

Employment Training Center

Career Readiness Skills

Computer Workshop Schedule

February 2017

Introduction to Microsoft Outlook 2010

1:30-3:30 pm, Thursday, February 2

Introduction to QuickBooks 2013, Part I

1:30-3:30 pm, Tuesday, February 7

Introduction to QuickBooks 2013, Part II

1:30-3:30 pm, Thursday, February 9

Keyboarding Practice Session

2:00-3:00 pm, Tuesday, February 14

Understanding the File Management System

1:30-3:30 pm, Thursday, February 16

Introduction to Microsoft Office 2010

1:30-3:30 pm, Thursday, February 23

Introduction to Microsoft Word 2010, Part I

1:30-3:30 pm, Tuesday, February 28



Schoharie County

Community Action Program, Inc.

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.

Be ready for those new jobs; 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 web www.sccapinc.org