SUNY The State University of New York

University Center for Academic and Workforce Development
Advanced Technology Training And Information Networking

COMPUTER TRAINING

Microsoft
IT Academy
Program Member

To learn more contact the R-CENTER ATTAIN Lab

LAB TECHNOLOGY COORDINATORS

RAMA ALLIGOOD
phone: 585-471-2998

ALICIA WARD
Phone: 585-348-8219

E-mail:
rcenter.tpjattain@eoc.suny.edu

Website
www.rcb.sunyattain.org

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Learn the basic computer skills you need to us Microsoft tools --- Edge Browser, Bing Search, Outlook Mail, Office 365 Productivity Programs, and OneDrive File Storage & Sharing

Course Content

- Working with Computers and Devices
    - Hardware, Operating System, and Productivity Software
- Accessing Information Online
    - Avoiding Scammers and Communicating Safely
- Communicating online
    - Email, Chat, and Cloud-based Video
- Participating safely and responsibly online
    - Avoiding bullying and plagiarism
- Creating digital content
    - Introduction to Word, PowerPoint, and Excel,
- Collaborating & Managing Content Digitally
    - Introduction to Reviewing Documents & OneDrive