

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

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

Monday	Tuesday	Wednesday	Thursday	Friday
SEPT 1	2	3	4	5
LABOR Day CNY WORKS Closed	PC Literacy TUESDAY – THURSDAY 8:30 AM – 10:00 AM			
	Microsoft Access TUESDAY – THURSDAY 8:30 AM – 11:00 AM			
	Microsoft Word 1 TUESDAY – FRIDAY 10:30 AM – 12:00 PM			
	Plug into Technology TUESDAY – THURSDAY 1:30 PM – 4:00 PM			
8	9	10	11	12
Keyboarding MONDAY – FRIDAY 8:30 AM – 10:00 AM				
Plug into Technology MONDAY – WEDNESDAY 8:30 AM – 11:00 AM				
Microsoft Word 1 MONDAY – FRIDAY 10:30 AM – 12:00 PM				
Excel Level 1 MONDAY – FRIDAY 1:30 PM – 4:00 PM				
15	16	17	18	19
Plug into Technology MONDAY – FRIDAY 8:30 AM – 10:00 AM				
Excel Level 1 MONDAY – FRIDAY 8:30 AM – 11:00 AM				
Introduction to Excel MON – TUES 10:30 – 12 PM		PC Literacy WEDNESDAY – FRIDAY 10:30 AM – 12:00 PM		
Microsoft Word 2 MONDAY – FRIDAY 1:30 PM – 4:00 PM				
22	23	24	25	26
Microsoft Word 1 MONDAY – FRIDAY 8:30 AM – 10:00 AM				
Microsoft Word 2 MONDAY – FRIDAY 8:30 AM – 11:00 AM				
Keyboarding MONDAY – FRIDAY 10:30 AM – 12:00 PM				
Excel Level 2 MONDAY – FRIDAY 1:30 PM – 4:00 PM				
29	30	OCT 1	2	3
PC Literacy MONDAY – WEDNESDAY 8:30 AM – 10:00 AM		Introduction to Excel THURS – FRI 8:30 – 10 AM		
Access MON – TUES (DAY 1 & 2 of 3) 8:30 – 11 AM		Microsoft Access THUR (DAY 3 of 3) 8:30 – 11AM		
Plug into Technology MONDAY – FRIDAY 10:30 AM – 12:00 PM				
Excel Level 1 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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Please contact your Consultant. **

Students are encouraged to purchase a flash drive to save assignments.

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. Required exercises will be completed.
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.
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. Required exercises will be completed.
Plug into Technology	Successful completion of Microsoft Word 1 and PC Experience.	Use the current technology to help you find exactly what you have been looking for. Internet overview; learn how to use search engines. Learn how to complete online applications. Create your own email account online using Yahoo. Learn the ins and outs of email online. Learn how to look for jobs using www.indeed.com Attendees will need to provide an electronic version of their resume either on disk or flash drive.
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. Required exercises will be completed.
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. Required exercises will be completed.
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. Required exercises will be completed.
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. Required exercises will be completed.
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. Required exercises will be completed.
Advanced Office Skills	Successful completion of two of the following classes: Word 2, Excel 2, Access	Use management techniques to organize and create files and folders. Explore methods to share data between Office applications. Assist in using and applying Office concepts from previous classes.