



UAW/ATI THE LEARNING CENTER

for

UAW Employees, Local 933 Retirees, and Spouses



Allison Transmission Inc.

Educational Enrichment Services

February . December 2012

Registration

Complete the following form to register for all 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**. You will receive a letter in the mail with a map and instructions before starting scheduled 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 will take from February through December 2012.

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 for employees**.

Title/Date	Days	Times	E	S	R
Computer Readiness Using Windows 7 (Eight 2-hr sessions)					

No computer experience necessary. Conquer your fear of computers or learn Windows 7. We'll use the mouse & keyboard; and download and upload files from flash drives, SkyDrives, and cell phones. Learn to personalize the desktop, work with gadgets, and the new Windows 7 features. Become savvy. Have fun with computers.

2/6 - 2/29	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
2/6 - 2/29	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
2/7 - 3/1	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
2/7 - 3/1	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>

Internet Beginning and Intermediate (Eight 2-hr sessions)

Enjoy the digital generation! Class designed for all students. Any information you can think of is on the Internet. Learn to surf the Net, conduct transactions safely, look up data, or hunt for stuff. We show you ways to save time and money. We'll show you how to use the Net to organize yourself. You'll also connect from the Net to your pc, cell phone, and other nifty devices. Yahoo! The surf's up!

3/5 - 3/28	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
3/5 - 3/28	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
3/6 - 3/29	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
3/6 - 3/29	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>

Title/Date	Days	Times	E	S	R
PowerPoint, 2010 (Six 2-hr sessions)					

Learn now ... present later! Learn to create and deliver professional-looking presentations with bedazzling graphic effects, music, sound, and video. Solid career skill for spouses. Great fun for retirees. A must have skill for communicating ideas. Gain first-hand knowledge on the usage of all digital medias. Just relax and enjoy!

4/9 - 4/25	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
4/9 - 4/25	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
4/10 - 4/26	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
4/10 - 4/26	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>

Social Media To Connect The Dots (Six 2-hr sessions)

Connect to News! Discover how to connect and network with colleagues in manufacturing, trades, and legislative communities on Facebook, Twitter, Google+, and *Linkedin*. Stay connected with people, places, and things that you are passionate about. Find out the real value social and industry media has for keeping you informed and mobile. Learn to maneuver through the Union kiosk. Cool class!

4/30 - 5/16	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
4/30 - 5/16	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
5/1 - 5/17	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
5/1 - 5/17	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.

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

Title/Date Days Times E S R

Microsoft Windows Live (Eight 2-hr sessions)

The Best Thing Since the Invention of the Telephone! This is a new class students just raved about. Discover how to get organized at work and at home via emails, instant messages (IM) or share social media updates to *Facebook*. Video and live chat with peers both face to face and virtually. It's live and it's fun! This class' is a **winner!**

6/4 - 6/27	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
6/4 - 6/27	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
6/5 - 6/28	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
6/5 - 6/28	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

Windows 7 or Computer Readiness? (Four 2-hr sessions)

When Seasoned Met Freshness. For young and old. Learn to stream music, videos, and pictures from the Net to your PC using advanced Windows 7 features. You'll learn how to take advantage of online webinars, training, and video conferencing to stay "industry" connected. Discover security features to stop viruses during the download process. Impress with yourself! Stomp your (grand)kids!

7/16 - 7/25	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
7/16 - 7/25	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
7/17 - 7/26	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
7/17 - 7/26	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

Word 2010, Beginner (Eight 2-hr sessions)

Word-processing is In! You can't be effective professionally until you can communicate on paper. Do it faster, easier, and with smart graphics to get work sheets and other form documents done quicker.

7/30 - 8/22	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
7/30 - 8/22	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
7/31 - 8/23	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
7/31 - 8/23	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

Word 2010, Intermediate Learn to layout forms, work sheets, and other documents for data capture, meetings, or to share information with peers. Use Word 2010 sections, columns, and headers & footers to make your point stick. Great training for life skill development. *Prerequisites: Equivalent Word 2010 knowledge.*

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

9/5 - 9/26	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
9/5 - 9/26	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)

9/4 - 9/27	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
9/4 - 9/27	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

Title/Date Days Times E S R

Digital Media (Eight 2-hr sessions)

Enjoy the digital generation! Our most popular class yet! Students discover how to use digital media and digital cameras to communicate key points, share information or document a process. Understand the digital media in manufacturing or use it for greater personal efficiency. We're all over digital media. Get **all** over it! Join the digital wave!!!

10/1 - 10/24	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
10/1 - 10/24	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
10/2 - 10/25	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
10/2 - 10/25	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

Excel 2010, Beginner (Eight 2-hr sessions)

New to Excel? You'll run your own lemonade stand. Then we'll check your spreadsheet to see if it made money. Then we'll play the stock market and check to see if **you** made money. Making money! Where else could you have this much fun? *Prerequisites: Computer Basics.*

10/29 - 11/28	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
10/29 - 11/28	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
10/30 - 11/29	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
10/30 - 11/29	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

NOTE: NO CLASSES THANKSGIVING WEEK

Microsoft Office Web Apps (Six 2-hr sessions)

Connect the Dots! Its "Productivity On The Go!" We'll explore apps that connect **you** to your computer, mobile device or your TV virtually anywhere ... anytime. Learn the latest that technology has to offer in personal efficiency. Move AHEAD of the **learning** curve.

12/3 - 12/19	M/W	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
12/3 - 12/19	M/W	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
12/4 - 12/20	T/TH	12:00 pm - 2:00 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>
12/4 - 12/20	T/TH	3:30 pm - 5:30 pm	<input type="checkbox"/>	<input type="radio"/>	<input type="triangle-up"/>

THE LEARNING CENTER

Plant # 3, Bay Location ST-26
Just North of the Jumbo Cafeteria

UAW Site Administrator

Edward Loyd

(317) 242 - 0149 phone

(317) 235 - 3044 pager

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Retirees may pick-up registration and self-addressed envelope at the Union Hall, 2320 South Tibbs Ave. 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.