




# Community Computer and Employment Resource Center

January 2012

**\*Look for our NEW workshops!!**



Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>2</b> <b>Closed in Observance of New Years</b></p> 	<p><b>3</b> Resume Writing 10:00-12:00pm <b>Share your photos w/Shutterfly 1:00-2:00pm</b> Intro to Skype 3:00-4:00pm</p>	<p><b>4</b> Interviewing Skills 10:00-11:00am <b>Intro to Microsoft Excel 1:00-2:00pm</b> Presenting with Prezi 3:00-4:00pm</p>	<p><b>5</b> Writing Cover &amp; Thank You Letters 10:00-11:00am <b>Organize your address book using Excel 2:00-3:00pm</b> <b>Tips on filling out a FAFSA 5:30-6:30pm</b></p>	<p><b>6</b> Obtaining and Maintaining References 10:00-11:00am <b>Completing a Budget using Excel 1:00-2:00pm</b> Intro to Skype 3:00-4:00pm</p>
<p><b>9</b> Intro to Microsoft Access 10:00-11:00am <b>Intro to Publisher 1:00-2:00pm</b> Preparing and Completing Job Applications 3:00-4:00pm</p>	<p><b>10</b> Intro to Microsoft Access II 10:00-11:00am <b>Digital Photography w/Picasa 1:00-2:00pm</b> Resume Writing 2:30-4:30pm</p>	<p><b>11</b> Intro to Microsoft Access III 10:00-11:00am <b>Interviewing Skills 3:30-4:30</b> <b>Tips on filling out a FAFSA 5:30-6:30pm</b></p>	<p><b>12</b> Intro to Microsoft Word 10:00-11:00am <b>Intro to Power Point 1:00-2:00pm</b> Writing Cover &amp; Thank You Letters 3:00-4:00pm</p>	<p><b>13</b> <b>Learn tables &amp; mail merge w/ MS Word 10:00-11:00am</b> <b>Intro to Power Point II 1:00-2:00pm</b> Obtaining and Maintaining References 3:00-4:00pm</p>
<p><b>16</b> <b>Closed in Observance of Martin Luther King Jr. Day</b></p>	<p><b>17</b> Improve your Typing 10:00-11:00am <b>Presenting with Prezi 1:00-2:00pm</b> <b>Create Brochures using Publisher 3:00-4:00pm</b></p>	<p><b>18</b> Basic Computer Skills 10:00-11:00am <b>Intro to Microsoft Access 1:00-2:00pm</b> Intro to Microsoft Word 3:00-4:00pm</p>	<p><b>19</b> <b>Into to Social Networking 10:00-11:00am</b> <b>Intro to Microsoft Access II 1:00-2:00pm</b> Learn form letters &amp; mail merge w/Word 3:00-4:00pm</p>	<p><b>20</b> Intro to Skype 10:00-11:00am <b>Intro to Microsoft Access III 1:00-2:00pm</b> Digital Photography w/Picasa 3:00-4:00pm</p>
<p><b>23</b> Intro to Microsoft Excel 10:00-11:00am <b>Preparing &amp; Completing Job Applications 1:00-2:00pm</b> Intro to Power Point 3:00-4:00pm</p>	<p><b>24</b> <b>Organize your address book using Excel 10:00-11:00am</b> <b>Resume Writing 12:30-2:30pm</b> Intro to Power Point II 3:00-4:00pm</p>	<p><b>25</b> <b>Customer Service Training 9:00am-12:00pm – ASK HOW YOU CAN QUALIFY!</b> <b>Interviewing Skills 1:00-2:00pm</b> <b>Share your photos w/Shutterfly 3:00-4:00pm</b></p>	<p><b>26</b> <b>Create Business Cards using Publisher 10:00-11:00am</b> <b>Writing Cover &amp; Thank You Letters 1:00-2:00pm</b> Career Exploration 3:15-4:15pm</p>	<p><b>27</b> <b>Completing a Budget using Excel 10:00-11:00am</b> <b>Obtaining and Maintaining References 1:00-2:00pm</b> Basic Computer Skills 3:00-4:00pm</p>
<p><b>30</b> Presenting with Prezi 10:00-11:00am <b>Intro to Microsoft Word 1:00-2:00pm</b> <b>Intro to Social Networking 3:00-4:00pm</b></p>	<p><b>31</b> Digital Photography w/Picasa 10:00-11:00am <b>Learn tables &amp; mail merge w/ MS Word 1:00-2:00pm</b> Improve Your Typing 3:00-4:00pm</p>		<p><b>* Do you want a FREE flash drive? Sign up for, and attend, 5 of our Job Search workshops and you will receive your FREE flash drive at the end of the last workshop! Call for details!!</b></p>	<p><b>***CALL TODAY for info on how you can FILE YOUR TAX RETURNS at the CCERC!***</b></p>

An Equal Opportunity Employer/Program  
Auxiliary Aids and Services are Available Upon Request for Individuals with Disabilities



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Katie Duffy: 518-536-7434  
Kellie Lathrop: 518-536-7436

## Selected Workshop Descriptions

- [Intro to Microsoft Publisher](#): Create, personalize, and share a wide range of professional-quality publications and marketing materials with ease – brochures, flyers, business cards, and more!
- [Obtaining and Maintaining References](#): Tips for social networking and etiquette for obtaining/maintaining professional references.
- [Interviewing Skills](#): Overcome your fears and ace those tricky questions!
- [Resume Writing](#): Put together a polished document that will grab employers' attention. Keep up with current resume trends.
- [Intro to Microsoft Word](#): Learn the basics of word processing.
- [Intro to Microsoft Excel](#): Organize data (numbers and text) using spreadsheets.
- [Writing Cover & Thank You Letters](#): Understand the importance of these essential documents and how to properly format your letters.
- [Improve Your Typing](#): Learn proper typing technique and test your abilities at a self-set pace.
- [Intro to Microsoft Access](#): Learn the essential skills needed to manage large quantities of information stored in a database.
- [Intro to Prezi](#): Bored with Power Point? Prezi allows you to create unique presentations online using a dynamic canvas setting!
- [Digital Photography/Downloading with Picasa](#): Easily upload and share your photos on the web .
- [Intro to Skype](#): Make FREE internet audio and video calls from your computer.
- [Intro to Social Networking](#) - Don't understand how and why people use sites like Facebook, Twitter and LinkedIn? Want to learn how to use these sites? This class will cover the popular social networking sites and how and why they are used.
- [Sharing Your Photos with Shutterfly](#): Learn how to upload and share your digital photos and also create photo projects with an internet-based photo publishing and printing service.
- [Tips on Filling out a FAFSA](#): Have a student getting ready to go to college? Come hear from a member of SUNY Plattsburgh's financial aid department on tips for filling out the FAFSA and get some of your questions answered!