

# Course Catalog

## Technology Training Program

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# Access 2013:

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This four part course introduces attendees to Access 2013, including: how to work with data in Access, how to create tables & queries, how to manipulate data in forms & reports, and how to manage a database. Attendance at all four sessions is recommended but not required.

## Access I: Database Design

Microsoft Access is a powerful relational database program that allows individuals and businesses to efficiently store and manage large amounts of data. This course introduces attendees to Access 2013, including: how to design an effective relational database, how to construct tables and manage data, how to build table relationships, and how to analyze data using queries.

This is part 1 of a 4 part course.

## Access II: Tables & Queries

The key to an effective Access database is a collection of well-designed data tables. This course discusses table creation in Access 2013 and examines how to manage data table properties, simplify data entry with input masks and data validation, and design complex Access queries.

This is part 2 of a 4 part course.

## Access III: Forms & Reports

Creating complex forms and reports allows Access users to simplify data entry and data output processes. This course will explore the tools available in Access 2013 for creating and designing forms, generating exportable reports, sorting and formatting records, and analyzing report data.

This is part 3 of a 4 part course.

## Access IV: Managing Data

Access not only allows users to store data, it also provides a number of tools that allow individuals to quickly organize and manage that data. This course is devoted to managing data in an Access 2013 database and will explore how to manipulate data using action queries, speed up workflows using macros, design a unique user interface, and protect sensitive data.

This is part 4 of a 4 part course.

## After Effects CS6:

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This four part course introduces attendees to Adobe After Effects CS6, including: how to key frame shapes and text to create digital effects, how to add intros and lower thirds to post-production video, how to create basic video compositing effects, and how to build simple 2D and 3D animation. Attendance at all four sessions is recommended but not required.

### After Effects I: The Fundamentals

Adobe After Effects is the industry-standard digital effects and motion graphics creator used for post-production video compositing. As After Effects can seem overwhelming at first this course presents a manageable introduction to the AE interface, tools, and effects. It will also explore the concept of basic key framing through the use of both shape and text layer animation.

This is part 1 of a 4 part course.

### After Effects II: Intros & Lower Thirds

After Effects offers a remarkable amount of visual and simulation effects for video production. This class will introduce various ways to manipulate shape and text layers in order to create project titles and lower third graphic overlays. This class will also introduce stylizing effects which can be created using After Effect's blending modes.

This is part 2 of a 4 part course.

### After Effects III: All About Video

After effects was created in order to manipulate and manage multiple video elements. This course will explore basic video compositing effects such as chroma keying, matting and rotoscoping. Attendees will also learn how to naturally add and animate external objects into video footage by tracking the motion of elements.

This is part 3 of a 4 part course.

### After Effects IV: 2D & 3D Effects

This session will discuss manipulating 2D and 3D elements in After Effects. Attendees will learn how to transform 2D text and shape layers into 3D images by employing the process of extrusion. This class will also explore the many uses of Adobe Dynamic Link which is used across After Effects and other Adobe Creative Suite programs.

This is part 4 of a 4 part course.

## Audition CS6:

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This two part course introduces attendees to Adobe Audition CS6 and discusses how to skillfully use the program to edit recorded audio. Attendance at both sessions is recommended but not required.

### Audition I: The Fundamentals

Audio editing can seem like an overwhelming process, but Adobe's Audition can make fixing up your audio simple and fun. This course discusses important audio editing terminology and introduces attendees to Audition CS6, including: how to understand the user interface, how to record and manage audio tracks, how to mix tracks using volume and fades, and how to save usable audio files.

This is part 1 of a 2 part course.

\*Please bring a pair of earphones for this course

### Audition II: Advanced Editing

Adobe Audition contains a wealth of audio editing tools and effects that allow you to mix the perfect track. This course explores the Audition CS6 spectral frequency display and teaches attendees to remove unwanted sounds, reduce background noise, apply special audio effects, and work with auto-tuning.

This is part 2 of a 2 part course.

\*Please bring a pair of earphones for this course

# Excel 2013:

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This four part course introduces attendees to Excel 2013, including: how to insert and format data, how to work with formulas and functions, how to build tables and charts, how to effectively use conditional formatting, and how to use PivotTables. Attendance at all four sessions is recommended but not required.

## Excel I: The Fundamentals

Working with figures and data can be a challenging task, but Microsoft Excel makes organizing a spreadsheet simple and efficient. This course introduces attendees to Excel 2013, including: how to navigate an Excel spreadsheet, how to insert and format data, and how to work with simple formulas.

This is part 1 of a 4 part course.

## Excel II: Tables & Charts

Effectively turning spreadsheets into tables and charts is the first step to mastering Excel's wealth of data visualization tools. This course explores using Excel 2013 to create, personalize, and manage tables and charts from a given spreadsheet of data.

This is part 2 of a 4 part course.

## Excel III: Conditional Formatting

With Conditional Formatting in Excel 2013 the possibilities for personalizing and visualizing your data are endless. This course introduces the concept of conditional formatting and explains how to use conditional formatting rules, sparklines, slicers and data validation to masterfully bring your spreadsheets to life.

This is part 3 of a 4 part course.

## Excel IV: PivotTables

PivotTables are ideal tools for managing large amounts of data in Microsoft Excel. This course explores how to create PivotTables and PivotCharts, manipulate data by "pivoting," and summarize your results using report filters and slicers.

This is part 4 of a 4 part course.

# HTML & CSS:

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This four part course introduces attendees to building websites using HTML & CSS, including: how to properly use HTML syntax to structure your webpage and how to employ CSS to add design and control page layout. Part four is a practice session where attendees will be asked to construct a webpage. Attendance at all four sessions is recommended but not required.

## HTML I: Intro to HTML

Beneath the vibrant text and images of the web lies HTML, an unseen but important “markup language” that gives websites their structure. Understanding HTML is the key to creating functional and attractive websites. This course introduces attendees to the fundamentals of HTML, including: how HTML works with your browser to display webpages, how to structure a simple HTML document, and how to use basic tags.

This is part 1 of a 4 part course.

## HTML II: Intro to CSS

While HTML is used to format the basic elements of webpages, a second language, CSS, is used to manipulate style and positioning. CSS brings webpages to life with unique layouts, colors, and fonts. In this course attendees will learn the basics of CSS, including: how to incorporate CSS into your HTML files, how to manipulate web-safe colors and fonts, and how to manipulate page layout and positioning.

This is part 2 of a 4 part course.

## HTML III: Webpage Structure

Once new web designers have mastered the basic structure of HTML & CSS they are now able to put their skills to use developing webpages. This course discusses the requirements for basic webpage structure such as website metadata, page footers, and navigation. This course will also introduce a number of advanced CSS styling techniques, including: state-based formatting, opacity, shadows, and gradients.

This is part 3 of a 4 part course.

## HTML IV: Build a Webpage

### Optional Practice Session

Attendees will be given a client brief and asked to design and create a two-page website using HTML, CSS, and Adobe Brackets. Web-based HTML creation services will also be discussed.

**Requirements:** Attendees for this session must have completed HTML parts I-III.

This is part 4 of a 4 part course.

# Illustrator CS6:

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This four part course introduces attendees to Illustrator CS6, including: how to create vector graphics, how to manipulate paths to form complex illustrations, how apply text effects to logos, and how to work with color. Attendance at all four sessions is recommended but not required.

## Illustrator I: The Fundamentals

Illustrator is Adobe's powerful vector graphic creator used to create logos, illustrations, and digital art. This course introduces attendees to Illustrator CS6, including: how to utilize Illustrator's user interface to design vector graphics, how to draw paths and shapes, how to draw by hand using the pencil, brush and pen tools, and how to save illustrations for print and web applications.

This is part 1 of a 4 part course.

## Illustrator II: Complex Illustrations

Designing complex works of art using any computer software can be a challenging task. This course explores a number of tools in Illustrator CS6 that allow users to quickly create and manage complex illustrations, including: Illustrator's shape builder feature, tools such as the blob brush and eraser, the Image Trace panel, and Illustrator's built-in symbols library.

This is part 2 of a 4 part course.

## Illustrator III: Text Logos

Text is frequently a vital component of well-designed logos, icons, and illustrations. This course explores working with type in Illustrator CS6 and instructs attendees how to control character settings, apply advanced text effects, create text on a path, and perform custom text manipulations using character outlines.

This is part 3 of a 4 part course.

## Illustrator IV: Color & Perspective

Color is the foundation of beautiful and eye-catching graphic art, but for many picking the right colors can be a daunting task. This course discusses the color tools in Illustrator CS6 and explores how to utilize online color resources, select colors using swatches and panels, apply color gradients, and create unique 3D illustrations using the Perspective Grid tool.

This is part 4 of a 4 part course.

# InDesign CS6:

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This four part course introduces attendees to InDesign CS6, including: how to create publications for print and web applications, how to insert and manage text, how to personalize a publication with images, and how to customize color and style. Attendance at all four sessions is recommended but not required.

## InDesign I: The Fundamentals

Desktop publishing of flyers, brochures, and more is made simple using Adobe's InDesign. This course introduces attendees to InDesign CS6, including: how to utilize InDesign's workspace, how to create and manage documents for print and web applications, how to insert text and images, and how to prepare your publication for printing.

This is part 1 of a 4 part course.

## InDesign II: Working with Text

Text is perhaps the most important part of any publication and understanding how to effectively manage text is vital. This course introduces attendees to working with text in InDesign CS6 and explores character and paragraph settings, working with text frames, wrapping text around objects, and advanced text effects.

This is part 2 of a 4 part course.

## InDesign III: Graphic Elements

No publication is complete without a few images to add design and visual interest. This course explores object and image tools in InDesign CS6, including: how to insert and transform objects, control image links, manage objects via grouping, align and distribute graphics, and control advanced image effects.

This is part 3 of a 4 part course.

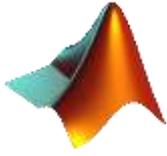
## InDesign IV: Color & Design

The magic of InDesign is in the program's ability to assist the user in creating unique publications with beautiful and coherent styles. This course will dive into the design elements within InDesign CS6 and discuss creating and using color swatches, applying gradients and color effects, and creating custom design effects such as shine and reflection.

This is part 4 of a 4 part course.

# MATLAB:

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This four part course introduces attendees to MATLAB, including: how to work with variables and functions, how to perform matrix calculations, how to create and run mathematical programs, how to plot function and how to work with data in MATLAB. Attendance at all four sessions is recommended but not required.

## MATLAB I: The Fundamentals

Numerical computing often poses a challenge to researchers, but MATLAB helps users more easily control the programming process. This course introduces attendees to MATLAB R2014a, including: how to utilize the MATLAB interface, how to solve matrix calculations manually and using MATLAB, and how to work with variables and simple functions.

This is part 1 of a 4 part course.

## MATLAB II: Programming

Understanding mathematical programming is the key to using MATLAB effectively. This course introduces MATLAB's programming process and will train attendees to view and edit programs, create simple scripts and functions, set up loops and conditional statements, and debug a MATLAB program.

This is part 2 of a 4 part course.

## MATLAB III: Plotting

This plotting session of MATLAB will cover the creation of data representations through the use of basic plots and annotations. Attendees will also learn how to work with images using MATLAB, create responsive programs, and edit variables manually. This course will also explore how users can use MATLAB's external toolboxes such as the statistics and optimization toolboxes.

This is part 3 of a 4 part course.

## MATLAB IV: Working with Data

Description coming soon.

This is part 4 of a 4 part course.

## Misc.:

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### Build Documents with Adobe Acrobat

Adobe Acrobat makes it extremely easy to create and manage PDF documents. This course explores the Acrobat program and teaches attendees how to create and merge PDFs, edit documents, and use tools such as review, annotate, and redact.

### Build Forms with Adobe Acrobat

Adobe Acrobat is a powerful tool for creating and distributing PDF forms to collect and manage business information. This class explores the Acrobat program and teaches attendees how to create PDF forms from templates, build forms by hand, add and control form fields, and distribute forms to collect results.

### Google Docs

Google offers business users a free suite of applications that can be used to enhance productivity and collaboration. This course will explore the powerful tools available through Google Drive and Docs. Attendees will learn how they can share, create, and edit documents collaboratively with group members or coworkers.

\*Attendees should open a Google/Gmail account prior to attending this course.

### Master References with EndNote

EndNote is a powerful desktop citation management tool for working with references. This class will teach attendees how to create and manage their reference library, search for references and full-text articles, and seamlessly insert citations and bibliographies into Microsoft Word. EndNote Online will also be discussed.

### Master References with RefWorks

RefWorks is a powerful - and free - online citation management tool for working with references. This class will teach attendees how to create and manage their RefWorks library, import and share references, and insert citations and bibliographies into their research.

### Mix your Audio with Audacity

Audacity is a free open source audio editor program that allows users to skillfully manipulate audio recordings. This course will introduce attendees to Audacity and explore how to record and edit audio, use tools such as Envelope and Auto-ducking, and save projects as usable audio files.

\*Please bring a pair of earphones for this course

### Spice up Presentations with Prezi

Prezi is a powerful web-based presentation and storytelling tool that allows users to create unique and elegant presentations using a single canvas instead of traditional slides. This course explores building eye-popping Prezi projects using text, images and videos and suggests some best practices for creating effective and engaging presentations.

# Photoshop CS6:

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This four part course introduces attendees to Photoshop CS6, including: how to work with digital images, how to manipulate a photo using adjustments, how to employ layers & masks, and how to retouch portraits. Attendance at all four sessions is recommended but not required.

## Photoshop I: The Fundamentals

Adobe Photoshop is a leading photo editing application popular among professional photographers, designers, engineers, and anyone hoping to spice up their photo collection. This course introduces attendees to Photoshop CS6, including: how to navigate Photoshop's user interface, how to import and manage images, and how to transform and adjust an image. Attendees will also learn how to save and export workable image files from a Photoshop project.

This is part 1 of a 4 part course.

## Photoshop II: Adjustments

The power of Photoshop lies in its Adjustments panel. Join us as we dive into some of the more advanced image creation and editing techniques and tools available in Photoshop CS6. This course will explore a number adjustments and filters in Photoshop and demonstrate how to correct color issues, improve highlights and shadows, as well as how to sharpen and blur a photo.

This is part 2 of a 4 part course.

## Photoshop III: Layers & Masks

Photoshop layers are powerful tools that allow users to add amazing design elements and visual effects to their digital image projects. This course will introduce methods of using layers, masks, opacity, and adjustments to create complex Photoshop CS6 artwork. Attendees will learn how to effectively manage different areas of an image, alter and enhance color, utilize Photoshop's built-in filters, and create seamless compound images.

This is part 3 of a 4 part course.

## Photoshop IV: Retouching

The ability to skillfully retouch digital photographs using Photoshop is highly desired by both professional photographers and general hobbyists. This course will explore a number of Photoshop CS6 tools designed to remove image imperfections and skin blemishes in order to improve the overall quality of a digital photo. Attendees will also learn methods to improve skin tone and color, brighten teeth and eyes, and slim-down their subject using the liquefy filter.

This is part 4 of a 4 part course.

# PowerPoint 2013:

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This four part course introduces attendees to PowerPoint 2013, including: how to build an effective presentation, how to insert and manage multimedia, how to apply unique animations, and how to work collaboratively on PowerPoint projects. Attendance at all four sessions is recommended but not required.

## PowerPoint I: Building Effective Presentations

This course introduces attendees to design and instruction elements that lead to more effective and more engaging PowerPoint 2013 presentations.

This is part 1 of a 4 part course.

## PowerPoint II: Inserting Media

This course explores how multimedia such as images, music, and video can be added to a PowerPoint 2013 slideshow in order to enhance a presentation.

This is part 2 of a 4 part course.

\*Please bring a pair of earphones for this course

## PowerPoint III: Animations

This course explores how to add, edit, and manage advanced slide animations in PowerPoint 2013 in order to create unique and eye-catching presentations.

This is part 3 of a 4 part course.

## PowerPoint IV: Collaboration

This course discusses a number of built-in collaboration and sharing tools in PowerPoint 2013 that allow users to create and edit presentations alongside group members and co-workers.

This is part 4 of a 4 part course.

## Premiere Pro CS6:

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This three part course introduces attendees to Premiere Pro CS6, including: how to edit and export videos using the Premiere Pro interface, how to add simple video effects, how to solve common video issues, and how to insert text and graphics. Attendance at all three sessions is recommended but not required.

### Premiere Pro 1: The Fundamental

Adobe's Premiere Pro is the one of the most widely used video editing programs for online video and Hollywood productions; it seamlessly weaves together different video clips and graphic elements in order to tell a cohesive story. This introduction to Premiere Pro CS6 is a great way to get your foot in the door and understand how to create and edit simple videos.

This is part 1 of a 3 part course.

### Premiere Pro 2: Effects and Marking

Premiere Pro offers a number of built in effects and features to help make your videos more exciting. This class will introduce working with effects and transitions, marking a video to make notes and sync clips, correcting the color of your videos, and editing sections to create seamless flow.

This is part 2 of a 3 part course.

### Premiere Pro 3: Advanced Editing

In part three of Premiere Pro attendees will learn how to perform advanced effects and editing techniques, utilize keyframing to create animation, and insert graphics and titles into a video project. This session will also explore how to troubleshoot some of the more common issues encountered when editing videos in Premiere Pro and reveal the connectivity features underlying the Adobe Creative Suite

This is part 3 of a 3 part course.

# Project 2010:

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This two part course explores the Microsoft Project 2010 project management software, including: how to launch a project and set its schedule, how to add and edit tasks and resources, and how to manage a project. Attendance all both sessions is recommended but not required.

## Project I: Launching a Project

Do you have a large assignment or office project but you're feeling overwhelmed by all the planning and organization required? Mastering Microsoft Project 2010 allows you to manage your projects more efficiently and successfully. This course discusses how to set up projects, add and link tasks, assign resources, and utilize basic project management techniques.

This is part 1 of a 2 part course.

## Project II: Managing a Project

Once you have launched a project Microsoft Project 2010 provides a number of useful tools for managing projects both large and small. This course explores Project's scheduling resources and discusses how you can fix scheduling issues, deal with resource conflicts, and track project progress. The course also covers examining project performance with views and reports, and communicating with teams by sharing projects in different formats.

This is part 2 of a 2 part course.

## SPSS:

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This four part course introduces attendees to SPSS, including: how to import and manage data, how to calculate basic descriptive and inferential statistics, how to create and format charts, and how to develop command programs using SPSS syntax. Attendance at all four sessions is recommended but not required.

### SPSS I: Managing Data

SPSS (*Statistical Package for the Social Sciences*) is a powerful statistics and data analysis program for businesses, governments, research institutes, and academic organizations. This course follows a visual, non-mathematical approach and introduces attendees to SPSS, including: how to enter and organize data, how to manage and transform variables, how to generate samples, and how to import and export SPSS data.

This is part 1 of a 4 part course.

### SPSS II: Basic Statistics

SPSS allows researchers to conduct dozens of statistical analyses in order to summarize and describe data, spot trends, and draw conclusions. This course will introduce basic statistical concepts in SPSS such as calculating descriptive statistics (mean, median, standard deviation, etc.) and inferential statistics, including: t-tests, chi-squares, bivariate correlation, and linear regression.

This is part 2 of a 4 part course.

### SPSS III: Building Charts

No SPSS data analysis is complete without a series of eye-catching charts that can visually summarize and display results. This course will explore how to build basic charts for single variables (bar charts, pie charts, etc.) as well as how to construct frequency charts, histograms, population pyramids, boxplots, and scatterplots. Attendees will also learn how to format and export charts to fit their specific research and presentation needs.

This is part 3 of a 4 part course.

### SPSS IV: Programming

Creating and running SPSS command programs is a great way to simplify repetitive processes and quickly perform statistical analyses. This course will introduce SPSS's Syntax Editor Window and instruct attendees how to: understand the structure of SPSS syntax, create SPSS command programs using syntax and point-and-click methods, add descriptive comments and bookmarks, and check a program for errors.

This is part 4 of a 4 part course.

# Word 2013:

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This four part course helps attendees build advanced skills with Microsoft Word 2013, including: tips & tricks to make writing documents more efficient, how to use special design and formatting features, how to insert references and bibliographies, and how to manage mass mailings for businesses. Attendance at all four sessions is recommended but not required.

## Word I: Tips & Tricks

This course will explore a number of helpful tools in Word 2013 that allow users to quickly and skillfully manage and edit documents. Topics covered include; quick editing shortcuts, clipboard tools, creating and formatting lists, document review options, and advanced saving.

At the end of this course there will be a detailed Q & A session during which time attendees will be able to ask questions concerning formatting issues they have had in the past.

This is part 1 of a 4 part course.

## Word II: Tools for Design

This course explores advanced document design features in Word 2013, including: adding design elements such as pictures, shapes and text, controlling overall document design, and working with data visualization tools such as tables, charts and smart art graphics.

This is part 2 of a 4 part course.

## Word III: Tools for Research

This course explores various features in Word 2013 that support the composition of scholarly research and theses. Attendees will learn how to format a document for presentation, create personalized page styling, insert and manage references and bibliographies, and edit and review a completed document.

This is part 3 of a 4 part course.

## Word IV: Tools for Business

This course explores advanced features in Word 2013 designed to assist in a business environment, including: inserting watermarks and hyperlinks, creating macros to speed up workflows, using Mail Merge to send mail to multiple recipients, and building forms for data collection.

This is part 4 of a 4 part course.