

JUNE 2009

GRACE APOSTOLIC CHURCH - COMPUTER LAB SCHEDULE

Instructors: Linda Spann - June 4; Bertha Brown - June 11;
Michel Ellison - June 18; Valerie Jeffers - June 13, 25;

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Computer Lab CLOSED	3 IT Staff Meeting 6:00 PM—7:00 PM	4 Lanie Smith Evans Smith Bobbie Golder Cassandra Cole Booker Williams Kenneth Thompson	5	6
7	8	9 Computer Lab CLOSED	10	11 Lanie Smith Evans Smith Bobbie Golder Cassandra Cole Booker Williams Kenneth Thompson	12	13 Reserved Women's Community Re-entry Center 1:00PM - 3:00PM
14	15	16 Computer Lab CLOSED	17	18 Lanie Smith Evans Smith Bobbie Golder Cassandra Cole Booker Williams Kenneth Thompson	19	20
21	22	23 Computer Lab CLOSED	24	25 Lanie Smith Evans Smith Bobbie Golder Cassandra Cole Booker Williams Kenneth Thompson	26	27
28	29	30 Computer Lab CLOSED				

INSTRUCTORS:

VALERIE JEFFERS
LINDA SPANN
BERTHA BROWN
GREG MOORMAN

IMPRESS - SOFTWARE SIMILAR TO POWERPOINT
WRITER - WORD PROCESSOR
CAL - SPREADSHEET SOFTWARE
LITERACY - COMPUTER BASICS
INTERNET - USING THE INTERNET, SOFTWARE MTCE, & UTILITY
KEYBOARD - LEARN HOW TO TYPE OR INCREASE YOUR SPEED
PRINTMASTER - CREATE CARDS, FLYERS, NEWSLETTERS, BUSINESS CARDS, ETC.
*OPEN LAB - UTILIZE LAB PC'S FOR INTERNET, PERSONAL USE OR HOMEWORK, ETC.
(*OFFERED ONLY UPON REQUESTED DAY OF THE MONTH)

Contact the church office at (317) 925-8103 to cancel a class a week before your scheduled class. If a emergency occurs you can contact the church to cancel on the same day the class is scheduled. Please see designated instructor for that day to add your name to a class that does not have a total of six students listed on calendar.

Note: All computer training classes are scheduled on Monday through Thursday 5:00 PM - 7:00 PM.