

## **First Year Class Descriptions:**

### ***Demographics & Your Community***

Population size and characteristics are used by government and private agencies to distribute electoral representation, funds and investments. Municipalities are able to work with the New York State Data Center Program and the US Census Bureau to improve the quality of these data. This workshop will present details of the Census Bureau's annual estimates and decennial census of population and housing, and how local governments can become a key partner in getting a complete count.

### ***Computer Skill Development I: Spreadsheet Skills***

A suite of software tools is growing in use for a variety of tasks. The hands-on computer skill development sequence is designed to familiarize clerks with key features of spreadsheets, word-processing and database software tools for the information management roles they carry out. Course one focuses on spreadsheet tools using Microsoft's Excel.

### ***Communications I: Oral Presentation Skills***

The clerks role in the local government environment requires a full range of communication skills. In this first-in-a -series of three courses the focus will be on oral communication & presentation skills.

### ***Practical Statistics***

The volume of information and reports flowing through local government offices is ever increasing. This course is designed provide exposure to key statistical concepts and skills to help interpret this growing volume of information and data.

### ***Information Access I***

A variety of community relevant information sources are accessible across the internet from university libraries and other public and private sources. This hands-on computer workshop will provide an introduction to these sources and to the skills for finding information for local needs.

### ***Public Administration***

Local governments are organizations both similar and different from private businesses and not-for-profits. We will explore the variety of local organizations and important ideas about the operation of local governments.

### ***Personal Growth & Development***

Professional development and growth are often neglected with the pressing commitments and circumstances we face. We will help in developing a plan for growth and a team context for pursuing your goals overtime.

### ***Records Management***

'Your Role as a Records Management Officer' - an overview of the legal and administration responsibilities of a records management officer in New York State.