

Capital District
Educational Opportunity Center

ATTAIN Lab Winter Institute

Train to become a
Certified Microsoft Office Specialist
this winter



NO COST to You - Save HUNDREDS of dollars!



Give
yourself the gift
of certification
this winter!

- * Earn an industry-recognized certification
- * Fast-paced, intensive study workshops
- * 2 software designations to choose from, choose one or choose both
- * 4 week long session (2 wks—instruction / 1 wk—review / 1 wk—practice)
- * 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"



November 27 — December 21



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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Complete Workshop Schedule:

Troy, NY 431 River St. Troy, NY 12180	Microsoft Word 2013	Monday — Friday 2pm—4pm
Albany, NY 30 N. Russell Rd Albany, NY 12206	Microsoft Excel 2013	Monday — Friday 9am—11am

Seating is limited—Reserve your space today by
visiting Eventbrite.com—Keyword “ATTAIN”
or by calling (518) 273-1900

*Participants must attend one Enrollment/Orientation Meeting prior to the start of their session. Please try to arrive 30 minutes early on the first day in order to complete orientation. If you are unable to attend, please call to make other arrangements.

Other ATTAIN Lab workshops you might be interested in:

- Computer Basics
- Introduction to Social Media (Facebook, Twitter, Pinterest, LinkedIn)
- Online Employment Search series (resumes & cover letters, online job search, e-communications)
- And many others

Find these workshops and many more online at Eventbrite.com
(keyword ATTAIN)