

What is the Software Training Program?

The Eastern Suffolk BOCES Software Training Program is here to offer users an opportunity to learn popular MS Office, Adobe, and other productivity applications, such as Word, Excel, PowerPoint, and Adobe Acrobat. Courses are now offered in Office 2010 and are also available for Office 2003 and 2007 applications upon user request.

Workshops run from 8:30 a.m.- 3:30 p.m. at our Regional Information Center in Holbrook and at Westhampton Beach. If dates and times of courses are inconvenient for you, or if you would prefer on-site training, we offer the option of having instructors go on-site and offer customized training to meet your needs at a cost of \$883/day. Contact the Software Training Center at 288-9568 to arrange the training.

Workshops in other applications can be delivered upon request. Students may also attend courses at our authorized vendor, New Horizons, and still receive aid eligibility as long as course registrations are completed through Eastern Suffolk BOCES.

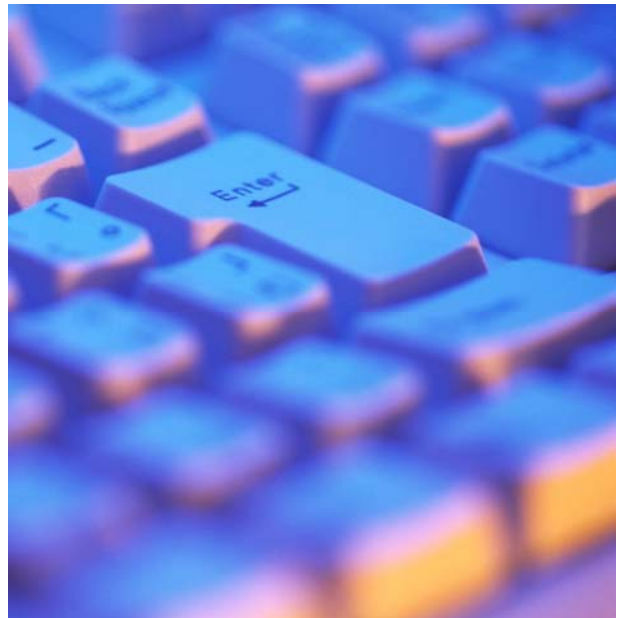
Follow-up support is available to all participants to help ease user stress and to ensure student success. Attendees can contact the Software Training Center to have questions answered about any program on which they have been trained.

A Software Training listserv has been created and subscribers will receive updates and reminders about upcoming workshops. We invite all employees in the following Suffolk County institutions to join the listserv:

- **BOCES**
- **School Districts (public and non-public) clerical and administrative staff**
- **Public agencies with educational purposes and functions**

To see our list of Software Training classes and course descriptions, visit:
<http://www.esboces.org/ST>

To join the listserv, send an email to:
www.subscribe-softwaretraining@lists.esboces.org
and do not include text in the subject or text area.



Most importantly, schools and agencies with an educational purpose can join the Software Training network to provide their employees with effective professional development at reduced prices. Administrators and support staff are highly encouraged to become part of this network and to consider attending in teams.

All network partners will be invited to join bi-annual collegial circles to share best practices and solutions to identified obstacles.

We look forward to working with you as the program develops to meet your needs. **Your thoughts and ideas are appreciated.** Please contact me directly if you need further clarification. Please join the listserv to receive Software Training information.

Thank you,

Molly Licalzi

Administrative Coordinator

mlicalzi@esboces.org

Phone: (631) 288-9568

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2011-2012 Pricing

Under 2,000 students/employees - \$2,500

Take advantage of up to
25 workshops or self-paced online course
resources

2,001 students/employees and over - \$5,000

Take advantage of up to 50
workshops or self-paced online course
resources

Additional member workshop fees:

\$ 100 / per person

Non-member workshop fees:

\$ 200 / per person