



ITS Institute

301 North Lamar Street, Suite 508, Jackson, Mississippi 39201-1495

Information Technology Course Catalog

July - December 1999

This Catalog Is Also
Find It Online
<http://www.its.state.ms.us>
ITS WEB Home Page
Available on the Internet

About ITS Institute ...

The Mississippi Department of Information Technology Services (ITS) Education Services Division offers an ongoing educational program designed to enhance and improve the computer and communications skills of personnel within state government. The training program is commonly called ITS Institute. The curriculum is structured so that a person with no experience can begin with an introductory course and, if appropriate, progress to highly advanced levels of information processing.

The ITS Institute uses an automated system for course scheduling, registration, permanent records, and student transcripts. This system provides the necessary documentation for state agencies and the students regarding their training accomplishments. Certificates are provided to students upon successful completion of courses.

During Fiscal Year 1998, ITS offered more than 186 classes to approximately 1,900 students representing 73 state agencies, 7 universities, 4 community colleges, and 6 governing authorities. Enrollment has increased an average of 10 to 15 percent annually during the last ten years, and the Institute curriculum has been expanded as the demand for information systems skills has increased. The ITS Institute provides the necessary education and training to make state personnel more productive at a significantly lower cost than outside training sources.

Customized Training

The ITS Institute has the resources to provide instruction in almost any information systems area needed by state government employees. In addition to the regularly scheduled courses, we will design a class to meet your specific training needs.

Continuing Education is the Key to Success

The future of Mississippi government depends on efficient execution of the services it provides. State budget constraints make it imperative that agencies use information technology effectively to increase personnel productivity. If agencies cannot perform their tasks more efficiently, services which they provide cannot be maintained, much less expanded to meet pressing needs. Continuing education and training are essential for the effective planning, implementation, support, and use of these technological solutions. The ITS Education Services Division offers an excellent means of fulfilling these goals in a cost-effective way.

Other Services Offered by ITS

ITS offers a variety of other services including on-site training assistance and follow-up, systems analysis, design, programming, documentation, project management, feasibility studies, long-range planning, procurement, telephone services, and general consulting. If we can be of service to you in any of these areas, please call 359-1395.

Table of Contents

General Info	iii
Cisco Courses	
Introduction to Cisco Router Configuration	(CICRC) 1
<i>New</i> Cisco Campus ATM Solutions	(CCATMS) 2
Advanced Cisco Router Configuration	(CACRC) 3
<i>New</i> Cisco Internetwork Design	(CCID) 4
Managing Cisco Network Security	(CMCNS) 5
Cisco Internetwork Troubleshooting	(CCIT) 6
<i>New</i> Managing Cisco Routed Internetworks	(CMCRI) 7
Database Programming Courses	
Introduction to Microsoft Access	(CACC1) 8
Intermediate Microsoft Access	(CACC2) 10
Introduction to Visual FoxPro	(CVFP2) 11
Intermediate Visual FoxPro	(CVFP3) 13
Intermediate Visual FoxPro for Developers	(CVFP5) 14
Advanced Visual FoxPro for Developers	(CVFP4) 15
Internet Courses	
Introduction to Internet	(CINT 1) 16
Introduction to HTML & Web Page Design	(CINT 3) 18
Intermediate HTML & Web Page Design	(CINT 4) 20
Introduction to FrontPage 98	(CFRPG) 22
<i>New</i> Intermediate FrontPage 98	(CFRPG2) 23
Inventory System Courses	
Basic Atrack Workshop	(CATRK) 25
Advanced Atrack Workshop	(CATRK1) 26
Mainframe Courses	
ADABAS Fundamentals	(CADB 1) 27
ADABAS Physical File Design	(CADB 2) 28
NATURAL 2 Programming Fundamentals	(CNAT 1) 29
NATURAL Construct	(CNAT C) 30
Introduction to Job Control Language	(CJCL 3) 31
SQL Application Programming for DB2	(CDB 21) 32
DB2 Database Design	(CDB 2D) 33
<i>New</i> OS/390 UNIX System Services and DCE Workshop	(COS 390) 34
<i>New</i> TSO ISPF/PDF	(CTS 01) 35
<i>New</i> CICS/ESA Command Level	(CCICS) 36
<i>New</i> Omegamon II for MVS and CICS	(COMEG 1) 37
Network Courses	
Introduction to Local Area Networks	(CLAN2) 38
LAN/WAN Internetworking	(CWAN1) 39
Internetworking with TCP/IP	(CTCP 7) 40
<i>New</i> Introduction to ATM	(CATM) 41

<i>New</i>	NetWare 4.11 to NetWare 5.0 Update	(CNT W5)42
	Netware 5 Administration	(CNT 5AD)44
	Novell Certified Training	(ATH1)46
	Microsoft Certified Training	(ATH2)47
Office Productivity Courses		
<i>New</i>	Lotus Notes	(CLOT N)48
	Introduction to Microsoft Office	(CMOFF 1) 50
	Introduction to PowerPoint	(CPWR 1)51
Operating Systems Courses		
<i>New</i>	Introduction to Windows 98	(CWIN981) 52
<i>New</i>	Intermediate Windows 98	(CWIN982) 54
	Introduction to UNIX	(CUNI2) 55
	Supporting Microsoft Windows NT 4.0 Core Technologies	(CWINNT 3)56
	Administering Microsoft Windows NT 4.0	(CWINNT 4)58
Planning & Implementing Technology Courses		
<i>New</i>	Y2K Planning Overview	(CY2KP)60
	Emerging Technology	(CE MT)61
<i>New</i>	Electronic Commerce	(CE COM) 62
Programming Courses		
<i>New</i>	Introduction to Programming	(CPRG1) 63
<i>New</i>	Introduction to SAS	(CSAS 1)64
<i>New</i>	Introduction to Visual Basic 6.0	(CVISB)65
	Introduction to Java Programming	(CJAVP)67
	Programming with Javascript	(CJAVS)68
<i>New</i>	Introduction to LotusScript in Notes	(CLOTS 1)69
<i>New</i>	Advanced LotusScript in Notes	(CLOTS 2)70
Project Management Courses		
<i>New</i>	Managing Small Projects	(CMSP)71
<i>New</i>	Risk Management	(CRSKM)72
Spreadsheet Courses		
	Introduction to Excel	(CEXL2)73
	Intermediate Excel	(CEXL3)75
	Introduction to Lotus 1-2-3'97	(CLOW 4) 76
Technical Support Courses		
	A+ Microcomputer Support and Services	(CA+MCS S) 77
Telecommunications Courses		
	Introduction to Telecommunications	(CTEL1)79
	Introduction to Voice Mail	(CVOM1) 80
Word Processing Courses		
	Introduction to Word	(CWRD1)81
	Intermediate Word	(CWRD2)82
	Introduction to WordPerfect 8.0	(CWP 13) 83
<i>New</i>	Intermediate WordPerfect 8.0	(CWP 14) 84
	Desktop Publishing Using WordPerfect	(CWP W5)85

Registration Forms are located in the back of this catalog.

General Info

Welcome to the ITS Institute

The ITS Institute, administered for the State of Mississippi by the Department of Information Technology Services, offers an educational program designed to enhance and improve the skills of information processing personnel within state government.

Facilities

The ITS Institute is located at 301 North Lamar Street in Jackson, MS. The Institute has a 26 workstation Local Area Network (LAN) to provide hands-on training. This equipment is located in the 301 Building in two lab facilities. One lab has 11 workstations, and the other has 15 workstations. The LAN is configured with a variety of PC applications and has communications capabilities with the mainframe at the State Data Center.

Instructors

Classes are taught by highly trained individuals who work in the industry or teach at state colleges and universities. Instructors possess years of practical experience as well as academic credentials. Constant monitoring and evaluation of instructors ensures that classes are taught by individuals with a wide range of knowledge as well as exceptional teaching skills.

Registration

Registration forms are included at the back of this catalog and must be returned 30 days prior to the class begin date to allow enough time to order materials for the courses. If it is impossible to have these forms returned by the date specified, please contact the ITS Institute and indicate the number of students to be enrolled in each course.

Prerequisites

Students and their supervisors should pay close attention to prerequisites for each course offered. Students who do not meet the prerequisites should not register for the course. Instructors will not be responsible for covering material related to course prerequisites.

Class Size

Class enrollment will be on a first come, first served basis. Class size is limited, and ITS reserves the right to establish class size and limit the number of students from each agency if the class size has to be cut. The ITS Institute reserves the right to cancel any class due to under-enrollment or other reasonable cause.

Textbooks & Materials

The textbooks and materials used for each course are listed on the schedule. Each student must indicate on the registration form whether he or she needs materials for the course. Textbooks and materials will be ordered based on the information provided on the registration forms. If a student has access to the correct textbook, circle None on the registration form so that an additional textbook will not be ordered.

Class Confirmation

As soon as registration forms have been received and plans for July to December classes have been finalized, students will be notified of the exact starting dates, instructors, and locations for each class at least two weeks prior to the first day of class.

Cancellations & Substitutions

Registrants of ITS-conducted classes who cancel within 10 days of the first class meeting will be billed the full tuition as well as the cost of materials. Registrants of vendor-conducted classes who cancel within 30 days of the first class meeting will be billed the full tuition. Substitutions are permissible any time prior to and including the day on which the course begins.

Charges

The total charge for ITS classes includes tuition, lab fee, and materials fee. See the schedule for estimated charges for individual classes.

Tuition for ITS classes is categorized as follows:

Course Type	State Employees	Non-State Employees
Overview courses less than 4 hours	Free	\$100.00
Courses 10 hours or less	\$100.00	\$300.00
Courses 11 - 20 hours	\$150.00	\$450.00
Courses 21 - 30 hours	\$275.00	\$600.00
Vendor-conducted course*	See Schedule	Contact ITS

** The maximum charges for on-site, vendor-conducted courses are listed on the schedule. The actual tuition billed to each student may be less than this amount if there are more than ten students. Scheduling vendor-conducted courses on-site results in significant savings to the State for tuition and travel expenses. The cost of sending students to public courses is listed on the schedule for comparison purposes.*

Nonexempt Employees

For state agencies who are sending nonexempt employees to classes meeting after normal working hours, the agency must evaluate their liability for overtime for these employees as provided by the Fair Labor Standards Act. If you have questions as to whether an employee is exempt, please contact the State Personnel Board. This statement does not apply to individuals who are paying for courses themselves.

For More Information

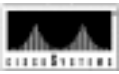
If you have questions regarding this catalog or the ITS Institute, please contact:

Karen K. Newman, Education Services Director 359-2629
Susan McClain, Education Specialist 359-6196
Connie Smith, Education Assistant 359-3851

Introduction to Cisco Router Configuration

Brief Course Description:

Cisco
Internetworking



This course is designed to give students the hands-on experience needed for configuring routers in multiprotocol networks. The hands-on lab exercises are designed to prepare the student for any network situation. Students will configure access lists; routing tables; addressing schemes; subnetted IP networks; and a router for IP, IPX, XNS, AppleTalk, Banyan Vines, and DECnet.

Prerequisites:

This course is designed for Cisco router users, network administrators, and internetworking specialists.

Materials and Approximate Course Costs:

Tuition for state employees	1,950.00
Estimated cost for state employee	1,950.00 *

* The actual amount billed to each student may be less than this amount if there are more than 8 students.

Course: CICRC

Section: 0001

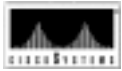
Date & Time Info:	Starting Monday, July 26, 1999, for 5 days Monday thru Friday, 8:30 AM - 4:30 PM
Location:	State Fire Academy #1 Fire Academy USA, Pearl, MS
Instructor:	Automation Research Systems

Cisco Campus ATM Solutions



Brief Course Description:

Cisco
Internetworking



This course provides networking professionals with the fundamentals and applications of ATM technology employing Cisco ATM router interfaces, LAN emulation, and LightStream 1010 ATM switches. The course covers the latest developments in ATM technology and teaches students how to configure the Cisco ATM router interfaces, LightStream 1010 ATM switches, and LAN emulation services.

Prerequisites:

Attendees are expected to have a basic knowledge of data networking. Prior exposure to Cisco IOS software configuration experience is recommended. No prior ATM experience is required.

Materials and Approximate Course Costs:

Tuition for state employees	2,550.00
Estimated cost for state employee	2,550.00 *

* The actual amount billed to each student may be less than this amount if there are more than 8 students.

Course: CCATMS

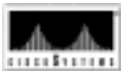
Section: 0001

Date & Time Info:	Starting Monday, August 23, 1999, for 5 days Monday thru Friday, 8:30 AM - 4:30 PM
Location:	State Fire Academy #1 Fire Academy USA, Pearl, MS
Instructor:	Automation Research Systems

Advanced Cisco Router Configuration

Brief Course Description:

Cisco
Internetworking



Designed as a continuation of the Introduction to Cisco Router Configuration course, this advanced course teaches students the commands necessary for prioritizing and segmenting network traffic. Students will learn priority output queuing, custom queuing, and mixed media bridging, as well as the latest techniques for OSPF and EIGRP migration. Students will also discover how to set up complex access lists, prioritize serial traffic, and perform route redistribution.

Prerequisites: Introduction to Cisco Router Configuration

Materials and Approximate Course Costs:

Tuition for state employees	1,950.00
Estimated cost for state employee	1,950.00 *

* The actual amount billed to each student may be less than this amount if there are more than 8 students.

Course: CACRC

Section: 0001

Date & Time Info: Starting Monday, October 18, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

Location: To Be Announced

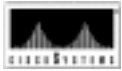
Instructor: Automation Research Systems

Cisco Internetwork Design



Brief Course Description:

Cisco Internetworking



This course introduces the strategic and tactical aspects of internetwork design. It encompasses a broad range of technologies and situations. A combination of lecture and case studies allow students to apply theoretical material to realistic situations. Topics will include: an introduction to internetwork design; Campus LAN design; TCP/IP network design; desktop protocol design; WAN design; SNA design; and design case studies.

Prerequisites:

Broad theoretical and hands-on experience with multiprotocol internetworks.

Materials and Approximate Course Costs:

Tuition for state employees	1,950.00
Estimated cost for state employee	1,950.00 *

* The actual amount billed to each student may be less than this amount if there are more than 8 students.

Course: CCID

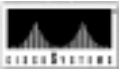
Section: 0001

Date & Time Info:	Starting Monday, December 6, 1999, for 5 days Monday thru Friday, 8:30 AM - 4:30 PM
Location:	State Fire Academy #1 Fire Academy USA, Pearl, MS
Instructor:	Automation Research Systems

Managing Cisco Network Security

Brief Course Description:

Cisco
Internetworking



This course teaches the knowledge and skills needed to install, configure, manage, and verify Cisco network security products and Cisco IOS software features that enable network security, and focuses on implementing IP network security. Students will learn to:

- identify network security threats;
- outline a network security policy;
- secure remote dial-in access using Cisco Secure;
- protect Internet access with a Cisco perimeter router and a Cisco PIX Firewall;
- identify Cisco Central Firewall security; and
- create a secure communications environment using Cisco IOS network-layer encryption.

Prerequisites:

Introduction to Cisco Router Configuration; Advanced Cisco Router Configuration; Knowledge of basic networking concepts, terminology, standards, and network components; at least six months of practical experience configuring Cisco routers and Cisco dial-up network equipment.

Materials and Approximate Course Costs:

Tuition for state employees	2,450.00
Estimated cost for state employee	2,450.00 *

* The actual amount billed to each student may be less than this amount if there are more than 8 students.

Course: CMCNS

Section: 0001

Date & Time Info: Starting Monday, September 20, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

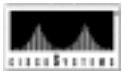
Location: To Be Announced

Instructor: Georain

Cisco Internetwork Troubleshooting

Brief Course Description:

Cisco
Internetworking



Cisco's Internetwork Troubleshooting course is a concentrated program that provides an advanced look into resolving network problems. Using Cisco routers, students will learn how to troubleshoot and remedy insufficient performance for TCP/IP, Novell, AppleTalk, and WAN networks. Hands-on lab exercises demonstrate problems such as incorrect routing tables, misconfigured subnet masks, bad access lists, and malfunctioning routers. Essential router commands, including show, write, debug, ping, trace and core dump, will help to develop the skills needed as an internetwork troubleshooter.

Prerequisites: Advanced Cisco Router Configuration; six months of experience with a Cisco-based routed network.

Materials and Approximate Course Costs:

Tuition for state employees	2,550.00
Estimated cost for state employee	2,550.00 *

* The actual amount billed to each student may be less than this amount if there are more than 8 students.

Course: CCIT

Section: 0001

Date & Time Info: Starting Monday, July 19, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

Location: State Fire Academy
#1 Fire Academy USA, Pearl, MS

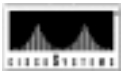
Instructor: Geotrain

Managing Cisco Routed Internetworks



Brief Course Description:

Cisco Internetworking



This course provides extensive hands-on lab exercises to enable the participants to use Cisco Works 4.0, Cisco Resource Manager 1.1, and HP Open View 4.11 applications to manage a Cisco routed network. Participants will learn to install Cisco Works for UNIX, Cisco Resource Manager, and HP Open View. This course includes examples of problems experienced in the Cisco routed environment and presents steps on how to resolve those problems. At the conclusion of the class, students will be able to install the management applications and verify that management tools are operating correctly.

Prerequisites:

Familiarity with GUI; basic Ethernet networking and computer concepts; TCP/IP addressing and SNMP; a basic understanding of ICR C; network management concepts, such as OSI framework for management; and UNIX skills.

Materials and Approximate Course Costs:

Tuition for state employees	2,100.00
Estimated cost for state employee	2,100.00 *

* The actual amount billed to each student may be less than this amount if there are more than 8 students.

Course: CMCRI

Section: 0001

Date & Time Info:	Starting Monday, November 15, 1999, for 5 days Monday thru Friday, 8:30 AM - 4:30 PM
Location:	To Be Announced
Instructor:	GeoTrain

Introduction to Microsoft Access

Brief Course Description:



Microsoft Access 97 is a database program that runs in the Windows environment. Students will learn to:

- create and manage a database;
- define field properties;
- create forms and reports;
- create, modify, and sort a table; and
- modify a database structure.

Prerequisites: Introduction to Windows

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
<i>Access 97: Module I</i>	16.00
Estimated cost for state employee	213.00

Course: CACC1

Section: 0001

Date & Time Info: Starting Thursday, July 15, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lisa Morgan

Section: 0002

Date & Time Info: Starting Thursday, August 26, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lisa Morgan

Section: 0003

Date & Time Info: Starting Thursday, September 16, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lisa Morgan

Section: 0004

Date & Time Info: Starting Thursday, November 18, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lisa Morgan

Intermediate Microsoft Access

Brief Course Description:



Intermediate Microsoft Access 97 will cover intermediate database concepts and skills. Students will work with charts, filters, and relationships; maintain data integrity; and use advanced form features. Students will also work with macros, use advanced report features, and use advanced query features.

Prerequisites: Introduction to Microsoft Access

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
Access 97: Module II	16.00
Estimated cost for state employee	213.00

Course: CACC2

Section: 0001

Date & Time Info: Starting Thursday, August 19, 1999, for 2 days
 Thursday & Friday, 8:30 AM - 4:30 PM
 Location: Lab 1, 301 Building Basement
 301 North Lamar Street, Jackson, MS
 Instructor: Lisa Morgan

Section: 0002

Date & Time Info: Starting Thursday, October 21, 1999, for 2 days
 Thursday & Friday, 8:30 AM - 4:30 PM
 Location: Lab 1, 301 Building Basement
 301 North Lamar Street, Jackson, MS
 Instructor: Lisa Morgan

Section: 0003

Date & Time Info: Starting Thursday, December 16, 1999, for 2 days
 Thursday & Friday, 8:30 AM - 4:30 PM
 Location: Lab 1, 301 Building Basement
 301 North Lamar Street, Jackson, MS
 Instructor: Lisa Morgan

Introduction to Visual FoxPro

Brief Course Description:



Visual FoxPro (VFP) is an object-oriented database management system used to enter and retrieve organized and related data. Introduction to VFP will provide a solid foundation for database management and manipulation for students who are unfamiliar with VFP. Through lecture and hands-on exercises, students will become familiar with the VFP interface and learn to:

- create a database and tables;
- input, edit, and view data records;
- change the structure of tables;
- order data using the view tool; and
- retrieve data using the report writer.

Prerequisites: Introduction to Windows

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
<i>Visual FoxPro 5 for Dummies</i>	35.00
Estimated cost for state employee	232.00

Course: CVFP2

Section: 0001

Date & Time Info: Starting Wednesday, July 21, 1999, for 2 days
Wednesday & Thursday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Ken Haynes

Section: 0002

Date & Time Info: Starting Wednesday, September 22, 1999, for 2 days
Wednesday & Thursday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Ken Haynes

Section: 0003

Date & Time Info: Starting Wednesday, November 17, 1999, for 2 days
Wednesday & Thursday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Ken Haynes

Intermediate Visual FoxPro

Brief Course Description:



Intermediate Visual FoxPro (VFP) expands on the use of the report designer, the query designer, and view designer in a multi-table environment. VFP users will learn to:

- work with stand-alone tables and database tables;
- create and use simple and compound indexes;
- create advanced, multi-table views and queries;
- review the concepts of persistent and temporal relations;
- use report wizards to create simple and grouped reports;
- use the report designer to create complex reports; and
- use the forms wizard to create simple forms.

Prerequisites: Introduction to Visual FoxPro

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
<i>Visual FoxPro 5 for Dummies</i>	35.00
Estimated cost for state employee	232.00

Course: CVFP3

Section: 0001

Date & Time Info: Starting Monday, August 16, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Paul D. McCoy

Section: 0002

Date & Time Info: Starting Monday, October 18, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Paul D. McCoy

Section: 0003

Date & Time Info: Starting Monday, December 6, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Paul D. McCoy

Intermediate Visual FoxPro for Developers

Brief Course Description:



Intermediate Visual FoxPro (VFP) for Developers expands on the use of the report designer, query designer, and view designer in a multi-table environment and introduces the use of the forms designer. VFP users will learn to:

- work with stand-alone tables and database tables;
- review the concepts of data integrity;
- understand and implement persistent and temporal relations;
- create and use simple and compound indexes;
- create advanced, multi-table views;
- use wizards to create simple and grouped reports;
- use wizards to create simple forms;
- review the concepts of object oriented programming design; and
- use the forms designer.

Prerequisites: Introduction to Visual FoxPro

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
<i>Visual FoxPro 5 for Dummies</i>	35.00
Estimated cost for state employee	232.00

Course: CVFP5

Section: 0001

Date & Time Info: Starting Wednesday, August 25, 1999, for 2 days
Wednesday & Thursday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Paul D. McCoy

Section: 0002

Date & Time Info: Starting Monday, November 22, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Paul D. McCoy

Advanced Visual FoxPro for Developers

Brief Course Description:



Advanced Visual Foxpro (VFP) for Developers will review commonly used FoxPro language commands and functions and show how they are used in the object-oriented programming environment. This course will introduce the VFP object-oriented development environment through the use of the forms designer and class designer tools.

Prerequisites:

Intermediate Visual FoxPro for Developers; six months of programming experience in FoxPro or similar database application.

Materials and Approximate Course Costs:

Tuition for state employees	275.00
Lab Fee	47.00
<i>Building Visual FoxPro 5 Applications</i>	60.00
Estimated cost for state employee	382.00

Course: CVFP4

Section: 0001

Date & Time Info: Starting Monday, September 27, 1999, for 3 days
Monday thru Wednesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Paul D. McCoy

Section: 0002

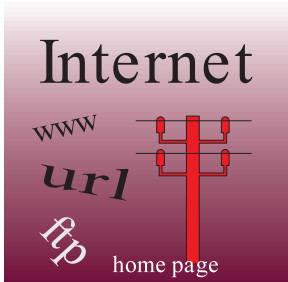
Date & Time Info: Starting Monday, December 13, 1999, for 3 days
Monday thru Wednesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Paul D. McCoy

Introduction to Internet

Brief Course Description:



This course is designed for students with no Internet experience. Students will learn the basics of internet addresses; communication via electronic mail; and exploring the World Wide Web using Netscape. Topics to be covered include:

- how to send, receive, reply to, and forward e-mail;
- how to "surf the net;"
- explore various World Wide Web sites;
- use search tools and organize bookmarks; and
- practice downloading and printing information.

Prerequisites: Introduction to Windows

Materials and Approximate Course Costs:

Tuition for state employees	100.00
Lab Fee	25.00
<i>Using Netscape Navigator: Module I (Ver. 4)</i>	16.00
Estimated cost for state employee	141.00

Course: CINT1

Section: 0001

Date & Time Info: Starting Monday, July 19, 1999, for 1 day
Monday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Section: 0002

Date & Time Info: Starting Wednesday, August 18, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Tracy L. Morgan

Section: 0003

Date & Time Info: Starting Wednesday, September 15, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Section: 0004

Date & Time Info: Starting Wednesday, October 13, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Tracy L. Morgan

Section: 0005

Date & Time Info: Starting Wednesday, November 17, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Section: 0006

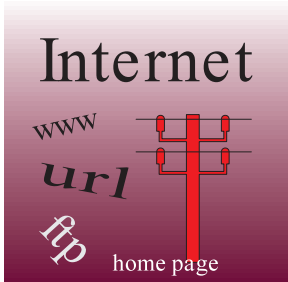
Date & Time Info: Starting Wednesday, December 15, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Tracy L. Morgan

Introduction to HTML & Web Page Design

Brief Course Description:



This course introduces the capabilities, history, and syntax of the Hypertext Markup Language for creating Web pages that can be viewed using any standard Web Browser. Students will learn to author multimedia Web pages that include text, graphics, images, and video clips, as well as link to other pages on the World Wide Web.

Prerequisites: Introduction to Internet

Materials and Approximate Course Costs:

Tuition for state employees	100.00
Lab Fee	25.00
<i>HTML & Web Page Design: Module I</i>	16.00
Estimated cost for state employee	141.00

Course: CINT3

Section: 0001

Date & Time Info: Starting Wednesday, August 4, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0002

Date & Time Info: Starting Wednesday, September 1, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0003

Date & Time Info: Starting Wednesday, October 6, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lisa Morgan

Section: 0004

Date & Time Info: Starting Wednesday, December 8, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Intermediate HTML & Web Page Design

Brief Course Description:



This course is designed for students who want to learn how to use the intermediate features of the Hypertext Markup Language (HTML) to create Web sites. Students will blend text and graphics, add transparent images, add animated images, and use image maps in their Web pages. Students will also incorporate advanced page layout, use character formatting, add enhanced elements to forms, add e-mail links, and learn about Web site planning and design considerations as they develop their own Web sites.

Prerequisites: Introduction to HTML & Web Page Design

Materials and Approximate Course Costs:

Tuition for state employees	100.00
Lab Fee	25.00
<i>HTML and Web Page Design: Module II</i>	16.00
Estimated cost for state employee	141.00

Course: CINT4

Section: 0001

Date & Time Info: Starting Monday, August 23, 1999, for 1 day
Monday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0002

Date & Time Info: Starting Monday, September 20, 1999, for 1 day
Monday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0003

Date & Time Info: Starting Monday, October 25, 1999, for 1 day
Monday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0004

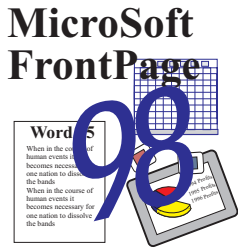
Date & Time Info: Starting Monday, December 13, 1999, for 1 day
Monday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Introduction to FrontPage 98

Brief Course Description:



This course covers features used in FrontPage 98. Students will learn about FrontPage basics and how to use the FrontPage Explorer and the FrontPage Editor. Students will also learn how to create basic Web pages and hyperlinks, format and enhance Web pages, and work with graphics. Tasks include using the tasks view, working with image composer basics, publishing a Web site, using tables, creating a navigation structure, and finalizing a Web site.

Prerequisites:

Introduction to Internet; Introduction to HTML & Web Page Design

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
FrontPage 98	17.00
Estimated cost for state employee	214.00

Course: CFRPG

Section: 0001

Date & Time Info: Starting Monday, August 9, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0002

Date & Time Info: Starting Monday, October 18, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lisa Morgan

Section: 0003

Date & Time Info: Starting Monday, December 6, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

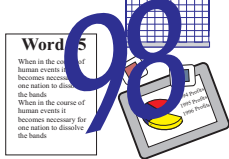
Instructor: Russell W. Ferguson

Intermediate FrontPage 98



Brief Course Description:

**Microsoft
FrontPage**



Topics to be covered in this course include:

- test and repair hyperlinks ;
- import an existing web site;
- create a site map;
- create frames pages ;
- use active elements (hover buttons , scrolling marquees , animated text effects , page transitions);
- create animated banners ;
- create search and response forms ;
- recording number of visitors to a site;
- integrate with MS Office to drag and drop documents into FrontP age and have them automatically converted to HT ML format;
- use Bookmarks and Hot S pots to link within a site;
- use image editing to change appearance of photographs , clip art, and other graphic elements ; and
- publishing your web site.

Prerequisites: Introduction to FrontP age 98

Materials and Approximate Course Costs:

T uition for state employees	150.00
L ab F ee	47.00
<i>T o B e A nnounced</i>	20.00
E stimated cost for state employee	217.00

Course: CFRPG2

Section: 0001

Date & Time Info: S tarting T uesday, August 24, 1999, for 2 days
T uesday & W ednesday, 8:30 AM - 4:30 PM

Location: L ab 1, 301 B uilding B asement
301 North L amar S treet, J ackson, MS

Instructor: L isa Morgan

Section: 0002

Date & Time Info: Starting Tuesday, September 21, 1999, for 2 days
Tuesday & Wednesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lisa Morgan

Section: 0003

Date & Time Info: Starting Monday, November 8, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lisa Morgan

Basic Atrack Workshop

Brief Course Description:

Atrack Workshop



InCircuit is offering a half-day session for Mississippi property managers using the Atrack Inventory System. The "hands-on" workshop is designed to cover basic system operations. The class will cover all common inventory functions, such as the handling of acquisitions and disposals, changes in movable property, and report generation. Topics covered include:

- using Atrack for basic inventory management and reporting;
- bar code technology;
- portable data terminal (PDT); and
- using symbol technologies 3805 and 3100 scanners for physical inventory.

Prerequisites: This course is intended for new users of InCircuit's Atrack Inventory System.

Materials and Approximate Course Costs:

Tuition for state employees	45.00
Estimated cost for state employee	45.00 *

* The actual amount billed to each student may be less than this amount if there are more than 10 students.

Course: CATRK

Section: 0001

Date & Time Info:	Starting Wednesday, October 27, 1999, for 1 day Wednesday, 8:30 AM - 12:00 PM
Location:	Lab 1, 301 Building Basement 301 North Lamar Street, Jackson, MS
Instructor:	InCircuit Development

Advanced Atrack Workshop

Brief Course Description:

Atrack Workshop



InCircuit is offering a half-day session for Mississippi property managers using the Atrack Inventory System. The "hands-on" workshop is designed to cover advanced inventory functions, including:

- the handling of acquisitions and disposals;
- changes in movable property;
- report generation;
- adding new fields;
- modifying existing fields; and
- using hand-held scanners 3805 and 3100.

Prerequisites:

This course is intended for advanced users of InCircuit's Atrack Inventory System.

Materials and Approximate Course Costs:

Tuition for state employees	45.00
Estimated cost for state employee	45.00 *

* The actual amount billed to each student may be less than this amount if there are more than 10 students.

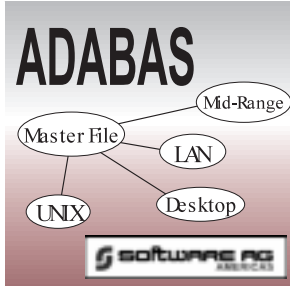
Course: CATRK1

Section: 0001

Date & Time Info:	Starting Wednesday, October 27, 1999, for 1 day Wednesday, 1:30 P M - 5:00 P M
Location:	Lab 1, 301 Building Basement 301 North Lamar Street, Jackson, MS
Instructor:	InCircuit Development

ADABAS Fundamentals

Brief Course Description:



This course introduces students to ADABAS, a database management system from Software AG installed at the State Data Center. Students will learn the unique structures and capabilities of ADABAS and how any programming language can be used to access the database. The ADABAS concepts and programming implications of restart/recovery are also presented. Topics to be covered include:

- ADABAS architecture and environment;
- ADABAS access paths;
- ADABAS restart/recovery; and
- an overview of database administrator tools.

Prerequisites: Information systems knowledge or experience

Materials and Approximate Course Costs:

Tuition for state employees	100.00
<i>Inside ADABAS</i>	40.00
Estimated cost for state employee	140.00

Course: CADB1

Section: 0001

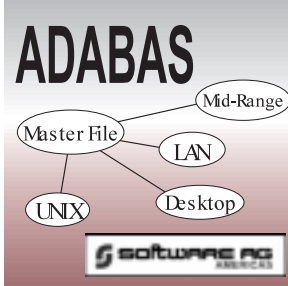
Date & Time Info: Starting Thursday, September 16, 1999, for 1 day
Thursday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Bruce Lightsey

ADABAS Physical File Design

Brief Course Description:



In this course students will learn the physical layout of ADABAS files. Some considerations for conceptual and logical design are discussed. Among the topics covered for physical design are:

- objectives of a file/database design;
- relational terminology;
- file structure considerations;
- field definition considerations;
- MU fields;
- P E groups;
- compression options;
- file space definition; and
- application uses of files.

Prerequisites: ADABAS Fundamentals; NATURAL 2 Programming Fundamentals

Materials and Approximate Course Costs:

Tuition for state employees	100.00
<i>To Be Announced</i>	30.00
Estimated cost for state employee	130.00

Course: CADB2

Section: 0001

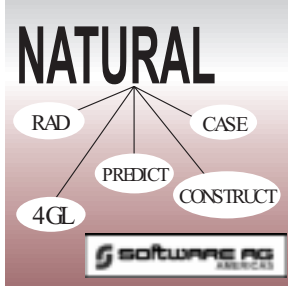
Date & Time Info: Starting Friday, September 17, 1999, for 1 day
Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Bruce Lightsey

NATURAL 2 Programming Fundamentals

Brief Course Description:



This course is designed for application programmers, analysts/designers, and system programmers new to the NATURAL 2 environment. This course will introduce students to NATURAL 2, including how to access the database; produce reports; and create online, interactive programs. Topics will also include:

- program editor and use of local data areas;
- map editor and screen mapping;
- conditional processing;
- database modification;
- data manipulation statements; and
- processing repeating fields and arrays.

Prerequisites: ADABAS Fundamentals; ADABAS Physical File Design

Materials and Approximate Course Costs:

Tuition for state employees	275.00
Lab Fee	47.00
<i>Natural Developer's Series</i>	120.00
Estimated cost for state employee	442.00

Course: CNAT1

Section: 0001

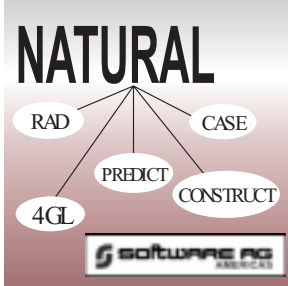
Date & Time Info: Starting Monday, October 11, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: John Simpson

NATURAL Construct

Brief Course Description:



The goal of this course is to help students develop the skills and understanding necessary to use Natural Construct to its fullest capacity. This course discusses how to effectively use Construct in both the building of new applications and in the enhancing of existing applications.

Prerequisites:

Natural 2 Programming Fundamentals; experience programming in Natural 2

Materials and Approximate Course Costs:

Tuition for state employees	275.00
Lab Fee	47.00
<i>NATURAL Construct Application Development Uses Guide</i>	70.00
Estimated cost for state employee	392.00

Course: CNATC

Section: 0001

Date & Time Info: Starting Monday, November 1, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Bruce Lightsey

Introduction to Job Control Language

Brief Course Description:



This course will introduce the hardware and software resources of computer systems and how they can be manipulated with the use of System 390 Job Control Language (JCL). After completing this course, students will be able to:

- identify different JCL statements;
- code a JOB card, EXEC card, and DD card;
- execute instream and cataloged procedures; and
- gain a working knowledge of IBM standard utilities and IEBGENER.

Prerequisites:

This course is designed for computer programmers new to the mainframe programming environment.

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
<i>System 370/390 JCL (4th. Ed.)</i>	45.00
Estimated cost for state employee	242.00

Course: CJCL3

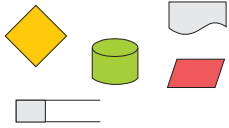
Section: 0001

Date & Time Info:	Starting Thursday, October 14, 1999, for 2 days Thursday & Friday, 8:30 AM - 4:30 PM
Location:	Lab 1, 301 Building Basement 301 North Lamar Street, Jackson, MS
Instructor:	Bruce Lightsey

SQL Application Programming for DB2

Brief Course Description:

DB2



This course will provide students with an understanding of the DB2 relational database system's implementation of relational database concepts. In this class students will gain a comprehensive knowledge of the Structured Query Language (SQL) in the DB2 environment. The course discusses every phase of the programming life cycle and includes hands-on exercises. After completing this class, students will have detailed knowledge and skills needed to begin productive SQL programming.

Prerequisites:

This course is designed for application developers and planners, database system administrators, and end users with some COBOL programming experience.

Materials and Approximate Course Costs:

Tuition for state employees	1,500.00
Estimated cost for state employee	1,500.00 *

* The actual tuition billed to each student may be less than this amount if there are more than 8 students.

This course offered publicly would cost \$2,000, plus travel expenses.

Course: CDB21

Section: 0001

Date & Time Info: Starting Monday, August 30, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

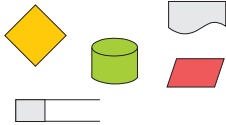
Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: ProTech

DB2 Database Design

Brief Course Description:

DB2



This course provides students with the techniques used to develop a DB2 database design. It compares logical and physical database design concepts and explains their implications when designing a database. Through instructor-led and group discussion, as well as class exercises and workshops, students will learn these techniques to implement an efficient DB2 database design.

Prerequisites:

Experience and knowledge of DB2 objects and SQL is necessary for attending this course. The knowledge of relational database concepts and logical database design would be helpful.

Materials and Approximate Course Costs:

Tuition for state employees	980.00
Estimated cost for state employee	980.00 *

* The actual tuition billed to each student will be less than this amount if there are more than 8 students.

This course offered publicly would cost \$1,200, plus travel expenses.

Course: CDB2D

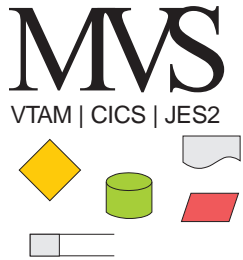
Section: 0001

Date & Time Info:	Starting Wednesday, July 28, 1999, for 3 days Wednesday thru Friday, 8:30 AM - 4:30 PM
Location:	Lab 2, 301 Building Basement 301 North Lamar Street, Jackson, MS
Instructor:	ProTech

OS/390 UNIX System Services and DCE Workshop



Brief Course Description:



The primary purpose of this course is to discuss the functionality of UNIX System Services (Open Edition MVS) in an open systems environment and then implement and customize SYS1.PARMLIB and code RACF security rules. OS/390 has evolved into an open system which interfaces with other platforms such as UNIX.

This course discusses those different platforms along with the basics of the Distributed Computing Environment. Other topics include implementing and maintaining the Hierarchical File System, Daemon Processing, SMF and RFM Reporting. Performance and tuning options are also covered.

Prerequisites:

This course is intended for operators, system programmers, application programmers, and other technical support personnel who would like to gain a basic understanding of the open interfaces built into OS/390, as well as how OS/390 will participate in the Distributed Computing Environment.

Materials and Approximate Course Costs:

Tuition for state employees	1,300.00
Estimated cost for state employee	1,300.00 *

* The actual amount billed to each student may be less than this amount if there are more than 8 students.

Course: COS390

Section: 0001

Date & Time Info: Starting Monday, August 9, 1999, for 3 days
Monday thru Wednesday, 8:30 AM - 4:30 PM

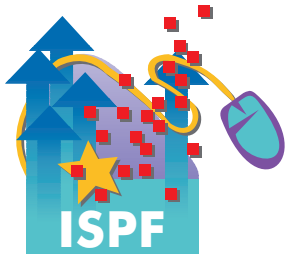
Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: TechKnowledge Corporation

TSO ISPF/PDF



Brief Course Description:



This course will introduce students to dataset management, dataset utilities, program development and maintenance tools through the use of IBM's interactive system productivity facility/program development facility (ISPF/PDF).

Prerequisites: JCL Familiarization

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
<i>MVS TSO, Part I</i>	40.00
Estimated cost for state employee	237.00

Course: CTS01

Section: 0001

Date & Time Info: Starting Thursday, July 29, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

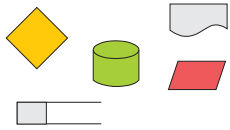
Instructor: Kelly Catchot

CICS/ESA Command Level



Brief Course Description:

CICS



This course will:

- provide students with the tools to code CICS programs;
- introduce the concepts of on-line processing through CICS;
- give a thorough grounding in the fundamentals of Pseudo-conversational Programming, COMMAREA, and Modified Data Tags;
- provide a working knowledge of Basic Mapping Support;
- provide thorough knowledge of VSAM file operations in CICS;
- introduce structured programming concepts and techniques in CICS; and
- provide good examples of CICS programs.

Prerequisites:

Some coding experience in COBOL, PL/1, or Assembler.

Materials and Approximate Course Costs:

Tuition for state employees	850.00
Estimated cost for state employee	850.00 *

* The actual amount billed to each student may be less than this amount if there are more than 8 students.

This course offered publicly would cost \$1,115, plus travel costs.

Course: CCICS

Section: 0001

Date & Time Info: Starting Tuesday, July 6, 1999, for 4 days
Tuesday thru Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Verhoef Information Packages, Inc.

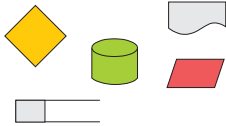
Omegamon II for MVS and CICS



Brief Course Description:

MVS

VTAM | CICS | JES2



This course is an introduction to using Omegamon II for monitoring of OS/390 and CICS preferences. Omegamon II for MVS is designed with a series of intuitive panels which present the data in a logical manner, reporting from a high level to a detailed level. The course leads the student through Omegamon II for MVS and Omegamon II for CICS by analyzing and resolving common MVS problems.

Prerequisites:

This class is for data center or agency operators who have access to Omegamon and wish to utilize the tool more effectively.

Materials and Approximate Course Costs:

Tuition for state employees	100.00
Lab Fee	25.00
Estimated cost for state employee	125.00

Course: COMEG1

Section: 0001

Date & Time Info:	Starting Tuesday, July 20, 1999, for 1 day Tuesday, 8:30 AM - 4:30 PM
Location:	Lab 1, 301 Building Basement 301 North Lamar Street, Jackson, MS
Instructor:	Terry Bergin

Introduction to Local Area Networks

Brief Course Description:



This course introduces the basic concepts and terminology of local area networks. Students will discuss components, applications, topologies, standards, protocols, connectivity options, server choices, and management issues as well as the benefits and pitfalls of LAN technologies. Students will also learn how to access Novell NetWare, a popular network software.

Prerequisites: Introduction to Windows

Materials and Approximate Course Costs:

Tuition for state employees	150.00
<i>How Networks Work</i>	29.00
Estimated cost for state employee	179.00

Course: CLAN2

Section: 0001

Date & Time Info: Starting Wednesday, October 6, 1999, for 2 days
 Wednesday & Thursday, 8:30 AM - 4:30 PM

Location: Classroom 1, 301 Building, 4th Floor
 301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

LAN/WAN Internetworking

Brief Course Description:



This course is designed for information systems managers, network administrators, and those involved in planning/designing local area networks (LANs) and wide area networks (WANs). Lecture and discussion will cover key terms; protocols; internetworking components; and interconnecting options such as intelligent hubs, bridges, gateways, and routers.

Prerequisites: Introduction to Local Area Networks

Materials and Approximate Course Costs:

Tuition for state employees	100.00
<i>How Networks Work</i>	29.00
Estimated cost for state employee	129.00

Course: CWAN1

Section: 0001

Date & Time Info: Starting Tuesday, August 10, 1999, for 1 day
 Tuesday, 8:30 AM - 4:30 PM

Location: Classroom 1, 301 Building, 4th Floor
 301 North Lamar Street, Jackson, MS

Instructor: Jimmy Webster

Section: 0002

Date & Time Info: Starting Tuesday, November 9, 1999, for 1 day
 Tuesday, 8:30 AM - 4:30 PM

Location: Classroom 1, 301 Building, 4th Floor
 301 North Lamar Street, Jackson, MS

Instructor: Jimmy Webster

Internetworking with TCP/IP

Brief Course Description:



TCP/IP offers interoperability and interconnectivity across geographically dispersed multiplatform networks. This course provides a hands-on examination of real-world internetworking applications using UNIX, Windows NT, and DOS/Windows platforms on a TCP/IP network. Learn how to:

- install and configure TCP/IP on the classroom network;
- troubleshoot connections among platforms;
- monitor data transfer through IP;
- run, test, & decode TCP/IP packets;
- identify the correct IP address class and properly build subnets;
- use effective tools to overcome interoperability problems; and
- use IP addressing and routing.

Prerequisites:

Students should have a basic understanding of networking and data communication concepts. This class is intended for LAN/WAN and network support technicians.

Materials and Approximate Course Costs:

Tuition for state employees	1,050.00
Estimated cost for state employee	1,050.00 *

** The actual amount billed to each student may be less than this amount if there are more than 8 students.*

This course offered publicly would cost \$1,495, plus travel expenses.

Course: CTCP7

Section: 0001

Date & Time Info: Starting Wednesday, October 27, 1999, for 3 days
Wednesday thru Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: ProTech

Introduction to ATM



Brief Course Description:



Topics to be covered in this course include:

- overview of ATM;
- the ATM architecture;
- ATM forum's user-network interface;
- managing ATM using SNMP;
- viable concerns about ATM;
- ATM in the office LAN;
- ATM in the Wide Area Network;
- new ATM specifications;
- other important ATM technologies; ATM traffic and congestion; and
- migration strategies and implementation problems.

Prerequisites:

Students should have a basic understanding of network communications.

Materials and Approximate Course Costs:

Tuition for state employees	1,050.00
Estimated cost for state employee	1,050.00 *

* The actual amount billed to each student may be less than this amount if there are more than 8 students.

This course offered publicly would cost \$1,495, plus travel expenses.

Course: CATM

Section: 0001

Date & Time Info: Starting Monday, August 30, 1999, for 3 days
Monday thru Wednesday, 8:30 AM - 4:30 PM

Location: Classroom 1, 301 Building, 4th Floor
301 North Lamar Street, Jackson, MS

Instructor: Computer Generated Solutions

NetWare 4.11 to NetWare 5.0 Update



Brief Course Description:



This course shows students new features of NetWare 5, giving experience that will help them anticipate, design and implement an upgrade to NetWare 5 on their own network. Students will learn how to:

- upgrade a NetWare 4.1x server to NetWare 5;
- install and configure Domain Name Servers (DNS) and Dynamic Host Configuration Protocol (DHCP);
- implement and use Novell Distributed Print Services (NDPS) and ConsoleOne Services on a NetWare 5 server;
- install Z.E.N. works;
- manage workstations with Z.E.N. works;
- install, configure, and use the Netscape FastTrack Server for NetWare; and
- create and manage NSS volumes on a NetWare 5 server.

Prerequisites:

This course is designed for experienced NetWare administrators, system integrators, and other networking professionals who require NetWare 5 training. Students should have significant work experience with NetWare 4.x.

Materials and Approximate Course Costs:

Tuition for state employees	950.00
Estimated cost for state employee	950.00 *

** This course offered publicly would cost \$1,195.00, plus travel expenses.*

Course: CNTW5

Section: 0001

Date & Time Info: Starting Tuesday, August 3, 1999, for 3 days
 Tuesday thru Thursday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
 805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0002

Date & Time Info: Starting Tuesday, September 7, 1999, for 3 days
 Tuesday thru Thursday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
 805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0003

Date & Time Info: Starting Monday, November 8, 1999, for 3 days
Monday thru Wednesday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0004

Date & Time Info: Starting Tuesday, December 14, 1999, for 3 days
Tuesday thru Thursday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Netware 5 Administration

Brief Course Description:



Topics covered in this course include:

- an introduction to NetWare 5 and NDS ;
- using a workstation;
- setting up and managing network access for users ;
- printing with Novell distributed print services ;
- managing the file system;
- managing file system security;
- creating & managing login scripts ;
- managing NDS security;
- distributing & managing network applications with ZEN works ; and
- managing resources in a multi-context environment.

Prerequisites:

Students should have a basic understanding of personal computers, operating systems, and network technology. They should also have experience with DOS and Windows 95 or Windows NT.

Materials and Approximate Course Costs:

Tuition for state employees	1,250.00
Estimated cost for state employee	1,250.00 *

* This course offered publicly would cost \$1,495, plus travel expenses.

Course: CNT5AD

Section: 0001

Date & Time Info: Starting Monday, July 26, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0002

Date & Time Info: Starting Monday, October 25, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0003

Date & Time Info: Starting Monday, December 13, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Novell Certified Training

A.T.H.E.N.A Computer Learning Center

805 S. Wheatley Street, Ridgeland, Mississippi

NOVELL CLASS SCHEDULE

To Register for Classes Call (601) 957-3944

Jackson, MS

3rd Quarter 1999		Price	July	August	September
352	GroupWise 5 Advanced Administration	2-day-\$ 795	22-23		23-24
350	GroupWise 5 Administration	3-day-\$ 1,195	19-21		20-22
520	NetWare v4.11 Administration	5-day-\$ 1,495	12-16	16-20	
525	NetWare v4.11 Adv. Administration	3-day-\$ 1,195		9-11	
529	NetWare 4.11 to 5 Update	3-day-\$ 1,195		3-5	7-9
555	IntraNetWare: Integrating Windows NT	4-day-\$ 1,595			
560	NetWare 5 Administration	5-day-\$ 1,995	26-30		
565	Networking Technologies	3-day-\$ 895	6-8	30-9/1	
570	NetWare 5 Advanced Administration	5-day-\$ 1,995			27-10/1
575	NDS Design & Implementation	3-day-\$ 1,195		10-12	7-9
580	Service & Support	5-day-\$ 1,995			13-17
730	Network Management using ManageWise	3-day-\$ 1,195			
770	BorderManager	3-day-\$ 1,195			
804	NetWare v4.11 Installation & Configuration	2-day-\$ 695	7-8	12-13	
910	NDS for NT Professional	5-day-\$ 1,995			
4th Quarter 1999		Price	October	November	December
352	GroupWise 5 Advanced Administration	2-day-\$ 795		18-19	
350	GroupWise 5 Administration	3-day-\$ 1,195		15-17	
354	GroupWise Net Access & Connectivity	3-day-\$ 1,195	26-28		
520	NetWare v4.11 Administration	5-day-\$ 1,495	11-15	15-19	6-10
525	NetWare v4.11 Adv. Administration	3-day-\$ 1,195		29-12/1	
529	NetWare 4.11 to 5 Update	3-day-\$ 1,195		8-10	14-16
555	IntraNetWare: Integrating Windows NT	4-day-\$ 1,595			
560	NetWare 5 Administration	5-day-\$ 1,995	25-29		13-17
565	Networking Technologies	3-day-\$ 895			
570	NetWare 5 Advanced Administration	5-day-\$ 1,995			
575	NDS Design & Implementation	3-day-\$ 1,195	19-21		
580	Service & Support	5-day-\$ 1,995		15-19	
730	Network Management using ManageWise	3-day-\$ 1,195			
770	BorderManager	3-day-\$ 1,195			
804	NetWare v4.11 Installation & Configuration	2-day-\$ 695			2-3
910	NDS for NT Professional	5-day-\$ 1,995		29-12/1	

* State employees receive a 15% discount.

To schedule a Novell Exam, call 1-800-RED-EXAM.

Current schedules and events can be found on our web site at <http://www.jackson.athenadc.com>

MicroSoft Certified Training

A.T.H.E.N.A

Computer Learning Center

805 S. Wheatley Street, Ridgeland, Mississippi

MICROSOFT Technical Education Schedule		(601) 957-3944	Jackson, MS		
3rd Quarter 1999		Price	July	August	September
578	Networking Essentials (Review)	1-day-\$ 179	30		
688	Internetworking MS TCP/IP on MS Win. NT 4.0	5-day-\$ 2,125	19-23	30-9/3	
689	Supporting Win. NT Server 4.0 Enterprise Tech.	5-day-\$ 2,125	5-9		27-10/1
789	Mastering MFC Development Visual C++	5-day-\$ 2,125		2-6	
803	Administering MS Windows NT 4.0	3-day-\$ 1,275		10-12	7-9
867	System Administration for MS SQL Server 6.5	5-day-\$ 2,125			
922	Supporting Win. NT 4.0 Core Technologies	5-day-\$ 2,125	26-30	23-27	20-24
936	Creating and Configuring a Web Server Using MS Internet Info Server	3-day-\$ 1,275	13-15		14-16
955	Supporting MS Windows 98	5-day-\$ 2,125			
973	Exchange Server 5.5 Series - Design & Implementation	5-day-\$ 2,125			
1026	Exchange Server 5.5 Series - Concepts & Admin	4-day-\$ 1,695			21-24
1100A	Upgrading to NT 5.0	2-day-\$ 750			
1265A	Installing & Administering NT 5.0	5-day-\$ 2,125		16-20	
1266A	Supporting Windows NT 5.0	5-day-\$ 2,125		2-6	
1274	NT 5.0 First Look	1-day-\$ 179	26		
352A+	Microcomputer Support and Services	5-day-\$ 1,295	12-16	23-27	27-10/1
4th Quarter 1999		Price	October	November	December
578	Networking Essentials (Review)	1-day-\$ 179	8	8	13
688	Internetworking MS TCP/IP on MS Win. NT 4.0	5-day-\$ 2,125			6-10
689	Supporting Win. NT Server 4.0 Enterprise Tech.	5-day-\$ 2,125	4-8	29-12/3	
789	Mastering MFC Development Visual C++	5-day-\$ 2,125			
803	Administering MS Windows NT 4.0	3-day-\$ 1,275	5-7	30-12/1	
832	System Administration for MS SQL Server	5-day-\$ 2,125	4-8		
833	Implementing a database in MS SQL Server	5-day-\$ 2,125	25-29		
867	System Administration for MS SQL Server 6.5	5-day-\$ 2,125			
922	Supporting Win. NT 4.0 Core Technologies	5-day-\$ 2,125	18-22		13-17
936	Creating and Configuring a Web Server Using MS Internet Info Server	3-day-\$ 1,275		2-4	
955	Supporting MS Windows 98	5-day-\$ 2,125		1-5	
973	Exchange Server 5.5 Series - Design & Implementation	5-day-\$ 2,125			
1026	Exchange Server 5.5 Series - Concepts & Admin	4-day-\$ 1,695			
1100A	Upgrading to NT 5.0	2-day-\$ 750		9-11	
1265A	Installing & Administering NT 5.0	5-day-\$ 2,125			
1266A	Supporting Windows NT 5.0	5-day-\$ 2,125			
1274	NT 5.0 First Look	1-day-\$ 179			
352A+	Microcomputer Support and Services	5-day-\$ 1,295		1-5	6-10
* State employees receive a 15% discount.					
To schedule a Microsoft Exam, call 1-800-755-EXAM.					
Current schedules and events can be found on our web site at http://www.jackson.athenadc.com					

Lotus Notes



Brief Course Description:

Lotus Notes

This course teaches basic Notes concepts and skills. Students will get started with Notes and work with databases and documents. Students will learn to:

- edit, format, and print documents;
- attach files to documents and categorize documents within a database;
- send, receive, and manage Notes Mail and use Address Books; and
- secure Notes information from workstations.

Prerequisites: Introduction to Windows

Materials and Approximate Course Costs:

Tuition for state employees	100.00
Lab Fee	25.00
<i>To Be Announced</i>	30.00
Estimated cost for state employee	155.00

Course: CLOTN

Section: 0001

Date & Time Info: Starting Wednesday, July 28, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0002

Date & Time Info: Starting Thursday, September 23, 1999, for 1 day
Thursday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0003

Date & Time Info: Starting Wednesday, October 20, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0004

Date & Time Info: Starting Wednesday, December 1, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Introduction to Microsoft Office

Brief Course Description:



Students will increase their productivity by tapping into the powerful and versatile features of Microsoft Office. They will learn step-by-step object linking and embedding (OLE) procedures for integrating Excel, Word, and PowerPoint. Students will learn how to access "cue cards" for quick help and to customize toolbars. They will copy and embed Excel worksheets and charts into a Word document, create mail merge letters using Excel information, and create Word outlines from PowerPoint presentations.

Prerequisites:

Introduction to Excel; Introduction to PowerPoint; Introduction to Word

Materials and Approximate Course Costs:

Tuition for state employees	100.00
Lab Fee	25.00
<i>Microsoft Office 97: Module 1</i>	16.00
Estimated cost for state employee	141.00

Course: CMOFF1

Section: 0001

Date & Time Info: Starting Wednesday, August 18, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Section: 0002

Date & Time Info: Starting Wednesday, December 8, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Introduction to PowerPoint

Brief Course Description:



Learn how to create professional looking presentations using Microsoft PowerPoint. After completing this course students will be able to:

- create slide shows and graphs;
- work with text, colors, and clip art;
- use slide masters and templates; and
- use slide show transitions and special effects.

Prerequisites: Introduction to Windows

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
<i>PowerPoint 97: Module I</i>	16.00
Estimated cost for state employee	213.00

Course: CPWR1

Section: 0001

Date & Time Info: Starting Monday, July 26, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Section: 0002

Date & Time Info: Starting Monday, September 20, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lucy Rushing

Section: 0003

Date & Time Info: Starting Monday, November 29, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lucy Rushing

Introduction to Windows 98



Brief Course Description:



This course presents the beginning concepts of Windows 98. Students will:

- get started in Windows 98;
- work with the desktop;
- use online help;
- use My Computer and Windows Explorer;
- work with folders, files, and shortcuts;
- use the control panel and other accessories;
- use Internet Explorer; and
- use Web integration with the active desktop.

Prerequisites: None

Materials and Approximate Course Costs:

Tuition for state employees	100.00
Lab Fee	25.00
<i>Windows 98: Module I</i>	16.00
Estimated cost for state employee	141.00

Course: CWIN981

Section: 0001

Date & Time Info: Starting Friday, July 9, 1999, for 1 day
Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Cindy Gosa

Section: 0002

Date & Time Info: Starting Friday, August 13, 1999, for 1 day
Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Tracy L. Morgan

Section: 0003

Date & Time Info: Starting Wednesday, September 15, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Cindy Gosa

Section: 0004

Date & Time Info: Starting Wednesday, October 20, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Tracy L. Morgan

Section: 0005

Date & Time Info: Starting Friday, November 19, 1999, for 1 day
Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Tracy L. Morgan

Intermediate Windows 98



Brief Course Description:



Win 98

This course teaches intermediate Windows 98 concepts and skills. Students will use advanced file management features, registered file types, and the Startup Folder. Students will also work with system tools, use advanced features, use passwords, and enable user profiles. Finally, students will use network features, My Briefcase, and Microsoft Exchange.

Prerequisites: Introduction to Windows 98

Materials and Approximate Course Costs:

Tuition for state employees	100.00
Lab Fee	25.00
<i>Windows 98: Module II</i>	16.00
Estimated cost for state employee	141.00

Course: CWIN982

Section: 0001

Date & Time Info: Starting Friday, August 6, 1999, for 1 day
Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Section: 0002

Date & Time Info: Starting Friday, October 1, 1999, for 1 day
Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Section: 0003

Date & Time Info: Starting Wednesday, December 1, 1999, for 1 day
Wednesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: To Be Announced

Introduction to UNIX

Brief Course Description:



This is a powerful hands-on introductory level course for new users who need to learn the features and functions of UNIX. Students will learn to:

- manipulate files;
- traverse the file system;
- construct basic commands;
- understand the concepts of options and arguments for command lines;
- login to UNIX;
- use shells and the file system;
- create and manipulate file pathnames;
- basics of input/output redirection; and
- use the vi editor.

Prerequisites:

This course is designed for technical professionals who need to become productive UNIX systems users. This course will also benefit managers who need to make UNIX purchasing decisions.

Materials and Approximate Course Costs:

Tuition for state employees	750.00
Estimated cost for state employee	750.00 *

* The actual tuition billed to each student may be less than this amount if there are more than 8 students.

This course offered publicly would cost \$1,095, plus travel expenses.

Course: CUNI2

Section: 0001

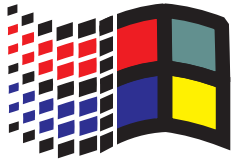
Date & Time Info: Starting Thursday, July 15, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: ProTech

Supporting Microsoft Windows NT 4.0 Core Technologies

Brief Course Description:



This course provides the core foundation for supporting Microsoft Windows NT operating system version 4.0. The goal of this course is to provide support professionals with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows NT 4.0.

Win NT

Prerequisites:

Administering Microsoft Windows NT 4.0
 Students should have a working knowledge of the Microsoft Windows 95 interface.

Materials and Approximate Course Costs:

Tuition for state employees	1,750.00
Estimated cost for state employee	1,750.00 *

* This course offered publicly would cost \$2,125, plus travel expenses.

Course: CWINNT3

Section: 0001

Date & Time Info: Starting Monday, July 26, 1999, for 5 days
 Monday thru Friday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
 805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0002

Date & Time Info: Starting Monday, August 23, 1999, for 5 days
 Monday thru Friday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
 805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0003

Date & Time Info: Starting Monday, September 20, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0004

Date & Time Info: Starting Monday, October 18, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Administering Microsoft Windows NT 4.0

Brief Course Description:



This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Microsoft Windows NT based network. Students will learn to:

- create and administer user and group accounts;
- troubleshoot problems that prevent users from logging on to the network;
- administer printers;
- use auditing functions to generate and view security logs; and
- administer the Windows NT server and Windows NT workstation operating system in real-world situations.

Prerequisites:

Students should have a working knowledge of the Microsoft Windows 95 interface.

Materials and Approximate Course Costs:

Tuition for state employees	1,000.00
Estimated cost for state employee	1,000.00 *

** This course offered publicly would cost \$1,275, plus travel expenses.*

Course: CWINNT4

Section: 0001

Date & Time Info: Starting Tuesday, August 10, 1999, for 3 days
Tuesday thru Thursday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0002

Date & Time Info: Starting Tuesday, September 7, 1999, for 3 days
Tuesday thru Thursday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0003

Date & Time Info: Starting Tuesday, October 5, 1999, for 3 days
Tuesday thru Thursday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0004

Date & Time Info: Starting Tuesday, November 30, 1999, for 3 days
Tuesday thru Thursday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Y2K Planning Overview



Brief Course Description:



This high-level overview will cover millennium issues in state government.

Topics to be discussed include:

- Y2K preparation;
- most likely scenarios; and
- contingency planning.

With only a few months left, alternatives to possible failure must be identified. This is an open forum to discuss areas of concern and solutions that have worked for various entities.

Prerequisites: None

Materials and Approximate Course Costs:

Estimated cost for state employee

No Charge

Course: CY2KP

Section: 0001

Date & Time Info: Starting Thursday, August 26, 1999, for 1 day
Thursday, 8:30 AM - 4:30 PM

Location: Classroom 1, 301 Building, 4th Floor
301 North Lamar Street, Jackson, MS

Instructor: Teresa Karnes

Emerging Technology

Brief Course Description:

Planning & Implementing Technology



This course is designed to give students an appreciation for the technical and management issues surrounding the development and use of emerging information technology in organizations, including how emerging information technology can play a fundamental role in enabling significant changes in organizations. This course is structured around five core themes: trends in information technology; strategic role of information technology; emerging technology in Mississippi state government; managing technology; and evaluation of emerging technologies.

Prerequisites: None

Materials and Approximate Course Costs:

Estimated cost for state employee

No Charge

Course: CEMT

Section: 0001

Date & Time Info: Starting Tuesday, October 26, 1999, for 1 day
Tuesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Craig Orgeron

Electronic Commerce



Brief Course Description:

Planning & Implementing Technology



This course will provide an introduction to Electronic Commerce (E-commerce) principles. Topics to be covered include:

- the basic components of E-commerce;
- the driving forces behind E-commerce and the growth of the Internet;
- E-commerce security for consumers;
- electronic signatures and public key security;
- E-commerce vs. E-Business;
- E-commerce business plans and considerations;
- types of electronic transactions and payment systems;
- examples of successful E-businesses;
- E-commerce as it relates to government; and
- E-commerce best practices.

Prerequisites: None

Materials and Approximate Course Costs:

Estimated cost for state employee

No Charge

Course: CECOM

Section: 0001

Date & Time Info: Starting Friday, September 24, 1999, for 1 day
Friday, 8:30 AM - 11:30 AM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

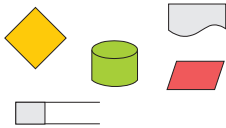
Instructor: Renee' Murray

Introduction to Programming



Brief Course Description:

Programming



This course provides an introduction to programming concepts. Topics will include decision making, handling repetitive tasks, receiving data from a user, storing data, and displaying data in a workable fashion. An overview of different programming languages compares the advantages and disadvantages of such languages as Basic, Pascal, and C.

Prerequisites: Introduction to Windows

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
SAMS Teach Yourself Beginning Programming in 24 Hours	25.00
Estimated cost for state employee	222.00

Course: CPRG1

Section: 0001

Date & Time Info: Starting Thursday, August 19, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0002

Date & Time Info: Starting Thursday, October 21, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0003

Date & Time Info: Starting Thursday, December 16, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Introduction to SAS



Brief Course Description:



This course will introduce the student to the basic skills necessary to use the SAS product for managing data, analyzing data, and producing reports. The course will address using the product on a mainframe and micro-computer platform. Skills will be reinforced through project assignments.



Prerequisites:

Introduction to Windows; Introduction to Programming or 6 months of programming experience

Materials and Approximate Course Costs:

Tuition for state employees	275.00
Lab Fee	47.00
<i>To Be Announced</i>	80.00
Estimated cost for state employee	402.00

Course: CSAS1

Section: 0001

Date & Time Info: Starting Friday, January 1, 1999, for 4 weeks
Mondays, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Introduction to Visual Basic 6.0



Brief Course Description:



This course teaches students to:

- identify and describe the purpose of various components of Visual Basic programming;
- build and run a small application;
- use the code editing tools in the Code Editor window to write conditional statements and other code constructs;
- isolate, identify, and correct logic, compile, and run-time errors in a Visual Basic application;
- develop multiple-form applications;
- declare variables and constants;
- examine and discuss Sub and Function procedures and pass arguments by value and by reference;
- create application interfaces with standard and custom controls; and
- build common and pop-up menus into an application.

Prerequisites: Introduction to Programming or 6 months of programming experience

Materials and Approximate Course Costs:

Tuition for state employees	275.00
Lab Fee	47.00
<i>To Be Announced</i>	30.00
Estimated cost for state employee	352.00

Course: CVISB

Section: 0001

Date & Time Info: Starting Wednesday, July 21, 1999, for 3 days
 Wednesday thru Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
 301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0002

Date & Time Info: Starting Wednesday, September 29, 1999, for 3 days
 Wednesday thru Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
 301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0003

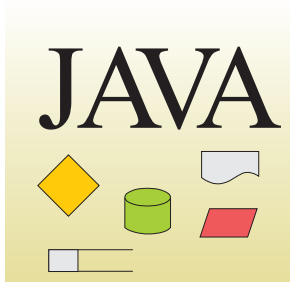
Date & Time Info: Starting Wednesday, November 3, 1999, for 3 days
Wednesday thru Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Introduction to Java Programming

Brief Course Description:



This course is designed to provide an excellent overview of the functionality available in Java. Students will:

- use the major concepts of a modern, block-structured language, such as control flow, function calls, and modular programming;
- structure programs using classes and other essential object-oriented features;
- understand many of the capabilities of Java;
- write Java programs that use different language features;
- use an integrated Java software development environment; and
- read and debug simple Java code.

Prerequisites:

Students should be programmers, with experience in a block-structured language, such as C, Java, Visual Basic, VBScript, REXX, or Perl, and should have a working knowledge of the Internet, building web pages, and HTML.

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
<i>Java Programming with JDK 1.1.x</i>	40.00
Estimated cost for state employee	237.00

Course: CJAVP

Section: 0001

Date & Time Info: Starting Monday, August 30, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0002

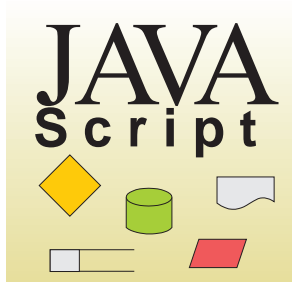
Date & Time Info: Starting Monday, October 11, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Programming with Javascript

Brief Course Description:



This course is designed to show students how to develop applications using JavaScript. Students will:

- create sophisticated Web pages using JavaScript;
- write code that is efficient and robust;
- perform user interaction using JavaScript and HTML forms;
- define their own JavaScript objects;
- create complex applications incorporating multiple windows and frames;
- use JavaScript to create dynamic HTML; and
- bring a new level of control to the use of multimedia and active content within Web pages.

Prerequisites:

Students should have a working knowledge of the Internet, building Web pages, and using HTML.

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
<i>Introduction to Javascript (2-Day Set)</i>	40.00
Estimated cost for state employee	237.00

Course: CJAVS

Section: 0001

Date & Time Info: Starting Monday, September 13, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0002

Date & Time Info: Starting Monday, November 15, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

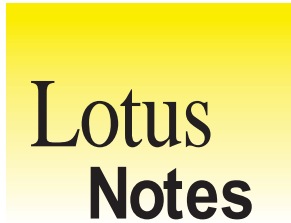
Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Introduction to LotusScript in Notes



Brief Course Description:



Through lecture and hands-on experience, this course enables students to learn the fundamental skills necessary to work with LotusScript in the Notes environment. It will cover both the LotusScript language construct and the Notes objects necessary to access databases, open documents, and manipulate document contents.

Prerequisites:

Experience developing Notes applications at the same level attained upon completion of Application Development 2; experience using a structured programming language.

Materials and Approximate Course Costs:

Tuition for state employees	1,100.00
Estimated cost for state employee	1,100.00 *

** The actual amount billed to each student may be less than this amount if there are more than 8 students.*

Course: CLOTS1

Section: 0001

Date & Time Info: Starting Monday, July 12, 1999, for 3 days
Monday thru Wednesday, 8:30 AM - 4:30 PM

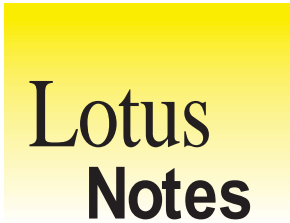
Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: PSR Software, Inc.

Advanced LotusScript in Notes



Brief Course Description:



Through lecture and hands-on experience, this course focuses on advanced LotusScript programming techniques that allow access to data both inside and outside of Notes, access to data on the World Wide Web, and the ability to manipulate data inside a rich text field. Students will learn to add LotusScript language functionality to enhance application functionality. Students will build a Notes application that interacts with non-Notes databases and pulls information from the World Wide Web.

Prerequisites:

Lotus Notes Application Development 1; Lotus Notes Application Development 2; Introduction to LotusScript; 4 months of programming experience in a structured, object-oriented programming language.

Materials and Approximate Course Costs:

Tuition for state employees	800.00
Estimated cost for state employee	800.00 *

** The actual amount billed to each student may be less than this amount if there are more than 8 students.*

Course: CLOTS2

Section: 0001

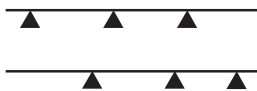
- Date & Time Info: Starting Thursday, September 2, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM
- Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS
- Instructor: PSR Software, Inc.

Managing Small Projects



Brief Course Description:

Project Management



This course will enable students to:

- identify the small project process, characteristics, and skills required to manage them;
- perform background analysis;
- define project requirements and scope;
- identify the critical success factors of a project;
- prioritize and manage multiple small projects;
- estimate task effort and duration;
- produce project estimates and the documentation to support them;
- describe the use of estimating assumptions during the delegation and contracting process;
- understand the role of leadership and working with others in a small project environment;
- determine project status and update the project plan; and
- evaluate project success.

Prerequisites:

This course is designed for end users, programmers, analysts, systems analysts, project leaders, and information systems managers.

Materials and Approximate Course Costs:

Tuition for state employees	800.00
Estimated cost for state employee	800.00 *

* The actual tuition billed to each student may be less than this amount if there are more than 8 students.

This course offered publicly would cost \$1,345, plus travel expenses.

Course: CMSP

Section: 0001

Date & Time Info: Starting Thursday, October 21, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Classroom 1, 301 Building, 4th Floor
301 North Lamar Street, Jackson, MS

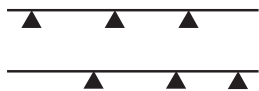
Instructor: William Wencel Consulting

Risk Management



Brief Course Description:

Project Management



This course describes fundamental risk analysis and management activities and explains selected methods for performing these activities. Students take an active role through discussion topics and class exercises. The course is designed to focus discussions and exercises on either a hypothetical, but realistic, example project or on a familiar project selected by the class participants. Upon completion, students will be able to:

- assess risks, including risk identification, risk evaluation, risk categorization, and risk prioritization;
- develop risk mitigation strategies; and
- manage risks over the project life cycle.

Prerequisites:

This course is designed for program, proposal, or acquisition managers, practitioners who are involved with risk identification or assessment, and proposal writers who are required to assess risk or develop risk management plans.

Materials and Approximate Course Costs:

Tuition for state employees	1,050.00
Estimated cost for state employee	1,050.00 *

** The actual amount billed to each student may be less than this amount if there are more than 8 students.*

This course offered publicly would cost \$1,755, plus travel expenses.

Course: CRSKM

Section: 0001

- Date & Time Info: Starting Wednesday, September 8, 1999, for 2 days
Wednesday & Thursday, 8:30 AM - 4:30 PM
- Location: Classroom 1, 301 Building, 4th Floor
301 North Lamar Street, Jackson, MS
- Instructor: State Information Technology Consortium

Introduction to Excel

Brief Course Description:



This course covers the basic features of Excel 97. Students will learn proven techniques for building accurate worksheets from the ground up; how to format worksheets instantly without complicated formatting commands; and how to dress up the most drab worksheets.

Prerequisites: Introduction to Windows

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
Excel 97: Module 1	16.00
Estimated cost for state employee	213.00

Course: CEXL2

Section: 0001

Date & Time Info: Starting Monday, August 16, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Section: 0002

Date & Time Info: Starting Monday, September 27, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Section: 0003

Date & Time Info: Starting Monday, October 25, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Section: 0004

Date & Time Info: Starting Monday, November 29, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Intermediate Excel

Brief Course Description:



This course presents intermediate Excel skills that help students utilize many of the software's time-saving features. Students use names, work with advanced functions and formatting features, and use special format and print options. Students also explore time saving techniques and features, such as consolidating and linking information from multiple workbooks, using templates and macros to automate tasks, and importing and exporting data. Students also use protection features and work with charts.

Prerequisites: Introduction to Excel

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
Excel 97: Module II	16.00
Estimated cost for state employee	213.00

Course: CEXL3

Section: 0001

Date & Time Info: Starting Monday, July 26, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Russell W. Ferguson

Section: 0002

Date & Time Info: Starting Monday, November 1, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lisa Morgan

Introduction to Lotus 1-2-3 '97

Brief Course Description:



This course introduces students to the latest version of Lotus 1-2-3, an electronic spreadsheet program that allows quick and easy manipulation of numerical information. Students will learn to:

- create, modify, print, and enhance sheets;
- work with basic formulas and functions;
- use multiple sheets; and
- work with charts.

Prerequisites: Introduction To Windows

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
1-2-3 '97: Module I	16.00
Estimated cost for state employee	213.00

Course: CLOW4

Section: 0001

Date & Time Info: Starting Monday, August 2, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Section: 0002

Date & Time Info: Starting Monday, October 4, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Jimmy Webster

Section: 0003

Date & Time Info: Starting Thursday, December 9, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

A+ Microcomputer Support and Services

Brief Course Description:



This course is designed for entry level technical microcomputer professionals, including those who provide help desk assistance and other field support; PC support technicians; and A + Certification test candidates. This course will:

- provide knowledge of technical microcomputer architecture and operations;
- teach basic troubleshooting skills and procedures;
- encourage effective use of available reference sources for problem diagnosis and resolution;
- enable clear and professional communication; and
- prepare A + Certification candidates for the Computing Technology Industry Associations CompT IAs exams.

Prerequisites:

Basic understanding of DOS and familiarity with several applications

Materials and Approximate Course Costs:

Tuition for state employees	1,050.00
Estimated cost for state employee	1,050.00 *

* This course offered publicly would cost \$1,295, plus travel expenses.

Course: CA+MCSS

Section: 0001

Date & Time Info: Starting Monday, July 12, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0002

Date & Time Info: Starting Monday, September 27, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0003

Date & Time Info: Starting Monday, November 1, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Section: 0004

Date & Time Info: Starting Monday, December 6, 1999, for 5 days
Monday thru Friday, 8:30 AM - 4:30 PM

Location: Athena Computer Learning Center
805 S. Wheatley St., Suite 550, Jackson, MS

Instructor: Athena Computer Learning Center

Introduction to Telecommunications

Brief Course Description:



This course is designed to give non-technical professionals a basic understanding of the principles of voice, data, and video telecommunications. Students will gain an understanding of local area network and wide area network technologies, traffic engineering, network management, communications cabling, industry standards, and emerging technologies in the telecommunications field.

Prerequisites: None

Materials and Approximate Course Costs:

Tuition for state employees	150.00
<i>Telecommunications Concepts, Development & Management</i>	50.00
<i>Newton's Telecommunications Dictionary</i>	35.00
Estimated cost for state employee	235.00

Course: CTEL1

Section: 0001

Date & Time Info: Starting Wednesday, November 10, 1999, for 1 day
 Wednesday, 8:30 AM - 4:30 PM

Location: Classroom 1, 301 Building, 4th Floor
 301 North Lamar Street, Jackson, MS

Instructor: Paula Conn

Introduction to Voice Mail

Brief Course Description:



This course is designed to familiarize Lucent G3R users with the features of Voice Mail. This course is a hands-on introduction to the Automated Speech Exchange Network (ASPEX). Topics to be covered include:

- benefits of a messaging system;
- setting up a voice mailbox;
- recording and sending messages;
- receiving and responding to messages;
- creating multiple greetings;
- basic feature commands;
- creating mailing lists and personal directories, and
- using the messaging system most effectively.

Prerequisites: None

Materials and Approximate Course Costs:

Estimated cost for state employee No Charge *

** To schedule a Voice Mail class, contact Juanita Dennis at 359-6332.*

Course: CVOM1

Section: 0000

Date & Time Info: Starting Thursday, July 1, 1999, for 1 day
Thursday, 8:30 AM - 4:30 PM

Location: To Be Announced

Instructor: To Be Announced

Introduction to Word

Brief Course Description:



Introduction to Word 97 introduces the essential word processing skills necessary to create impressive, professional documents. Students will:

- learn how to create, edit, and organize documents;
- save time and extra steps by using the AutoCorrect feature which allows automatic insertion of text used repeatedly in everyday work; and
- improve ease of writing and the readability of text by using Word's editing and proofing tools.

Prerequisites: Introduction to Windows

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
<i>Word 97: Module I</i>	16.00
Estimated cost for state employee	213.00

Course: CWRD1

Section: 0001

Date & Time Info: Starting Monday, July 19, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Cindy Gos a

Section: 0002

Date & Time Info: Starting Thursday, September 30, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Tracy L. Morgan

Section: 0003

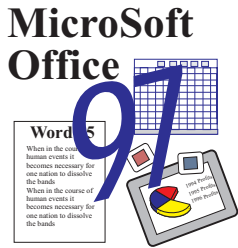
Date & Time Info: Starting Monday, November 8, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lucy Rushing

Intermediate Word

Brief Course Description:



This course reviews the basic concepts and features of Word and teaches intermediate word processing skills. Students use headers and footers; create, use, and format tables; and work with columns. Students also use pictures, graphic elements, worksheets, and charts in documents and work with envelopes and labels.

Prerequisites: Introduction to Word

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
<i>Word 97: Module II</i>	16.00
Estimated cost for state employee	213.00

Course: CWRD2

Section: 0001

Date & Time Info: Starting Thursday, August 5, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lucy Rushing

Section: 0002

Date & Time Info: Starting Thursday, October 7, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Tracy L. Morgan

Section: 0003

Date & Time Info: Starting Thursday, December 2, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Tracy L. Morgan

Introduction to WordPerfect 8.0

Brief Course Description:



Students will learn the basic elements of word processing, such as:

- how to open, close, and save documents;
- how to enhance page appearance by applying text attributes such as bold, italics, and underlining;
- how to change fonts and font sizes;
- how to affect the appearance of a document by changing tabs, margins, and line spacing;
- how to create tables; and
- how to spell check documents.

Prerequisites: Introduction to Windows

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
<i>WordPerfect 8.0: Level 1 (Windows 95)</i>	20.00
Estimated cost for state employee	217.00

Course: CWP13

Section: 0001

Date & Time Info: Starting Thursday, August 12, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Cindy Gos a

Section: 0002

Date & Time Info: Starting Thursday, October 7, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Cindy Gos a

Section: 0003

Date & Time Info: Starting Thursday, December 9, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Cindy Gos a

Intermediate WordPerfect 8.0



Brief Course Description:



This course introduces students to the intermediate features of WordPerfect. Students review basic features of WordPerfect then perform intermediate word processing tasks by manipulating multiple document windows, copying text between documents, and inserting files into documents. Students improve the appearance of documents by formatting with styles, using columns, creating and using outlines, and creating and formatting tables. Students also perform tasks to work efficiently in WordPerfect by creating, sorting, and merging data for form letters, mailing labels, and envelopes.

Prerequisites: Introduction to Windows; Introduction to WordPerfect 8.0

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
<i>WordPerfect 8.0 for Windows 95: Module II</i>	16.00
Estimated cost for state employee	213.00

Course: CWP14

Section: 0001

Date & Time Info: Starting Monday, September 13, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Lucy Rushing

Section: 0002

Date & Time Info: Starting Monday, November 15, 1999, for 2 days
Monday & Tuesday, 8:30 AM - 4:30 PM

Location: Lab 2, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Desktop Publishing Using WordPerfect

Brief Course Description:



Desktop Publishing Using WordPerfect for Windows will cover basic design concepts essential to planning and producing high quality documents. Using the powerful desktop publishing features of this software package, students will plan and create letterheads, advertisements, and forms.

Prerequisites: Introduction to WordPerfect

Materials and Approximate Course Costs:

Tuition for state employees	150.00
Lab Fee	47.00
WordPerfect 8 - Level III	20.00
Estimated cost for state employee	217.00

Course: CWPW5

Section: 0001

Date & Time Info: Starting Thursday, September 9, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

Section: 0002

Date & Time Info: Starting Thursday, December 2, 1999, for 2 days
Thursday & Friday, 8:30 AM - 4:30 PM

Location: Lab 1, 301 Building Basement
301 North Lamar Street, Jackson, MS

Instructor: Leah Chisolm

MISSISSIPPI

Department of Information Technology Services

David Litchliter, Executive Director
Karen Newman, Education Services Director

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