & media section on page 3.

### Web development tools

**HTML5 & CSS: The basics**  
Tue. Jan. 26  
5:30—9pm  
Online  
Fri. Feb. 26  
9am—12:30pm  
Online  
Thu. March 24  
5:30—8:30pm  
W144
Dreamweaver CC 2015: The basics
Fri.  March 25  9am—1pm  Online
Wed.  April 20  5:30—9pm  W144

PHP: The basics
Tue.  April 5/12  1:30—3:30pm  Online

Unix: The basics
Wed.  Feb. 17  9am—noon  W144

Cascade Server: Managing content
Mon.  Feb. 15  1:30—4:30pm  Online

Cascade Server: Managing sites
Mon.  Feb. 22  1:30—3:30pm  Online

Cascade Server: Building a site
Mon.  March 7  9am—5pm  Online

Web graphics
Creating graphics for the web
Fri.  April 1  9am—noon  Online
Wed.  April 27  5:30—8:30pm  W144

Illustrator CC 2015: The Basics
Sat.  Feb. 13  9am—noon  Online
Tue.  Feb. 23  1:30—4:30pm  W144
Thu.  March 31  5:30—8:30pm  Online

Photoshop CC 2015: The Basics
Sat.  Feb. 6  9am—noon  Online
Tue.  Feb. 16  1:30—4:30pm  W144
Thu.  March 24  5:30—8:30pm  Online

Web programming
PHP: The basics
Tue.  April 5/12  1:30—3:30pm  Online

Python: The basics
Tue.  April 19  1:30—5pm  Online

SQL: Data retrieval
Tue.  Feb. 9  9am—12:30pm (Collaborative)W138
Thu.  March 3  1:30—5pm  Online

SQL: Advanced data retrieval and data modification
Tue.  Feb. 16  9am—noon (Collaborative)W138
Thu.  March 10  1:30—4:30pm  Online
Testimonials

“It seems to cover all basic learning of HTML5 and CSS. Very clear instruction.”
Participant, HTML5 & CSS: The basics

“Instructor knew material very well. Was glad to learn steps for publishing, as well.”
Participant, Dreamweaver C2015: The basics

“The information and directions provided was clear and easy to follow. The assistants were very quick in responding to questions. Great workshop!”
Participant, Canvas: First look

“That it was online, didn’t have to leave my office. I thought maybe it would be too basic but did manage to learn a few new techniques. Can’t wait for the other classes.”
Participant: PowerPoint 2013: The basics

“I learned a lot about Photoshop that I didn’t know and can use in the future for jobs and leadership positions.”
Participant, Photoshop CS6: The basics

“Fantastic breakdown of the information, very good pace. Never got behind, but also never was bored.”
Participant, SQL: Data Retrieval

“It was easy to follow. I like the pdf with the instructions. That is very helpful and allowed me to focus on following the lecture instead of trying to get everything into my notes.”
Participant, Unix: The basics

“I really liked that all main topics in Access were covered, and the work in each area was appropriately in-depth.”
Participant, Access 2013: The basics

“I liked how the process was repeated in various contexts, causing increased retention and confidence.”
Participant, InDesign CC2015: The basics

“Very practical and useful. Thank you!”
Participant, Creating Graphics for the Web

“Excellent workshop. The information provided in the workshop was useful for both my academic and career goals. Thank you!”
Participant, Word 2013: The essentials
IT Training Certificate Series

IT Training Certificate Series allow you to earn certificates, while learning technologies in depth across a series of related workshops.

Office 2013 productivity
Learn how to use multiple Microsoft Office applications and make them work together. This series covers core features of all of the main Office applications.

Access 2013 end-user
Get to know the most important features necessary for work with Access databases. You will learn how to build relational databases that incorporate queries, forms, and reports. This series concludes with a project lab where you will apply what you learned to independently create a complete Access database using pre-existing data.

Excel 2013 end-user
Gain an understanding of the most commonly used features in Excel, and build upon that foundation to learn charting, data tracking, and analysis skills. Macros are also introduced to teach participants how to automate basic routine tasks.

Excel 2013 advanced end-user
Learn how to compare data scenarios and predict future trends; use pivot tables to summarize data in flexible ways; look up related data from other worksheets; use conditional logic to summarize, count, or format specific data; use the data table, Goal Seek, and Solver tools to solve complex data analysis problems; and automate complex tasks.

Desktop publishing fundamentals
Create print-ready and digital publications by learning how to modify photographs in Photoshop, create logos and line art in Illustrator, and pull it together with text into a layout using InDesign. The series concludes with a project lab where you will apply what you learned to independently create a newsletter.

Web creation
This series provides a comprehensive introduction to HTML, CSS, and web image production. It concludes with a practice lab where participants can apply what they’ve learned in an open-ended setting and independently create a basic website with graphics.

Learn more
To learn more about UITS IT Training’s certificate series and certification options, go to ittraining.iu.edu/certification.

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