

Here's what others are saying
about the training they received...

Technology Courses

*"I enjoyed the learning
opportunity and picked up
some important information
and tips."*

*"Linda showed more than one
way to do the same thing, so
we can pick what is most
comfortable."*

"very good training!"

*"My questions were answered
more thoroughly than
expected."*

*"The instructor did a great job
of making the training
interesting and was very
patient."*



Minnesota
STATE COLLEGES
& UNIVERSITIES

Accommodations: If you need a reasonable accommodation for a disability (e.g., wheelchair accessibility, interpreter, audio tape, or large print materials), such an accommodation can be made available upon advance request. Please contact Jolene at 320-762-4490 as soon as possible.

Alternative Format: The information in this flyer is available in alternative formats upon request. Call 1-888-234-1313 or 320-762-4510.

MN Relay Service 800-627-3529

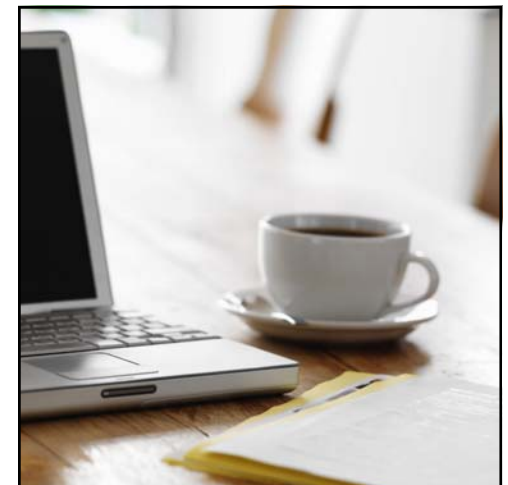
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College & University System

Alexandria
TECHNICAL COLLEGE
CUSTOMIZED TRAINING CENTER

Fall Semester Technology Courses offered through Open Enrollment



*Excel ... Windows 7... Outlook
Microsoft Project... Word...*

Microsoft Excel 2007: Essential Skills & Time Saving Features

Come and learn the fundamental concepts of Excel 2007 with an emphasis on creating formulas, working with basic functions, and creating quick & effective charts. Then, learn time saving features like automatic table creation, using the enhanced sorting and filtering, quick and easy formatting techniques and creative page layout solutions to help you get the most out of Excel 2007 with the least amount of effort!

Date(s)	Day	Time	Meets	Fee
Sept 9 & 16, 2010	TH	9 am-12 noon	2x	\$90

Instructor: Linda Muchow
Location: ATC Room 405

Microsoft Excel 2007: Power User

Excel 2007: Power User is designed to give proficiency in how to use formulas, functions, arrays, and add-in for manipulating and analyzing data. Course participants who are already familiar with the functions of Excel will find this course a valuable upgrade of their skills.

Date(s)	Day	Time	Meets	Fee
Sept 21 & 28, 2010	T	9 am-12 noon	2x	\$90

Instructor: Linda Muchow
Location: ATC Room 405



Windows 7

Windows 7 is Microsoft's latest version of the Windows Operating system. Students will learn the many new improvements including speed, stability and backward compatibility. Participants will get to experience and learn about the Desktop, Peek/Shake and Snap and the much improved Taskbar. We will also discover the abilities of Gadgets, Sticky Notes, Pinning and timesaving keyboard shortcuts.

Date(s)	Day	Time	Meets	Fee
Sept 17, 2010	F	9 am-12 noon	1x	\$45
Nov 19, 2010	F	9 am-12 noon	1x	\$45

Instructor: Linda Muchow
Location: ATC Room 405



Outlook 2007: Organization, Scheduling & More

Outlook is a very popular email application you probably use to send and receive email. But have you been taking advantage of the Outlook calendar, task management, addresses, or endless organization features? If not, this course brings you up to speed on these tools and more! Our hands-on training will take email to next level and help you increase your productivity!

Date(s)	Day	Time	Meets	Fee
Oct 7, 2010	TH	9 am-12 noon	1x	\$45

Instructor: Linda Muchow
Location: ATC Room 210

Microsoft Project 2007

This course is designed to help students effectively utilize Microsoft Project. It will provide students with everything necessary to start, track and finish a project. On completion of this class students will be able to enter, organize and fine-tune tasks as well as setup resources and then assign them to tasks. You will learn how to establish dependencies, track time and costs, print and customize reports, roll more than one project together and use a resource pool. Students are encouraged to bring a project along to class.

Date(s)	Day	Time	Meets	Fee
Oct 19 & 21, 2010	T TH	9 am-12 noon	2x	\$90

Instructor: Linda Muchow
Location: ATC Room 210

Microsoft Word: Power User

Do you want to develop your Microsoft Word skills to an expert "Power User" level? The aim of this course is to help you become proficient in Word's intermediate and advanced skills. Topics include a variety of keyboard shortcuts, mail merge tips and tricks, effective navigation and selection techniques, use of styles and table of contents, macros and Auto Text tracking changes, cover pages, headers and footers with sections, and much more!

Date(s)	Day	Time	Meets	Fee
Nov 2 & 9, 2010	T	9 am-12 noon	2x	\$90

Instructor: Linda Muchow
Location: ATC Room 405



CUSTOMIZED TRAINING CENTER

1601 Jefferson Street, Alexandria, MN 56308

1-888-234-1313 320-762-4510

www.alextech.edu/CustomizedTraining

Contact Information

Mail Alexandria Technical College, 1601 Jefferson Street, Alexandria, MN 56308
Fax 320-762-4634
Phone 320-762-4510
Toll Free 1-888-234-1313

Racial/Ethnic Origin Descriptions

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

Black or African American - A person having origins in any of the black racial groups of Africa.

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Accommodations

If you need a reasonable accommodation for a disability (e.g., wheelchair accessibility, interpreter, audio tape, or large print materials, alternative format), such an accommodation can be made available upon advance request. Please contact Customized Training at 320-762-4510 as soon as possible.

Minnesota Relay Service 1-800-627-3529

Policy

Alexandria Technical College is committed to providing equal education/employment opportunities to all persons and does not discriminate on the basis of race, religion, creed, color, national origin, gender, ancestry, sexual orientation, age, marital status, disability, reliance on public assistance or against any other recognized protected class.

Cancellations - Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

Missed Classes - Refunds will not be issued for any missed class, full class fees are due.

Late Arrivals - ATC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

Weather-Related Information 320-762-4400

After you register... you can assume that you are enrolled. Written confirmation will be sent to you a week before class. If a class is cancelled, you will be contacted by phone, mail, or email. Alexandria Technical College reserves the right to cancel courses due to unforeseen circumstances (a full refund will be granted).

Thank you for your registration and enjoy your class!