

The Housing Authority of Kansas City Missouri




Resident Services
299 Paseo

FREE!



Computer Class Schedule

JANUARY 2011*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WIN for WorkKeys and GED Prep training available! 						1 LAB CLOSED
2	3 LAB CLOSED	4 Computer Basics 10-Noon Open Lab 1-5	5 Word 10-Noon Open Lab 1-5 Adult Lab 5-6	6 Excel 10-Noon Open Lab 1-5 Adult Lab 5-6	7 Open Lab 9:30-Noon 1-5	8 LAB CLOSED
9	10 LAB CLOSED	11 Computer Basics 10-Noon Open Lab 1-5	12 Word 10-Noon Open Lab 1-5 Adult Lab 5-6	13 Excel 10-Noon Open Lab 1-5 Adult Lab 5-6	14 Open Lab 9:30-Noon 1-5	15 LAB CLOSED
16 	17 ML King, Jr. HOLIDAY - Offices closed	18 Computer Basics 10-Noon Open Lab 1-5	19 Word 10-Noon Open Lab 1-5 Adult Lab 5-6	20 Excel 10-Noon Open Lab 1-5 Adult Lab 5-6	21 Open Lab 9:30-Noon 1-5	22 LAB CLOSED
23	24 LAB CLOSED	25 Computer Basics 10-Noon Open Lab 1-5	26 Word 10-Noon Open Lab 1-5 Adult Lab 5-6	27 Excel 10-Noon Open Lab 1-5 Adult Lab 5-6	28 Open Lab 9:30-Noon 1-5	29 LAB CLOSED
30	31 LAB CLOSED					

The following classes are offered:

Computer Basics	Computer Basics is the <i>Beginner</i> or <i>Refresher</i> Class. You must take this before other classes.	Word 2007	Word covers the beginning, intermediate and advanced skills for Word Processing.
Typing	This self-paced computer-based typing class, Mavis Beacon Teaches Typing, is available anytime the lab is open	Excel 2007	Excel covers the beginning, intermediate and advanced skills for Spread Sheets.

Open Lab is for you to PRACTICE your new skills, take Typing, GED Prep or WIN for Work Keys, get assistance with resumes, do job or housing searches, check your e-mails or surf the internet.

Lab opens Tuesday thru Friday at 9:30; Instructor not available 12-1 Tue-Thu