EMPLOYMENT TRAINING CENTER

Computer Skills Workshops June 2017

Summer is the perfect time to evaluate your employment skills; get the confidence and skills you need. All classes are FREE for qualified participants.
Sign up for our program today!

- Hands on computer skills workshops
- Individual computer and job search training
- Training materials provided
- Job development
- Resumes and cover letters
- Career counseling
- Interviewing skills
- Navigating online job applications

For more information call
(518) 234-2568 ext. 3024
or toll free (866) 849-2402
Visit our website
www.sccapinc.org
Send an email:
mholmes@sccapinc.org

COMPUTER WORKSHOP SCHEDULE
JUNE 2017

File Management, Creating Files and Folders
1:30-3:30 pm, Tuesday, June 6

Microsoft Publisher 2010
1:30-3:30 pm, Thursday, June 8

Introduction to Microsoft Excel 2010, Part I
1:30-3:30 pm, Tuesday, June 13

Introduction to Microsoft Excel 2010, Part II
1:30-3:30 pm, Thursday, June 15

Advanced Microsoft Excel 2010, Formatting Worksheets
1:30-3:30 pm, Tuesday, June 20

Advanced Microsoft Excel 2010, Advanced Formulas
1:30-3:30 pm, Thursday, June 22

Microsoft Outlook
1:30-3:30 pm, Tuesday, June 27

CAREER READINESS TRAINING

is available to unemployed or underemployed individuals having difficulty getting a job or moving ahead. If you have been dependent on public assistance *or* on the income of another but are no longer supported that way, then you may qualify for career readiness training.

Schoharie County
Community Action Program, Inc.
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