

# POWER UP!

**Computer Training Courses**  
September – December 2009



# POWER UP TODAY!



Register online at [www.edtech.utah.edu](http://www.edtech.utah.edu)

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Advanced Technical Training Courses and Certificate Programs are also available.

For more information, go to [www.edtech.utah.edu](http://www.edtech.utah.edu).

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### Custom Training/Consulting

One of the most powerful aspects of Technology Education is that we can customize any of our technology classes to meet the needs of your organization. Our renowned instructors can create any new or specialized training from the ground up, while letting you control what's covered. Your employees will be connected to the exact skills and knowledge they need to increase their productivity at work. Custom training and consulting can be held at your facility or at one of the four convenient university training labs in Bountiful, Salt Lake, Murray, or Sandy.

### On-Demand

Our super-flexible on-demand format makes it easy to attend class when it fits your schedule. If we're not currently running a class that you're interested in, simply call our office and you'll be notified when we have enough people to run the class of your choice.

### Earn While You Learn

University of Utah students now have the power to get certified and receive university credit at the same time! If you're an admitted U of U student working toward your degree, you can also obtain Apple and Linux certification. Technology Education and School of Computing have partnered to provide this exciting combination of certification and credit.

We also offer general computing courses and certificate programs. For more information about prerequisites, instructor bios, and complete course descriptions, go to [continue.utah.edu/edtech](http://continue.utah.edu/edtech).

**For more information, and a complete listing of all class offerings visit**

# POWER UP – YOU CAN DO IT!

Everyone can use a little technology power boost. Maybe you want to make yourself more marketable, or better your communication abilities, or just familiarize yourself with the basics. There are dozens of reasons why you need to upgrade your computer knowledge and just as many for why you haven't done it yet. But it's time to throw out your excuses, to let go of your doubts and fears, and dive into a Technology Education course at the University of Utah.

We call our program the POWER HUB because we connect you to a powerful knowledge of computers and technology. Our instructors provide hands-on learning that will help you understand the ins and outs of your targeted program so that you can creatively and purposefully use your new skills.

It's our belief that whether you're a working professional, recreational user, or even a tech novice, you already have the power inside you to master technology. You just need a little nudge to unleash your abilities. And once you get your feet wet, you'll find the sky's the limit with what you can accomplish. In fact, the sky's no longer the limit. The world has become smaller and everything is in reach if you have the power. Take over the world? That's yesterday's goal. You'll take over the universe and make it to succumb to your every whim!

Okay, maybe that's a little ambitious for now; but receiving an immediate boost of knowledge is within reach. You just need to take the first step and enroll today.

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## FINANCE, SPREADSHEETS & DATABASES

### **Excel Level 1**

A hands-on, interactive class covering Microsoft 2007 Excel fundamentals. Explore the new user interface and Ribbon, create formulas, and use functions. Other topics include spreadsheet formatting, printing, and working with large spreadsheets. If you would prefer to learn the Microsoft 2003 version of this class, please call us at 581-6061.

412-001 • Th, Sep 10 • 9:00 AM-5:00 PM

LOCATION: Annex 2153, Campus • SLC

FEE: \$219

INSTRUCTOR: Inita L. Lyon

412-005 • W, Oct 7 • 9:00 AM-5:00 PM

LOCATION: 5282 S 320 W Ste D110 • Murray

FEE: \$219

INSTRUCTOR: Jeremy T. Robb

# FINANCE, SPREADSHEETS & DATABASES

## **Excel Level 2**

In this hands-on, interactive Microsoft 2007 Excel class, you'll learn to calculate with advanced formulas and use specialized functions. You'll create, format, and modify charts and tables. Other topics include sorting and filtering data, pivot tables, handling graphic objects, and templates. Completion of Excel Level 1 is required. Department approval is necessary to waive this requirement. If you would prefer to learn the Microsoft 2003 version of this class, please call us at 581-6061.

413-001 • M, Oct 12 • 9:00 AM-5:00 PM  
LOCATION: Annex 2153, Campus • SLC  
FEE: \$219  
INSTRUCTOR: Inita L. Lyon

413-005 • W, Nov 11 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$219  
INSTRUCTOR: Jeremy T. Robb

## **Excel Level 3**

Learn advanced Microsoft 2007 Excel features, including macros, conditional formatting, data validation, revision tracking. Work with Excel's data analysis tools, such as trendlines and scenarios. Other topics include importing and exporting data and web queries. Completion of Excel Level 2 or instructor approval is required. If you

would prefer to learn the Microsoft 2003 version of this class, please call us at 581-6061.

414-001 • W, Dec 16 • 9:00 AM-5:00 PM  
LOCATION: Annex 2169, Campus • SLC  
FEE: \$219  
INSTRUCTOR: Jeremy T. Robb

## **Access Level 1**

This two-day introduction to Microsoft Office 2007 Access, a relational database application, will help you track the critical information that is the lifeline of a well-run company. In today's market, those with database administration or management skills are in demand. Concepts include database design principles, creating and using tables, table relationships, creating and running queries, forms, and reports. Familiarity with use of Microsoft Office applications (Word, Excel, etc.) and navigation in a Microsoft Windows environment is required. If you would prefer to learn the Microsoft Office 2003 version of this class, please call us at 581-6061.

418-005 • TTh, Sep 22-24 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$549  
INSTRUCTOR: Adriel Burkholder

## **Access Level 2**

In this Microsoft Office 2007 Access class, you will learn to use advanced query techniques, create custom forms and reports, build and utilize macros to simplify tasks, use forms effectively, and create a database switchboard in this two-day class. Also covered: database security, using a SharePoint Site, and importing and exporting data. Completion of Access Level 1 or instructor approval is required. If you would prefer to learn the Microsoft Office 2003 version of this class, please call us at 581-6061.

419-005 • MW, Oct 12-14 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$549  
INSTRUCTOR: Adriel Burkholder

## **FileMaker Pro Level 1**

FileMaker Pro is the leading workgroup database software for quickly creating and sharing solutions adapted to your business needs. In this introductory class, use hands-on exercises to navigate databases, maintain existing databases, set up a new database, format fields, find records, import data, and create templates. You will also learn how to create layouts, add graphics, export data, and create reports. Familiarity with use of Microsoft Office applications (Word, Excel, etc. ) and navigation in a Microsoft Windows environment is recommended.

465-001 • TTh, Oct 6-8 • 9:00 AM-5:00 PM  
LOCATION: Annex 2153, Campus • SLC  
FEE: \$625  
INSTRUCTOR: Adriel Burkholder

### **FileMaker Pro Level 2**

A continuation of FileMaker Pro level 1, this class covers defining and setting up database relationships such as one-to-many, many-to-one, and many-to-many. You will also learn how to create buttons and scripts to customize your database solutions and how to allow access by multiple users, plus how to create a database for the web. Completion of FileMaker Pro level 1 or instructor approval is required.

466-001 • MW, Oct 19-21 • 9:00 AM-5:00 PM  
LOCATION: Annex 2169, Campus • SLC  
FEE: \$625  
INSTRUCTOR: Adriel Burkholder

### **QuickBooks Level 1**

QuickBooks is the most popular bookkeeping program on the market. In this hands-on class you will learn how to use the QuickBooks software to set up your company financials, work with lists, set up inventory, invoice for services, process payments, work with bank accounts, and enter and pay bills. If you are using the software for the first time, you will be introduced to its primary features. If you are familiar with the software, you will quickly learn new features and functionality.

425-007 • W, Sep 16 • 9:00 AM-5:00 PM  
LOCATION: 9875 S 240 W • Sandy  
FEE: \$219  
INSTRUCTOR: Gregory M. Kyte

425-005 • Th, Nov 5 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$219  
INSTRUCTOR: Gregory M. Kyte

### **QuickBooks Level 2**

Are you ready to learn more? We'll cover QuickBooks' more sophisticated features—ones that really let the program work for your business. In this hands-on class, you will learn to customize forms, track credit card transactions, create and modify various types of reports, create graphs, track and pay sales tax, track payroll information, and how to handle those tricky transactions, such as bounced checks. Take both sessions and be a pro at QuickBooks. Prerequisite: QuickBooks I or equivalent.

426-007 • W, Oct 7 • 9:00 AM-5:00 PM  
LOCATION: 9875 S 240 W • Sandy  
FEE: \$219  
INSTRUCTOR: Gregory M. Kyte

426-005 • Th, Nov 19 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$219  
INSTRUCTOR: Gregory M. Kyte

## GENERAL COMPUTING

### **iPhoto**

Life is one big photo opportunity. After you've snapped all those great pictures, what can you do with them? With Apple's iPhoto, you can store, organize, and display all your images. Or send an album of favorite photos to the family and have it change automatically on their computers when you update yours. Give a beautiful printed book of special photos to a friend. Put your kid's face on a custom party invitation. Create a personalized calendar to give as a gift. In this hands-on class, you'll also learn iPhoto's floating Effects palette with the most popular effects. Apply a sepia tint to your photo. Transform it to striking black-and-white. Boost or fade color. Vignette it or blur the edges. With iPhoto, you can take your digital images to the next level with ease. This class is part of Continuing Education's HomeTech series. For more information and to see a complete list of HomeTech classes, go to [www.continue.utah.edu/hometech](http://www.continue.utah.edu/hometech).

*More course info on next page*

# GENERAL COMPUTING

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640-001 • S, Nov 7 • 9:00 AM-12:00 PM  
LOCATION: Annex 2169, Campus • SLC  
FEE: \$55  
INSTRUCTOR: Alan K. Mark

## **iMovie & iDVD**

iMovie is the fastest and easiest way to turn home movies into dazzling Hollywood-style hits. In this interactive class, you'll learn to create video effects, preview the results in real time, edit and trim video and audio, set bookmarks and chapter markers, and fade audio in or out. And after you've created your masterpiece, iDVD helps you put it all on DVD. You'll learn to author DVDs of your movies and photo slideshows in a variety of regular and widescreen formats. You can even include content from both SD and HD video sources. Learn about Magic iDVD mode which automatically creates a complete project – including main menu, buttons, scene selection menus, and slideshow menus customized to match your content – from start to finish. Everything you need to produce your digital video on your television. This class is part of Continuing Education's HomeTech series. For more information and to see a complete list of HomeTech classes, go to [www.continue.utah.edu/hometech](http://www.continue.utah.edu/hometech).

645-001 • S, Oct 17-24 • 9:00 AM-12:00 PM  
LOCATION: Annex 2169, Campus • SLC  
FEE: \$95  
INSTRUCTOR: Alan K. Mark

## **Mac Basics: A User's Guide**

This course will cover the background of the Macintosh computer, its innovative features, and utilization of the Mac OS. Whether you are a seasoned computer user interested in expanding your general understanding, or a new Macintosh computer user who would like to know how to change your screensaver, this class will benefit you.

610-001 • M, Sep 14 • 9:00 AM-5:00 PM  
LOCATION: Annex 2169, Campus • SLC  
FEE: \$199  
INSTRUCTOR: Jeremy T. Robb

610-002 • T, Nov 10 • 9:00 AM-5:00 PM  
LOCATION: Annex 2169, Campus • SLC  
FEE: \$199  
INSTRUCTOR: Jeremy T. Robb

## **PowerPoint Level 1**

A hands-on, interactive introduction to Microsoft Office 2007 PowerPoint. Explore the new user interface and Ribbon. Learn basic slide design skills and create professional-looking presentations. Topics include text and paragraph formatting, clip art, graphic objects, tables, and charts. Also covered: transitions and animation effects, speaker notes, and printing. If you would prefer to learn the Microsoft Office 2003 version of this class, please call us at 581-6061.

410-001 • Th, Nov 19 • 9:00 AM-5:00 PM  
LOCATION: Annex 2153, Campus • SLC  
FEE: \$219  
INSTRUCTOR: Inita L. Lyon

## **PowerPoint Level 2**

Learn to take your Microsoft Office 2007 PowerPoint presentations to the next level, with slide masters and customized slide layouts, headers and footers, diagrams, and multimedia elements. Other topics include customizing the PowerPoint environment, setting up custom shows, collaborating on a presentation, and publishing on the web. If you would prefer to learn the Microsoft Office 2003 version of this class, please call us at 581-6061.

411-001 • Th, Dec 3 • 9:00 AM-5:00 PM  
LOCATION: Annex 2153, Campus • SLC  
FEE: \$219  
INSTRUCTOR: Inita L. Lyon

## Word Level 1

Learn the basics of Microsoft 2007 Word, including how to create and edit documents, format text and paragraphs, create tables, add graphics, and print various professional-looking documents. In this hands-on, interactive class, you will also learn some of Word's proofing features, such as spelling, grammar checking, and Auto-Correct. If you would prefer to learn the Microsoft 2003 version of this class, please call us at 581-6061.

415-001 • W, Sep 16 • 9:00 AM-5:00 PM  
LOCATION: Annex 2153, Campus • SLC  
FEE: \$219  
INSTRUCTOR: Inita L. Lyon

415-007 • Th, Oct 15 • 9:00 AM-5:00 PM  
LOCATION: 9875 S 240 W • Sandy  
FEE: \$219  
INSTRUCTOR: Inita L. Lyon

## Word Level 2

A hands-on continuation of Microsoft 2007 Word Level 1. Learn to create, manage, and modify lists, tables, charts, and graphic objects, and control text flow through sections, templates, mail merge, and macros. Completion of Word Level 1 is strongly recommended. If you would prefer to learn the Microsoft 2003 version of this class, please call us at 581-6061.

416-001 • T, Sep 29 • 9:00 AM-5:00 PM  
LOCATION: Annex 2153, Campus • SLC  
FEE: \$219  
INSTRUCTOR: Inita L. Lyon

416-007 • T, Nov 24 • 9:00 AM-5:00 PM  
LOCATION: 9875 S 240 W • Sandy  
FEE: \$219  
INSTRUCTOR: Inita L. Lyon

## Word Level 3

Learn advanced Microsoft 2007 Word features. Use Word in collaboration with Excel and PowerPoint; learn about document collaboration features, such as tracking changes and managing document versions. Add in footnotes or endnotes, captions, citations, and bibliographies. Insert an index or table of contents, secure the document, and create and use forms. Completion of Word Level 2 or instructor approval is required. If you would prefer to learn the Microsoft 2003 version of this class, please call us at 581-6061.

417-001 • W, Dec 9 • 9:00 AM-5:00 PM  
LOCATION: Annex 2153, Campus • SLC  
FEE: \$219  
INSTRUCTOR: Inita L. Lyon

## 🏠 Photoshop for the Amateur

Learn to use Photoshop to download, scan, resize, and enhance digital photos. Enhance your photos with deepened color, better contrast, and touch ups. Learn basic tools to create and save beautiful images. This class is a HomeTech series class. For information and to see a complete list of HomeTech classes, go to [www.continue.utah.edu/hometech](http://www.continue.utah.edu/hometech). If you are interested in learning Photoshop for a professional environment, please see Photoshop Level 1 at <http://continue.utah.edu/edtech/detail.php?subject=edtec&catalog=452>.

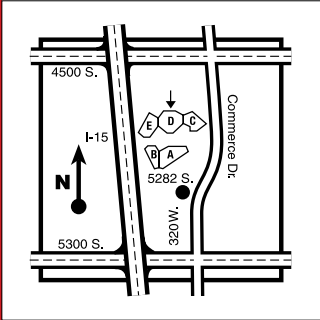
120-001 • S, Oct 17-24 • 9:00 AM-12:00 PM  
LOCATION: Annex 2153, Campus • SLC  
FEE: \$99  
INSTRUCTOR: Lynne M. Bennett

**U OF U OFF CAMPUS  
LOCATIONS/DIRECTIONS**

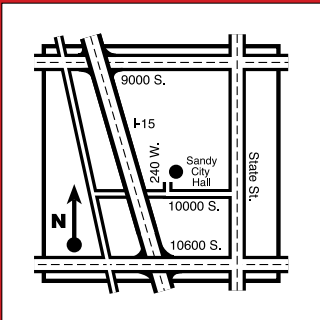


Technology Education  
1901 E South Campus Drive, Rm. 2177  
Salt Lake City, Utah 84112-9359

Salt Lake  
1901 E South  
Campus Drive  
(Annex Building)



Murray/Cedar Park  
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Suite D110



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