POWER UP!

Computer Training Courses
September to December 2008
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 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, CCNA, and Linux certification. Technology Education and School of Computing have partnered to provide this exciting combination of certification and credit.

For more information, and a complete listing of all class offerings visit
There’s a power that comes from the mastery of technology. The more you learn, the more power you have in your career, communication, recreational pursuits, and life in general. So what’s stopping you from gaining the knowledge you need? Are you intimidated by jargon and concepts that don’t seem to come naturally to you? Do you feel that you don’t have the foundation or patience to learn? Or maybe you think you just don’t have the time to take a class?

Technology Education at the University of Utah is here to help you overcome all your doubts and fears, so that you can Power Up and gain the skills that will benefit your life. We call our program the **POWER HUB** because of our unique ability to connect you to powerful computer knowledge, skills, and equipment. Our instructors are universally respected and are masters at providing you with the hands-on information you need in a language you can understand. What’s more, the flexible class schedule has been designed to fit into your life and provides a wide variety of classes for working professionals, recreational users, and novices.

[www.continue.utah.edu/edtech](http://www.continue.utah.edu/edtech) • [801-581-6061](tel:+18015816061)
Access Level 1
A two-day introduction to Microsoft Office 2007 Access, a relational database application. 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 30-Oct 2, 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $525
INSTRUCTOR: Adriel Burkholder

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 11, 9:00 AM-5:00 PM
LOCATION: Annex 2153 • Campus SLC
FEE: $209
INSTRUCTOR: Jeremy T. Robb

412-005 W, Oct 29, 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $209
INSTRUCTOR: Jeremy T. Robb

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, 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 TTh, Oct 14-16, 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $525
INSTRUCTOR: Adriel Burkholder

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 6, 9:00 AM-5:00 PM
LOCATION: Annex 2153 • Campus SLC
FEE: $209
INSTRUCTOR: Jeremy T. Robb

413-005 W, Nov 19, 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $209
INSTRUCTOR: Jeremy T. Robb

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, you will experience hands-on exercises in navigating databases, maintaining existing databases, setting up a new database, formatting fields, finding records, importing data, and creating 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 MW, Oct 6-8, 9:00 AM-5:00 PM
LOCATION: Annex 2169 • Campus SLC
FEE: $595
INSTRUCTOR: Adriel Burkholder

www.continue.utah.edu/edtech • 801-581-6061
**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 27-29, 9:00 AM-5:00 PM
LOCATION: Annex 2153, Campus SLC
FEE: $595
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, 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 17, 9:00 AM-5:00 PM
LOCATION: 9875 S 240 W • Sandy
FEE: $209
INSTRUCTOR: Staff

**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 8, 9:00 AM-5:00 PM
LOCATION: 9875 S 240 W • Sandy
FEE: $209
INSTRUCTOR: Staff

426-005 Th, Nov 20, 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $209
INSTRUCTOR: Staff
Introduction to Macintosh Computers
The Macintosh computer has held a mystique since its recent increase in popularity. This course will cover the background of the Macintosh computer, features the Macintosh offers, 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 8, 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.

610-002 T, Nov 11, 9:00 AM-5:00 PM
LOCATION: Annex 2169 • Campus SLC
FEE: $199
INSTRUCTOR: Jeremy T. Robb

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.

410-001 W, Oct 8, 9:00 AM-5:00 PM
LOCATION: Annex 2153 • Campus SLC
FEE: $209
INSTRUCTOR: Jeremy T. Robb

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

415-001 W, Sep 17, 9:00 AM-5:00 PM
LOCATION: Annex 2153 • Campus SLC
FEE: $209
INSTRUCTOR: Laura B. Dahl

415-007 M, Oct 6, 9:00 AM-5:00 PM
LOCATION: 9875 S 240 W • Sandy
FEE: $209
INSTRUCTOR: Laura B. Dahl

Word Level 2
A hands-on continuation of Microsoft 2007 Word Level 1. Learn how to create and manage lists, as well as modify and enhance tables. Other topics include creating charts, working with graphic objects, controlling 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.

415-001 Th, Oct 23, 9:00 AM-5:00 PM
LOCATION: Annex 2153 • Campus SLC
FEE: $209
INSTRUCTOR: Jeremy T. Robb

416-001 M, Oct 20, 9:00 AM-5:00 PM
LOCATION: Annex 2153 • Campus SLC
FEE: $209
INSTRUCTOR: Laura B. Dahl

416-007 W, Oct 22, 9:00 AM-5:00 PM
LOCATION: 9875 S 240 W • Sandy
FEE: $209
INSTRUCTOR: Laura B. Dahl
iMovie & iDVD
iMovie has changed the way people look at home movies. iMovie puts you in the director’s chair. And the editor’s chair. And the special effects guy’s chair. 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.

645-001 S, Nov 1-8, 9:00 AM-12:00 PM
LOCATION: Annex 2169 • Campus SLC
FEE: $90
INSTRUCTOR: Alan K. Mark

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.

640-001 S, Oct 18, 9:00 AM-12:00 PM
LOCATION: Annex 2169 • Campus SLC
FEE: $49
INSTRUCTOR: Lynne M. Bennett

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. This class will give you the basic tools you need to create and save beautiful images.

120-001 • W, Oct 8-15 • 6:00-9:00 PM
LOCATION: Annex 2169 • Campus SLC
FEE: $90
INSTRUCTOR: Lynne M. Bennett

Scrapbooking With Photoshop
Have you always wondered how digital scrapbooking works? Find out how fun and easy it is! Using Photoshop techniques, this class will solve the mysteries of how to rotate, resize, crop and add frames to your digital photos, even if you’ve never used Photoshop before. Make your images pop off the page by layering and adding shadows. Discover how to include backgrounds, text and embellishments with your layouts. Learn what resolution is and why it impacts how you view or print your page. Generate PDF and JPG files (standard formats) of your pages for printing and explore various mediums for viewing your creations. Be introduced to a world of possible ways to display your memories and let your own imagination make them beautiful.

125-001 T, Oct 7-28, 9:30-11:30 AM
LOCATION: 9875 S 240 W • Sandy
FEE: $120
INSTRUCTOR: Lori A. Jensen

HOMETECH
U OF U OFF CAMPUS
LOCATIONS/DIRECTIONS

Salt Lake
1901 E South
Campus Drive
(Annex Building)

Murray/Cedar Park
5282 South 320 West,
Suite D110

Sandy
9875 South Monroe Street
(240 West)

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