

ATTAIN

ADVANCED TECHNOLOGY TRAINING
AND INFORMATION NETWORKING

June 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

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

Mon	Tue	Wed	Thu	Fri
	1 Using EXCEL 2007, 10am – 12pm; <i>Open Lab , 9am – 10am;</i> <i>Work Place Computing,</i> <i>10:30am – 2:30pm;</i> Using WORD 2007, 2pm – 4pm	2 Workplace Computing, 9:00am – 12pm; <i>Open Lab, 9am – 12pm;</i> <i>Using WORD 2007, 12:30pm – 2:30pm;</i> Using WORD 2007, 2pm – 4pm	3 Using EXCEL 2007, 10am – 12pm; <i>Open Lab , 9am – 10am;</i> <i>Work Place Computing,</i> <i>10:30am – 2:30pm;</i> Using WORD 2007, 2pm – 4pm; Elevate America Testing, 5pm – 7pm;	4 Using EXCEL 2007, 10am – 12pm; <i>Computer Workshop, 9am – 11am;</i> <i>Open Lab, 11am – 12pm;</i> <i>Using WORD 2007,</i> <i>12:30pm – 2:30pm;</i>
7 Workplace Computing, 9:00am – 12pm; MCAS WORD, 1pm – 4pm Elevate America Testing, 4:30pm – 6:30pm	8 Welcome to Microsoft 2007, 10am – 1pm; <i>Open Lab , 9am – 10am;</i> <i>Work Place Computing,</i> <i>10:30am – 2:30pm;</i> MCAS WORD, 2pm – 4pm;	9 Workplace Computing, 9:00am – 12pm; <i>Computer Workshop, 9am – 11am;</i> <i>Open Lab, 9am – 12pm;</i> <i>Using WORD 2007, 12:30pm – 2:30pm;</i> MCAS WORD, 1pm – 4pm	10 Welcome to Microsoft 2007, 10am – 1pm; <i>Open Lab , 9am – 10am;</i> <i>Work Place Computing,</i> <i>10:30am – 2:30pm;</i> MCAS WORD, 2pm – 4pm	11 Elevate America Testing, 10am – 12pm; <i>Computer Workshop, 9am – 11am;</i> <i>Open Lab, 11am – 12pm;</i> <i>Using WORD 2007,</i> <i>12:30pm – 2:30pm;</i>
14 Workplace Computing, 9:00am – 12pm; MCAS WORD, 1pm – 4pm	15 Welcome to Microsoft 2007, 10am – 1pm; <i>Open Lab , 9am – 12pm;</i> <i>Using WORD, 12:30am – 2:30pm;</i> MCAS WORD, 2pm – 4pm;	16 Workplace Computing, 9:00am – 12pm; <i>Computer Workshop, 9am – 11am;</i> <i>Open Lab, 9am – 12pm;</i> <i>Using WORD 2007, 12:30pm – 2:30pm;</i> MCAS WORD, 1pm – 4pm	17 Welcome to Microsoft 2007, 10am – 1pm; <i>Open Lab , 9am – 12pm;</i> <i>Using WORD, 12:30am – 2:30pm;</i> MCAS WORD, 2pm – 4pm	18 Elevate America Testing, 10am – 12pm; <i>Computer Workshop, 9am – 11am;</i> <i>Open Lab, 11am – 12pm;</i> <i>Using WORD 2007,</i> <i>12:30pm – 2:30pm;</i>
21 Workplace Computing, 9:00am – 12pm;	22 <i>Open Lab , 9am – 12pm;</i> <i>Using WORD, 12:30am – 2:30pm;</i> MCAS WORD, 2pm – 4pm;	23 Workplace Computing, 9:00am – 12pm; <i>Computer Workshop, 9am – 11am;</i> <i>Open Lab, 9am – 12pm;</i> <i>Using WORD 2007, 12:30pm – 2:30pm;</i> MCAS WORD, 1pm – 4pm	24 <i>Open Lab , 9am – 12pm;</i> <i>Using WORD, 12:30am – 2:30pm;</i> MCAS WORD, 2pm – 4pm	25 <i>Computer Workshop, 9am – 11am;</i> <i>Open Lab, 11am – 12pm;</i> <i>Using WORD 2007,</i> <i>12:30pm – 2:30pm;</i> MCAS WORD, 1pm – 4pm
28 Workplace Computing, 9:00am – 12pm; MCAS WORD, 1pm – 4pm	29 Welcome to Microsoft 2007, 10am – 1pm; <i>Open Lab , 9am – 12pm;</i> <i>Using WORD, 12:30am – 2:30pm;</i> MCAS WORD, 2pm – 4pm	30 Welcome to Microsoft 2007, 10am – 1pm; <i>Open Lab, 9am – 12pm;</i> <i>Using WORD 2007 , 12:30pm – 2:30pm;</i> MCAS WORD, 1pm – 4pm		

ATTAIN – June 2010 Course Descriptions

<p style="text-align: center;"><u>Welcome to Microsoft Office 2007</u> 12 Hours</p> <p style="text-align: center;">June 8, 10, 15, 17; Urban League 10am – 1pm June 29, 30, July 1, 2; 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;"><u>Work Place Computing</u> Up to 48 Hours</p> <p>Note: This class is on going and takes up to 48 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>Continued from May, June 2, 7, 9, 14, 16, 21, 23, 28; Urban League 9am – 12pm</p> <p>Continued from May, June 1, 3, 8, 10; Carlisle 10:30am – 2:30 pm</p> <p>Prerequisite: Successful completion of Welcome to Microsoft Office 2007 or equivalent</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>Using Microsoft WORD 2007</u> 12 Hours</p> <p style="text-align: center;">June 2, 4, 9, 11, 15, 16; Carlisle 12:30pm – 2:30pm June 17, 18, 22, 23, 24, 25; Carlisle 12:30pm – 2:30pm</p> <p style="text-align: center;">Continued from May, June 1, 2, 3; Urban League 2pm – 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;"><u>Using Microsoft EXCEL 2007</u> 12 Hours</p> <p style="text-align: center;">Continued from May June 1, 3, 4; Urban League 10am – 12pm</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;"><u>MCAS WORD</u> <u>Microsoft Certified Application Specialist on</u> <u>Microsoft WORD 2007</u> Up to 40 Hours</p> <p>June 7, 8, 9, 10, 14,15,16,17, 22, 23, 24, 25, 28, 29, 30; Urban League 2pm – 4pm (Tuesday and Thursday), 1pm – 4pm (Monday, Wednesday, Friday); continued 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>
<p style="text-align: center;"><u>Computer Workshop</u> By appointment only</p>	<p>This time is dedicated to you! We will help you learn how to use the mouse, keyboard, and other essential skills to prepare you for our other classes.</p>