

## Let us help you file your IL 2011-12 Circuit Breaker application.

We have the ability to file your application on line  
with the State of IL. This means easier filing and  
less wait time for approval.

You will receive a confirma-  
tion number the day you file  
and that number may be  
used to track the status  
of your application.



Once approved for the Circuit Breaker program  
we can file your application for the RTA *Circuit  
Ride FREE* program or the *People with Disabili-  
ties Ride FREE* program.



Open up a world of opportunities

Get certified today

**Training Institute of Elgin  
Community Technology Center**

100 E. Chicago St.  
Suite 904-5  
Elgin, IL 60120-5559

Phone: (847) 214-6254 - E-mail: [Info@TIE-edu.org](mailto:Info@TIE-edu.org)

Web: <http://www.TIE-edu.org>

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**Training Institute of Elgin  
Community Technology Center**

*Helping you TIE it all together  
for a better understanding of  
modern technology!*

**FREE ! Training  
NOW !**

2011-12 Circuit Breaker and Ride FREE  
permit applications are being done NOW!



**(847) 214-6254**

Tuesday-Friday 10:00 AM to 4:30 PM



## What is a Community Technology Center?

A community technology center is a place you can go to receive **FREE** computer training in a variety of technology related jobs and services. We offer you a chance to improve your business skills or just learn about computers and their applications. Our training is self paced so there is no rush to complete any of our classes, you can take as much time as necessary so you always get the most out of each class.

All of our programs and services are **FREE** for area residents so you can get the training you want or need at no cost.

Training is structured to allow you the time you need to complete each lesson before having to move on to the next. There is even a way for you to skip a lesson if it is something you already know.

If you are in one of our work training programs and have a specific project you need assistance with, we will be there to help. *Need a PowerPoint® for a presentation, let us help you add animation or special artistic features to make it really stand out.*

Our **flex schedule** lets you start and stop classes if you have a personal schedule change. You are not locked in to a specific time and day each week.



## Here is a list of some of the classes we offer:

### Microsoft® Office Classes:

- Word 2003-2010
- Excel 2003-2010
- PowerPoint 2003-2010
- Publisher 2003-2010
- Outlook 2003-2010
- Access 2003-2010

All **Microsoft® Office®** classes are offered in three levels, Beginner, Intermediate, and Expert so you can enter a program at your specific level and not waste your time re-learning things you already know.

### Basic Computer Classes:

- Orientation (First time user)
  - Mouse & Keyboard use
  - Internet applications
  - Sending an e-mail
  - Word processing
  - Printing and Saving information
- Intermediate Computer users
  - Surfing the Web (safely)
  - Virus Protection Software
  - Anti-Spyware Software
  - Shopping on the Web
  - Banking on the Web
- Advanced Computing
  - Minor PC repairs
  - Defragmenting the Hard Drive
  - Tips to Speed up the Computer
  - Backing up your data

### Operating System Classes:

#### Microsoft® Operating Systems:

- XP®
- XP-Media Center®
- Windows 2000®
- Vista®
- Windows 7®

#### Choosing the Right Computer for you:

- Laptops
- Desktops
- Notebooks
- Tablets
- All in One PC's

## Training available NOW!

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