

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	
Nov			1	2	
5	6	7	8	9	
MONDAY – THURSDAY			Microsoft Word Level 1	8:30 AM – 10:30AM	
MONDAY– THURSDAY			Microsoft Excel Level 2	11:00 AM – 1:00 PM	
MONDAY – THURSDAY			PC Literacy Level 1	2:00 PM – 4:00 PM	
12	13	14	15	16	
Veterans Day Office Closed	TUESDAY - FRIDAY			Microsoft Excel Level 1	8:30 AM – 10:30 AM
	TUESDAY – FRIDAY			Microsoft Word Level 1	11:00 AM – 1:00 PM
	TUESDAY – FRIDAY			Access Basics	2:00 PM – 4:00 PM
19	20	21	22	23	
MONDAY - WED		Microsoft Excel Level 1	8:30 AM – 11:00	Thanksgiving Office Closed	Office Closed
MONDAY – WED		KEYBOARDING	11:30 AM – 1:00 PM		
MONDAY – WED		PC Literacy Level 2	2:00 PM - 4:00 PM		
26	27	28	29	30	
MONDAY – FRIDAY			Microsoft Word Level 2	8:30 AM – 10:00 AM	
MONDAY– FRIDAY			Microsoft Excel Level 2	10:30 AM – 12:00 PM	
MONDAY – THURSDAY			PC Literacy Level 1	2:00 PM – 4:00	

NOVEMBER Computer

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