

**Tucson Association of REALTORS®**

2008

*Educational  
Course Catalog*



## COURSES BY MONTH

### REGISTRATION

#### To Register :

1. Go to [www.tucsonrealtors.org](http://www.tucsonrealtors.org).
2. Click on "Calendar of Events."
3. Scroll down and select the class from the list.
4. Click on the link to register.
5. Login using your agent ID and password.

For more information about any of our classes, or to get help with registration, contact Dee Corona at 382-8791 or [dee@tucsonrealtors.org](mailto:dee@tucsonrealtors.org).

### SEPTEMBER:

**September 26 • 9:00 a.m. to 12:00 p.m.**

#### Rapattoni MLS Level 3: Fine Tuning Your Business

Computer Training Lab/3 general CE Credits

In this class, you'll learn the features typically utilized by more experienced agents. Topics include features such as advanced property searches, Hotsheets, CMA Packages, Parcel Mapping, and Customizing MLS.

**September 29 • 10:00 a.m. to 12:00 p.m.**

#### ZipForm Online

Here's the best way to learn all the ins and outs of this essential tool. In this HANDS-ON workshop, I'll show you how to use the Online version of ZipForm. Topics include Creating New Transactions, Templates, Editing Tools, and more! NOTE: All students must have a ZipForm Online account. To create your free account, go to the AAR website at [www.aaronline.com](http://www.aaronline.com) and click on the ZipForm link for step-by-step instructions. Be sure to register for ZipForm ONLINE.

### OCTOBER

**October 1 • 10:00 a.m. to 12:00 p.m.**

#### Mapping for Real Estate Pros

Computer Training Center

In this session, we'll learn mapping strategies by looking at two useful tools: Pima County MapGuide and Google Earth. By using these tools, you'll be able to locate properties, find zoning and floodplain information, and create custom maps to send to clients.

**October 2 • 1:00 p.m. to 4:00 p.m.**

#### Know the Code: Code of Ethics Training

3 general CE credits

Conference Center

Understand and follow the Code of Ethics while you satisfy the NAR ethics training requirement.

### OCTOBER (ct'd)

**October 3 • 10:00 a.m. to 12:00 p.m.**

#### Marketing with Microsoft Publisher

Get a jumpstart on your marketing by using Publisher to create flyers, brochures, business cards and more. Many Realtors frequently use this versatile program for creating marketing materials quickly and easily.

**October 6 • 9:00 a.m. to 12:00 p.m.**

#### Windows for Novices

Computer Training Center

Come to this three-hour HANDS-ON training class to learn new skills for working with Windows. We'll look at basics for getting around in Windows, using Windows Clipboard, and customizing features to give you more control. Watch for additional HANDS-ON training classes after this one to learn and practice more skills.

**October 8 • 2:00 p.m. to 4:00 p.m.**

#### Courthouse Retrieval System

Computer Training Center

The CRS system on MLS allows you to display and print Property Information for selected properties. In addition, the service presents additional research and marketing tools, such as Comparables, Maps, Demographic and School Reports, and Prospecting information.

**October 9-10 • 8:00 a.m. to 5:00 p.m.**

#### GRI 308: Code of Ethics/Procuring Cause

Conference Center

Topics Covered: gain awareness and knowledge of the REALTOR® Code of Ethics, gain understanding of the standards of practices and case interpretations and how they address your business, compare ethical obligations to obligations established by the Commissioner's Standards and apply procuring cause principals to actual case studies.

**October 10 • 9:00 a.m. to 12:00 p.m.**

#### Rapattoni MLS Level 1: Starting Your Business

Computer Training Center/3 general CE credits

Get started with Rapattoni MLS! This is the first of three classes designed to teach you how to best use the MLS system. In this three-hour class, we will explore topics that include Designing Standard Searches, Creating Reports, and Entering Listings.

**October 13 • 9:00 a.m. to 12:00 p.m.**

#### Introduction to ZipForm

Conference Center

3 general CE Credits

Here's the best way to learn all the ins and outs of this essential tool. Topics include Registering and Downloading ZipForm Desktop and Online, Creating New Transactions, Templates, Editing Tools, and more!

## COURSES BY MONTH

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### OCTOBER (ct'd)

**October 15 • 11:30 a.m. to 12:30 p.m.**

#### **Lunch and Learn: New Directions in Using Your Computer**

Buying and installing applications in Windows is so 20th century! Now there are other alternatives to everything you have done in the past. Linux, Free Applications, Web Applications, and programs that run on your Flash Drive! Come to this workshop to see how you can use these on your system. Bring a lunch and stop by!

**October 16 • 9:00 a.m. to 5:00 p.m.**

#### **New Member Education**

Conference Center

3 general CE hours

Mandatory education for all new members.

**October 17 • 9:00 a.m. to 12:00 p.m.**

#### **Rapattoni MLS Level 2: Building Your Business**

Computer Training Center/3 general CE credits

In this class we will learn ways to build your business with the help of MLS tools. Topics include Entering Contacts, Auto-Prospecting, Reverse Prospecting, Group and Task Management, and Client Portal.

**October 20 • 10:00 a.m. to 12:00 p.m.**

#### **Using Excel as a Database**

If you've been meaning to store information in Excel, here are a few tips to get you going. We'll look at entering and organizing information as well as how to sort and filter data to find things more easily. Basic knowledge of Excel will be helpful for this class, but is not required.

**October 21 • 9:00 a.m. to 12:00 p.m.**

#### **Rapattoni MLS Level 1: Starting Your Business**

Computer Training Center/3 general CE credits

Get started with Rapattoni MLS! This is the first of three classes designed to teach you how to best use the MLS system. In this three-hour class, we will explore topics that include Designing Standard Searches, Creating Reports, and Entering Listings.

**October 22 • 2:00 p.m. to 4:00 p.m.**

#### **Importing and Exporting Contact Information**

Would you like to export your contact information from MLS or Outlook into another program? Your contact information is the heart of your business! Moving it to a new program can often be a frightening chore. In this workshop, learn to create text files to move your precious data with ease. NOTE: This would classify as an Intermediate level class. Some topics may be a bit intensive for novice users.

**October 24 • 9:00 a.m. to 12:00 p.m.**

#### **Rapattoni MLS Level 3: Fine Tuning Your Business**

Computer Training Lab/3 general CE Credits

In this class, you'll learn the features typically utilized by more experienced agents. Topics include features such as advanced property searches, Hotsheets, CMA Packages, Parcel Mapping, and Customizing MLS.

### OCTOBER (ct'd)

**October 27 • 10:00 a.m. to 12:00 p.m.**

#### **Using Power Point (Pt. 1)**

You can use Microsoft Power Point to create and deliver powerful listing presentations and more!! You'll get a good look at the program and learn how to set up slides, use graphics and text, and to print and/or present your finished presentation

**October 29 • 11:30 a.m. to 12:30 p.m.**

#### **Lunch and Learn: Automatic Features in Microsoft Word**

Word has a number of features that are meant to help you speed things up. With a little extra help from you, these features can cut lots of time from your work. We'll be looking at Auto Format, Auto Correct, and Auto Text. You'll learn how to get these features to work better for you or (if you like) how to turn them off so they won't bother you! Any version of Word. Bring a lunch and stop by!

**October 31 • 2:00 p.m. to 4:00 p.m.**

#### **Using Internet Explorer**

Tabbed Browsing! Quick Links! Favorites! Your Internet browser is probably your most used program and yet you probably don't know most of its most valuable features. Come to this class and I'll show you how to better use Internet Explorer 7 to become faster and better when you head onto the Internet.

## NOVEMBER

**November 3 • 10:00 a.m. to 12:00 p.m.**

#### **Courthouse Retrieval System**

Computer Training Center

The CRS system on MLS allows you to display and print Property Information for selected properties. In addition, the service presents additional research and marketing tools, such as Comparables, Maps, Demographic and School Reports, and Prospecting information.

**November 5 • 9:00 a.m. to 12:00 p.m.**

#### **Windows for Novices**

Computer Training Center

Come to this three-hour HANDS-ON training class to learn new skills for working with Windows. We'll look at basics for getting around in Windows, using Windows Clipboard, and customizing features to give you more control. Watch for additional HANDS-ON training classes after this one to learn and practice more skills.

**November 5 • 8:00 a.m. to 5:00 p.m.**

#### **GRI: 311 Environmental Integrity**

3 real estate legal and 3 disclosure CE hours

This course identifies REALTORS® legal and ethical obligations regarding discovery and disclosure of material facts regarding latent defects in property and environmental issues commonly associated with residential improved property.

## COURSES BY MONTH

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### NOVEMBER (ct'd)

**November 6 • 9:00 a.m. to 12:00 p.m.**

#### **Know the Code: Code of Ethics Training**

3 general CE credits

Understand and follow the Code of Ethics while you satisfy the NAR ethics training requirement.

**November 7 • 9:00 a.m. to 12:00 p.m.**

#### **Rapattoni MLS Level 1: Starting Your Business**

Computer Training Center/3 general CE credits

Get started with Rapattoni MLS! This is the first of three classes designed to teach you how to best use the MLS system. In this three-hour class, we will explore topics that include Designing Standard Searches, Creating Reports, and Entering Listings.

**November 10 • 10:00 a.m. to 12:00 p.m.**

#### **Microsoft Outlook**

Microsoft Outlook is more than just email. If you've wanted to learn more about this versatile program, come to this workshop. Learn how to use features such as Calendar, Contacts, and Tasks.

**November 12 • 10:00 a.m. to 12:00 p.m.**

#### **Computer Housekeeping: Files and Folders**

Computer Training Center

Do you keep all of your paper documents in one big drawer, or do you organize them using file folders? Learn to apply the same organization to your computer files. Also learn how to create new folders and move your documents into a more organized arrangement

**November 13 • 9:00 a.m. to 5:00 p.m.**

#### **New Member Education**

3 general CE hours

Mandatory education for all new members.

**November 14 • 9:00 a.m. to 12:00 p.m.**

#### **Rapattoni MLS Level 2: Building Your Business**

Computer Training Center/3 general CE credits

In this class we will learn ways to build your business with the help of MLS tools. Topics include Entering Contacts, Auto-Prospecting, Reverse Prospecting, Group and Task Management, and Client Portal.

**November 17 • 2:00 p.m. to 4:00 p.m.**

#### **Power Point: Part 2**

In this continuation of using Power Point, we will explore additional topics such as using graphics and animations, creating templates, tables, and charts. New users are encouraged to take the Pt 1 class first.

**November 19 • 11:30 a.m. to 12:30 p.m.**

#### **Lunch & Learn: Photos and Graphics**

In this VERY popular class we'll look at your options for getting started with your digital camera. Learn how to edit and resize your photos so they will upload and email with ease using only the software that comes with Windows. No need to be a professional photographer! Bring a lunch and stop by!

### NOVEMBER (ct'd)

**November 21 • 9:00 a.m. to 12:00 p.m.**

#### **Rapattoni MLS Level 3: Fine Tuning Your Business**

Computer Training Lab/3 general CE Credits

In this class, you'll learn the features typically utilized by more experienced agents. Topics include features such as advanced property searches, Hotsheets, CMA Packages, Parcel Mapping, and Customizing MLS.

**November 24 • 2:00 p.m. to 4:00 p.m.**

#### **Using ZipForm**

3 general CE credits

Conference Center

Here's a great way to get started with this essential tool. In this workshop, learn how to use both the Online and Desktop versions of ZipForm. Topics include Getting Your Account or Program Online, Creating New Transactions, Templates, Editing Tools, and more! All students must have a ZipForm Online account. To create your free account, go to the AAR website at [www.aaronline.com](http://www.aaronline.com) and click on the ZipForm link for step-by-step instructions. be sure to register for ZipForm ONLINE.

**November 25 • 9:00 a.m. to 12:00 p.m.**

#### **Rapattoni MLS Level 1: Starting Your Business**

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**November 26 • 10:00 a.m. to 12:00 p.m.**

#### **Mail Merge A-Z**

Everyone needs to mail merge and everyone has questions about how to do it! Come to this workshop and you'll finally understand how this process works. We'll look at how to set up your direct mail marketing with form letters, labels, and address lists. Office 2003 or 2007.

## DECEMBER

**December 1 • 10:00 a.m. to 12:00 p.m.**

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December 8-9 • 1:00 p.m. to 5:00 p.m.

#### Microsoft Word 2003

(Cost \$25 TAR members/\$75 non members)

Computer Training Center

This is the best class to get you started using Microsoft Word! We'll start at the beginning with some basic text entry (don't worry-this is not a typing class). From there, we'll look at easy to edit the text and format the appearance. Then we'll go to tables and then graphics and finally to laying out the text on the page. This class is broken into two days to make it easier to absorb. Along the way, you'll receive plenty of hands-on practice and patient attention. Reference manual is included.

December 11 • 1:00 p.m. to 4:00 p.m.

#### Know the Code: Code of Ethics Training

Conference Center

3 general CE credits

Understand and follow the Code of Ethics while you satisfy the NAR ethics training requirement.

December 10 • 11:30 a.m. to 12:30 p.m.

#### Lunch & Learn: Setting Up a Professional Email System

Your email is one of the most important elements of your business. In this workshop, learn how to make it shine. From creating a professionally branded system using YOUR name, you'll learn how to set up your new system using Microsoft Outlook, Outlook Express, or Windows Mail. Topics include Setting Up Your Account, Email Signatures, Distribution Lists, Blind Carboning, and more!

December 12 • 9:00 a.m. to 12:00 p.m.

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### DECEMBER (ct'd)

December 17 • 11:30 a.m. to 12:30 p.m.

#### Lunch and Learn: Backing Up Your Computer

TAR Boardroom

Do you have a backup plan for your computer if it is lost, stolen, or damaged? Most people don't. Come by this session and I will show you both hardware and software solutions that will get you back up and in business in the event of computer disaster! Bring a lunch and stop by!

December 18 • 9:00 a.m. to 5:00 p.m.

#### New Member Education

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December 19 • 9:00 a.m. to 12:00 p.m.

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December 22 • 2:00 p.m. to 4:00 p.m.

#### Using Graphics and Graphic Objects in Microsoft Office

Computer Training Center

Pictures, Clip Art, AutoShapes, Text Boxes! If this array of graphic objects has you confused when you are creating documents and flyers, then you should come by for this class. We'll look at ways to insert and modify graphic objects in a Word document. You'll feel more confident about using any Office program after attending this class!

December 29 • 10:00 a.m. to 12:00 p.m.

#### Mapping for Real Estate Pros

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## **COURSES BY MONTH**

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