

ATTAIN

ADVANCED TECHNOLOGY TRAINING
AND INFORMATION NETWORKING

April 2010 Schedule

Urban League TECHNOLOGY CENTER

36 Exchange Street, Binghamton, New York
13901

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Binghamton Housing Carlisle Lab

150 Moeller Street, Binghamton, New York
13904

www.bch.sunyec.org

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

Mon	Tue	Wed	Thu	Fri
			1 <i>Open Lab ,9am – 10am; Work Place Computing, 10:30am – 2:30pm; MCAS WORD, 12pm – 4pm;</i>	2 TJ Program, 9am – 12pm; Orientation, 12pm – 1pm; <i>Open Lab ,9am – 12pm; Computer Basics (cont'd from March), 12:30pm – 2:30pm; Administrative Time, 1pm – 4pm</i>
5 Workplace Computing, 10am – 12pm; MCAS WORD (cont'd from March), 1pm – 5pm;	6 Introduction to WORD 2007, 9am – 1pm; <i>Open Lab ,9am – 10am; Work Place Computing, 10:30am – 2:30pm; MCAS WORD (cont'd from March), 1pm – 5pm;</i>	7 Workplace Computing, 10am – 12pm; <i>Open Lab ,9am – 2pm; MCAS WORD (cont'd from March), 1pm – 5pm;</i>	8 Welcome to Microsoft 2007, 9am – 11am; <i>Open Lab ,9am – 10am; Work Place Computing, 10:30am – 2:30pm; MCAS WORD, 12pm – 4pm</i>	9 <i>Administrative Time, 9am – 4pm; (Center is closed, appt. only). Administrative Time, 9am – 4pm (Center is closed, appt. only).</i>
12 Workplace Computing, 10am – 12pm; MCAS EXCEL, 1pm – 5pm	13 Introduction to WORD 2007, 9am – 1pm; <i>Open Lab ,9am – 10am; Work Place Computing, 10:30am – 2:30pm; MCAS EXCEL, 1pm – 5pm</i>	14 Workplace Computing, 10am – 12pm; <i>Open Lab ,9am – 2pm; MCAS EXCEL, 1pm – 5pm</i>	15 Welcome to Microsoft 2007, 9am – 11am; <i>Open Lab ,9am – 10am; Work Place Computing, 10:30am – 2:30pm; MCAS WORD, 12pm – 4pm</i>	16 <i>Open Lab ,9am – 12pm; Administrative Time, 9am – 4pm (Center is closed, appt. only). Video Teleconference, 2:30pm – 3:30pm</i>
19 Workplace Computing, 10am – 12pm; MCAS EXCEL, 1pm – 5pm	20 Intermediate WORD 2007, 9am – 1pm; <i>Open Lab ,9am – 10am; Work Place Computing, 10:30am – 2:30pm; MCAS EXCEL, 1pm – 5pm</i>	21 Workplace Computing, 10am – 12pm; <i>Open Lab ,9am – 12pm; Welcome to Microsoft 2007, 12:30pm – 2:30pm; MCAS EXCEL, 1pm – 5pm</i>	22 Welcome to Microsoft 2007, 9am – 11am; <i>Open Lab ,9am – 10am; Work Place Computing, 10:30am – 2:30pm; MCAS WORD, 12pm – 4pm</i>	23 TJ Program, 9am – 12pm; Orientation, 12pm – 1pm; <i>Open Lab ,9am – 12pm; Welcome to Microsoft 2007, 12:30pm – 2:30pm; TJ Certifications, 1pm – 4pm</i>
26 Workplace Computing, 10am – 12pm; MCAS EXCEL, 1pm – 5pm	27 Intermediate WORD 2007, 9am – 1pm; <i>Open Lab ,9am – 10am; Work Place Computing, 10:30am – 2:30pm; MCAS EXCEL, 1pm – 5pm</i>	28 Workplace Computing, 10am – 12pm; <i>Open Lab ,9am – 12pm; Welcome to Microsoft 2007, 12:30pm – 2:30pm; MCAS EXCEL, 1pm – 5pm</i>	29 Welcome to Microsoft 2007, 9am – 11am; <i>Open Lab ,9am – 10am; Work Place Computing, 10:30am – 2:30pm; MCAS WORD, 12pm – 4pm</i>	30 TJ Program, 9am – 12pm; Orientation, 12pm – 1pm; <i>Open Lab ,9am – 12pm; Welcome to Microsoft 2007, 12:30pm – 2:30pm; TJ Certifications, 1pm – 4pm</i>

ATTAIN – April 2010 Course Descriptions

<p style="text-align: center;"><u>Welcome to Microsoft 2007</u> 8 Hours</p> <p style="text-align: center;">April 8, 15, 22, and 29; Urban League 9am – 11am April 21, 23, 28, and 30; Carlisle 12:30pm – 2:30pm</p>	<p>Join us for an 8 hour class that will teach you file management, how to work with windows, and introduce you to the Microsoft Office 2007 ribbon. You will even learn some of the basics of Microsoft WORD 2007!</p>
<p style="text-align: center;"><u>Introduction to Microsoft WORD 2007</u> 8 Hours</p> <p style="text-align: center;">April 6 and 13; Urban League 9am – 1pm</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, footers, and the basics of formatting your document.</p>
<p style="text-align: center;"><u>Intermediate WORD 2007</u> 8 Hours</p> <p style="text-align: center;">April 20 and 27; Urban League 9am – 1pm</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;"><u>Work Place Computing</u> Up to 30 Hours</p> <p>Note: This class is on going and takes approximately 30 hours to complete. However, it is possible and definitely permissible to complete it sooner. As people complete the class, a seat is opened for a new person to join.</p> <p style="text-align: center;">April 5, 7, 12, 14, 19, 21, 26, and 28; Urban League 10am – 12pm April 6, 8, 13, 15, 20, 22, 27, and 29; Carlisle 10:30am – 2:30 pm</p>	<p>This course introduces you to the fundamentals of computing, how to connect to the Internet, browse Web pages, navigate Web sites, use search engines, and exchange e-mail with others. You will gain confidence in computing by understanding the risks and threats to computer security and privacy so that you can prevent them. This course also explores the most common productivity software applications used in business, in education, and at home. The course teaches you how to select the right software for your project. You will learn the fundamentals of word processing (WORD), spreadsheets (EXCEL), presentation software (POWERPOINT), and databases (ACCESS). You will be introduced to new digital technologies, including digital audio, digital video, and digital photography. You will explore how these and other computing technologies are creating new career opportunities and shaping the world we live in. When you complete this course, you will take a test consisting of 30 questions. A passing grade rewards you with a Microsoft Digital Literacy Certification and leads to the next step, MCAS Certification!</p>
<p style="text-align: center;"><u>MCAS WORD</u> <u>Microsoft Certified Application Specialist on</u> <u>Microsoft WORD 2007</u> Up to 48 Hours</p> <p>Continued from March – April 5, 6, and 7; Urban League 1pm – 5pm</p> <p>New class: April 1, 8, 15, 22, and 29, Urban League 12pm – 4pm</p>	<p>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;"><u>MCAS EXCEL</u> <u>Microsoft Certified Application Specialist on</u> <u>Microsoft EXCEL 2007</u> Up to 48 Hours</p> <p>April 12, 13, 14, 19, 20, 21, 26, 27, and 28; Urban League 1pm – 5pm Note: Will continue into May (5, 6, and 7)</p>	<p>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>