

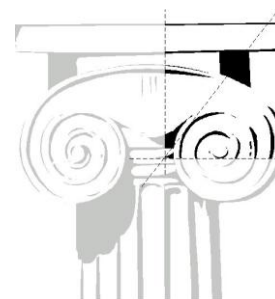
Career Central Computer Classes

<i>TITLE</i>	<i>DESCRIPTION</i>	<i>PREREQUISITE</i>	<i>HRS</i>
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

ONE STOP PARTNERS

The following Partners have representatives available at the Career Central One Stop, to assist you:

- **Albany County Department of Aging**
Thursdays, 9:00am. To3:00pm.
- **Educational Opportunity Center (EOC)**
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 Albany"

175 Central Avenue
Albany, New York 12206
518.462.7600 Ext. 116

MARCH 2014

COMPUTER CLASSES

You must sign up in person and be a valid Career Central 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 Career Central by 4:00 PM the previous day, you will be considered a no-show.

TRAINING ORIENTATIONS

Registration is required – please call 462-7600 ext. 116.

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Veteran's Rep. Intro to Computers 10:30am Job Search Techniques 1:30pm	4 Veteran's Rep. EOC 9:00 am – 11:00 am	5 Veteran's Rep. On-Line Job Applications 9:30am Benefits of Social Media when Job Seeking 2:00 pm	6 Veteran's Rep. 599 Workshop 10am – 11:30am	7 Veteran's Rep. Resume Preparation 9:30 am
10 Veteran's Rep. Job Search Techniques 1:30pm	11 Veteran's Rep. EOC 9:00 am – 11:00 am Experience Matters 10am – 11:30am	12 Veteran's Rep. Interviewing Techniques 10:00am	13 Veteran's Rep VESID Orientation 1:30 – 4:30pm 599 Workshop 10am – 11:30am	14 Veteran's Rep. Advanced Resume Writing 10:30 am
17 Veteran's Rep. Intro to Computers 10:30am Job Search Techniques 1:30pm	18 Veteran's Rep. EOC 9:00 am – 11:00 am	19 Veteran's Rep. On-Line Job Applications 9:30am	20 Veteran's Rep. 599 Workshop 10am – 11:30am	21 Veteran's Rep. Resume Preparation 9:30 am Intro to Microsoft Word 1:00pm Intermediate Microsoft Word 2:30pm
24 Veteran's Rep. Job Search Techniques 1:30pm	25 Veteran's Rep. EOC 9:00 am – 11:00 am Experience Matters 10am – 11:30am	26 Veteran's Rep. Interviewing Techniques 10:00am Benefits of Social Media when Job Seeking 2:00 pm	27 Veteran's Rep. 599 Workshop 10am – 11:30am	28 Veteran's Rep. Advanced Resume Writing 10:30am
31 Veteran's Rep. Intro to Computers 10:30am Job Search Techniques 1:30pm				