



# V.C.T.C. CLASS SCHEDULE JAN. 17 – MAR. 27, 2012

VETERANS OUTREACH CENTER INC. 447 SOUTH AVE, ROCHESTER N.Y. 14620

(585) 295-7830 or (585) 295-7832 [www.veteransoutreachcenter.org](http://www.veteransoutreachcenter.org)

**\*\*Tech Center- Open Evenings: Tuesdays & Wednesdays – until 7:30pm\*\***

## LIMITED WINTER SEMESTER

| <u>MONDAY (S)</u>  | <u>TIME</u>                              | <u>DATE (S)</u>   |  | CLOSED<br>HOLIDAYS  |
|--|--|---|---|---|
| *OPEN LAB*   | *9:00A – 4:00P*                          | *JAN – MARCH*   |   |   |
| <u>*Prove-IT test Monday's*</u><br>(Word, Excel ,PowerPoint)<br>(Customer Service, Data Entry) | 9:00a – 4:00p<br>(length of test 90 min) | <u>By appointment only</u><br>You think you Know it?<br><b>PROVE-IT!!</b> | Testing<br>Administrator<br>Ken Adams   |  |

| <u>TUESDAY (S)</u>   | <u>TIME</u>                    | <u>DATE (S)</u>                      | <u>INSTRUCTOR</u> |          |
|--|--------------------------------|--------------------------------------|-------------------|----------|
| INTRO TO MS WORD 2010  | 10:00a - 12:00p                | 1/17,1/24,1/31                       | J.Oliver          | 6 Hours  |
| INTRO-INTERMEDIATE EXCEL 2010                                    | 10:00a - 12:00p                | 1/31,2/7,2/14,2/21,2/28              | J.Morrall         | 10 Hours |
| INTERMEDIATE-MS WORD 2010  | 12:30p - 2:30p                 | 2/14,2/21,2/28                       | J.Oliver          | 6 Hours  |
| INTERNET SECURITY  | 12:30p - 2:30p                 | 3/6                                  | J.Oliver          | 2 Hours  |
| FILE MANAGEMENT  | 12:30p - 2:30p                 | 3/13,3/20,3/27                       | J.Oliver          | 6 Hours  |
| BLUEPRINT FUNDAMENTALS I & II                                    | 12:00p - 2:00p                 | 2/7,2/14,2/28,3/6,3/13               | D.Walsh           | 10 Hours |
| O.S.H.A.<br>(INDUSTRIAL STANDARDS)                               | 2:00p - 4:00p                  | 1/24,2/7,2/14,2/21,<br>2/28,3/6      | D.Maston          | 12 Hours |
| INTRO-INTERMEDIATE EXCEL 2010<br>(Graphs, Charting & Mail Merge) | 4:30p – 6:30p                  | 1/24,2/7,2/14,<br>2/21,2/28,3/6,3/13 | J.Greco           | 14 Hours |
| *MS POWERPOINT 2010<br>INTRO TO ADVANCED                         | 5:30p – 7:30p<br>(Full Course) | 1/24,2/7,2/14,<br>2/21,2/28,3/6      | R.Montes          | 12 Hours |

| <u>WEDNESDAY (S)</u>                                | <u>TIME</u>     | <u>DATE (S)</u>             | <u>INSTRUCTOR</u> |          |
|---|-----------------|-----------------------------|-------------------|----------|
| INTRO TO MS WORD 2010                               | 10:00a – 12:00p | 1/18,1/25,2/1               | M.Schneier        | 6 Hours  |
| EMAIL BASICS- FILE/FOLDERS                          | 10:00a – 12:00p | 2/8,2/15                    | M.Schneier        | 4 Hours  |
| ADVANCED MS EXCEL 2010                              | 12:30p - 2:30p  | 1/18,1/25,2/1,2/8           | J.Oliver          | 8 Hours  |
| INTRO TO MS WORD 2010                               | 1:00p - 3:00p   | 2/15,2/22,2/29              | J.Boettcher       | 6 Hours  |
| INTRO TO MS EXCEL 2010                              | 1:00p - 3:00p   | 3/7,3/14,3/21               | J.Boettcher       | 6 Hours  |
| BUILDING CHARTS & GRAPHS/EXCEL                      | 1:00p- 3:00p    | 3/28                        | J.Boettcher       | 2 Hours  |
| BASIC COMPUTER KNOWLEDGE                            | 2:00p - 4:00p   | 1/18,1/25,2/1,2/8,2/15      | T.Krieger         | 10 Hours |
| TAX LITERACY &<br>GENERAL ACCOUNTING                | 5:30p - 7:30p   | 1/18,1/25,2/1,2/8,2/15      | N.DeMoney         | 10 Hours |
| *ADOBE PHOTOSHOP CS-4<br>(required for in design)   | 5:30p - 7:30p   | 1/18,1/25,2/1,2/8,2/15,2/22 | E.McKean          | 12 Hours |
| ADOBE IN-DESIGN                                     | 5:30p - 7:30p   | 2/29,3/7,3/14,3/21          | E.McKean          | 8 Hours  |
| *MS OFFICE POWERPOINT 2010<br>intermediate-advanced | 5:30p - 7:30p   | 2/22,2/29,3/7,3/14,3/21     | N.DeMoney         | 10 Hours |

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## LIMITED WINTER SEMESTER

| <u>THURSDAY (S)</u>                                    | <u>TIME</u>     | <u>DATE (S)</u>                                   | <u>INSTRUCTOR</u> |          |
|--|-----------------|---|-------------------|----------|
| INTRO TO ADOBE ILLUSTRATOR CS4<br>(GRAPHIC ART DESIGN) | 10:00a – 12:00p | 1/26,2/2,2/9,2/16,<br>2/23,3/1,3/8                | M.Marefat         | 14 Hours |
| BASIC MATH SKILLS 1                                    | 10:00a - 12:00p | 1/19,1/26,2/2                                     | W.Sahmel          | 6 Hours  |
| BASIC MATH SKILLS 2                                    | 10:00a - 12:00p | 2/23,3/1,3/8                                      | W.Sahmel          | 6 Hours  |
| CUSTOMER SERVICE TRAINING<br>(CALL CENTER PLUS)        | 1:00p – 3:00p   | 1/19,1/26,2/2,2/9,2/16,2/23,<br>3/1,3/8,3/15,3/22 | C.Borsa           | 20Hours  |

| <u>FRIDAY (S)</u>                                  | <u>TIME</u>    | <u>DATE (S)</u>                  | <u>INSTRUCTOR</u> |          |
|--|----------------|----------------------------------|-------------------|----------|
| <b>OPEN LAB</b><br>Email, Job search, General help | 10:00a – 3:00p | <b>OPEN LAB</b><br>JANUARY-MARCH | V.C.T.C.<br>staff |          |
| ALGEBRA I & II                                     | 11:00a - 1:00p | 1/13,1/20,1/27,2/3,2/10,2/17     | J. Cranston       | 12 Hours |
| GEOMETRY BASICS                                    | 11:00a - 1:00p | 3/9,3/16,3/23,3/30               | J. Cranston       | 8 Hours  |

### \*OPEN LAB HOURS:

MONDAYS, THURSDAYS & FRIDAYS

9:00am to 4:00pm

TUESDAYS, WEDNESDAYS

9:00am to 7:30pm

**NOTE:** Evening hours available –when classes are in session.

Subject to change without notice.

NAME \_\_\_\_\_

LAST FOUR \_\_\_\_\_ DATE \_\_\_\_\_

**\*V.C.T.C. WILL BE CLOSED:** JAN: 1st, 2nd, and 16th , Feb: 20<sup>th</sup>, 2012

**\*Please watch for postings, of unscheduled closings.**