

# ITS Welcomes You Back To Campus!

Welcome Back! IT Learning Pods of Creative Services is pleased to welcome the students back to campus here at the start of Spring Semester 2007. ITS instructors taught 695 students in 53 different classes in Fall Semester instruction which sets a new semester record for IT Learning Pods. The ratio of students to teachers in Fall Semester 2006 was 13.1:1 which was slightly above the normal ITS ratio of 12:1. At the suggestion of some of our fall semester students, class offerings for the entire spring semester are now listed in this booklet and at the ITS Web site. But, of course, other class sections and new classes may be added at any time.



ITS Dining Car

In case you haven't heard of the ITS before, let me explain the basics. ITS courses are generally 90 minutes in length and are free to all current ISU students. ITS courses do require pre-registration but you can register for ITS courses in by sending e-mail to [learnit@iastate.edu](mailto:learnit@iastate.edu).

**PRE-REGISTRATION:** Registration is required for all short courses and seminars offered by IT Learning Pods (ITS).

**COURSE CANCELLATIONS:** Courses will be offered as scheduled only if five or more individuals are registered 24 hours before the course is scheduled to begin.

**ADDITIONAL COURSES:** Courses in this handbook are those that were scheduled as of Jan 9, 2007. Additional courses will be announced in future issues of the Inside Iowa State and will be listed on the IT Learning Pods Web page: <http://css.ait.iastate.edu/>

So if you are tired of attending the same old classes or need to learn some basic computer skills, why not learn something new at the ITS.

Sincerely yours,

*Joe Struss*

*Creative Services*

## ITS Graduation Requirements

Yes, you can actually graduate from IT Learning Pods. If you attend sixty different ITS classes in a semester (or at least twenty new ITS classes in the current semester and fifty other ITS classes within the last year with overall sixty or more classes being different) and pass an applications

take-home exam, you can obtain a graduation certificate in computer literacy from IT Learning Pods. For more info, e-mail Joe Struss and please remember to list the ITS classes that you have attended. Take-home examinations are available starting one week after midterm through the start of Finals Week. Good luck on the exam!

---

## ITS Class Levels & Classrooms

**CLASS LEVELS:** ITS offers three levels of classes. “Basic Training” (BT) classes are specifically designed with the computer novice user in mind. The “Traditional” (T) classes introduce students somewhat

familiar with computers to new computer concepts and areas. While the “Advanced Studies” (ADV) classes supply more experienced users with additional technical information. Classes marked with a \* are short

courses that are also open to campus faculty/staff members. **CLASSROOMS:** All ITS classes are normally taught in Durham Centre. The main ITS classroom is downstairs in Room 89 Durham.

---

## ITS Example Classes

### Using a Macintosh– Basic Training (Mac)

This 90-minute, hands-on workshop is an introduction to the basic aspects of the Macintosh computer operating environment. The course covers topics like using the mouse, icons, help, starting applications, windows, and the trash can. No previous computer experience is necessary.

### Basic Project Vincent Applications

This 90-minute course covers the basic applications on Project Vincent. Topics include using the pico editor, basic electronic mail (e-mail) commands, basics of online consulting (OLC), browsing network newsgroups with rn, and other survival topics as requested. A hand-out is provided in class. Make sure access to your Project Vincent account is up-to-date and the password is current.

### World Wide Web Virtual World Tour

This light-hearted, 90-minute virtual tour of the World Wide Web (Web) is an overview of the Web world and teaches the basics of using a Web client (Mosaic/Netscape) to explore the Internet. Mosaic and Netscape are easy-to-use software facilities with eye-catching graphics that offer a consistent hypertext-style user interface. World Wide Web can access all Gopher, WAIS, FTP, and Telnet links/protocols as well as providing access to its own World Wide Web links and services. Designed for the technical novice, this course presents a non-technical approach for using the World Wide Web and includes a few essential tools for effective searching. The actual Mosaic/Netscape interface used in the class may vary but the basics are much the same for various computer systems. A Project Vincent

username is required for this course when the class is taught using Project Vincent workstations. Handouts are provided.

#### **Using a Macintosh– Basic Training (Mac)**

This 90-minute, hands-on workshop is an introduction to the basic aspects of the Macintosh computer operating environment. The course covers topics like using the mouse, icons, help, starting applications, windows, and the trash can. No previous computer experience is necessary.

#### **Basic Project Vincent Applications**

This 90-minute course covers the basic applications on Project Vincent. Topics include using the pico editor, basic electronic mail (e-mail) commands, basics of online consulting (OLC), browsing network newsgroups with rn, and other survival topics as requested. A handout is provided in class.

#### **World Wide Web Virtual World Tour**

This light-hearted, 90-minute virtual tour of the World Wide Web (Web) is an overview of the Web world and teaches the basics of using a Web client (Mosaic/Netscape) to explore the Internet. Mosaic and Netscape are easy-to-use software facilities with eye-catching graphics that offer a consistent hypertext-style user interface. World Wide Web can access all Gopher, WAIS, FTP, and Telnet links/protocols as well as providing access to its own World Wide Web links and services. Designed for the technical novice,

this course presents a non-technical approach for using the World Wide Web and includes a few essential tools for effective searching. The actual Mosaic/Netscape interface used in the class may vary but the basics are much the same for various computer systems. A Project Vincent username is required for this course when the class is taught using Project Vincent workstations. Handouts are provided.

#### **Web Virtual World Tour II**

This light-hearted, 90-minute virtual tour of the World Wide Web (Web) is an overview of the Web world and teaches the basics of using a Web client (Mosaic/Netscape) to explore the Internet. Mosaic and Netscape are easy-to-use software facilities with eye-catching graphics that offer a consistent hypertext-style user interface. World Wide Web can access all Gopher, WAIS, FTP, and Telnet links/protocols as well as providing access to its own World Wide Web links and services. Designed for the technical novice, this course presents a non-technical approach for using the World Wide Web and includes a few essential tools for effective searching. The actual Mosaic/Netscape interface used in the class may vary but the basics are much the same for various computer systems. A Project Vincent username is required for this course when the class is taught using Project Vincent workstations. Handouts are provided.

So make sure and try out some classes in IT Learning Pods this semester!