

Let us help you apply for the RTA Reduced Fare / Ride Free program.

We have the ability to provide you with the proper sized photograph, so filing with the RTA for the reduced or ride free pass is as easy as mailing in the documents. Each picture is only \$5.00 so it is more affordable than ever.



Open up a world of opportunities

Get certified today

Training Institute of Elgin

620 Wing St.
Suite 9
Elgin, IL 60120-2800

Phone: 847-214-6254

Fax: 847-905-7366

E-mail: Info@TIE-edu.org

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



Training Institute of Elgin

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

**FREE ! Training
NOW !**

2017-18 Reduced Fare and Ride FREE
permit applications are being done NOW!



(847) 214-6254

Monday-Saturday 10:00AM to 5:00PM



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 2007-2016
- Excel 2007-2016
- PowerPoint 2007-2016
- Publisher 2007-2016
- Outlook 2007-2016
- Access 2007-2016

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:

- Windows 7®
- Windows 7 **PRO®**
- Windows 8 & 8.1®
- Windows 10®
- Windows 10 **PRO®**

Choosing the Right Computer for you:

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

Training available NOW!

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