

Hector B. Basora
SUNY ATTAIN Lab
 at
CUNY IN THE HEIGHTS
DIVISION OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
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Hector B. Basora SUNY Attain Lab



State University of New York



***HRA Approved Programs**

***OCCUPATIONAL**

- ADMINISTRATIVE ASSISTANT**
- Customer Service
 - Mavis Beacon (Typing)
 - Office Skills
 - Working with People
 - Workplace Math/Reading
- *ALLIED HEALTH PROGRAMS OTHER SERVICES & INDUSTRIES**
- Home Care Aide
 - Nursing Assistant Program
 - Certified Nurse Assistant Assessment
 - Security Officer Training
 - Building Maintenance
 - Child Care Teachers Asst*
 - Resume Preparation
 - Job Search/Applications

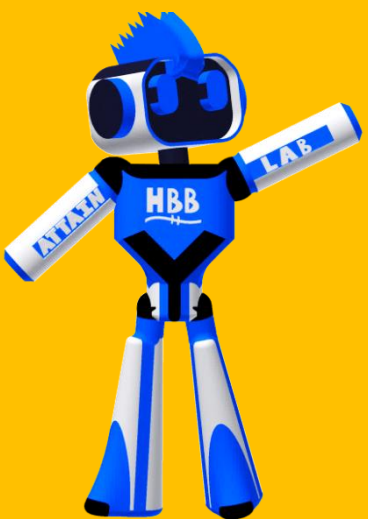
***ACADEMIC**

- HIGH SCHOOL EQUIVALENCY**
- Math, Reading, Writing Levels I, II, III
 - HSE TASC Assessment
- COLLEGE PREP**
- Mathematics & Advanced Reading Comprehension
 - Microsoft Office Word 2013
- ENGLISH AS A SECOND LANGUAGE (ESL)**
- Beginner
 - Intermediate
 - Advanced

All courses and certifications are **AT NO COST** to participants and are offered through self-paced instruction.

***IT CERTIFICATIONS**

- MICROSOFT DIGITAL LITERACY**
- Computer Basics
 - Internet, Cloud Services, and the Worldwide Web
 - Productivity Programs
 - Computer Security & Privacy
 - Digital Lifestyles
- MICROSOFT OFFICE SPECIALIST 2013**
- Word/ Word Expert
 - Excel/ Excel Expert
 - PowerPoint
 - Access
 - Outlook
- QUICKBOOKS 2015**
 (Not HRA Approved)
- MICROSOFT TECHNOLOGY ASSOCIATE FUNDAMENTALS in:**
- Networking/ Security
 - Windows Server/ Operating System
 - Database
 - HTML5 App Development
 - Software Development
 - Cloud & More



LAB HOURS		REGISTRATION
MONDAY	CLOSED	Every Wednesday Session 1: 1pm-2pm Session 2: 5pm-6pm
TUES, THURS, FRIDAY	9am-5pm	
WEDNESDAY	10am-8pm	
SATURDAY	9am-2pm	

Lab hours are subject to change.