



**WESTCHESTER ONE-STOP CAREER CENTER \***

120 Bloomingdale Road, White Plains, NY 10605



**SEPTEMBER 2019 WORKSHOPS SCHEDULE**

MONDAY	2	TUESDAY	3	WEDNESDAY	4	THURSDAY	5	FRIDAY	6
		9:30 AM - 11:00 AM				9:30 AM - 11:00 AM		1:00 PM - 2:00 PM	
		MS Word (BASIC CONCEPTS)				MS Word 101		Introduction to Computers	
		Open Document, Office Button, Save, Ribbon, Print				(Select Text, Copy & Paste text, Check Spelling, Bold, Change Font, Print, Insert Picture, ETC)		(Keyboarding, basic info)	
		(Prerequisite; Intro to Computers)				(Prerequisite; Intro to Computers & Stella Major		Antonio	
(OFFICE CLOSED)		Stella Major						2:00 PM - 3:00 PM	
LABOR DAY								Job Search on the Internet	
		11:00 AM - 12:15 PM				11:00 AM - 12:15 PM		(Using Job Zone) &	
		MS Excel ( BASIC CONCEPTS)				MS Excel 101		How to Complete	
		(Open Excel, Entering Data, Save, Office Button, Ribbon, Print				(Selecting a Range, Copy & Paste Insert / Delete Rows & Columns, Charts (Prerequisite; Introduction to Computers & MS Excel Basic)		A Job Application Online	
		(Prerequisite; Intro to Computers)						(Prerequisite Must know how to use the Internet, Email & MS Word)	
		Stella Major						Antonio	
MONDAY	9	TUESDAY	10	WEDNESDAY	11	THURSDAY	12	FRIDAY	13
9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		1:00 PM - 2:00 PM	
MS Word (BASIC CONCEPTS)		MS Word 101		MS Word (Intermediate I)		MS PowerPoint (Intermediate I)		Introduction to Computers	
Open Document, Office Button, Save, Ribbon, Print		(Select Text, Copy & Paste text, Check Spelling, Bold, Change Font, Print, Insert Picture, ETC)		(Line Spacing, Margin, Add Header Change Margin, Add Border		(Ribbon, Bullets, Animations, Design Quick Styles, Slide Layout, Shapes, Picture)		(Keyboarding, basic info)	
(Prerequisite; Intro to Computers)		(Prerequisite; Intro to Computers & Stella Major		Stella Major		(Prerequisite; MS PowerPoint - Basic & Word		Antonio	
Stella Major		Stella Major				Stella Major			
11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		2:00 PM - 3:00 PM	
MS Excel ( BASIC CONCEPTS)		MS Excel 101		MS PowerPoint (BASIC)		MS Excel (Intermediate I)		Job Search on the Internet	
(Open Excel, Entering Data, Save, Office Button, Ribbon, Print		(Selecting a Range, Copy & Paste Insert / Delete Rows & Columns, Charts (Prerequisite; Introduction to Computers & MS Excel Basic)		(Office Button, Title Bar, Ribbon Open Presentation, Save, Template)		Budget Example - Auto Fill, Charts, Formulas, Format Cells & More		(Using Job Zone) &	
(Prerequisite; Intro to Computers)		(Prerequisite; Introduction to Computers		(Prerequisite; Introduction to Computers		(Prerequisite; MS Excel 101)		How to Complete	
Stella Major		Stella Major		Stella Major		Stella Major		A Job Application Online	
								(Prerequisite Must know how to use the Internet, Email & MS Word)	
								Antonio	

MONDAY	16	TUESDAY	17	WEDNESDAY	18	THURSDAY	19	FRIDAY	20
9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		1:00 PM - 2:00 PM	
MS Word 101		MS Word (Intermediate I)		MS Word (Intermediate I Part II)		MS PowerPoint (Intermediate I)		Introduction to Computers	
(Select Text, Copy & Paste text, Check Spelling, Bold, Change Font, Print, Insert Picture, ETC)		(Line Spacing, Margin, Add Header Change Margin, Add Border)		(Save document in different formats)		(Ribbon, Bullets, Animations, Design Quick Styles, Slide Layout, Shapes, Picture)		(Keyboarding, basic info)	
(Prerequisite; Intro to Computers & MS Excel 101)				Stella Major		(Prerequisite; MS PowerPoint - Basic & Word)		Antonio	
11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		Stella Major		2:00 PM - 3:00 PM	
MS Excel 101		MS PowerPoint (BASIC)		MS WORD (Intermediate II)				Job Search on the Internet	
(Selecting a Range, Copy & Paste Insert / Delete Rows & Columns, Charts (Prerequisite; Introduction to Computers & MS Excel Basic))		(Office Button, Title Bar, Ribbon Open Presentation, Save, Template)		(Mail Merge 2010)		11:00 AM - 12:15 PM		(Using Job Zone) & How to Complete A Job Application Online	
				(Prerequisite; MS Word 101 and Intermediate 1)		MS Excel (Intermediate I)			
		(Prerequisite; Introduction to Computers)				Budget Example - Auto Fill, Charts, Formulas, Format Cells & More		(Prerequisite Must know how to use the Internet, Email & MS Word)	
Stella Major		Stella Major		Stella Major		(Prerequisite; MS Excel 101)		Antonio	
MONDAY	23	TUESDAY	24	WEDNESDAY	25	THURSDAY	26	FRIDAY	27
9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		1:00 PM - 2:00 PM	
MS Outlook (Part I & II)		MS PowerPoint (Intermediate II)		MS Word (Intermediate III) Part II		MS Excel (Intermediate III)		Introduction to Computers	
Contact List and Contact Group (Prerequisite; Internet, MS Word & Outlook Part I)		(Smart Art, Animations, Design, Transitions, Quick Styles, Chart)		( Chart, Table & SmartArt)		Formulas, Chart, etc		(Keyboarding, basic info)	
		(Prerequisite; MS PowerPoint I)		(Prerequisite; MS Word Intermediate)		(Prerequisite: MS Excel Intermediate 1 & 11)		Antonio	
		Stella Major		Stella Major					
11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		Stella Major		2:00 PM - 3:00 PM	
MS WORD (Intermediate II)		MS Word (Intermediate III) Part I		MS Excel (Intermediate II)				Job Search on the Internet	
(Mail Merge 2010)		( Insert Shapes & Symbol )		Payroll Example - Formulas, Chart, Sort & Filter etc (Prerequisite: MS Excel 101 & Intermediate I)				(Using Job Zone) & How to Complete A Job Application Online	
(Prerequisite; MS Word 101 and Intermediate 1)		(Prerequisite: MS Word Intermediate)							
Stella Major		Stella Major		Stella Major		Stella Major		(Prerequisite Must know how to use the Internet, Email & MS Word)	
MONDAY	30	TUESDAY	1	WEDNESDAY	2	THURSDAY	3	FRIDAY	4
9:30 AM - 11:00 AM									
MS Excel (Advanced)									
VLOOKUP and HLOOKUP (Prerequisite; MS Excel Intermediate 1, 11 & III)									
Stella Major									

\* Bilingual Staff Available - Schedules may change so please call the day before the workshop.