

CNY Works, Inc. Computer Training Schedule – NOVEMBER 2008 – www.cnyworks.com

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

Monday	Tuesday	Wednesday	Thursday	Friday
NOV 3	4	5	6	7
Introduction to Excel MON – TUES 8:30 – 10 AM		PC Literacy WEDNESDAY – FRIDAY		8:30 AM – 10:00 AM
Excel Level 1 MONDAY – WEDNESDAY 8:30 AM – 11:00 AM (DAY 1-3 of 5)			Excel 1 FRIDAY 8:30–11 AM (DAY 4 of 5)	
Microsoft Word 1		MONDAY – FRIDAY		10:30 AM – 12:00 PM
Excel Level 1		MONDAY – FRIDAY		1:30 PM – 4:00 PM
10	11	12	13	14
Access MONDAY 8:30 AM – 11 AM (Day 1 of 3)	VETERANS Day CNY WORKS Closed	Plug into Technology WEDNESDAY – FRIDAY		8:30 AM – 10:00 AM
Excel 1 MONDAY 1:30–4 PM (DAY 5 of 5)		Access WED – THURS 8:30-11 AM (Day 2-3 of 3)		
		Keyboarding WEDNESDAY – FRIDAY		10:30 AM – 12:00 PM
		PC Literacy WEDNESDAY - FRIDAY		1:30 PM – 4:00 PM
17	18	19	20	21
Microsoft Word 1		MONDAY – FRIDAY		8:30 AM – 10:00 AM
Microsoft Word 2		MONDAY – FRIDAY		8:30 AM – 11:00 AM
PC Literacy		MONDAY – WEDNESDAY		10:30 AM – 12:00 PM
Excel Level 2		MONDAY – FRIDAY		1:30 PM – 4:00 PM
			Introduction to Excel THURS – FRI 10:30 – 12 PM	
24	25	26	27	28
Keyboarding		MONDAY – WEDNESDAY		8:30 AM – 10:00 AM
Microsoft Access		MONDAY – WEDNESDAY		8:30 AM – 11:00 AM
Plug into Technology		MONDAY – WEDNESDAY		10:30 AM – 12:00 PM
PC Literacy		MONDAY-WEDNESDAY		1:30 PM – 4:00 PM
			THANKSGIVING Day CNY WORKS	
DEC 1	2	3	4	5
Introduction to Excel		MON – TUES 8:30 – 10 AM		
Plug into Technology		MON – TUES 8:30 – 11 AM		
		PC Literacy		WEDNESDAY – FRIDAY 8:30 AM – 10:00 AM
		Microsoft Power Point		THURS – FRI 8:30 – 11 AM
Microsoft Word 1		MONDAY – FRIDAY		10:30 AM – 12:00 PM
Microsoft Word 2		MONDAY – FRIDAY		1:30 PM – 4:00 PM

Class Description

Preferred order – Based on the outcome of the initial evaluation, 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.

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Class	Prerequisite	Description
PC Literacy	Basic eye/hand coordination required	Designed for new PC users. Learn PC basics: Windows terminology, mouse skills, Internet for job searching websites.
Microsoft Word Level 1	Successful completion of PC Literacy class or comparable skills. Minimum of 15 wpm typing speed.	Designed for new Word users starting from scratch. Basic document concepts, creating a document, editing, saving, opening existing documents, and basic character formatting. <i>Required exercises will be completed.</i>
Keyboarding	None: Beginner to Advanced Skill levels	Begin to learn the keyboard (touch typing) or improve skills using Mavis Beacon interactive software. Skill drills and timings for Intermediate and advanced keyboarders.
Plug into Technology	Successful completion of Microsoft Word 1 and PC Experience.	Use current technology to help you search for a job by learning how to find information on the internet. Create a Yahoo e-mail account and learn the many features of Yahoo mail. Learn how to attach and send your resume when applying for jobs online. Learn how to complete online applications. Explore key websites to help in your job search including: O*Net, Indeed, Simply Hired and Job Zone.
Introduction to Excel	Successful completion of PC Literacy class or comparable skills.	Designed for new Excel users starting from scratch. Basic spreadsheet concepts, creating a spreadsheet, editing, saving, opening an existing spreadsheet, basic formatting. <i>Required exercises will be completed.</i>
Microsoft Word Level 2	Successful completion of Microsoft Word 1 and PC Experience.	Designed for users with some word processing experience. Create and modify documents using advanced formatting techniques, including spacing, borders, tables, tabs and mail merge. <i>Required exercises will be completed.</i>
Microsoft Power Point	Successful completion of Microsoft Word 1 and PC Experience or related experience	Creating presentations, dealing with clip art, setting slide transitions, dealing with custom animation, printing, and viewing your presentation. <i>Required exercises will be completed.</i>
Microsoft Excel Level 1	Successful completion of Introduction to Excel class or prior experience with Excel or other spreadsheet software and PC Experience.	Creating and format spreadsheets, using cell referencing, formulas and functions. Create charts and graphs. <i>Required exercises will be completed.</i>
Microsoft Excel Level 2	Successful completion of EXCEL LEVEL I and a score of 75% or better on the OPAC BASIC EXCEL TEST	A continuation of the EXCEL LEVEL I class will continue to expand the use of spreadsheet to analyze information using if statements, pivot tables, and functions. <i>Required exercises will be completed.</i>
Microsoft Access	Successful completion of Microsoft Excel 1 class and PC Experience	Dealing with data in an existing database entering, editing, and deleting data. Using forms, reports, and queries. <i>Required exercises will be completed.</i>