

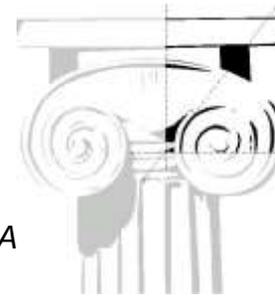
Career Center Computer Classes

TITLE	DESCRIPTION	PREREQUISITE	HRS
Introduction to Computers	Course covers the parts and functions of a computer. Students are introduced to basic features of Microsoft Word software such as: <ul style="list-style-type: none"> • creating a document • opening, editing & saving a document 	NONE	3
Introduction to Microsoft Word I	Students learn Microsoft Word through discussions and hands-on-experience in the areas of: <ul style="list-style-type: none"> • basic word processing • copying/deleting files • using Windows accessories 	Introduction to Computers or basic computer knowledge (including the ability to control the mouse).	3
Intermediate Microsoft Word II	This course offers practice and exercise lessons in MS Word to continue to build skills & concepts of the software package. Class will consist of activities and exercises in word processing and Windows accessories.	Introduction to Word I or prior experience with MS Word.	3
On-Line Job Applications	Learn how to apply to jobs online, upload your resume, or prepare a resume/application on an employers site.	Introduction to Word I or prior experience with MS Word.	3

Career Center Partners

The following Partners have representatives available at the Albany Career Center to assist you:

- **Albany County Department of Aging** • **Educational Opportunity Center (EOC)**
Thursdays, 9:00am. To 3:00pm. *Tuesdays, 9:00 A.M. – 273-1900 x 2362*
- **Women's Employment Resource Center (WERC)**
Monday – Friday, 8:30am. to 4:30pm



Career Central

"The Workforce Solution Center of

175 Central Avenue
 Albany, New York 12206
 518.462.7600 Option 3

SEPTEMBER 2016

COMPUTER CLASSES

You must sign up in person and be a valid Career Center member in order to register for classes. You may sign up for two (2) classes per month and/or sign up as an alternate the morning of the class.

IMPORTANT

If you are unable to attend a class and do not notify the receptionist at the Career Center by 4:00pm the previous day, you will be considered a no-show.

TRAINING ORIENTATIONS

Registration is required – please call 462-7600 ext. 8258 or 8257.

After two (2) no shows you will lose the privilege to sign up in advance for classes.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 Veteran's Rep	2 Veteran's Rep.
5 Veteran's Rep	6 Veteran's Rep. EOC 9:00am – 11:00am	7 Veteran's Rep.	8 Veteran's Rep. ACCESS-VR Orientation Reservation Required Call – 473-8097 1:30pm	9 Veteran's Rep.
12 Veteran's Rep	13 Veteran's Rep. EOC 9:00am – 11:00am On-Line Job Applications 9:00am	14 Veteran's Rep. Job Search Techniques 9:00am	15 Veteran's Rep. Ticket-to-Work Reservation Required Call – 242-8248 9:30am – 11:00am	16 Veteran's Rep.
19 Veteran's Rep.	20 Veteran's Rep. EOC 9:00am – 11:00am	21 Veteran's Rep. Interviewing Techniques 1:00am	22 Veteran's Rep.	23 Veteran's Rep.
26 Veteran's Rep.	27 Veteran's Rep. EOC 9:00am – 11:00am On-Line Job Applications 9:00am	28 Veteran's Rep. Job Search Techniques 9:00am	29 Veteran's Rep.	30 Veteran's Rep.
