

# UAW / AT GOAL Skill Center

for

UAW Employees, Local 933 Retirees, and Spouses



Allison Transmission

Educational Enrichment Services

Winter 2008

## 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 to the GOAL Skill Center at Speed Code E08. Register early; admission is on a **first-come, first-served basis**. We must have a **minimum of three** students to hold any of the EES classes as scheduled.

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 all of the classes you want to take from January through March 2008. (**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 the GOAL Skill Center in Plant 3 and are offered during **off-shift hours only**.

### Ivy Tech College Math Classes

Free tuition, free books!

Schedule an assessment before Christmas break.

Call Becky at 242-0588.

Title/Date	Days	Times	E	S	R
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#### MAT 044 - Mathematics, 3 credits (Thirty-two sessions)

\*1/7 - 5/7 M/W 12:30 pm - 2:00 pm

\*1/7 - 5/7 M/W 4:00 pm - 5:30 pm

A "Pre-Algebra" course. Reviews: fractions, decimals, ratio, proportion, & percents using basic algebra; order of operations; metric & standard measurement; rules of exponents; geometric concepts & formulas for perimeter, area, and volume; tables & graphs; scientific notation; signed numbers; and linear equations.

#### MAT 050 - Introductory Algebra, 3 credits (Thirty-two sessions)

\*1/8 - 5/1 T/TH 12:30 pm - 2:00 pm

\*1/8 - 5/1 T/TH 4:00 pm - 5:30 pm

*Prerequisite: MAT 044 or an Ivy Tech assessment score.* Reviews: the real number system; order of operations; literal equations; linear equations & inequalities using the rectangular coordinate system; integer exponents; scientific notation; polynomial operations including factoring trinomials; and solving quadratic equations.

#### Creating a Web Page (Six 2-hr sessions)

1/28 - 2/13 M/W 12:45 pm - 2:45 pm

1/28 - 2/13 M/W 3:15 pm - 5:15 pm

You will be guided through the basics of setting-up your personal home page for your friends and family to visit.

\*No class on holidays & Spring break to be announced.



Title/Date	Days	Times	E	S	R
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#### Computer Readiness (Six 1½-hr sessions)

1/15 - 1/24 T/W/TH 1:15 pm - 2:45 pm

1/15 - 1/24 T/W/TH 3:15 pm - 4:45 pm

For those with little or no experience who want to get acquainted with the computer. Learn to: turn it on and off properly; use the mouse & keyboard; open & close files, and move around in programs.



#### Typing and Keyboarding (Six 1-hr sessions)

1/15 - 1/24 T/W/TH 12:00 pm - 1:00 pm

1/15 - 1/24 T/W/TH 5:00 pm - 6:00 pm

No previous computer experience is required. Learn or review The keyboard using computer tutorial software. Highly recommended class if you plan to register for a computer class and you don't know the keyboard, or your typing skills are rusty!

#### Windows XP, Part 1 (Six 2-hr sessions)

1/29 - 2/14 T/TH 12:45 pm - 2:45 pm

1/29 - 2/14 T/TH 3:15 pm - 5:15 pm

Learn how to use Windows: create and work with folders & files; use the Mouse, Control Panel, My Computer, & Explorer; create Menu short-cuts; resize windows; work with menus, dialog boxes, the Taskbar; and more.

Title/Date	Days	Times	E	S	R
<b>Windows XP, Part 2</b> (Six 2-hr sessions)					
2/19 - 3/6	T/TH	12:45 pm - 2:45 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
2/19 - 3/6	T/TH	3:15 pm - 5:15 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

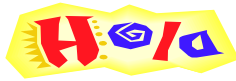
*Prerequisite: Windows, Part 1.* Review use of folders; use file management features, registered file types, and the Start- Up folder; work with system tools, maintenance, the Internet; & more.

<b>Excel 2002, Part 1</b> (Six 2½-hr sessions)					
3/10 - 3/26	M/W	12:15 pm - 2:45 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
3/10 - 3/26	M/W	3:15 pm - 5:45 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

*Prerequisite: Experience in Windows.* 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 print your own spreadsheets. (You can take Word and Excel at the same time.)

<b>Word 2002, Part 1</b> (Six 2½-hr sessions)					
3/11 - 3/27	T/TH	12:15 pm - 2:45 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
3/11 - 3/27	T/TH	3:15 pm - 5:45 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

*Prerequisite: Windows.* Remember making printed documents on a typewriter? Do the same thing, only better, faster, easier, and with graphics in this word processing program. (You can take Word and Excel at the same time.)



<b>Conversational Spanish, Part 1</b> (Six 2-hr sessions)					
2/4 - 2/20	M/W	3:15 pm - 5:15 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
2/5 - 2/21	T/TH	11:00 am - 1:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

Your chance to learn basic Spanish! The focus of this class will be on pronunciation and everyday vocabulary with attention to common phrases and basic grammar.

<b>Conversational Spanish, Part 2</b> (Six 2-hr sessions)					
2/25 - 3/12	M/W	3:15 pm - 5:15 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
2/26 - 3/13	T/TH	11:00 am - 1:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

*Prerequisite: Conversational Spanish, Part 1.* Continue to develop your Spanish skills by expanding your vocabulary and grammar while improving both your listening and conversational skills.

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### NEED TO BRUSH - UP?

Math Writing Reading  
Grammar Phonics Spelling  
GED prep Test prep College prep

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**Ask about the employee 50/50 classes!**

**Get prepared for the five areas of the Apprentice Selection Test!**

Title/Date	Days	Times	E	S	R
<b>Using a Scanner</b> (Three 2-hr sessions)					
2/18 - 2/25	M/W/M	12:45 pm - 2:45 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
2/18 - 2/25	M/W/M	3:15 pm - 5:15 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

*Prerequisites: Experience in Windows and Word.* Learn the basic operation of the scanner and how it enhances your computer system.

<b>All About E-Mail</b> (Three 2-hr sessions)					
2/27 - 3/5	W/M/W	12:45 pm - 2:45 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
2/27 - 3/5	W/M/W	3:15 pm - 5:15 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

*Some knowledge of Windows and Word.* Learn to set-up accounts; compose, send, and forward messages; save, organize, and attach files to your emails; send greeting cards; & more.

<b>Résumé Writing</b> (One 2-hr session)					
1/22	Tuesday	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
2/27	Wednesday	4:00 pm - 6:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

In one session, learn to develop your own résumé, using a current, creative style. Focus on your skills used in the home or workplace. Includes cover letters and the ten most commonly asked interview questions. (After the group session, follow-up with a one-to-one appointment with the teacher to review your résumé to prepare for a final draft.)

<b>Quick Grammar Review</b> (Four 2-hr sessions)					
1/28 - 2/6	M/W	4:00 pm - 6:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
2/12 - 2/21	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

Review sentence structure, grammar, punctuation, and capitalization in a positive, friendly atmosphere.

<b>Improving Your Memory</b> (Four 2-hr sessions)					
3/3 - 3/12	M/W	4:00 pm - 6:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
3/18 - 3/27	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

Everyone has a good memory; learn to train yours to become even better. Explore techniques to improve your ability to remember names, dates, numbers, and general information.

## The GOAL Skill Center



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

UAW Site Administrator

**Edward Loyd at 242 - 0149**

*Pager 235 - 3044*

Spouses and retirees must enter the plant at **Post # 307** off **Cossell Road** and **must be escorted** into the plant to attend classes. GOAL Skill Center participants are **not allowed in the manufacturing area**. You will receive a letter with instructions and a map in the mail

*Call Becky, the onsite Ivy Tech teacher, at 242-0588.*

before each scheduled class.