

Computer Applications for Professionals

Training Provider: *Monroe 2-Orleans BOCES*

Address: Westview Commons Business Park
3545 Buffalo Road
Rochester, NY 14624

Phone: (585) 349-9100

Web: www.cwdadulthoodeducation.org

Program Description:

This program is designed for the individual that needs to upgrade and enhance their computer desktop skills in order to stay competitive in today's job market. Through web projects and online exercises, students will learn the basic concepts and techniques of each Microsoft Office XP application. In addition, students will develop a final project that integrates the Office XP applications and the World Wide Web.

Program length/hours:

Monday – Friday, 8:30 am – 2:00 pm (200 total hours-8 weeks)

Services Provided:

Students will receive instruction and guidance with employment skills, job search techniques and on-site job placement assistance. Tuition assistance and funding opportunities are available and will be presented to candidates who meet certain eligibility requirements.

Application/Admission Process:

Any adult, 18 years of age or older, may apply for admission. The first step is to call and schedule an appointment with one of our admission advisors who will provide program information and a tour of the facility. An academic and vocational evaluation may also be required.

Tuition/Cost/Fees: \$3,000 plus \$75 for books and supplies

Computer and Support Technician

Training Provider: *Wayne-Finger Lakes BOCES, Adult & Continuing Education
Career Centers*

Address: Canandaigua Career Resource Center
5253 and 5263 Parkside Dr.
Canandaigua, NY 14424

Phone: (585) 394-9300

Web: www.wflcontinuinged.org

Program Description:

This program provides training in basic computer support. This modularized program teaches Microsoft Office applications for the Office Specialist Certification test, and basic hardware repair and software troubleshooting for the A+ certification. You will also learn basic network setup and troubleshooting to prepare for the Network + certification. Students may attend all three modules or take individual modules.

Program length/hours:

Module I: Office Specialist Preparation – 70 hrs. Wed. and Thurs. 9:00 am – 4:00 pm
Module II: Hardware Technician Training – 96 hrs. Wed. and Thurs. 9:00 am – 4:00 pm
Module III: Introduction to Networking – 48 hrs. Wed. and Thurs. 9:00 am – 4:00 pm

Application/Admission Process:

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

Tuition/Cost/Fees: Module I: \$990
Module II: \$1400
Module III: \$700

Computer Information Systems

Training Provided: *Genesee Valley BOCES*

Address: 27 Lackawanna Avenue
Mt. Morris, NY 14510
8250 State St. Road
Batavia, NY 14020

Phone: (585) 658-7823
Maryann Roby
(585) 344-7788
John Cima

Web: www.gvboces.org

Program Description:

Hands-on experience in system operations (using IBM AS400), computer programming, use of various business software applications, program installation and system maintenance.

Program length/hours:

September through June, half Days or full Days, continuous enrollment
Morning sessions: Monday through Friday, 8:55—11:20 a.m.
Afternoon sessions: Monday through Friday, 12:00—2:25 p.m.

Services Provided:

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

Application/Admission Process:

An intake interview with a counselor and basic skills testing are required. Required reading and math skill level requirements vary depending on program. Visiting the class for a day is highly recommended prior to enrolling. This is a high school vocational training program in which adults are enrolled as well, if they qualify and if there is room.

Tuition/Cost/Fees: Varies depending number of hours of attendance \$2,750 half for days and \$5,500 for full days.

Computer Support Specialist

Training Provider: *Monroe 2-Orleans BOCES*

Address: Westview Commons Business Park
3545 Buffalo Road
Rochester, NY 14624

Phone: (585) 349-9100

Web: www.cwdadulthoodeducation.org

Program Description:

Computer Support Specialist offers instruction in core concepts of computer hardware, software, networking, troubleshooting, and configuring in a Microsoft environment. Learning experiences combine theory and relative hands-on activities. Curriculum is aligned with the CompTIA A+ Certification and the Microsoft Certified Professional (MCP) Core Exam 70-271. Prerequisites: a fundamental knowledge of computer hardware components, desktop applications, basic keyboarding and the Internet.

Program length/hours:

Monday – Friday, 8:30 am – 3:30 pm (320 total hours-11 weeks)

Services Provided:

2 week/60 hour internship experience. Students will also receive instruction and guidance with employment skills, job search techniques and on-site job placement assistance. Tuition assistance and funding opportunities are available and will be presented to candidates who meet certain eligibility requirements.

Application/Admission Process:

Any adult, 18 years of age or older, may apply for admission. The first step is to call and schedule an appointment with one of our admission advisors who will provide program information and a tour of the facility. An academic and vocational evaluation may also be required.

Tuition/Cost/Fees: \$4,695 plus \$280 for books and supplies

Information Technology

Training Provider: *Bryant & Stratton*

Address: Henrietta Campus Greece Campus
 1225 Jefferson Rd. 150 Bellwood Dr.
 Rochester, NY 14623 Rochester, NY 14606

Phone: (585) 272-7200 (585) 720-0660

Web: www.bryantstratton.edu

Program Description:

Program provides you with the skills in computer programming, networking, help-desk operations, systems hardware configuration, application software telecommunications, purchasing, decision-making, and interpersonal skills. You also develop skills in database and spreadsheet programming, work processing, data communications, and verbal and written communication skills so necessary for business success. This course of study will prepare participants for entry-level positions with a wide variety of employers who use, service, sell or support personal computers and networked systems. They will be trained to install, operate, upgrade, troubleshoot, assist with purchase decisions, and program computer systems in both a networked and non-networked environment.

Program length/hours:

Full time Days—16 months
Full time Evenings—20 months

Services Provided:

Personal interview and entrance evaluation.

Application/Admission Process:

Personal interview and entrance evaluation

Tuition/Cost/Fees: \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee

