



University Center for Academic and Workforce Development

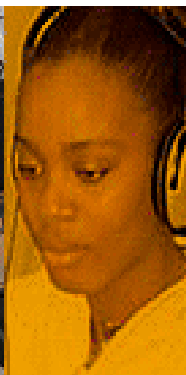
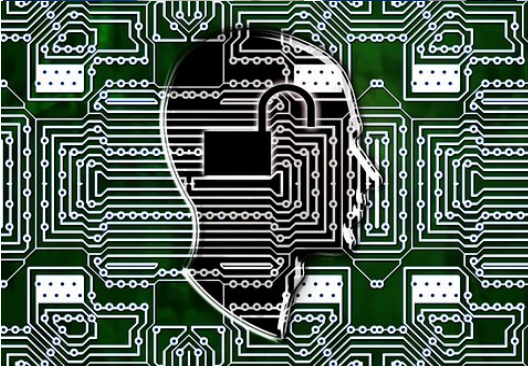
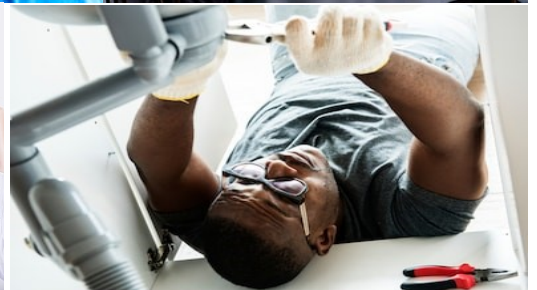
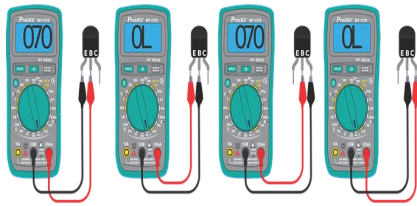


END AIDS. LIVE LIFE.

# COURSE CATALOG



Office



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**ATTAIN Labs**

# Academic Skills Series

Through the strength of the Developmental courseware within the Academic Skills Series, ATTAIN labs across the state have been able to lay the foundation for basic Adult education in the fundamental areas of math-ematic, writing, and reading. Extensively used in the community based ATTAIN labs, adults are now overcoming deficiencies in the fundamental areas through the use of the Developmental mathematics, writing, and reading interactive software, thereby eroding barriers to employment.

## Developmental Mathematics

## Developmental Reading

## Developmental Writing

**Mathematics I** is a computer assisted instruction program designed for the adult learner to develop preliminary math skills in functional grades 2 through 8.

**Mathematics II** Designed to improve the math skills of students preparing to enter a two-year or four-year college. Following much the same format as the college placement exams, this program provides sequential experiences in the content areas covered by these tests.

The **Mathematics III** Skills for students preparing for college entrance. The course provides instructional lessons and reinforcements in the content areas required for most incoming college students.

The program generates questions based on carefully designed algorithms and, as such, provides for the generation of an unlimited supply of exercises. Learners progress at their own pace, with mastery in skill areas frequently measured through quizzes and tests.

The **Reading I** course contains developmental lessons in reading instruction and reading development for adult basic reading skills. Learners receive instruction in basic reading skills and then practice what they've learned in reading passages. The **Reading II** course is a computer assisted instructional program designed to improve the reading skills of students preparing for the General High School Equivalency Examination in reading. The course is an extensive comprehensive reading course containing questions in two skill areas: Reading Instruction (RI) and Reading Development (RD). The program generates questions based on carefully designed algorithms.

Following receipt of instruction in key reading skills, learners then practice what they've learned in more complex reading passages. Reading passages include both literal and interpretive reading as well as everyday reading situations.

The **Writing I** course is a computer assisted instructional program designed to develop basic writing skills in adult learners. The course contains writing samples and editing exercises covering writing mechanics, grammar, spelling, and organization. Students receive initial instruction in key writing skills and then practice what they have learned.

**Writing II** is a computer assisted instructional program designed to develop writing skills in learners who are preparing to successfully pass the writing portion of the high school equivalency examination. Following much of the same format presented on the examination, the program provides sequential experience in the content of two (2) areas: Writing Mechanics (WM) and Revising and Editing (RE). The program generates questions based on carefully designed algorithms. Students receive initial instruction in key writing skills and then practice what they have learned by revising and editing writing samples

The **Essay Writing** course provides a controlled environment for drill and practice writing of approximately 20 pre-defined essay topics. Student essays are written in an easy to use instructional window and are saved to the ISI Management System for later review or printing by students, teachers and administrators. In addition to being useful for writing drill and practice in general, the course essay topics are selected and designed to be used in support of a comprehensive GED preparation program for adults and young adults seeking to pass their GED examination.



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# Employability Skills Series

The employability series provided training on the soft skills that employer's desire for prospective applicants to possess. In conjunction with the Occupational series courses, this series is used comprehensively throughout ATTAIN labs to complete adult workforce development training.

## Working with People

The Working with People course helps learners develop critical interpersonal skills essential for succeeding in the workforce. Video segments illustrate important problem solving skills and conflict resolution techniques.

## Workplace Readiness

The **Working with People** course helps learners develop critical interpersonal skills essential for succeeding in the workforce. Video segments illustrate important problem solving skills and conflict resolution techniques.

## Workplace Mathematics

Multimedia computer-based instruction program designed to help students develop basic mathematical skills and concepts in the setting of real-world occupations. The course covers basic operations with whole numbers, fractions, decimals, percents, and measurement.

# Life Skills Series

The Life Skills Program is a multimedia computer-based instruction program designed to help students develop basic reading skills while acquiring daily living skills. .

## PARENTING

**Parenting** focuses on the early stages of parenthood which includes the first prenatal visit, caring for an infant, emotional and physical development, nutrition, behavior, health and safety, choosing a day care and home-school relationships.

## YOU CAN MAKE IT HAPPEN

### Nine Steps to Success

**You Can Make It Happen** designed to help individuals get a sense of who they are, which negative and positive experiences/relationships got them there and which positive experiences/relationships could impact their future. They take stock of where they have arrived in their lives, and are urged to take control. Through a series of steps, program participants create a vision of the future they would like to reach and develop realistic steps to get there.

## ADULT VOCABULARY DEVELOPMENT

.The **Adult Vocabulary Development** course is an interactive vocabulary-building series covering vocabulary typically found in the first through twelfth grades



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# Occupational Skills Series

ATTAIN is a fully-integrated network of advanced technology and information training labs across New York State, which offers

## Carpentry

Multimedia computer-based instruction program designed to provide the basic skills instruction necessary for an entry-level position as a carpenter. Learners work at their own pace while mastering key occupational competencies.

## Electrician

Designed to provide the basic skills instruction necessary for an entry-level position as an electrician. Learners work at their own pace while mastering key occupational competencies.

## Plumbing

Multimedia computer-based instruction program designed to provide the basic skills instruction necessary for an entry-level position as a plumber. Learners work at their own pace while mastering key occupational competencies.

## Child Care Worker

*Targeted to a Teacher's Aide level of instruction. The courseware is divided into three levels of instruction, each designed to build specific competencies required by the U.S. Department of Labor's apprenticeship program for Child Development Specialists. Materials have been specifically developed for the adult learner, with emphasis placed on analyzing opportunities for the direct application of the skills learned to real-life settings.*

## Customer Service

*Designed to provide basic skills instruction and development for an entry-level position as a customer service representative. Learners will develop key competencies expected of a customer service representative in a self-paced, computer-assisted instructional program. Materials have been specifically developed for the adult learner to provide direct application for the skills learned in real-life settings.*

## Nursing Assistant

Designed to provide the basic skills instruction required for an entry-level position as a Nurse's Assistant. Learners will move at their own pace, while developing key competencies. The materials have been developed specifically for the adult or young adult learner, who will see direct applications for the instruction in a real-world working environment.

The curriculum is divided into twenty-three chapters that thoroughly cover a nurse's assistant's skills, from applying for a job as a nurse's assistant, to skills in working with people. Given a series of practice and scored questions, the learner will identify the definitions of all key terms and identify the steps in all tasks required for a nurse's assistant.

## Home Care Aide

Designed to provide the basic skills instruction required for an entry level position as a home care aide. Learners will move at their own pace, while developing key competencies. The materials have been developed specifically for the adult or young adult learner, who will see direct applications for the instruction in a real-world working environment.

## Introduction to Office Technology

Designed to provide the basic skills instruction required for an entry-level position as an employee in today's office. Learners will move at their own pace, while developing key competencies. The materials have been developed specifically for the adult or young adult learner, who will see direct applications for the instruction in a real-world working environment. Through the use of a series of practice and scored questions, the learner masters the definitions of all key terms and is given the opportunity to practice common tasks required of office workers.

## Security Guard

SECURITY GUARD PRE-ASSIGNMENT TRAINING

This lesson gives an overview of the course and some of the legislation regarding security officer training.

Role of the Security Officer—This lesson covers the duties performed by security officers and specific tasks that must be monitored and reported.

Provides an overview of the Security Officer Legislation and the Eight-Hour Pre-Assignment Training course for Security Officers

SECURITY GUARD CULTURAL AWARENESS -In this lesson the learner will examine why it is important to pay attention to the changing cultural and racial nature of our population.



# MICROSOFT

## COMPUTER CERTIFICATE PROGRAMS

### Digital Literacy Curriculum

The goal of Digital Literacy is to provide access and teach basic computer concepts and skills so that people can use computer technology in everyday life to develop new social and economic opportunities for themselves, their families, and their communities.

Whether you are entirely new to computing or have some experience, this curriculum will help you develop a fundamental understanding of computers. From using the Internet, to sending e-mail, to creating a resume, the Digital Literacy Curriculum helps you develop the essential skills you need to begin computing with confidence.

The Digital Literacy Curriculum consists of 5 courses:

- Computer Basics
- The Internet and World Wide Web
- Productivity Programs
- Computer Security and Privacy
- Digital Lifestyles

This curriculum has been integrated into the ATTAIN core curriculum to be tailored or customized by instructor/facilitators community-based organization..

### MOS WORD 2013

MOS WORD 2013 is part of the Microsoft Office Specialist (MOS) certification is the premier credential chosen by individuals seeking to validate their skills and advance their careers. Microsoft Office is a powerful service designed to unleash the best ideas, get things done and stay connected on the go.

Microsoft Office Specialist (MOS) 2013 certification exams are performance-based. To help you prepare for the exam, Microsoft recommends that you have hands-on experience with the product and that you use training resources. Here in the Attain Lab you will have the opportunity for just that.

This course is intended for students who want to learn basic Word 2013 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

In this course, students learn how to use Word 2013 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

### MOS PowerPoint 2013

MOS PowerPoint 2013 is part of the Microsoft Office Specialist (MOS) certification is the premier credential chosen by individuals seeking to validate their skills and advance their careers. Microsoft Office is a powerful service designed to unleash the best ideas, get things done and stay connected on the go.

In this course, you will use PowerPoint 2013 to begin creating engaging, dynamic multimedia presentations.

#### Who Should Attend

This course is designed for students who wish to gain the foundational understanding of Microsoft Office PowerPoint 2013 that is necessary to create and develop engaging multimedia presentations.

Microsoft Office Specialist (MOS) 2013 certification exams are performance-based. To help you prepare for the exam, Microsoft recommends that you have hands-on experience with the product and that you use training resources. Here in the Attain Lab you will have the opportunity for just that.



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# COMPUTER CERTIFICATE PROGRAMS

## QuickBooks

QuickBooks is the leading accounting and payroll software for small to medium businesses. Its intuitive interface is easy to understand, even if you lack an accounting or financial background. It integrates with other programs such as Microsoft Excel, making it easy to import data.

QuickBooks has the ability to:

Track sales and expenses

Create instant invoices

Access data securely

Sync data across devices

Make payments

Initiate payroll

QuickBooks self-paced training will help you learn all the features that QuickBooks has to offer. Course topics include entering company details and building lists, setting up and managing inventory, recording product sales, creating invoices, setting up and managing bank accounts, managing Assets and liabilities, and payroll.

## MTA

The Microsoft Technology Associate (MTA) certification is an entry-level credential that validates fundamental technology skills and knowledge among students and job-seekers who are pursuing a career in technology. MTA addresses a wide range of critical technology concepts with exams that are designed to assess and validate core technical concepts in three primary areas: Developer, Database, and IT Professional.

As the preferred path to Microsoft's Certified Professional exams, such as Microsoft Certified Solutions Associate (MCSA) and Microsoft Certified Solutions Developer (MCSA), MTA is the ideal starting point for anyone interested in starting a career in technology.

Microsoft Technology Associate

- ◆ Networking Fundamentals
- ◆ Database Fundamentals
- ◆ Security Fundamentals
- ◆ Windows Operating Systems
- ◆ Windows Cloud Fundamentals
- ◆ HTML5 Applications

# Languages Education

## Rosetta Stone

What makes Rosetta Stone so unique is that we prepare you to use your new language in the real world. So it's not just about the features, but what you're able to do because of them. That way, you'll be ready to handle any situation and sound great doing it.

Learn to speak a new language intuitively with Rosetta Stone—the most trusted name in language learning. Train yourself to gain context from conversations using our proven immersion method in dozens of languages—including English, Spanish, German, Italian, Japanese and more.



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