



**HENRY STREET
SETTLEMENT**

ATTAIN Lab

FREE Computer Training



The State University
of New York

Courses led by Microsoft Certified instructors

AVAILABLE COURSES

Computer Basics Course

Learn to use email, navigate Windows 7, use basic features of Word 2013, surf and search the Internet. Pass the exam to earn a **Digital Literacy Certificate**.

Prerequisite: None

Microsoft Office 2013 Introduction Courses

Learn beginner and intermediate skills in **Microsoft Word, Excel and PowerPoint**.

Prerequisite: Digital Literacy Certificate

Microsoft Office 2013 Certification Courses

Advanced **Word, Excel, PowerPoint, Access and Outlook** courses prepare students for Microsoft Office Specialist exams.

Prerequisite: Digital Literacy Certificate. For Excel, PowerPoint and Word, pass the pre-certification exam. Outlook requires prior e-mail knowledge and a certification in any program. Access requires intermediate knowledge of Excel and a certification in any program and is only available for self pace study.

Self Paced Training

Learn on your own schedule. Earn certificates upon completion of each course. Courses are available in the lab in: **Employability skills, Academic skills, Life skills, Occupational skills, English Language skills, and Typing skills.**

FREQUENTLY ASKED QUESTIONS

Q: How do I sign up?

A: Come in person to the lab during registration hours, listed on the monthly calendar, to register for lab access. Once registered, you can take an exam to acquire a Digital Literacy Certificate, or enroll in the Computer Basics class.

Q: Is there a cost?

A: Everything is free, but you must bring your own USB storage device (flash drive).

Q: Where can I find the monthly calendar?

A: In the ATTAN lab or on the website – www.hss.sunyeoc.org. You can also call 212.771.6048. New calendars are released during the last week of every month.

Q: Can I certify in all of the Microsoft Office programs by taking one combined class?

A: No, only one program is taught per class.

Q: What if no one answers the phone when I call the lab?

A: Leave a voicemail and we will return your call as soon as possible.

VISITING THE LAB

ATTAIN LAB

301 Henry St. New York, NY, 10002
(between Montgomery St. and Jackson St.)
212.771.6048
www.hss.sunyeoc.org

Hours: M-Th: 9:30 a.m. to 8 p.m.

Fri-Sat: 9:30 a.m. to 5 p.m.

Public Transit: (F) at East Broadway, (F, M, J, Z) at Delancey/Essex, M14A, M21, M22, M9, M15.

