



WESTCHESTER ONE-STOP CAREER CENTER *

120 Bloomingdale Road, White Plains, NY 10605



SEPTEMBER 2017 WORKSHOPS SCHEDULE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	1
MONDAY	4	TUESDAY	5	WEDNESDAY	6	THURSDAY	7	FRIDAY	8
		9:30 AM - 11:00 AM MS Word (BASIC)		11:15 AM - 12:30 PM MS Excel 101		9:30 AM - 11:00 AM MS Word (Intermediate I)		1:00 PM - 2:00 PM Introduction to Computers	
(OFFICE CLOSED)		Open Document, Office Button, Save, Create Folder, Ribbon, Print (Prerequisite; Intro to Computers)		(Commands, Selecting a Range, Formula, Delete Rows & Columns) (Prerequisite; Introduction to Computers & MS Excel Basic)		(Line Spacing, Margin, Add Header Change Margin, Add Border (Prerequisite; MS Word 101))		(Keyboarding, basic info)	
LABOR DAY		Stella Major		Stella Major		Stella Major		Antonio	
								2:00 PM - 3:00 PM	
								Job Search on the Internet	
		11:00 AM - 12:15 PM MS Excel (BASIC)				11:00 AM - 12:15 PM MS PowerPoint (BASIC)		(Using Job Zone) &	
		(Open Excel, Entering Data, Save, Office Button, Ribbon, Folder, Print (Prerequisite; Introduction to Computers & MS Word)				(Office Button, Title Bar, Ribbon Open Presentation, Save, Template) & MS Word		How to Complete	
		Stella Major				Stella Major		A Job Application Online (Prerequisite Must know how to use the Internet, Email & MS Word)	
								Antonio	

MONDAY	11	TUESDAY	12	WEDNESDAY	13	THURSDAY	14	FRIDAY	15
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)		MS Word 101		MS Word (Intermediate I)		MS PowerPoint (Intermediate I)		Introduction to Computers	
Open Document, Office Button, Save, Create Folder, 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 & MS Word Basic)		(Prerequisite; MS Word 101)		(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)		MS Excel 101		MS WORD (Intermediate II)		MS Excel (Intermediate I)		Job Search on the Internet	
(Open Excel, Entering Data, Save, Office Button, Ribbon, Folder, Print		(Commands, Selecting a Range, Formula, Delete Rows & Columns,)		(Mail Merge 2010)		Budget Example - Formulas, Chart, Auto Fill & More		(Using Job Zone) & How to Complete A Job Application Online	
(Prerequisite; Introduction to Computers & MS Word)		(Prerequisite; Introduction to Computers & MS Excel Basic)		(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			
MONDAY	18	TUESDAY	19	WEDNESDAY	20	THURSDAY	21	FRIDAY	22
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 (Intermediate I)		MS PowerPoint (Intermediate I)		MS PowerPoint (Intermediate II)				Introduction to Computers	
(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; MS Word 101)		(Prerequisite; MS PowerPoint - Basic & Word		(Prerequisite; MS PowerPoint I)				2:00 PM - 3:00 PM	
Stella Major		Stella Major						Job Search on the Internet	
11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM				(Using Job Zone) & How to Complete A Job Application Online	
MS PowerPoint (BASIC)		MS Excel (Intermediate I)		MS Excel (Intermediate II)				(Prerequisite Must know how to use the Internet, Email & MS Word)	
(Office Button, Title Bar, Ribbon Open Presentation, Save, Template)		Budget Example - Formulas, Chart, Auto Fill & More		Payroll Example - Formulas, Chart, Auto Fill (Prerequisite; MS Excel 101 Intermediate I)					
Computers & MS Word		(Prerequisite; MS Excel 101)							
MONDAY	25	TUESDAY	26	WEDNESDAY	27	THURSDAY	28	FRIDAY	29
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)		MS Outlook (Part II)		MS Excel (Intermediate III)				Introduction to Computers	
Email, Attachment & Calendar		Contact List and Contact Group		Formulas, Chart, Sort & Filter etc				(Keyboarding, basic info)	
(Prerequisite; Introduction to Computers, Internet & MS Word)		(Prerequisite; Internet, MS Word & Outlook Part I) - Stella Major		(Prerequisite; MS Excel Intermediate 1 & 11)				2:00 PM - 3:00 PM	
Stella Major				Stella Major				Job Search on the Internet	
11:00 AM - 12:15 PM		11:00 AM - 12:15 PM						(Using Job Zone) & How to Complete A Job Application Online	
MS WORD (Intermediate II)		MS Word (Intermediate III)						(Prerequisite Must know how to use the Internet, Email & MS Word)	
(Mail Merge 2010)		(Insert Shapes,Table, SmartArt, Symbol							
(Prerequisite; MS Word 101 and Intermediate 1) - Stella Major		(Prerequisite; MS Word Intermediate)							
		Stella Major							

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