

# ATTAIN

ADVANCED TECHNOLOGY TRAINING  
AND INFORMATION NETWORKING

## December 2009 Schedule

### Urban League TECHNOLOGY CENTER

36 Exchange Street, Binghamton, New York 13901  
p(607)772-4765 · f(607)772-4771 · www.bul.sunyeoc.org

### Binghamton Housing Carlisle Lab

150 Moeller Street, Binghamton, New York 13904  
(607) 771 - 1176 · www.bch.sunyeoc.org

Classes at the Urban League are in **BOLD** print. Classes at Carlisle are in *ITALICIZED* print.

Mon	Tue	Wed	Thu	Fri
30 <b>Intro to EXCEL 2007, 9:00am – 11:30am; Open Classroom, 12:30pm – 2pm; Intro to WORD 2007, 2pm - 4pm</b>	1 <i>Open Classroom, 9am – 12pm; Intro to WORD 2007, 1:00pm – 2:30pm; <b>MCAS WORD 2007, 9am – 1pm; Open Classroom, 1pm – 4pm;</b></i>	2 <i>Open Classroom, 9am – 12pm; Intro to WORD 2007, 1:00pm – 2:30pm; <b>Intro to EXCEL 2007, 9:00am – 11:30am; Open Classroom, 12:30pm – 2pm; Intro to WORD, 2pm - 4pm</b></i>	3 <i>Open Classroom, 9am – 12pm; Intro to WORD 2007, 1:00pm – 2:30pm; <b>MCAS WORD 2007 Test, 9am – 1pm; Open Classroom, 1pm – 4pm;</b></i>	4 <i>Open Classroom, 9am – 12pm; Intro to WORD 2007, 1:00pm – 2:30pm; <b>Intro to EXCEL 2007, 9:30am – 12:30am; Orientation, 1pm – 2pm; Open Classroom, 2pm – 4pm</b></i>
7 <b>Open Classroom, 10am – 12pm; Intermediate WORD 2007, 2pm - 4pm</b>	8 <i>Open Classroom, 9am – 12pm; Intro to WORD 2007, 1:00pm – 2:30pm; <b>Orientation, 10am – 11am; Open Classroom, 11am – 12:30pm; Intermediate EXCEL 2007, 2pm - 4pm</b></i>	9 <i>Open Classroom, 9am – 12pm; Intro to WORD 2007, 1:00pm – 2:30pm; <b>Open Classroom, 10am – 12pm; Intermediate WORD 2007, 2pm - 4pm</b></i>	10 <i>Open Classroom, 9am – 12pm; Intermediate WORD 2007, 1:00pm – 2:30pm; <b>PowerPoint 2007, 10am – 12pm; Open Classroom, 1pm – 2pm; Intermediate EXCEL 2007, 2pm - 4pm</b></i>	11 <i>Open Classroom, 9am – 12pm; Intermediate WORD 2007, 1:00pm – 2:30pm; <b>Open Classroom, 10am – 12pm; Intermediate WORD 2007, 2pm - 4pm</b></i>
14 <b>PowerPoint 2007, 10am – 12pm; Open Classroom, 12:30pm – 2pm; Computer BASICS, 2pm - 4pm</b>	15 <i>Open Classroom, 9am – 12pm; Intermediate WORD 2007, 1:00pm – 2:30pm; <b>Orientation, 10am – 11am; Open Classroom, 11am – 12:30pm; Intermediate EXCEL 2007, 2pm - 4pm</b></i>	16 <i>Open Classroom, 9am – 12pm; Intermediate WORD 2007, 1:00pm – 2:30pm; <b>PowerPoint 2007, 10am – 12pm; Open Classroom, 12:30pm – 2pm; Computer BASICS , 2pm - 4pm</b></i>	17 <i>Open Classroom, 9am – 12pm; Intermediate WORD 2007, 1:00pm – 2:30pm; <b>Orientation, 10am – 11am; Open Classroom, 11am – 12:30pm; Intermediate EXCEL 2007, 2pm - 4pm</b></i>	18 <i>Open Classroom, 9am – 12pm; Intermediate WORD 2007, 1:00pm – 2:30pm; <b>PowerPoint 2007, 10am – 12pm; Open Classroom, 12:30pm – 2pm; Computer BASICS, 2pm - 4pm</b></i>
21 <b>PowerPoint 2007, 10am – 12pm; Open Classroom, 12:30pm – 2pm; Computer Basics, 2pm – 4pm</b>	22 <i>Open Classroom, 9am – 12pm; <b>Open Classroom, 1pm – 4pm;</b></i>	23 <i>Open Classroom, 9am – 12pm; <b>Open Classroom, 9am – 12pm</b></i>	24 <b>Holiday</b>	25 <b>Holiday</b>

## Course Descriptions

<p style="text-align: center;"><b><u>Computer Basics 2007</u></b> 8 Hours</p>	<p>Not sure how to use a computer? Join us for a 6 – 8 hour class that will teach you such things as when to single click and when to double click, how to open up applications, and keep your files organized. This class is meant to prepare you for our Introductory courses!</p>
<p style="text-align: center;"><b><u>Intro to WORD 2007</u></b> 8 Hours</p>	<p>You will receive an introduction into Microsoft Word 2007. Learn the basics of using and creating Word documents, how to edit and format text and paragraphs, use and create templates, work with tables, pictures, shapes, and word art. You will learn how to insert headers and footers and the basics of formatting your document.</p>
<p style="text-align: center;"><b><u>Intermediate WORD 2007</u></b> 8 Hours</p>	<p>Take your word processing skills to the next level. Learn how to use and create styles, create hyperlinks and bookmarks, and learn more advanced formatting techniques including the use of symbols. You will learn Page Layout techniques including how to add themes and backgrounds to your document. We will review how to create a Table of Contents and footnotes. Learn how to mail merge!</p>
<p style="text-align: center;"><b><u>Intro to EXCEL 2007</u></b> 10 Hours</p>	<p>You will receive an introduction into Microsoft EXCEL 2007. Learn the basics of using and creating EXCEL spreadsheets which includes creating, editing and printing worksheets. You will also learn how to format rows, columns, and cells. Gain expertise with margins, page breaks, and various print options.</p>
<p style="text-align: center;"><b><u>Intermediate EXCEL 2007</u></b> 8 Hours</p>	<p>Take your expertise in EXCEL to the next level. Learn how to use EXCEL to create and revise great looking spreadsheets. Learn how to use customized formatting and drawing tools, hide and unhide data, use EXCEL functions and create formulas. You will learn how to create, edit, format, revise, and print charts.</p>
<p style="text-align: center;"><b><u>Microsoft Certified Application Specialist (MCAS) on Microsoft WORD 2007</u></b> 36 Hours (continued from October)</p> <p style="text-align: center;"><b><u>Microsoft Certified Application Specialist (MCAS) on Microsoft EXCEL 2007</u></b> 45 Hours</p> <p style="text-align: center;"><b><u>Microsoft Certified Application Specialist (MCAS) on Microsoft WORD 2007</u></b> 27 Hours (extra lab hours may be required)</p>	<p>Instructor lead course offering you the opportunity to study for and take these advanced Microsoft certification exams. The Microsoft Certified Application Specialist (MCAS) credential is a globally recognized standard for the 2007 Microsoft Office applications. “The MCAS credential validates the skills that individuals and organizations depend on. Candidates who successfully complete the program by passing a certification exam prove that they meet globally recognized performance standards and are able to work productively and efficiently.”</p>
<p style="text-align: center;"><b><u>Open Classroom</u></b></p>	<p>Work at your own pace towards a <b>Microsoft Office Specialist certification</b> in WORD, EXCEL, or POWERPOINT 2007. A staff member will be available to help you. We offer certification exams for free!</p> <p>Use our classroom to develop a fantastic looking <b>resumes</b> and <b>cover letters</b>. Learn how to use the internet effectively to facilitate your job search.</p> <p>Practice your <b>Soft skills</b>, use our computers to <b>work at your own pace</b> in exploring <b>careers, developing technical skills, preparing for tests</b>. We have a wealth of exploratory careers on our machines. You can <b>explore various occupations</b> such as CNA, Carpentry, Plumbing, and learn the life skills needed to be successful. We have Steck-Vaughn to prepare for your GED, college Mathematics and Reading to prepare for college, and workplace Mathematics and Reading to prepare for your future.</p> <p>Come practice your <b>typing skills</b> with us. Increase your speed and accuracy while having fun!</p> <p style="text-align: center;"><b>There is always someone here to help!</b></p>