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WESTCHESTER ONE-STOP CAREER CENTER *

120 Bloomingdale Road, White Plains, NY 10605



DECEMBER 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		9:30 AM - 11:00 AM		1:00 PM - 2:00 PM	
		MS Word (BASIC CONCEPTS)		MS Word 101		MS Word (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		(Keyboarding, basic info)	
		(Prerequisite; Intro to Computers)		(Prerequisite; Intro to Computers & Stella Major				Antonio	
		Stella Major		Stella Major		Stella Major		2:00 PM - 3:00 PM	
		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		Job Search on the Internet	
		MS Excel (BASIC CONCEPTS)		MS Excel 101		MS PowerPoint (BASIC)		(Using Job Zone) & 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)		(Office Button, Title Bar, Ribbon Open Presentation, Save, Template)		A Job Application Online	
		(Prerequisite; Intro to Computers)				(Prerequisite; Introduction to Computers)		(Prerequisite Must know how to use the Internet, Email & MS Word)	
		Stella Major				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 101		MS Word (Intermediate I)		MS PowerPoint (Intermediate I)		MS PowerPoint (Intermediate II)		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		(Ribbon, Bullets, Animations, Design Quick Styles, Slide Layout, Shapes, Picture)		(Smart Art, Animations, Design, Transitions, Quick Styles, Chart)		(Keyboarding, basic info)	
(Prerequisite; Intro to Computers & Stella Major				(Prerequisite; MS PowerPoint - Basic & Word		(Prerequisite; MS PowerPoint I)		Antonio	
Stella Major		Stella Major		Stella Major		Stella Major		2:00 PM - 3:00 PM	
11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		Job Search on the Internet	
MS Excel 101		MS PowerPoint (BASIC)		MS WORD (Intermediate II)		MS Excel (Intermediate I)		(Using Job Zone) & How to Complete	
(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)		Budget Example - Auto Fill, Charts, Formulas, Format Cells & More		A Job Application Online	
		(Prerequisite; Introduction to Computers		(Prerequisite; MS Word 101 and Intermediate 1)		(Prerequisite; MS Excel 101)		(Prerequisite Must know how to use the Internet, Email & MS Word)	
Stella Major		Stella Major		Stella Major		Stella Major		Antonio	

MONDAY	16	TUESDAY	17	WEDNESDAY	18	THURSDAY	19	FRIDAY	20
9:30 AM - 11:30 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM			
MS Outlook (Part I & II)		MS Word (Intermediate III)		MS Excel (Intermediate III)		MS Excel (Advanced)			
Contact List and Contact Group		(Insert Shapes & Symbol)		Formulas, Chart, etc		VLOOKUP and HLOOKUP &			
(Prerequisite; Internet, MS Word		(Prerequisite: MS Word Intermediate)		(Prerequisite: MS Excel		CELL REFERENCES IN FORMULA			
& Outlook Part I)				Intermediate 1 & 11)		(Prerequisite; MS Excel			
						Intermediate 1, 11 & III)			
Stella Major		Stella Major		Stella Major		Stella Major			
11:00 AM - 12:15 PM		11:00 AM - 12:15 PM							
MS WORD (Intermediate II)		MS Excel (Intermediate II)							
(Mail Merge 2010)		Payroll Example - Formulas, Chart,							
(Prerequisite; MS Word 101		Sort & Filter etc (Prerequisite:							
and Intermediate 1)		MS Excel 101 & Intermediate I)							
Stella Major		Stella Major						Antonio	
MONDAY	23	TUESDAY	24	WEDNESDAY	25	THURSDAY	26	FRIDAY	27
				CHRISTMAS DAY					
				OFFICE CLOSED					
MONDAY	30	TUESDAY	31	WEDNESDAY	1	THURSDAY	2	FRIDAY	3
				NEW YEAR'S DAY					
				OFFICE CLOSED					
* Bilingual Staff Available - Schedules may change so please call the day before the workshop.									
Visit our website at https://westchesterputnam.com									