

# Financial Services Training Project

## Available Courses:

(Updated 3/29/07)

### Providers listed:

**Mohawk Valley Community College**  
**Morrisville State College Utica School of Commerce**  
**Women's Employment & Resource Center**  
**On-line courses through SUNY sites**  
**BOCES Consortium of Continuing Education**

*Courses offered by local partners that do not appear on this list but could result in entry to the financial services sector should be discussed with a Working Solutions counselor. The classes listed here are current as of March 29, 2007. Classes may have been added since this list was compiled. Participation in the Financial Services Training Project requires that a scholarship / training application has been approved by a Working Solutions Counselor.*

## Mohawk Valley Community College:

### Business Math Skills Review:

- The application of mathematics for the use in the business environment to include commercial transactions (bookkeeping) and managerial applications.
- To include review of operands, calculating percentages, ratios, and basic formulas using hard copy, hand-held calculators, 10-key calculators and computer spreadsheets. Tips and tricks of examining calculations for correctness by reversal of operands.
- The mathematics involved in commercial transactions including accounts receivables, accounts payables, reconciliations and financial spreadsheet applications.

*Total course time 12 hours*

- Monday and Wednesday February 26<sup>th</sup> and 28<sup>th</sup> 9:00am – 4:00pm, MVCC Rome Campus, Room RA305
- Monday and Wednesday March 26<sup>th</sup> and 28<sup>th</sup> 9:00am – 4:00pm, MVCC Rome Campus, Room RA305
- Monday and Wednesday April 23<sup>rd</sup> and 25<sup>th</sup> 9:00am – 4:00pm, MVCC Rome Campus, Room RA305
- Monday and Wednesday May 21<sup>st</sup> and 23<sup>rd</sup> 9:00am – 4:00pm, MVCC Rome Campus, Room RA305
- Monday and Wednesday June 18<sup>th</sup> and 20<sup>th</sup> 9:00am – 4:00pm, MVCC Rome Campus, Room RA305

### Basic Accounting and Bookkeeping:

**Basics of Accounting** – includes the concept of accounting; the accounting process explaining debit and credit accounts and their relationship to the Chart of Accounts; types of accounts: assets, liabilities, equity, income and expenses; the difference and usage of real, nominal, contra and sub accounts and their affect on the general ledger; explanation of the general ledger, general journal, and subsidiary ledgers; explanation of Generally Accepted Accounting Principles (GAAP) and the Financial Accounting Standards Board (FASB).

*Total course time 6 hours*

**Accounts Receivable, Accounts Payable and Bank Reconciliations** – Definitions, differences and practical usage of the receivables and payables processes; practical use of form for bank reconciliation is completed so the student gains a better understanding of the reconciliation process. Problems are given to solve that are not within the general scope of typical transactions, but those that need research.

*Total course time 6 hours*

**File Maintenance/ File Coding** - Rules of alphabetizing including individuals vs. businesses, alpha vs. numerical filing, file coding using industry specific alphanumeric codes and practical application of the rules.

*Total course time 3 hours*

**Excel Basics & Intro to Financial Spreadsheets**: How to setup and design, navigate, perform shortcuts, prepare formulas and functions. How to import and export data; accessing multiple sheets and linking information. Includes practical problem solving, and basic graph design.

*Total course time 6 hours*

**Financial Statements** – Defining; Purpose, design and preparation of Trial Balance, Balance Sheet, Income Statement and Statement of Cash Flows. Relation to Chart of Accounts and tracking transactions to pertinent statement. Analysis of each statement is presented showing relation to Accounts Receivables, Accounts Payables and Managerial Decisions. End-of-Month and End-of-Year Closings to include preparation of unadjusted trial balance, description of adjusting entries and purpose of post-closing trial balance as pertaining to accrual basis of accounting in a fiscal year environment.

*Total course time 6 hours*

**Basics of Cost Accounting** – Use of class projects by teams to define and demonstrate the purpose and application of cost accounting. Explanations provided based on service and manufacturing industries.

*Total course time 6 hours*

**Corporate Structure & Business Taxes** – Classification of types of business organization (Sole Proprietor, Partnership, S-corporation, Limited Liability Corporation and Corporation). Includes advantages and disadvantages to each, how they are setup, the tax implications of each, the personal liability, flexibility and credibility of each structure. Compliance and record-keeping guidelines are illustrated; and the eight advantages of incorporating in Delaware or Nevada.

*Total course time 3 hours*

**Review of Above Material as needed** – included with every class if majority or on a one-to-one basis during break or after class.

Instructor: Marji Guardi

- Wednesday's and Thursday's 6:00pm – 9:00pm MVCC Rome Campus PC221 February 7<sup>th</sup> – March 1<sup>st</sup> – 8 sessions – 24 Hours – Cohort 1P
- Tuesday and Thursday's 1:00pm – 5:00pm MVCC Rome Campus RA305 February 13<sup>th</sup> – March 15<sup>th</sup> – 10 sessions – 40 Hours – Cohort 1
  - With Basic Math CANCELLED
- Tuesday and Thursday's 6:00pm – 9:00pm, MVCC Rome Campus, RA305 March 8<sup>th</sup> – April 19<sup>th</sup> – 13 sessions – 39 Hours – Cohort 2
  - With Basic Math
- Tuesday and Thursday's 1:00pm – 5:00pm, MVCC Rome Campus, RA305 March 20<sup>th</sup> – April 19<sup>th</sup> – 10 sessions – 40 Hours – Cohort 3
  - With Basic Math
- Tuesday and Thursday's 1:00pm – 5:00pm, MVCC Rome Campus, RA305 April 24<sup>th</sup> – May 17<sup>th</sup> – 8 sessions – 32 Hours – Cohort 4A
  - Without Math
- Monday and Thursday's 6:00pm – 9:00pm, MVCC Rome Campus, RA305 April 23<sup>rd</sup> – May 21<sup>st</sup> – 8 sessions – 32 Hours – Cohort 4B
  - Without Math
- Tuesday and Wednesday's 6:00pm – 9:00pm, MVCC Rome Campus, RA305 May 2<sup>nd</sup> – June 13<sup>th</sup> – 13 sessions – 39 Hours – Cohort 5
  - With Basic Math
- Tuesday and Thursday's 1:00pm – 5:00pm, MVCC Rome Campus, RA305 May 22<sup>nd</sup> – June 21 – 10 sessions – 40 Hours – Cohort 6A
  - With Basic Math
- Monday and Thursday's 6:00pm – 9:00pm, MVCC Rome Campus, RA305 May 24<sup>th</sup> – June 28<sup>th</sup> – 10 sessions – 40 Hours – Cohort 6B
  - With Basic Math

## **Technology and Computer Training:**

### **Microsoft® Outlook 2003**

#### **Course Purpose/Objectives:**

**Description** This course will teach the basic functions and features of Outlook 2003. Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They will also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders. This course maps to Microsoft's MOS exam objectives. The manual (student CD included) is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. Comes with a companion CBT program.

Instructor: Ed Sajdzikowski

*Total course time 8 hours*

- Monday and Wednesday May 7<sup>th</sup> and 9<sup>th</sup>, 4:00pm – 8:00pm – MVCC Utica Campus IT219

- Monday and Wednesday May 21<sup>st</sup> and 23<sup>rd</sup>, 4:00pm – 8:00pm – MVCC Utica Campus IT219
- Monday and Wednesday June 4<sup>th</sup> and 6<sup>th</sup>, 4:00pm – 8:00pm – MVCC Utica Campus IT219
- Monday and Wednesday June 18<sup>th</sup> and 20<sup>th</sup>, 4:00pm – 8:00pm – MVCC Utica Campus IT219

## **Microsoft® Word 2003 Basic**

### **Course Purpose/Objectives:**

#### **Description**

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Word 2003.

Students will learn the fundamentals of using Word 2003. Students will learn how to create, open, format, save, and print a document. Course activities also cover basic editing techniques, selection techniques, how to copy and move text, and how to format characters and paragraphs. Students also learn how to create tables, add headers and footers, control page layout, and use the proofing tools. Finally, students save a Word document as an HTML file, insert hyperlinks, and send documents via e-mail. This course maps to Microsoft's MOS exam objectives.

Instructor: Ed Sajdzikowski

*Total course time 8 hours*

- Wednesday and Thursday January 31 and February 1<sup>st</sup> 9:00a -1:00p Word – Canal Room of the State Office Building, 2nd floor
- Monday and Tuesday February 12<sup>th</sup> and 13<sup>th</sup> 9:00am – 1:00pm, Canal Room of the State Office Building, 2nd floor
- Tuesday and Thursday February 20<sup>th</sup> and 22<sup>nd</sup> 4:00pm – 8:00pm, MVCC Utica Campus, Room IT219
- Monday and Tuesday February 26<sup>th</sup> and 27<sup>th</sup> 9:00am – 1:00pm, Canal Room of the State Office Building, 2nd floor
- Tuesday and Thursday February 27<sup>th</sup> and March 1<sup>st</sup> 4:00pm – 8:00pm, MVCC Utica Campus, Room IT219
- 4/9-4/10 9-1 canal room
- Tuesday and Thursday April 10<sup>th</sup> and 12<sup>th</sup> 4:00pm – 8:00pm, MVCC Utica Campus, Room IT219
- Tuesday and Thursday April 17<sup>th</sup> and 19<sup>th</sup> 4:00pm – 8:00pm, MVCC Utica Campus, Room IT219
- 4/18-4/19 9-1 canal room
- 4/30-5/1 9-1 canal room
- 5/9-5/10 9-1 canal room
- 5/21-5/22 9-1 canal room
- 6/4-6/5 9-1 canal room
- 6/13-6/14 9-1 canal room
- 6/25-6/26 9-1 canal room

## **Microsoft® Access 2003 Basic**

### **Course Purpose/Objectives:**

As a student in this course, you will learn the most important topics of Microsoft Access 2003. No prior computer experience is assumed. You will first be presented with an overview of Microsoft Office 2003, followed by an introduction to Microsoft Access 2003. Next, you will learn how to create and maintain a database, then how to query a database. You will learn how to create forms and reports, enhance the table's design, and create custom reports. You will also learn how to integrate Access with the web and other software programs. Finally, you will manage and secure a database.

Instructor: Ed Sajdzikowski

*Total course time 8 hours*

- Monday and Tuesday February 5<sup>th</sup> and 6<sup>th</sup> 9:00a -1:00p – Canal Room of the State Office Building, 2nd floor
- Monday and Tuesday February 5<sup>th</sup> and 6<sup>th</sup> 9:00a -1:00p – Canal Room of the State Office Building, 2nd floor
- Monday and Wednesday February 5<sup>th</sup> and 7<sup>th</sup> 4:00pm – 8:00pm - MVCC Utica Campus IT 219
- Wednesday and Thursday February 14<sup>th</sup> and 15<sup>th</sup> 9:00am – 1:00pm - Canal Room of the State Office Building, 2nd floor
- Monday and Wednesday February 26<sup>th</sup> and 28<sup>th</sup> 4:00pm – 8:00pm - MVCC Utica Campus IT 219
- Wednesday and Thursday February 28<sup>th</sup> and March 1<sup>st</sup>, 9:00 – 1:00pm - Canal Room of the State Office Building, 2nd floor
- Tuesday and Thursday March 27<sup>th</sup> and 29<sup>th</sup> 4:00pm – 8:00pm - MVCC Utica Campus IT 219
- 4/2-4/3; 9-1 canal room
- 4/11-4/12; 9-1 canal room
- 4/23-4/24; 9-1 canal room
- 5/2-5/3; 9-1 canal room
- 5/14-5/15 ; 9-1 canal room
- 5/23-5/24; 9-1 canal room
- 6/6-6/7; 9-1 canal room
- 6/18-6/19; 9-1 canal room
- 6/27-6/28; 9-1 canal room

## **Excel 2003: Basic**

### **Description**

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Excel 2003. Students will learn how to enter and edit data, labels, and formulas, work with functions, format cells, print worksheets, create charts, and save a workbook as a Web page. This course is approved courseware for Microsoft Office Specialist certification. Comes with CertBlaster exam prep software.

Instructor: Ed Sajdzikowski

- Monday and Tuesday January 29<sup>th</sup> and 30<sup>th</sup> 9:00a -1:00p – Canal Room of the State Office Building, 2nd floor
- Wednesday and Thursday February 7<sup>th</sup> and 8<sup>th</sup> 9:00a -1:00p – Canal Room of the State Office Building, 2nd floor
- Tuesday and Wednesday February 20<sup>th</sup> and 21<sup>st</sup> 9:00am – 1:00pm - Canal Room of the State Office Building, 2nd floor
- Monday and Wednesday March 5<sup>th</sup> and 7<sup>th</sup> 4:00pm – 8:00pm – MVCC Utica Campus IT219
- Monday and Wednesday March 19<sup>th</sup> and 21<sup>st</sup> 4:00pm – 8:00pm - MVCC Utica Campus, Room IT219
- 4/4-4/5; 9-1 canal room
- 4/16-4/17; 9-1 canal room
- Tuesdays and Thursday April 24<sup>th</sup> and 26<sup>th</sup> 4:00pm – 8:00pm – MVCC Utica Campus, Room IT219
- 4/25-4/26; 9-1 canal room
- Tuesdays and Thursday May 1<sup>st</sup> and 3<sup>rd</sup> 4:00pm – 8:00pm – MVCC Utica Campus, Room IT219
- 5/7-5/8; 9-1 canal room
- 5/16-5/17; 9-1 canal room
- 5/28 holiday
- 5/30-5/31; 9-1 canal room
- 6/11-6/12; 9-1 canal room
- 6/20-6/21; 9-1 canal room

### **ENGLISH FOR BUSINESS (EB)**

In this program, students develop more effective oral and written skills for business situations. Through this program, students improve their general language skills with reading of business articles, preparing speech presentations, writing business correspondence, practicing useful business idioms, and reviewing grammar. The class also focuses on specific business topics, such as sales and marketing, management, finance and investment, banking, or entrepreneurship.

As with all MVCC classes, good oral communication skills are of primary importance. As such, students in English for Business have numerous opportunities to speak. Activities to encourage speaking include pair and small group discussions, negotiating, debates, role-plays and speech presentations.

This course allows students to use their language skills while interacting on a professional level with other participants. Students will discuss real and hypothetical workplace case studies. **20**

#### **HOURS**

INSTRUCTOR: LIZ BRADBURY

- Tuesdays and Thursday March 20 – ?, 1:00pm – 4:00pm – MVCC Utica Campus  
CANCELLED
- Tuesdays and Thursday April 3<sup>rd</sup>, – 19th, 1:00pm – 4:00pm – MVCC Utica Campus,  
Room TBD CANCELLED

- Tuesdays and Thursday April 24<sup>th</sup>, – May 10<sup>th</sup>, 1:00pm – 4:00pm – MVCC Utica Campus, Room TBD
- Tuesdays and Thursday May 15<sup>th</sup> – 31<sup>st</sup>, 1:00pm – 4:00pm – MVCC Utica Campus, Room TBD
- Tuesdays and Thursday June 5<sup>th</sup> – 21<sup>st</sup>, 1:00pm – 4:00pm – MVCC Utica Campus, Room TBD

## Morrisville State College

Class	Date	Time		
Word	April 9	9 a.m. – 5 p.m.		
Excel	April 11 & 13	1 p.m.- 5 p.m.		
Excel	April 25 & 27	1 p.m. – 5 p.m.		
Access	April 23	9 a.m. – 5 p.m.		
Excel	May 2 & 4	1 p.m. – 5 p.m.		
Word	May 7	9 a.m. – 5 p.m.		
Access	May 21	9 a.m. – 1 p.m.	May 23	12:30 - 4:30
Word	June 4	9 a.m. – 1 p.m.	June 6	12:30 - 4:30 <i>(if we need to offer a third)</i>
Excel	June 8	9 a.m.- 5 p.m.		

## Utica School of Commerce

### BASIC MATH SKILLS

This non-credit sixteen (16) hour training program is designed to provide students with fundamental math concepts. Topics covered include basic functions of adding, subtracting, multiplying and dividing. Once students have confidence in these basic functions, instructors will focus on decimals, fractions, percentages and simple word related financial problems. Examples will come from actual job task experiences. Students will receive a full function calculator as a part of the training materials

Minimum # of students:	10
Hours of training:	16
Course Length:	16 hours @ 2 hour modules

#### **Dates / Times**

Feb. 26 – March 1

April 2 – April 5

May 29 – June 1

Courses offered either 9 a.m. – 1 p.m. or 5 p.m. – 9 p.m.

### BASIC TECHNOLOGY TRAINING

This non-credit, twenty-four (24) hour training program focuses on the basic computer skills needed to enter the workforce. Emphasis is placed on Keyboarding, Internet

Operations/Windows and the development and implementation of Spreadsheets. Classes will be offered both days and evenings.

\* Keyboarding Operations: Emphasis is placed on learning the alpha numeric key reaches, basic formatting, centering, letter styles, reports and tabulations. Students will concentrate on achieving three timed reports of at least 25 words per minute in five minute intervals with zero errors. (eight hours)

\* Internet Operations/Windows: Topics include an Introduction to Basic Windows Applications, screens and simple word processing. Students will learn how to locate and download information and become aware of security and protection files. (four hours)

\* Spreadsheet Applications: Students will use EXCEL to develop basic financial models. Instruction will cover creating a worksheet and developing formulas and functions to do calculations, copy and format cells and graph results. Students will learn how to customize spreadsheets for financial applications, including creating databases, adding, changing and deleting records. (twelve hours)

Minimum # of students:	10
Hours of training	24
Length of time:	4 hour modules, day or night

**Dates/times offered:**

Feb. 12-15 and Feb. 19-22

March 19-22 and March 26-29

May 14-17 and May 21-24

June 18-21 and June 25-28

Courses offered either 2 p.m.-5 p.m. or 6 p.m.- 9 p.m.

**BOOKKEEPING AND ACCOUNTING: THE BASICS**

This non-credit, fifteen (15) hour course is designed to introduce students to entry level bookkeeping and accounting terms and skills. Topics covered will include:

\* Basics of double-entry Accounting and Bookkeeping, including calculations...

\* Recording financial/cash transactions, debits, credits, accounts...

\* Examine and prepare simple financial statements including profit & loss reports, income statements and balance sheets...

\* Terminology and applications in the financial field...

\* Actual applications relevant to local jobs...

Minimum # of students:	10
Hours of training:	15
Course length:	15 hours @ 3 hour modules

**Dates/times offered:**

March 5 – March 8

April 9 – April 12

June 4 – June 7

Courses offered either 9 a.m. – 12:45 p.m. or 5 p.m. – 8:45 p.m.

**BUSINESS TERMS, FUNCTIONS AND OPERATIONS**

This sixteen (16) hour, non-credit course focuses on introducing students to the world of finance and business. Basic financial and business knowledge is necessary if individuals are to be productive members of a working environment. This program will serve as an introduction to business, finance and managerial operations.

Topics will include:

- \* Fundamentals of Business: Areas for discussion will include the basics of capitalism, how markets operate and the power of money. (four hours)
- \* Accounting Fundamentals: Discussion will center of terminology, including debits, credits and financial statements. Emphasis is placed on the relationship of these to the finance area. (four hours)
- \* Customer Service: In a service based economy, workers should have an understanding of customer service principles and skills. Topics include working with people, teamwork and how to handle conflicts and arguments. (four hours)
- \* Time Management and Communications: “Time and Money”... you hear this quite a bit! This module focuses on proven hints for better communications and time management, good techniques, relevant applications and specific examples highlight this module. This module will use specific skills learned from the previous three. (four hours)

Minimum # of students:	10
Hours of training:	16
Course length:	16 hours @ 2 hour modules

**Dates / Times:**

March 12 – March 15

April 16 – April 19

June 11 – June 14

Courses offered either 9 a.m. – 1 p.m. or 5 p.m. – 9 p.m.

## **Women’s Employment & Resource Center:**

WERC will conduct 4-week cycles -- 2 weeks of Microsoft WORD (6 hours a day/5 days a week for 2 weeks or 60 hours of training; the same for a 2-week EXCEL component -- to include keyboarding).

Planned 4-week cycles:

Feb. 26 – March 23

March 26 – April 20

June 4 – June 29

## **On-line (SUNY)**

Not all applicants need comprehensive skills. MVCC, HCCC, SUNYIT and Morrisville all offer basic on-line courses that can be applicable in the financial services sector.

HCCC on line courses include:

Accounting Fundamentals I (offered either 2/21, 3/21 or 4/18)

Accounting Fundamentals II (offered either 2/21, 3/21 or 4/18)

Introduction to Microsoft Excel 2003 (offered either 2/21, 3/21 or 4/18)

Intermediate Microsoft Excel 2003 (offered either 2/21, 3/21 or 4/18)

Advanced Microsoft Excel (offered either 2/21, 3/21 or 4/18)  
Introduction to QuickBooks 2005 (offered either 2/21, 3/21 or 4/18)  
Performing Payroll in QuickBooks (offered either 2/21, 3/21 or 4/18)

*Courses may be selected depending upon trainee preference, however on-line trainees must meet eligibility standards to ensure their ability to fill openings in the financial services sector.*

## **BOCES Consortium of Continuing Education**

*Tuition does not include the cost of textbooks. Students can participate in a sequence of programs. For example, MS Word Level I & II, MS Excel Level I & II, MS Word Level I and MS Excel Level I, etc.*

*Also, courses can be offered at other times if there is a need and there is a minimum of eight participants.*

**Basic Business Bookkeeping/Accounting** - Gain a comprehensive introduction to basic accounting concepts using theory, lecture, working examples and related software. The course of study will include an overview of financial related activities for both Service and Merchandise associated businesses. The student will learn to analyze and record business transactions using various journals and general ledger accounts. Also included will be formatting financial statements, creating adjusting and closing entries, and further analysis of the accounting cycle. Special areas of interest will include payroll accounting, cash management, bank reconciliations, credit and collections, and the cost of goods sold analysis.

102 hours

**Where/when:**

New Hartford: 2/26-6/25, 6 p.m. – 9 p.m. -- Monday & Wednesday.

**Computer Keyboarding I** - Learn to use your computer keyboard more effectively, and develop good keyboarding skills using the touch-typing method. Students may achieve a typing rate of 30 words per minute by the completion of the course.

24 hours

**Where/when:**

Verona: 2/20 – 3/15, 6:30 p.m. - 9:30 p.m. -- Tuesday & Thursday

Verona: 5/7 – 6/4, 6:30 p.m. – 9:30 p.m. – Monday and Wednesday

**Computer Keyboarding II** - Improve your typing accuracy and increase your speed. Learn general office typing, business letter styling, and techniques for typing manuscripts, tabulations, and rough drafts.

12 hours

**Where / when:**

New Hartford: 3/6 – 3/15, 6 p.m. – 9 p.m. – Tuesday & Thursday

Verona: 6/11 – 6/20, 6:30 p.m. – 9:30 p.m. Monday & Wednesday

**Introduction to Windows** - Icons, pull down menus, control panel, screensavers, and so much more. Let us help you "maximize" your computer by introducing you to the world of Windows. We will discuss the multiple facets and use of Windows. This is an excellent introductory course

for anybody interested in learning how to personalize their computer. Windows version may vary according to location and lab.

12 hours

**Where/When:**

Verona: 2/26-3/7, 6:30 p.m. – 9:30 p.m. – Monday & Wednesday

Utica: 5/8 – 5/17, 6 p.m. – 9 p.m. – Tuesday & Thursday.

**Microsoft Word - Level I** - Did you know that word-processing is the number one use of computers throughout the world? Let us introduce you to the basics of word-processing including formatting text, setting tabs and printing. You will also learn to format documents, proof your documents and utilize productivity tools such as managing your files, sending a document via e-mail, sending a document as an attachment and printing envelopes and labels and so much more.

12 hours

**Where/When**

Verona: 3/19 – 3/28, 6:30 p.m. – 9:30 p.m. – Monday & Wednesday

Utica: 4/9 – 4/18, 6 p.m. – 9 p.m. – Monday & Wednesday

New Hartford: 5/21 – 6/4, 6 p.m. – 9 p.m. – Monday & Wednesday

Verona: 6/5 – 6/14, 6:30 p.m. – 9:30 p.m. – Tuesday & Thursday

**Microsoft Word - Level II** - This course will allow you to enhance your skills and cover topics such as advanced formatting, tables, graphics, and the connection between MS Word and other MS applications such as Excel, Access and PowerPoint.

12 hours

**Where/When:**

New Hartford: 2/21 – 3/5, 6 p.m. – 9 p.m. – Monday & Wednesday

Verona: 4/9 – 4/18, 6:30 p.m. – 9:30 p.m. – Monday & Wednesday

Utica: 4/30 – 5/9, 6 p.m. – 9 p.m. – Monday & Wednesday

New Hartford: 6/11 – 6/20, 6 p.m. – 9 p.m. – Monday & Wednesday

Verona: 6/26 – 7/5, 6 p.m. – 9 p.m. – Tuesday & Thursday

**Advanced Microsoft Word Features** - Explore some professional, advanced features that Microsoft Word incorporates. Learn how to easily handle extremely long documents, automatically generate a table of contents, how to index and cross-reference within a document, how to easily incorporate MasterPages into your project or template, and more.

4 hours

**Where/When**

New Hartford: 6/25 – 6/27, 6 p.m. – 8 p.m. – Monday & Wednesday

**Microsoft Access - Level I** - Microsoft Access is about databases. All of us who have an address book have essentially created a database. Now you can learn how to create a database on the computer. This course will introduce you to data set-up, database wizards, tables, forms, report creation, and the printing of reports.

15 hours

**Where/When**

New Hartford: 4/9 – 4/23, 6 p.m. – 9 p.m. – Monday & Wednesday  
New Hartford: 6/11 – 6/25, 6 p.m. – 9 p.m. – Monday & Wednesday

**Microsoft Access - Level II** - Expand on the fundamentals of databases with more tables, forms, reports, and queries. Manipulating and enhancing information will also be discussed with an emphasis on report production. Also, learn how this program works with other Microsoft Office applications.

12 hours

**Where/When**

New Hartford: 2/21 – 3/5, 6 p.m. – 9 p.m. – Monday & Wednesday  
New Hartford: 5/7 – 5/16, 6 p.m. – 9 p.m. – Monday & Wednesday

**Microsoft Excel - Level I** - Microsoft Excel is about spreadsheets. If you have used a checkbook register, you have had experience with a simple spreadsheet. Use the knowledge you already have to enter the world of computer generated spreadsheets. Learn what spreadsheets can be used for, basic screen operations, the creation and storage of spreadsheets, and how to use simple formulas for basic calculations.

12 hours

**Where/When**

New Hartford: 4/10 – 4/19, 6 p.m. – 9 p.m. – Tuesday & Thursday  
Verona: 4/17 – 4/26, 6:30 p.m. – 9:30 p.m. – Tuesday & Thursday  
New Hartford: 6/5 – 6/14, 6 p.m. – 9 p.m. – Tuesday & Thursday

**Microsoft Excel - Level II** - Add to your skills with this continuation course. Learn how to enhance your text, freeze your screen for data input, work on page layout, linking, and using this program in coordination with other MS Office applications. Also, learn about Excel's capacity to be used as a database and as a chart creator.

12 hours

**Where/When**

New Hartford: 2/20 – 3/1, 6 p.m. – 9 p.m. – Tuesday & Thursday  
New Hartford: 5/1 – 5/10, 6 p.m. – 9 p.m. – Tuesday & Thursday  
Verona: 5/1 – 5/10, 6:30 p.m. / - 9:30 p.m. – Tuesday & Thursday