

The University of Toledo

Continuing Non-Credit Professional Development for IT Professionals

OUTLOOK	Course Number	Location	Fee/Hours
Outlook 2002 (XP) Level 1 - .7 CEU's Students will use Microsoft Outlook 2002 as a tool for communications and organization. Topics covered: Sending, receiving, organizing messages, scheduling appointments, events and meetings, using contacts, creating tasks and using notes.	1500 A	Scott Park	\$ 175 7 HOURS
Outlook 2002 (XP) Level 2 - .7 CEUs Students will use more advanced Microsoft Outlook 2002 features for communication and organization. Topics covered include customizing your messages, organizing your mailbox, coordinating schedules, saving and archiving mail, and sharing Outlook data. (Part of the MS Office User Specialist (MOUS) track)	1500 B	Scott Park	\$175 7 HOURS
Outlook 2002 (XP) Level 3 - .7 CEUs Students enrolling in this course will learn advanced Outlook skills including importing data, performing a mail merge, creating custom forms, using the Internet Free/Busy Service, scheduling an online meeting, using Instant Messenger from Outlook, accessing a newsgroup, using the Journal, setting Outlook security, using the Internet with Outlook, & working offline or remotely. (Part of the MS Office User Specialist (MOUS) track)	1500 C	Scott Park	\$ 175 7 HOURS
WORD PROCESSING AND PRESENTATION GRAPHICS	Course Number	Location	Fee/Hours
Word 2002 (XP) Level 1 - 1.4CEUs Students enrolling in this course will learn the basics for creating and revising business documents using Word 2002. Topics covered include creating a document, editing text, formatting text, adding tables, using Word timesavers, and displaying and printing options. Part of the MS Office User Specialist (MOUS) track	1501 A	Scott Park	\$ 295 14 HOURS
Word 2002 (XP) Level 2 - .7 CEUs Students enrolling in this course will learn intermediate Word 2002 skills including how to create templates, manage table data, create a newsletter, send form letters, create a Web page, and manage document changes. Part of the MS Office User Specialist (MOUS) track	1501 B	Scott Park	\$ 175 7 HOURS
Word 2002 (XP) Level 3 - .7 CEUs In this course, you'll learn how to use Word to create forms and long documents as well as how to make it easier to display and work with those forms and long documents by using macros and collaborating. This course is designed for someone who has extensive computer and Internet experience and wants to learn the more advanced features of Word 2002.. Part of the MS Office User Specialist (MOUS) track	1501 C	Scott Park	\$ 175 7 HOURS
Word - Creating Brochures, Flyers and More - .4 CEUs You will use a variety of desktop publishing techniques to create some simple publications in Word. You will learn how to create a newspaper, create an eye-catching coupon flyer, save money with a folded flyer and design a tri-fold brochure. (Prereq.: Intro to Word or comparable knowledge)	1501 D	Scott Park	\$ 85 4 HOURS
PowerPoint 2002 (XP) Level 1 - .7 CEUs Microsoft PowerPoint 2002 enables you to create presentation slides that combine text, clip art, drawings, tables, and charts and graphs. You'll learn how to create, modify, and run a basic PowerPoint presentation. PowerPoint is one of the most powerful presentation programs available. (Part of the MS Office User Specialist (MOUS) track)	1501 E	Scott Park	\$ 175 7 HOURS
PowerPoint 2002 (XP) Level 2 - .7 CEUs In order to take this course, you should be already familiar with PowerPoint on an introductory level. In this course, you will build your own design template and apply it to an existing presentation. You will also create slides with special effects, run various slide shows, create presentations for the Web, broadcast and review presentations. Part of the MS Office User Specialist (MOUS) track	1501 F	Scott Park	\$ 175 7 HOURS
SPREADSHEET, DATABASE, PROJECT MANAGEMENT AND PROGRAMMING COURSES	Course Number	Location	Fee/Hours
Introduction to QuickBooks - .7 CEUs This all-in-one software package allows small businesses to automate many bookkeeping activities. Participants will learn to set up a QuickBooks company, work with company lists, create and work with inventory lists, generate customer invoices and billing statements, record payments and pay bills. (Prereq: Intro to Windows or comparable knowledge)	1502 A	Scott Park	\$ 175 7 HOURS
Excel 2002 (XP) Level 1 - 1.4 CEUs This is an introductory class to spreadsheets. Topics include: creating, modifying and formatting spreadsheets, working with formulas, dates, text features, moving and copying data and printing worksheets. (Prereq: Intro to Windows or comparable knowledge. Part of the MS Office User Specialist (MOUS) track)	1502 B	Scott Park	\$ 295 14 HOURS
Excel 2002 (XP) Level 2 - .7 CEUs You will learn to create templates, use graphics, employ financial functions, do online project collaboration, work with multiple-sheet workbooks and more. (Prereq: Intro to Excel or comparable knowledge). Part of the MS Office User Specialist (MOUS) track	1502 C	Scott Park	\$ 175 7 HOURS

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<p>Excel 2002 (XP) Level 3 - .7 CEU s Topics discussed in this class include: macros and VBA , databases, pivot tables, styles and outlines, and workgroup collaboration. Part of the MS Office User Specialist (MOUS) track</p>	1502 D	Scott Park	\$ 175 7 HOURS
<p>Access 2002 (XP) Level 1 - 1.4 CEUs Learn the basic skills you need in order to begin designing and creating relational databases with Access. After taking this course, you will be able to go out and build databases that will harness the power of your company's information. You will be able to run queries to find information on the spot and turn raw data into useful, customized forms and reports that will help your business run more smoothly. Part of the MS Office User Specialist (MOUS) track</p>	1502 E	Scott Park	\$ 295 14 HOURS
<p>Access 2002 (XP) Level 2 - .7 CEUs This course is hands-on instruction that will introduce to students the skills needed for creating, revising, and customizing the design of tables, queries, forms, reports, and data access pages. Part of the MS Office User Specialist (MOUS) track</p>	1502 F	Scott Park	\$ 175 7 HOURS
<p>Access - Customize Your Reports - .4 CEUs Learn how to make reports more attractive and how to share those reports with people who don't have Access. You will also learn how to create subreports, insert charts, and add special effects. (Prereq.: Intro to Access or comparable knowledge.)</p>	1502 G	Scott Park	\$ 85 4 HOURS
<p>XML: An Introduction -.7 CEUs This course is a gentle introduction to XML. It is designed for both technical and non-technical students. All of the central XML technologies are covered, including XSLT,XML DOM, XML Linking, DTDs, and XML Schema. In addition to XML-specific technologies, other Web-centric technologies are also discussed. Students enrolling in this course should understand Internet basics and level 1 HTML skills.</p>	1502 H	Scott Park	\$ 350 7 HOURS
<p>Crystal Reports – Level 1 - 1.4 CEUs With Crystal Reports you can easily deliver rich, interactive content from virtually any data source, publish it to the Web, and integrate it within applications. This 2-day class will teach you some of the following capabilities of this software: creating reports, sorting and selecting records, grouping data, creating cross-tab reports, learning relational database concepts, creating and using formulas and functions, and distributing data.</p>	1502 I	Scott Park	\$ 600 14 HOURS
<p>Crystal Reports - Level 2 - 1.4 CEUs Expand your knowledge of one of the most popular database reporting software applications available. In this class you will learn how to: create advanced formulas, format reports based on calculation results, use multiple sections, insert subreports, access data from sources other than PC databases, and create user libraries</p>	1502 J	Scott Park	\$ 600 14 HOURS
DESKTOP PUBLISHING	Course Number	Location	Fee/Hours
<p>PageMaker Level 1 - .7CEUs This class teaches you basic features and tools needed to produce brochures, newsletters, flyers and much more -all with precision and control. Topics include: locating files and fonts, assembling a two-column flyer and creating master pages. (Prereq: Intro to Windows; Proficiency in Word and/or Power-Point; or comparable knowledge)</p>	1503 A	Scott Park	\$235 7 HOURS
<p>PageMaker Level 2 - .7 CEUs This class is designed for experienced PageMaker users seeking to expand their layout skills and design ability. Topics include: the control palette, indents and tabs, style sheets, frames and layers, inline graphics and the Story Editor. Through hands-on lessons, you will be able to go beyond the basics. (Prereq: PageMaker Level 1 or comparable knowledge)</p>	1503 B	Scott Park	\$235 7 HOURS
<p>PageMaker Level 3 - .7 CEUs This class continues the discussion of inline graphics, linking graphics and preparing documents for commercial printing. Additional topics include creating book lists, creating index entries and generating indices and tables of contents. If time permits, there will be a brief overview on adding hyperlinks and exporting documents. (Prereq: PageMaker Level 2)</p>	1503 C	Scott Park	\$235 7 HOURS

To Register and for more information about UT's Continuing Education IT Professional Development contact Program Manager Jan Hood at 419.530.6285 or janice.hood@utoledo.edu

Computer Lab Rental: UT has a transportable computers (laptop and desktop) available for instruction at the workplace. For more information about this lab Program Manager Jan Hood at 419.530.6285 or janice.hood@utoledo.edu



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