

## November 2009

| Workshop                             | Topics Covered                                                                                                                            | Description                                                                                                                                                                                                                                                             |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Introduction to Microsoft Excel      | Excel 2003 Environment<br>Creating a Worksheet<br>Editing and Proofing a Spreadsheet<br>Modifying A Spreadsheet<br>Formulas and functions | An overview of Microsoft Excel in the context of how employers use this database tool, customers learns how to create a spreadsheet focusing on the use of the formula bar to perform a variety of numerical functions. Workshop includes practice using formulas.      |
| Introduction to Employment           |                                                                                                                                           | This is an opportunity to meet with Account Managers about available job opportunities and questions about job postings. You must be ready for an interview with current updated resume, dressed for a business interview and on time                                   |
| Intermediate Excel                   | Intermediate formulas and functions                                                                                                       | This workshop continues practice with basic excel concepts and assists customers in becoming more skilled in using formulas and functions.                                                                                                                              |
| Introduction to Microsoft Word       | Getting Started with Word 2003<br>Basic Editing Skills<br>Formatting Basics                                                               | This workshop provides an overview of the screen elements of Microsoft Word. Learning Spell check. Basic editing function using the show/hide command. Typing a document in Microsoft Word. Starting new documents. Saving and Opening documents. Formatting documents. |
| Intermediate Word                    | Tables Mail Merge Columns                                                                                                                 | Customers learn how to create tables and columns, as well as creating and using mail merge.                                                                                                                                                                             |
| Introduction to PowerPoint           | Beginning a presentation<br>Creating a title slides and bullet slides<br>Editing slides<br>Clip art, WordArt, and editing                 | This workshop provides an introduction to Microsoft PowerPoint and its use in the workplace. It covers the fundamentals of creating presentations, using text and bulleted list slides, graphic art and dawning objects.                                                |
| Introduction To Outlook              | Emailing using Outlook Learning all about the outlook folders                                                                             | Customers learn about opening emails, Responding to emails. Sending emails. Sending emails with the Using the all options command before sending emails                                                                                                                 |
| Learning Computers Skills & Typing   | Screen Elements, Desktop, Taskbar, Start Menu, Folders, Directories, Files & Typing                                                       | Customers with little computer experience learn the basics of using a computer.                                                                                                                                                                                         |
| Advance Excel                        | Advance Functions & Pivot Table                                                                                                           | Using Advance Function , If Statement, and Pivot Table                                                                                                                                                                                                                  |
| Advance Word                         | Styles and Clipart                                                                                                                        | Customer will be learning how to create Styles and Work with Clipart                                                                                                                                                                                                    |
| Access/All Levels                    | Tables Forms Queries Reports                                                                                                              | Customer Building a complete Database                                                                                                                                                                                                                                   |
| Resume Lab                           | Resume Critique Editing                                                                                                                   | Customer will be help in editing their resumes                                                                                                                                                                                                                          |
| Intro to the ITG Process             | Requirements/Research Package and Processing                                                                                              | Learn how to utilize a training grant towards you employment goals                                                                                                                                                                                                      |
| ITG Technical Workshop               | Technical Support in Processing ITG Information                                                                                           | Must attend Intro to ITG workshop to participate                                                                                                                                                                                                                        |
| Job Readiness Workshop               | Interview preparation, Cover letters, and how to apply for the right job                                                                  | This workshop covers the basics of getting and keeping a job. Attendance requires at all three sessions.                                                                                                                                                                |
| Food and Hospitality Interviews      | Apply for a career in the Food and Hospitality Industry                                                                                   | Pre-screen candidates who meet the requirements for the food and Hospitality companies.                                                                                                                                                                                 |
| Working in Hotels & Restaurant       | Career paths, Training and understanding the Industry                                                                                     | An overview of the Hotel and Restaurant Industry and the career path with in.                                                                                                                                                                                           |
| Allen Health Care Pre – Screen Event | Self assessment & application prescreening                                                                                                | Pre-Screen candidates who meet requirements for health care companies                                                                                                                                                                                                   |
| Partners In Care Employer Interview  | Employment Interviews for Home Health Aid                                                                                                 | On Site Recruitment For Home Health Aids                                                                                                                                                                                                                                |
| CBO ITG Process                      | Requirement/Research Package and Processing                                                                                               | Must be referred by a community partner                                                                                                                                                                                                                                 |
| Benefit & NYC Programs               | Login to nyc.gov/accessnyc                                                                                                                | Access NYC is a web site you can get information , applications forms and screen for many benefits and programs all in one place                                                                                                                                        |