Technology Education at the University of Utah
Custom Course Checklist

PLEASE FILL OUT THE FORM BELOW AS COMPLETELY AS POSSIBLE

Part I – Contact Information

Company/Organization Name:
Please briefly describe your business:
Contact Name:
Contact Phone:
Contact Email:
Are you the key decision maker?
If not, please provide name of decision maker:

Part II – Training Needs

Is there an approved budget for this training?
Please provide the type of training you need:
(For example: MS Office, Desktop Publishing, Apple, Databases, Web Design, etc.)
Please describe thoroughly and clearly the outcomes desired by the training (s):
(For example, “Participants need to know how to create tables, mail merge, animations, queries, etc.)

1.
2.
3.

Part III – Training Timeline

Targeted Date(s) of Training:
Time of Day Preferred (if any):

Part IV – Participant Profile

Please describe the participants attending training:
(For example, engineers, managers, accountants, directors, etc.)

# of estimated training participants:_______

Part V – Training Location

Do you want to hold the training at your facility?
Do you have a computer lab?
PC or Mac?
Interested in the U of U Extension Sites* such as Bountiful, Salt Lake, Murray, or Sandy?
If so, which one (s):

SUBMIT TRAINING REQUESTS BY EMAIL TO: EDTECH@AOCE.UTAH.EDU OR FAX 801.581.3165