

Capital District  
Educational Opportunity Center

# ATTAIN Lab 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"

**Troy: June 5-23 / July 10-28 / August 14-Sept 1**

**Albany: May 15-June 2 / June 12-30 / August 14-Sept 1**

**Two Convenient Locations:**

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

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



University Center for  
Academic and Workforce Development



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**ATTAIN Lab**  
**Summer Institute**

## Complete Workshop Schedule:

<b>Albany</b> 30 N. Russell Rd Albany, NY	<b>Word</b>	<b>Excel</b>	<b>PowerPoint</b>	<b>Access</b>
<b>Session 1</b> May 15-June 2	1pm-3pm	9am-11am	N/A	N/A
<b>Session 2</b> June 12-30	9am-11am	N/A	N/A	1pm-3pm
<b>Session 3</b> Aug 14-Sep 1	N/A	1pm—3pm	9am-11am	N/A

<b>Troy</b> 431 River Street Troy, NY	<b>Word</b>	<b>Excel</b>	<b>PowerPoint</b>	<b>Access</b>
<b>Session 1</b> June 5-23	9am-11am	N/A	1pm-3pm	N/A
<b>Session 2</b> July 10-28	1pm-3pm	9am-11am	N/A	N/A
<b>Session 3</b> Aug 14-Sep 1	N/A	9am-11am	N/A	1pm-3pm

**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 2pm on the Thursday and Friday  
immediately prior to the start of each session.**