

**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
	Jan 1	2	3	4
	CNYWorks Closed	WED – FRIDAY	Microsoft Word Level 2	8:30 AM – 11:00 AM
		WED – FRIDAY	PC Literacy Level 2	2:00 PM – 4:00 PM
7	8	9	10	11
MONDAY – FRIDAY		Microsoft Excel Level 1	8:30 AM – 10:00 AM	
MONDAY – FRIDAY		Microsoft Word Level 1	10:30 AM – 12:00 PM	
MONDAY – FRIDAY		PC Literacy Level 1	2:00 PM – 4:00 PM	
14	15	16	17	18
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 1	11:30 AM – 1:00 PM	
MONDAY – THURSDAY		PC Literacy Level 2	2:00 PM – 4:00 PM	
21	22	23	24	25
CNYWorks Closed	TUESDAY – FRIDAY		Microsoft Word Level 2	8:30 AM – 10:30 AM
	TUESDAY – FRIDAY		Microsoft Excel Level 2	11:00 AM – 1:00 PM
	TUESDAY – FRIDAY		Access Basics	2:00 PM – 4:00 PM
28	29	30	31	
TUESDAY – FRIDAY		Microsoft Word Level 1	8:30 AM – 10:30 AM	
TUESDAY – FRIDAY		Microsoft Excel Level 1	11:00 AM – 1:00 PM	
MONDAY – FRIDAY		PC Literacy Level 1	2:00 PM – 4:00 PM	

**JANUARY 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**