

# ATTAIN

ADVANCED TECHNOLOGY TRAINING  
AND INFORMATION NETWORKING

## July 2010 Schedule

### Urban League TECHNOLOGY CENTER

36 Exchange Street, Binghamton, New York  
13901

www.bul.sunyeoc.org

p: (607) 772 – 4765

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### Binghamton Housing Carlisle Lab

150 Moeller Street, Binghamton, New York  
13904

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
			1 <b>Welcome to Microsoft 2007, 10am – 1pm; MCAS WORD, 1pm – 4pm;</b>  <i>Carlisle closed – moving to new lab?</i>	2 <b>Welcome to Microsoft 2007, 10am – 1pm;</b>  <i>Carlisle closed – moving to new lab?</i>
5 <b>Closed for the Holiday</b>	6 <i>Growing Connections, 10am -12pm;</i> <b>Digital Literacy Workshop, 1pm – 4pm;</b> <b>Using EXCEL, 1pm – 4pm;</b>	7 <i>Digital Literacy Workshop, 1pm – 4pm;</i> <b>Using EXCEL, 1pm – 4pm;</b>	8 <i>Growing Connections, 10am -12pm;</i> <i>Digital Literacy Workshop, 1pm – 4pm;</i> <i>Using WORD, 2pm – 5pm;</i> <b>Using EXCEL, 1pm – 4pm;</b>	9 <i>Digital Literacy Workshop, 1pm – 4pm;</i> <b>Using EXCEL, 1pm – 4pm;</b>
12 <b>Summer Institute PowerPoint, 9am – 1pm;</b> <i>Summer Institute WORD, 1pm – 5pm;</i> <b>Summer Institute EXCEL, 1pm – 5pm;</b>	13 <i>Growing Connections, 10am -12pm;</i> <b>Summer Institute PowerPoint, 9am – 1pm;</b> <i>Summer Institute WORD, 1pm – 5pm;</i> <b>Summer Institute EXCEL, 1pm – 5pm;</b>	14 <b>Summer Institute PowerPoint, 9am – 1pm;</b> <i>Summer Institute WORD, 1pm – 5pm;</i> <b>Summer Institute EXCEL, 1pm – 5pm;</b>	15 <i>Growing Connections, 10am -12pm;</i> <b>Summer Institute PowerPoint, 9am – 1pm;</b> <i>Summer Institute WORD, 1pm – 5pm;</i> <b>Summer Institute EXCEL, 1pm – 5pm;</b>	16 <b>Summer Institute PowerPoint, 9am – 1pm;</b> <i>Summer Institute WORD, 1pm – 5pm;</i> <b>Summer Institute EXCEL, 1pm – 5pm;</b>
19 <b>Summer Institute PowerPoint, 9am – 1pm;</b> <i>Summer Institute WORD, 1pm – 5pm;</i> <b>Summer Institute EXCEL, 1pm – 5pm;</b>	20 <i>Growing Connections, 10am -12pm;</i> <b>Summer Institute PowerPoint, 9am – 1pm;</b> <i>Summer Institute WORD, 1pm – 5pm;</i> <b>Summer Institute EXCEL, 1pm – 5pm;</b>	21 <b>Summer Institute PowerPoint, 9am – 1pm;</b> <i>Summer Institute WORD, 1pm – 5pm;</i> <b>Summer Institute EXCEL, 1pm – 5pm;</b>	22 <i>Growing Connections, 10am -12pm;</i> <b>Summer Institute PowerPoint, 9am – 1pm;</b> <i>Summer Institute WORD, 1pm – 5pm;</i> <b>Summer Institute EXCEL, 1pm – 5pm;</b>	23 <b>Summer Institute PowerPoint, 9am – 1pm;</b> <i>Summer Institute WORD, 1pm – 5pm;</i> <b>Summer Institute EXCEL, 1pm – 5pm;</b>
26 <i>Using WORD, 1pm – 4pm;</i> <b>Using EXCEL, 1pm – 4pm;</b>	27 <i>Growing Connections, 10am -12pm;</i> <b>Welcome to Microsoft 2007, 10am – 1pm;</b> <i>Using WORD, 1pm – 4pm;</i> <b>Using EXCEL, 1pm – 4pm;</b>	28 <b>Welcome to Microsoft 2007, 10am – 1pm;</b> <i>Using WORD, 1pm – 4pm;</i> <b>Using EXCEL, 1pm – 4pm;</b>	29 <i>Growing Connections, 10am -12pm;</i> <b>Welcome to Microsoft 2007, 10am – 1pm;</b> <i>Using WORD, 1pm – 4pm;</i> <b>Using EXCEL, 1pm – 4pm;</b>	30 <b>Welcome to Microsoft 2007, 10am – 1pm;</b>

## **ATTAIN – July 2010 Course Descriptions**

<p style="text-align: center;"><b><u>Welcome to Microsoft Office 2007</u></b> 12 Hours</p> <p>(Continued from June) July 1, 2; Urban League 10am – 1pm July 27, 28, 29, 30; Urban League 10am – 1pm</p>	<p>Join us for a 12 hour class that will teach you file management, how to work with windows, and introduce you to the Microsoft Office 2007 ribbon. You will learn the “common elements” of the Microsoft Office 2007 applications. When successfully completing this course, you will be ready for Workplace Computing.</p>
<p style="text-align: center;"><b><u>Digital Literacy Workshop</u></b> 12 Hours</p> <p>July 6, 7, 8, and 9; Carlisle, 1pm – 4pm</p>	<p>This workshop is intended to set you on your way to using Microsoft Digital Literacy elearning to learn the fundamentals of computing, connecting to the Internet, browsing Web pages, navigating Web sites, using search engines, and exchanging 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. It will teach you 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;"><b><u>Using Microsoft WORD 2007</u></b> 12 Hours</p> <p>July 26, 27, 28, and 29 17, 18, 22, 23, 24, 25; Carlisle 1pm – 4pm</p> <p>Prerequisite: Work Place Computing or Digital Literacy Certificate.</p>	<p>The key to learning Microsoft WORD and preparing for a certification is to use it! This class is designed to be hands-on. You will work with Microsoft Word 2007 to create, edit, and format Word documents. You will use and create templates, work with tables, pictures, shapes, headers, footers, and word art. Text boxes, Quick Parts, Styles, Review Techniques, and References will be used to create documents.</p>
<p style="text-align: center;"><b><u>Using Microsoft EXCEL 2007</u></b> 12 Hours</p> <p>July 6, 7, 8, and 9; Urban League, 1pm – 4pm</p> <p>July 26, 27, 28, and 29; Urban League, 1pm – 4pm</p> <p>Prerequisite: MCAS WORD Certification or Using WORD 2007 (with instructor’s permission); Math skills are required.</p>	<p>The key to learning Microsoft EXCEL and preparing for a certification is to use it! This class is designed to be hands-on. You will work with Microsoft EXCEL 2007 to create, edit, and format EXCEL worksheets. You will use Conditional Formatting, and Functions. You will learn how to create and maintain Workbooks with practical uses.</p>
<p style="text-align: center;"><b><u>Summer Institute WORD</u></b> 40 hours</p> <p style="text-align: center;"><b><u>Summer Institute EXCEL</u></b> 40 hours</p> <p style="text-align: center;"><b><u>Summer Institute PowerPoint</u></b> 40 hours</p>	
<p style="text-align: center;"><b><u>MCAS WORD</u></b> <b><u>Microsoft Certified Application Specialist on</u></b> <b><u>Microsoft WORD 2007</u></b> Up to 40 Hours</p> <p>(Continued from June) July 1, 2pm – 4pm</p> <p>Prerequisite: Successful completion of Using WORD 2007</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>

**MCAS EXCEL**

**Microsoft Certified Application Specialist on  
Microsoft EXCEL 2007**

Up to 48 Hours

April 12, 13, 14, 19, 20, 21, 26, 27, and 28; Urban League 1pm – 5pm

Note: Will continue into May (5, 6, and 7)

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