

CNY Works, Inc. Computer Training Schedule – FEBRUARY 2010 – www.cnyworks.com

****Customers MUST be scheduled in advance to participate in Computer Classes. Please contact your Career Advisor.**

Monday	Tuesday	Wednesday	Thursday	Friday	
FEB 1	2	3	4	5	
Keyboarding		MONDAY – THURSDAY	8:30 AM – 10:00 AM		
Microsoft Excel Level 1		MONDAY – THURSDAY	8:30 AM – 11:30 AM		
Microsoft Word Level 1		MONDAY – FRIDAY	10:30 AM – 12:00 PM		
Microsoft Word Level 2		MONDAY – FRIDAY	1:30 PM – 4:00 PM		
8	9	10	11	12	
Microsoft Word Level 1		MONDAY – FRIDAY	8:30 AM – 10:00 AM	Word Level 1 FRIDAY (Day 4 of 4) 8:30 AM – 11 AM	
Word Level 1 on Laptops		MONDAY – WEDNESDAY (Day 1-3 of 4)	8:30 AM – 11 AM		
Introduction to Excel		MON – TUES 10:30 – 12 PM	PC Literacy WEDNESDAY - FRIDAY 10:30 – 12:00 PM		
Microsoft Excel Level 2		MONDAY – FRIDAY	1:30 PM – 4:00 PM		
15	16	17	18	19	
<div style="border: 2px solid red; padding: 5px; text-align: center;"> Presidents' Day CNY WORKS CLOSED </div>		Internet Education	TUESDAY – FRIDAY	8:30 AM – 10:00 AM	
		Microsoft Access	TUESDAY – THURSDAY	8:30 AM – 11:00 AM	
		Keyboarding	TUESDAY – FRIDAY	10:30 AM – 12:00 PM	
		Word Level 1	TUESDAY – FRIDAY	1:30 PM – 4:00 PM	
22	23	24	25	26	
PC Literacy		MONDAY - WEDNESDAY	8:30 – 10:00 AM	Introduction to Excel	THURS – FRI 8:30 – 10 AM
Microsoft Word Level 2		MONDAY – FRIDAY	8:30 AM – 11:00 AM		
Microsoft Word Level 1		MONDAY – FRIDAY	10:30 AM – 12:00 PM		
Microsoft Excel Level 1		MONDAY – FRIDAY	1:30 PM – 4:00 PM		
MAR 1	2	3	4	5	
Keyboarding		MONDAY – THURSDAY	8:30 AM – 10:00 AM		
Power Point		TUESDAY - WEDNESDAY	8:30 – 11 AM		
Microsoft Word Level 1		MONDAY – FRIDAY	10:30 AM – 12:00 PM		
Word Level 1		TUESDAY – FRIDAY	1:30 PM – 4:00 PM		

Customer

Class Descriptions:

Preferred order – Based on the outcome of the assessment; offerings range from beginning to advanced classes starting at the top. To ensure positive outcomes for our customers **PLEASE MAKE NOTE OF THE PREREQUISITE** and schedule appropriately.

**** Please contact your Career Advisor to sign up for classes****

NOTE: Please plan to **arrive 10 minutes before start time**. If you have not checked in with Greeter Staff at least 5 minutes previous to start time, your seat may be considered for “Walk-In” customers.

PC Literacy

Learn basics of the PC, mouse skills, computer terminology.

Keyboarding

Learn to touch type using Mavis Beacon interactive software. For all user levels.

Word 1

Learn basic word processing concepts: create, edit, save, open documents. Required exercises.

Intro to Excel

For the user with little or no experience. Learn basic spreadsheet concepts: enter, edit, save, format data.

Internet Ed.

Use the internet to search for information. Create a Yahoo e-mail account, learn its features, send and open attachments.

Word 2

Use advanced formatting techniques: spacing, borders, tables, tabs and mail merge. Required exercises.

PowerPoint

Create presentations: insert clip art, set slide transitions and custom animation, print and view presentation.

Excel 1

Create and format spreadsheets. Use cell referencing and functions. Create formulas. Required exercises.

***Walk-In Policy** – If you are referred for a class as a “Walk-In” participant, you are not enrolled. Please show up as scheduled. If there is an available seat you will have seating based on the time you arrive at the One-Stop Career Center.

***In the event you cannot attend classes after you have been signed up** – Please contact CNY Works immediately. A note will be added to your file and the space can be opened for another customer.

Excel 2

Learn advanced features in spreadsheets to analyze data using if statements, pivot tables, and functions.

Access

Using a database to control data by using forms, reports, and queries. Required exercises.