

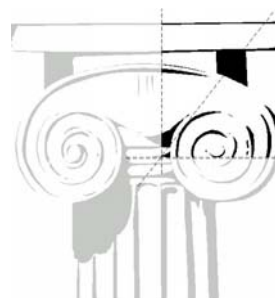
Career Central Computer Classes

<i>TITLE</i>	<i>DESCRIPTION</i>	<i>PREREQUISITE</i>	<i>HRS</i>
Introduction to Computers	Course covers the parts and functions of a computer. Students are introduced to basic features of Microsoft Word software such as: <ul style="list-style-type: none"> • creating a document • opening, editing & saving a document 	NONE	3
Introduction to Microsoft Word I	Students learn Microsoft Word through discussions and hands-on-experience in the areas of: <ul style="list-style-type: none"> • basic word processing • copying/deleting files • using Windows accessories 	Introduction to Computers or basic computer knowledge (including the ability to control the mouse).	3
Introduction To Microsoft Word II	This course offers practice and exercise lessons in MS Word to continue to build skills & concepts of the software package. Class will consist of activities and exercises in word processing and Windows accessories.	Introduction to Word I or prior experience with MS Word.	3
Introduction To Microsoft Excel	Students learn Microsoft Excel through discussions and hands-on-experience.:	Introduction to Word I or prior experience with MS Word.	3
Keyboarding	Provides student with the basic, skills of keyboarding through the Mavis Beacon software program.	Introduction to Computers or basic computer knowledge.	3

ONE STOP PARTNERS

The following Partners have representatives available at the Career Central One Stop, to assist you:

- **Albany County Department of Aging**
Thursdays, 8:30 A.M. to 5:00 P.M.
 - **Albany County Dept. of Social Services**
Monday – Friday, 8:30 A.M. to 3:30 P.M.
- **Educational Opportunity Center (EOC)**
Tuesdays, 9:00 A.M.
 - **Women’s Employment Resource Center (WERC)**
Monday – Friday, 8:30 A.M. to 4:30 P.M.



Career Central

"The Workforce Solution Center of Albany"

175 Central Avenue
Albany, New York 12206
518.462.7600 Ext. 116

FEBRUARY 2012

COMPUTER CLASSES

You must sign up in person and be a valid Career Central member in order to register for classes. You may sign up for two (2) classes per month and/or sign up as an alternate the morning of the class.

IMPORTANT

If you are unable to attend a class and do not notify the receptionist at Career Central by 4:00 PM the previous day, you will be considered a no-show.

TRAINING ORIENTATIONS

Registration is required – please call 462-7600 ext. 116.

After two (2) no shows you will lose the privilege to sign up in advance for classes.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Veteran's Rep. Intro to Computers 9:30am Interviewing Techniques 10:00 am Expand your Network 2:00 pm	2 Veteran's Rep. Training Orientation 10:00am	3 Veteran's Rep. Resume Preparation 9:30am Advanced Resume Writing 10:30 am Introduction to Computers 12:30 – 3:30 pm Prerequisite: None
6 Veteran's Rep. Resume Preparation 1:00 pm – 3:30pm Job Search Techniques 1:30pm	7 Veteran's Rep. EOC 9:00 am – 11:00 am	8 Veteran's Rep. On-Line Job Applications 9:30am Interviewing Techniques 10:00am Expand Your Network 2:00 pm	9 Veteran's Rep. Training Orientation 10:00am VESID Orientation 1:30 pm	10 Veteran's Rep. Resume Preparation 9:30am Advanced Resume Writing 10:30 am Keyboarding 12:30 – 3:30 pm Prerequisite: Intro to Computers
13 Veteran's Rep. Career Exploration/Job Zone - 10:00 am Resume Preparation 1:00pm – 3:30pm Job Search Techniques 1:30pm	14 Veteran's Rep. EOC 9:00 am – 11:00 am	15 Veteran's Rep. Intro to Computers 9:30am Interviewing Techniques 10:00am Expand Your Network 2:00 pm	16 Veteran's Rep. Training Orientation 10:00am	17 Veteran's Rep. Resume Preparation – 9:30 am Advanced Resume Writing 10:30 am Intro to MS Word 12:30 – 3:30 pm Prerequisite: Intro to Computers
20 <i>Center Closed</i> <i>President's Day</i>	21 Veteran's Rep. EOC 9:00 am – 11:00 am	22 Veteran's Rep. On-Line Job Applications 9:30am Interviewing Techniques 10:00am Expand your Network 2:00pm	23 Veteran's Rep. Training Orientation 10:00am	24 Veteran's Rep. Resume Preparation – 9:30am Advanced Resume Writing 10:30 am No Computer Class
27 Veteran's Rep. Resume Preparation 1:00pm – 3:30pm Job Search Techniques 1:30pm	28 Veteran's Rep. EOC 9:00 am – 11:00 am	29 Veteran's Rep. Intro to Computers 9:30am Interviewing Techniques 10:00am Expand Your Network 2:00 pm		