

**Customers are permitted to attend ONE COURSE PER WEEK. Keyboarding is the ONLY exception. Customers are permitted to sign up for two courses per month. \*\*Customers MUST be registered and scheduled in advance to participate.**

| Monday                               | Tuesday          | Wednesday                       | Thursday                | Friday             |
|--------------------------------------|------------------|---------------------------------|-------------------------|--------------------|
| <b>JUN 4</b>                         | <b>5</b>         | <b>6</b>                        | <b>7</b>                | <b>8</b>           |
| MONDAY – FRIDAY                      |                  | Microsoft Word Level 1          | 8:30 AM – 10:00 AM      |                    |
| MONDAY – FRIDAY                      |                  | Microsoft Excel Level 2         | 10:30 AM – 12:00 PM     |                    |
|                                      | TUESDAY – FRIDAY | PC Literacy Level 1             | 2:00 PM – 4:00 PM       |                    |
| <b>11</b>                            | <b>12</b>        | <b>13</b>                       | <b>14</b>               | <b>15</b>          |
| MONDAY – FRIDAY                      |                  | Microsoft Excel Level 1         | 8:30 AM – 10:00 AM      |                    |
| MONDAY – FRIDAY                      |                  | Keyboarding                     | 10:15 AM – 11:15 AM     |                    |
| MONDAY – FRIDAY                      |                  | Microsoft Word Level 2          | 11:30 AM – 1:00 PM      |                    |
| MONDAY – THURSDAY                    |                  | PC Literacy Level 2             | 2:00 PM – 4:00 PM       |                    |
| <b>18</b>                            | <b>19</b>        | <b>20</b>                       | <b>21</b>               | <b>22</b>          |
| MONDAY & TUESDAY – THURSDAY & FRIDAY |                  | No Morning<br>Classes Wednesday | Microsoft Word Level 1  | 8:30 AM – 10:30 AM |
| MONDAY & TUESDAY – THURSDAY & FRIDAY |                  |                                 | Microsoft Excel Level 1 | 11:00 AM – 1:00 PM |
| MONDAY – THURSDAY                    |                  | PC Literacy Level 1             | 2:00 PM – 4:00 PM       |                    |
| <b>25</b>                            | <b>26</b>        | <b>27</b>                       | <b>28</b>               | <b>29</b>          |
| MONDAY – FRIDAY                      |                  | Microsoft Word Level 1          | 8:30 AM – 10:00 AM      |                    |
| MONDAY – FRIDAY                      |                  | Keyboarding                     | 10:15 AM – 11:15 AM     |                    |
| MONDAY – FRIDAY                      |                  | Microsoft Excel Level 2         | 11:30 AM – 1:00 PM      |                    |
| MONDAY – THURSDAY                    |                  | PC Literacy Level 2             | 2:00 PM – 4:00 PM       |                    |

**JUNE Computer Classes**

## Course Descriptions:

**Preferred order** – Based on the outcome of an assessment; offerings range from beginning to intermediate courses starting at the top.

**NOTE: Plan to arrive 10 minutes before start time.** If you have not checked in with Greeter Staff at least 5 minutes before start time, your seat will be considered for “Walk-In” customers.

\***ONE COURSE PER WEEK**; Keyboarding is the only exception.

\***MUST attend every day** class is offered.

\***Walk-In Policy** – If you are referred for a course as a “Walk-In” participant, you are not enrolled. Show up as scheduled. If there are available spaces; first come-first serve seating based on check in time at the greeter station. **Veterans have priority.**

\***In the event you unable to attend a course you have been registered for;**  
Contact CNY Works, (315) 473-8250.

## Customer

### PC Literacy Level 1

Get an intro to using a computer, flash drives, email and the internet; terminology, job search, on-line applications. Create Cover letter using Word.

Prerequisite: Must have an email address

### Keyboarding Facilitated Lab.

Learn to touch type using Mavis Beacon interactive software. For all user levels.

Prerequisite: None

### PC Literacy Level 2

Learn the basics of word processing, upload and download with email. Explore O\*Net Labor market information, refining your job search.

Prerequisite: PC Literacy 1

### Word 1

Learn basic word processing concepts: create, edit, save, open documents.

Prerequisite: PC Literacy

### Excel 1

Create and format spreadsheets. Use cell referencing and functions. Create formulas.

Prerequisite: PC and Word 1

### Word 2

Use advanced formatting techniques: spacing, borders, tables, tabs and mail merge.

Prerequisite: Word 1

### PowerPoint

Create presentations: insert clip art, set slide transitions and custom animation, print and view presentation.

Prerequisite: Word 1

### Excel 2

Learn advanced features in spreadsheets to analyze data using if statements, pivot tables, and functions.

Prerequisite: Excel 1

### Access

Using a database to control data by using forms, reports, and queries.

Prerequisite: Excel 1

**NO WALKINS PLEASE**