

Capital District
Educational Opportunity Center

ATTAIN Lab 2019 Summer Institute

Train to become a
Certified Microsoft Office Specialist
this summer



NO COST to You - Save HUNDREDS of dollars!



- Earn an industry-recognized certification
- Fast-paced, intensive study workshops
- 4 software designations to choose from, choose one or choose all
- 6 sessions to choose from (3 weeks each)
- Microsoft Office Specialist Certification obtained upon passing exam
- Must be 17 years of age or older to participate
- Basic computer skills required

For more information please call, stop by or
find us on Eventbrite.com: keyword "ATTAIN"

June 3-21 // July 8-26 // August 5-23

Two Convenient Locations —Troy or Albany

431 River Street
Troy, NY 12180
(518) 273-1900 x2111

30 N. Russell Road
Albany, NY 12206
(518) 273-1900 x2322



University Center for
Academic and Workforce Development



Capital District
Educational Opportunity Center

ATTAIN Lab

2019 Summer Institute

Complete Workshop Schedule:

Albany 30 N. Russell Rd Albany, NY	Word	Excel	PowerPoint	Access
Session 1 June 3-21	N/A	1pm—3pm	9am—11am	N/A
Session 2 July 8-26	9am—11am	N/A	N/A	1pm—3pm
Session 3 Aug 5-23	1pm—3pm	9am—11am	N/A	N/A

Troy 431 River Street Troy, NY	Word	Excel	PowerPoint	Access
Session 1 June 3-21	1pm—3pm	9am—11am	N/A	N/A
Session 2 July 8-26	9am—11am	1pm—3pm	N/A	N/A
Session 3 Aug 5-23	N/A	N/A	1pm—3pm	10am—12pm

Seating is limited—Reserve your space today by
visiting [Eventbrite.com](https://www.eventbrite.com)—Keyword “ATTAIN”
or by calling (518) 273-1900

*Participants must attend one Enrollment/Orientation Meeting prior to the start of their session.
Orientation Meetings are held at 9am or 1pm on the Thursday and Friday
immediately prior to the start of each session.

Technology Training & Certification – AT NO COST

SUNY ATTAIN Lab

Advanced Technology Training and Information Networking (ATTAIN)
at the Capital District Educational Opportunity Center (EOC)

Two convenient locations on bus routes,
or drive and park in our lots

ALBANY

30 N. Russell Road
Monday–Friday
(518) 273-1900 x2322

TROY

431 River Street
Monday–Friday
(518) 273-1900 x2111

BASIC COMPUTER SKILLS

- Typing tutor software
- Microsoft digital literacy
 - Work with computers
 - Access information online
 - Communicate online
 - Participate safely and responsibly online
 - Digital content
 - Collaborate and manage content digitally
- Intro to email workshops
- Mouse tutorials & games
- Intro to social media

JOB SEARCH ASSISTANCE

- Resume development assistance
- Cover letter workshops
- Online job application workshops
- Assistance using Indeed.com

MICROSOFT CERTIFICATIONS

- Microsoft Office Specialist
 - Word
 - Excel
 - PowerPoint
 - Access

ADVANCED MICROSOFT CERTIFICATIONS

- Microsoft Office Specialist–Expert
 - Word Expert
 - Excel Expert
- Microsoft Technology Associate
 - Networking & security
 - Database fundamentals
 - Software development
 - And more

See current workshop calendars
at www.alb.sunyeoc.org

VOCATIONAL & ACADEMIC SUPPORT SOFTWARE

- High School Equivalency (TASC)
 - Reading
 - Writing
 - Math
 - Science
 - Social Studies
- Career exploration software
- Customer service representative
- Building trades
- Cosmetology (Milady)
- Language skills (Rosetta Stone)
- Quickbooks

OPEN INTERNET ACCESS

- Check your email
- Research topics of interest
- Find an apartment



UNIVERSITY CENTER FOR ACADEMIC
AND WORKFORCE DEVELOPMENT



I hope this message finds you well and in full swing for Spring!

I am writing from the SUNY ATTAIN computer lab at the Capital District Educational Opportunity Center. I'd like to share a computer training opportunity with you and I'm hoping you can share with your students who are age 17 or older or anyone else you feel could benefit from our training opportunities.

We host 3-week long training boot camps in June, July and August focusing on preparing participants for Microsoft Office Specialist (2016) certification in Word, Excel, PowerPoint and Access. Ideally, by the end of our 3-week boot camp, participants may be able to take the actual certification exam with us, although some occasionally require additional practice time.

Our training programs are offered at NO COST to anyone aged 17 years or older who are residents of New York. Enrolling to use the ATTAIN lab is quick and easy, too!

I've included our Summer Institute flyer below, as well as general information on all training that the ATTAIN lab offers.

Our ATTAIN lab technology coordinators are willing and able to come to your location to discuss with your staff, parents, or students all that we have to offer here at the ATTAIN lab, including these boot camps. Alternatively, if you could post and/or disseminate the attached information to your students and/or parents, through email or your school newsletters, it would be greatly appreciated!

(We love to encourage college-bound participants to train and certify in Microsoft Word, specifically. Not only is this one of the most in-demand software certifications in the workplace, there is a section built in to the software to assist with research/term papers to properly format citations, footnotes and references/bibliography lists, regardless of the desired citation style! These tools alone can save students loads of time and energy stressing over formatting so they can concentrate on the content of their writing.)

Should you wish to further discuss the ATTAIN lab with a lab technology coordinator, please call the Capital District Educational Opportunity Center at (518) 273-1900. Dial x-2111 for the Troy lab, or x-2322 for the Albany lab.

We look forward to hearing from you soon, and thank you for sharing this opportunity with those in your school district!

Thank you for your time and consideration,

Delia Hubbard