



**HENRY STREET
SETTLEMENT**

ATTAIN Lab

FREE COMPUTER TRAINING



Improve Your Skills, Earn More Money!

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.

Microsoft Office 2013 Certification Courses

Advanced Word, Excel, PowerPoint and Access courses prepare you for Microsoft Office Specialist exams.

Prerequisite: Digital Literacy Certificate (available here).

Self Paced Training

Learn on your own schedule. Earn certificates upon completion of each course. Microsoft Outlook and Microsoft Technology Associate Certification courses are offered, as well as courses in the following skills: Employability, Academic, Occupational, English Language, and Typing.

All our courses available as self-paced if our schedule doesn't match yours!

TAUGHT BY MICROSOFT CERTIFIED INSTRUCTORS



FAQS

Q: How do I sign up?

A: Come in person to the lab during registration hours, listed on the monthly calendar. 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 a USB storage device (flash drive).

Q: Where can I find the monthly calendar?

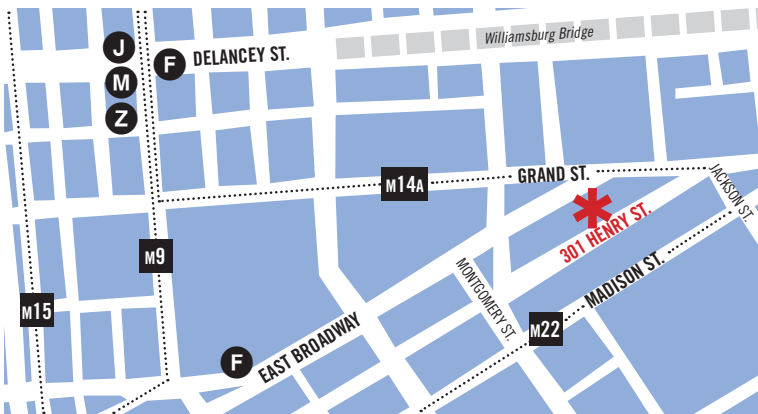
A: In the ATTAIN lab, at the website www.hss.sunyec.org or by calling 212.771.6048. New calendars are released the last week of each month.

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.



ATTAIN LAB
301 Henry Street
New York, NY, 10002
(between Montgomery
and Jackson Sts)

212.771.6048 WWW.HSS.SUNYEOC.ORG

HOURS: M-TH, 10AM to 8PM / FRI-SAT, 9:30AM to 5PM

PUBLIC TRANSIT: F train to East Broadway; F, M, J, and Z to Delancey/Essex, M14A, M21, M22, M9, M15.