

December 2006 Class Schedule

The following courses are open to all students, faculty, and staff of UH/HSC and may also be attended by students, faculty, and staff from the SBU West Campus. For more details, consult the online 2006 Course Catalog.

www.hsclib.sunysb.edu

1. **Monthly Class Schedule:** Attendance is free of charge and advanced registration for the scheduled classes listed below is not required. Sign-in begins 10 minutes prior to the start of the class. Attendance is limited to 20.
2. **Open Class Schedule:** We want to offer courses that fit your schedule! If you represent a group of five (5) or more, you may request a class using the contact information below. We will work with you to schedule any of the classes offered in our catalog at a mutually convenient date and time. Depending on the nature, size and facilities needed for the class, we may even be able to hold the class at your office or in your department area.

Questions? Please call (631) 444 - 3099

PR Pre-requisite class strongly suggested.

All classes are in Classroom 2 unless otherwise noted
COURSES ARE LISTED IN ORDER BY DATE

ES115: MS Excel for Office XP – Introduction

Librarian: Susan Werner

- Wednesday, December 6: 9:30 am – 11:00 am

Provides an introduction to the MS Office XP spreadsheet utility. Includes: table creation and data entry; simple functions and formulas; and printing, formatting and page set up of documents.

PR = ES101: Introduction to Windows XP (or equivalent experience)

ES440: Consumer Health Resources*

Librarian: Susan Werner

- Thursday, December 7: 9:00 am – 10:00 am

Designed for those interested in locating and utilizing a variety of electronic resources in the area of consumer health and patient education. Focuses primarily on MEDLINEplus, MDCConsult, Health Reference Center, and other relevant web sites available through the HSC Library.

PR = None

ES110: MS Word for Office XP – Introduction

Librarian: Michael B. Huang

- Friday, December 8: 11:00 am – 12:00 pm

Teaches word processing application basics using MS Word. Includes: basic and advanced features; text editing; multi-tasking; document format and layout; file management and manipulation; and printing.

PR = ES101: Introduction to Windows XP (or equivalent experience)

ES180: EndNote – Introduction*

Librarian: Michael B. Huang

- Friday, December 8: 1:30 pm - 2:30 pm

The course provides an overview of all of the features that you will need to begin using EndNote including an introduction to EndNote libraries and instruction for how to enter references, search remote databases, import references, use EndNote while writing a paper, search EndNote libraries, and print references.

PR = ES101: Introduction to Windows XP (or equivalent experience)

ES465: Evidence-Based Medicine Tools & Resources*

Librarian: Colleen Kenefick

- Monday, December 11: 9:30 am – 11:00 am

Introduces participants to the resources and strategies used for mining biomedical literature in search of best evidence in support of clinical decision making using scenario-based searching exercises. Includes: comparison of core EBM databases, MEDLINE, Best Evidence and the Cochrane Collection of Systematic Reviews; detailed analysis of basic and advanced search strategies; discussion and illustration of the use of EBM filters; and overview of Internet resources in support of EBM.

PR = ES320: Introduction to PubMed (or equivalent experience)

ES285: Vlog: An Introduction to Video Blogging

Librarian: Darren Chase

- Monday, December 11: 2:30 pm – 4:00 pm

Digital multimedia content is becoming more and more common on the World Wide Web, and the free video blog site YouTube has quickly become one of the most popular of online destinations. Learn how to easily create video blogs, and use digital multimedia for research, learning and teaching.

PR = None

ES130: Introduction to Microsoft Publisher XP

Librarian: Colleen Kenefick

- Tuesday, December 12: 2:00 pm – 3:30 pm

Microsoft Publisher is a desktop-publishing package that creates professional quality business cards, flyers, invitations, and newsletters that allow you to concentrate on the content, while the program assists you with the aesthetic details.

PR = ES101 Introduction to Windows XP (or equivalent experience)

ES121: MS PowerPoint for Office XP – Intermediate

Librarian: Colleen Kenefick

- Wednesday, December 13: 2:00 pm – 3:30 pm

Learn to utilize more advanced features of PowerPoint. Includes: slide transitions and build effects; custom backgrounds; importing data and inserting graphs; using the Slide Master; working with the drawing toolbar; and manipulating and customizing clip art. Consideration is given to developing an effective presentation through visual metaphors and perception management.

PR = ES120: MS PowerPoint for Office XP – Introduction (or equivalent experience)

Lunch Bytes: Finding & Evaluating Health Information on the Web Librarian: Susan Werner

- Thursday, December 14: 12:00 pm – 12:45 pm

Do you know what the "Top Ten" most useful health information websites are? Come and find out.

PR = None

ES171: MS Access for Office XP – Intermediate

Librarian: Michael B. Huang

- Friday, December 15: 9:30 am – 11:00 am

Expands upon the introductory course and examines database design in greater depth. Content includes: normalizing data; establishing relationships between tables; using formulas as default values; data validation and protection. The class will examine standard rules (rule of thumb) of database design. The class begins with a brief review of material covered in the introductory course.

PR = ES170: MS Access for Office XP – Introduction (or equivalent experience)

Lunch Bytes: Finding Patents and Trademarks Online NEW!

Librarian: Darren Chase

- Thursday, December 21: 12:00 pm – 12:45 pm

Use the Government Web to find and research patents and trademarks online.

PR = None

Caring Crafters Group

Librarian: Susan Werner

- Every Wednesday: 12:00 pm - 1:00 pm

Calling all crafters: Dust off your knitting needles, crochet hooks, and sewing machines. The Health Sciences Library is making lap blankets for residents of the Long Island State Veterans Home at Stony Brook University. If you can knit, crochet, or sew, please join us on Wednesdays at noon. Yarn and fleece will be provided. Donation of supplies is greatly appreciated. Questions? Please call Susan Werner 4-3995.

Classes marked with an asterisk (*) qualify for American Medical Association Category 2 continuing education credit. Individual class descriptions identify those classes offering this credit. Attendance is self documented. Physicians should maintain records of attendance claiming one hour of credit for each hour of course participation. The AMA Physicians' Recognition Award permits up to 30 hours of the 50 hours required annually to be earned in Category 2 activities.