Schoharie County
Community Action Program, Inc.

Employment Training Center

Free Computer Training Workshops in MAY

Tuesday, May 3, 1:30 to 3:30
Microsoft Excel, Part 1
Thursday, May 5, 1:30 to 3:30
Microsoft Excel, Part 2

Tuesday, May 10, 1:30 to 3:30
Advanced Excel, Understanding Charts
Thursday, May 12, 1:30 to 3:30
Advanced Excel , Creating Complex Formulas

Tuesday, May 17, 1:30 to 3:30
Microsoft Access, Part 1
Thursday, May 19, 1:30 to 3:30
Microsoft Access, Part 2

Tuesday, May 24, 1:30 to 3:30
Professional Presentations with PowerPoint
Thursday, May 26, 1:30 to 3:30
Desktop Publishing with Publisher

Career Readiness Services

All classes are free
Sign up for our program today!

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

795 East Main Street, Suite 5, Cobleskill, NY 12043

For more information call **(518) 234-2568 ext. 3024** *or toll free* ***(866) 849-2402***

Visit our web www.sccapinc.org ● *Send an email*: poconnor@sccapinc.org