

LEARNING LINE
MARCH 2010

UAW/GM in partnership with the Kansas City, Kansas Community College is pleased to once again offer on-site classes in the Learning Center. As you know, there have been some changes. There will no longer be a full-time KCKCC representative on-site. We still do not have TAP reinstated. However, your negotiated Learning Center is still open and will have classes.

It is imperative that you do your part. You must SIGN-IN when you use the facility. As the last year has informed us, anything that can be cut – will be cut – and if we can't see that it is being fully utilized, then it will be discussed. Sign-in every time you come into the center and use the benefits as the classes become available.

We are developing schedules and hiring instructors for a variety of classes. We will begin with a basic computer class, move from there to some more detailed MS Office Suite classes and then from there to technical math, resumes, interviewing, Community Spanish, communications and others. The Learning Center has self-paced tutorials in foreign language and many other computer programs. You should inquire in the Learning Center office for information on those programs.

Call us at (913)-573-3191 for more information.

TENTATIVE SCHEDULE:

This schedule is subject to revision. Classes must have a minimum of five students per session in order to be held. There is a maximum of 12 students per session. **Please do not sign up and then not show up – you've taken a seat from someone else.**

You **must** register in order to attend classes. We will not accept walk-in students. You may register by calling (913) 573-3191 and letting the Learning Center staff know which class you'll be attending. Be sure that you leave us a working phone number for reminder calls. Your class times will be according to your work shift.

Basic Computers

This is a class aimed at those with limited or no computer knowledge. We will begin with files and storage and move toward a general knowledge of Word, PowerPoint, Excel and Internet searches and use.

First Shift Workers:

Tuesdays and Thursdays –

March 16 – April 27

3:15 pm – 5:15 pm

Second Shift Workers:

Tuesdays and Thursdays-

March 16 – April 27

12:00 noon – 2:00 pm

Third Shift Workers:

Mondays and Wednesdays-

March 15 – April 26

7:15 am – 9:15 am