

# Employment Training Center



## Computer Workshop Schedule

April 2017

### **Introduction to Microsoft Publisher 2010**

1:30-3:30 pm, Tuesday, April 4

### **Introduction to Microsoft Access 2010, Part I**

1:30-3:30 pm, Tuesday, April 11

### **Introduction to Microsoft Access 2010, Part II**

1:30-3:30 pm, Thursday, April 13

### **Advanced Microsoft Access 2010, Validation Rules**

1:30-3:30 pm, Tuesday, April 18

### **Advanced Microsoft Access 2010, Lookup Fields**

1:30-3:30 pm, Thursday, April 20

### **Introduction to Microsoft PowerPoint 2010**

1:30-3:30 pm, Tuesday, April 25

### **Introduction to Microsoft Outlook 2010**

1:30-3:30 pm, Thursday, April 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.

**Be ready for those new spring 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](http://www.sccapinc.org)*

**Career Readiness Skills**

*Schoharie County*

**Community Action Program, Inc.**

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