



**Learning Center Fall Classes Offered**

- **Credit Management**  
October 12<sup>th</sup>
- **Pre-Retirement**  
October 18<sup>th</sup> – November 3<sup>rd</sup> (see Website for more information)
- **Welding Basics**  
Monday & Wednesdays October 3<sup>rd</sup> – November 9<sup>th</sup>
- **Dealing with Difficult people in Team**  
Tuesdays September 20<sup>th</sup> and September 27<sup>th</sup>
- **Conflict Management**  
Mondays September 26<sup>th</sup> – October 31<sup>st</sup>
- **Clutter Control**  
Wednesdays October 19<sup>th</sup> and October 26<sup>th</sup>
- **Writing Techniques**  
Thursdays September 22<sup>nd</sup> – October 27<sup>th</sup>
- **Active Listening Skills**  
Tuesdays October 4<sup>th</sup> – October 11<sup>th</sup>
- **Winning at the Job hunt**  
Wednesdays September 21<sup>st</sup> – October 12<sup>th</sup>

Please enroll @ <http://www.fwatraincntr.com>

**Computer Applications Offered**  
**Dates and Times Starting in Mid-September**  
**Go to the website for exact times and dates**

- **Introduction to the PC**  
Understanding what makes a computer work.
- **Windows**  
File Management  
Windows 7
- **Office 2010**  
Word Levels 1 and 2  
Power Point Levels 1 and 2  
Excel (Spreadsheet) Levels 1 and 2 and 3  
Access (Database) Levels 1

Enrollment or Web Site issues please call (260) 673-2405 ask for Randal