

SYRACUSE WORKFORCE DEVELOPMENT INSTITUTE



FREE Winter Computer Courses!



Great Opportunity to Expand On Your Current Computer Skills

MARY ELLEN MANGINO, DIRECTOR

To register please contact Syracuse Workforce Development Center at **315-422-3363 ext. 14** or email us at WDICOMPUTERCLASSES@GMAIL.COM and leave your name, phone number, class that you are interested in taking. These classes will be held at the **404 Oak Street - Lower Level, Syracuse.**

Training Sponsored by the Workforce Development Institute via a grant from the NYSDOL

Computer Training Schedule – Updated 2/2/2010

<u>Course Name</u>	<u>Date</u>	<u>Times</u>	<u>Total # of Hours</u>
<u>Mastering File Management Skills</u>	3/10	5:30 – 8:30 PM	3 Hours
Excel Formulas & Formatting__ (2 Nights)	3/15 & 3/22	5;30 – 8:30PM	6 Hours
Convincing PowerPoint Presentations	3/16	5:30 – 8:30 PM	3 Hours
<u>Advanced Excel Skills – (Saturday)</u>	3/27	9:30 AM – 2:30 PM	5 Hours
<u>Getting The Message Out Using Microsoft Publisher</u>	3/31	5:30 – 8:30 PM	3 Hours