



UAW/ATI THE LEARNING CENTER

for

UAW Employees, Local 933 Retirees, and Spouses



Allison Transmission Inc.

Educational Enrichment Services

April - December 2011

Registration

Complete the following form to register for any of the classes listed on both sides of this page. Return this registration in the enclosed postage paid envelope (speed code E08) or return it to The Learning Center. Register early! Admission is on a **first-come, first-served basis**. We must have a **minimum of three students** to hold any of the scheduled EES classes.

Employee Name _____ Hm Ph (____) _____ Wk Ph (____) _____
 Retiree Name _____ Hm Ph (____) _____ Wk Ph (____) _____
 Spouse Name _____ Hm Ph (____) _____ Wk Ph (____) _____
 Address _____ Cell Ph _____
 City _____ State _____ Zip Code _____ Shift time _____

Directions: Check the appropriate box for the classes you want to take from April through December 2011.

Employees, check the boxes ; **spouses**, check the circles ; **retirees**, check the triangles

Be sure there are no time conflicts in your schedule. These classes are held at Plant 3, and are offered during **off-shift hours only**.

Title/Date	Days	Times	E	S	R
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Computer Readiness (Eight 2-hr sessions)

For those with little or no experience who want to learn about Computers. Get acquainted with the computer. Learn to turn it on and off properly; use the mouse & keyboard; open & close files, and work with the widgets in the program.

4/4 - 4/27	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
4/4 - 4/27	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
4/5 - 4/28	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
4/5 - 4/28	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>



PowerPoint, 2010 (Eight 2-hr sessions)

Learn now ... present later! Learn how to create professional-looking presentations, overhead transparencies, slides, and graphic effects on your home computer. *Prerequisites: Computer Readiness.*

5/2 - 5/25	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
5/2 - 5/25	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
5/3 - 5/26	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
5/3 - 5/26	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>

*All classes taught by Ivy Tech College instructors.

Title/Date	Days	Times	E	S	R
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Microsoft Windows Live (Eight 2-hr sessions)

Put your life together! In this introductory class. Discover how send rich text emails, instant messages (IM), video chat, or share social media updates such as *Facebook*. Work with photos, videos, and email. *Prerequisites: Computer Readiness.*

6/6 - 6/29	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
6/6 - 6/29	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
6/7 - 6/30	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
6/7 - 6/30	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>



Digital Media (Four 2-hr sessions)

Enjoy the digital generation! Students learn the basics of setting-up and shooting a scene, downloading videos to the computer, and applying editing techniques. *Prerequisites: Computer Readiness.*

7/18 - 7/27	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
7/18 - 7/27	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
7/19 - 7/28	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
7/19 - 7/28	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>

*Questions? Contact Ed Loyd @ (317) 242-0149.

Title/Date Days Times E S R

Word 2010, Part 1 (Eight 2-hr sessions)

Word-processing is In! Remember when you had to know how to type? That day is *over!* Now do the same thing only better, faster, easier, and with smart graphics in this word processing program.

Prerequisites: Computer Basics Windows 7.

8/1 - 8/24	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
8/1 - 8/24	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
8/2 - 8/25	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
8/2 - 8/25	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

Word 2010 Part 2 Learn to combine documents and sort information; create and use sections, macros, columns, and headers & footers. Text and tweet better! *Prerequisites: Computer Basics Windows 7 and Word 2010 Part 1.*

Word 2010, Part 2 (Seven 2-hr sessions)

9/7 - 9/28	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
9/7 - 9/28	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

Word 2010, Part 2 (Eight 2-hr sessions)

9/6 - 9/29	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
9/6 - 9/29	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

Excel 2010, Part 1 (Eight 2-hr sessions)

New to Excel? Spreadsheets are one of the easiest ways to track all of the facts and figures of your life. Learn the tools you will need to create, edit, format, and interface your spreadsheet with the stock market. *Computer Basics Windows 7 and Word 2010, Part 1.*

10/3 - 10/26	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
10/3 - 10/26	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
10/4 - 10/27	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
10/4 - 10/27	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

Excel 2010, Part 2 (Eight 2-hr sessions)

Excel, Part 2 the Sequel. Use names, find and replace data, control recalculation, manipulate screen display, share and protect worksheet data, use macros, and more. Use Excel along with *e-Bay business strategies.* *Computer Basics Windows 7 and Excel 2010, Part 1.*

10/31 - 11/30	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
10/31 - 11/30	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
11/1 - 12/1	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
11/1 - 12/1	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

NOTE: NO CLASSES THANKSGIVING WEEK

Title/Date Days Times E S R

Microsoft Office Web Apps (Six 2-hr sessions)

Productivity On The Go! Get more things done virtually anywhere and anytime. Make updates from virtually any computer with an Internet connection.



Access and view your files from your mobile devices.

12/5 - 12/21	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
12/5 - 12/21	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
12/6 - 12/22	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
12/6 - 12/22	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

Retirees: Pick-Up & Return Location

Union Hall: 2320 S. Tibbs Avenue



Ask about the employee 50/50 classes!

Be prepared for the next Apprentices Selection test!

To register, contact:

Becky Keppel, Ivy Tech instructor, at 242-0588.



THE LEARNING CENTER

We are at Plant # 3, Bay Location ST-26, just north of the Jumbo Cafeteria.



UAW Site Administrator

Edward Loyd

(317) 242 - 0149

(317) 235 - 3044 pager

Spouses and retirees must enter the plant at Post # 307 off Cossell Road. You must be escorted into the plant to attend classes. The Learning Center participants are **not allowed in the manufacturing area.**

You will receive a letter in the mail with a map and instructions before each scheduled class.