



## Corporate Training Center

Free Foundational Skills Classes for Job Seekers and Entry Level Workers

### **Keyboarding** with Instructor, Shari Mistretta

Participants will learn proper hand placement and use practice typing drills to maximize skill and speed.

**Michael J. Grant Campus (Brentwood), Sally Ann Slacke Center, Room 117  
Tuesdays and Wednesdays - June 7, 8, 14 and 15 - 10:00am-12:00pm**

### **Intro to Microsoft Word** with Instructor, Candice Kulak

Participants will learn the basics of document production and formatting with a take-away reference guide.

**Michael J. Grant Campus (Brentwood), Sally Ann Slacke Center, Room 116  
Mondays and Wednesdays, June 6, 8, 13 and 15 - 10:00am -1:00pm**

### **Netiquette** with Instructor, Yvonne Lieblein

This class will teach participants the importance of using concise, yet positive messages, checking for spelling, avoiding grammatical errors and an overview of appropriate/inappropriate content. The class will include tips on handling of spam and receiving personal messages on the job.

**Culinary Arts and Hospitality Center, 20 East Main Street, Riverhead, Room 222  
Friday, June 17 - 1:00pm – 5:00pm**



**Fax Registration forms to: (631) 851-6204**

Program Directors: for more information please email: [armam@sunysuffolk.edu](mailto:armam@sunysuffolk.edu)

Integrating Program and Resources for Outreach, Motivation, and Engagement (I-PROMOTE) is a SUNY grant-funded collaboration between Suffolk County Community College's Office of Career Services, New York State Department of Labor, Suffolk County Department of Labor, and Suffolk County Department of Social Service.



**SPECIAL PROGRAM REGISTRATION FORM**

FAX TO: (631) 851-6204

SCAN/EMAIL TO: [armam@sunysuffolk.edu](mailto:armam@sunysuffolk.edu)

**PLEASE CIRCLE THE CLASS YOU WISH TO TAKE:**

**KEYBOARDING – Tue. & Wed. - June 7, 8, 14 and 15 @ 10:00am-12:00pm - Brentwood**

**INTRO TO WORD – Mon. & Wed. - June 6, 8, 13 and 15 @ 10:00am -1:00pm - Brentwood**

**NETIQUETTE – Friday, June 17 @ 1:00pm – 5:00pm – Riverhead**

**ALL STUDENTS MUST COMPLETE THIS FORM (PLEASE PRINT)**

LAST NAME

FIRST NAME

MIDDLE NAME

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STREET ADDRESS

TOWN

STATE

ZIP

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF BIRTH (MM/DD/YY)

TELEPHONE NUMBER

ALTERNATE NUMBER

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

VETERAN STATUS: YES OR NO

GENDER

M-MALE

F-FEMALE

N-NOT DISCLOSED

JOB STATUS

1 - WORKING

2 – UNEMPLOYED

3 – PT SEEKING FT

ETHNICITY

1-WHITE

2-BLACK

3-HISPANIC

4-ASIAN PACIFIC

5-AMER. INDIAN

6-OTHER

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ SIGNATURE: \_\_\_\_\_

**Please give us 24 hour notice if you cannot attend by calling: (631) 851-6200**

FAX TO: (631) 851-6204 - SCAN/EMAIL TO: [armam@sunysuffolk.edu](mailto:armam@sunysuffolk.edu)

Corporate Training Center – Suffolk County Community College