

*Labor/Management*



# Workplace Education

Education. Workplace. A Win-Win for Everyone.

## Spring 2011 Offerings



### Expand your working world...

#### Learning MS Office 2010 Pro

*Tuesdays, Feb. 15-April 26, 11am-1pm (no class March 15 and 22)*

**Word** *Feb. 15 to March 1; Excel* *March 8 to April 5;*

**PowerPoint, Access & Web Apps** *April 12 to April 26*

#### Intermediate Word

*Thursdays, Feb. 10-March 10, 8:30-10:30am*

#### Intermediate Excel

*Thursdays, March 31-April 28, 8:30-10:30am*

#### Cloud Computing: New MS Office Web Apps & Google Docs Online

*Thursdays, Feb. 10-March 10, 11am-1pm*

#### Digital Photography Basics

*Thursdays, March 31-April 28, 11am-1pm*

#### Computers for Everyone: Windows, E-mail, and the Web

*Tuesdays, Feb. 8-April 26, 8:30-10:30am (no class March 15 and 22)*

#### Financial Fitness Workshops: Financial Planning & Budgeting, Financial

**Wellbeing, Homebuying 101, Understanding Credit, Retirement Income Planning**

*Thursdays, Feb. 24-March 31, 10am-12pm (no class March 17)*

#### Telling It Like It Is: Writing, Reporting, and Delivering Your Message

*Tuesdays, Feb. 22 and March 29, 11am-12:30pm plus online sessions*

#### Unions 101: Understanding Contracts and Benefits

*Tuesday, April 5, 12-1:30pm*

#### Critical Conversations: An In-depth Exploration of Workplace Bullying

*Three sessions, time and location to be announced*

#### We Are More than You See: Collecting Workers' Stories

*An oral history project with Commonwealth College—*

*contact lfraser@admin.umass.edu*

#### Workplace English: 3 Sections for Speakers of Other Languages

*Beginning: Tu/Th, 1-3pm; Intermediate: Mon/Wed, 9-11am;*

*Intermediate with Computers: Mon/Wed, 1-3pm; all classes meet 12 weeks*

*"We encourage you to take advantage of these classes. Your investment in your own education makes for a better workplace.*

*We appreciate your initiative.*

*We look forward to developing career pathways here on campus."*



**Joyce Hatch Donna Johnson Francis Martin Kathy Rhines**

**Admin & Fin USA/MTA**

**AFSCME**

**PSU/MTA**

**Registration form at [www.umass.edu/lmwep](http://www.umass.edu/lmwep) or call 545-6263**