

Employment Training Center

Career Readiness Skills



Now offering computer training workshops in **Microsoft Office 2016** and **introducing Intuit QuickBooks 2018**, as well as job search and resume writing assistance.

Jump-Start Your Job Search!

February 2019 Workshop Schedule

Online Job Searches and Applications

10:00am-12:00pm, Thursday, Feb. 7

Money Management 101-Budgeting

10:00am-12:00pm, Tuesday, Feb. 12

Intro to QuickBooks 2018, Level I, Pt. I

10:00am-12:00pm, Tuesday, Feb. 19

Intro to QuickBooks 2018, Level I, Pt. II

10:00am-12:00pm, Thursday, Feb. 21

Intro to QuickBooks 2018, Level II, Pt. I

10:00am-12:00pm, Tuesday, Feb. 26

Intro to QuickBooks 2018, Level II, Pt. II

10:00am-12:00pm, Thursday, Feb. 28

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 **FREE** career readiness training.

Additional Services Offered

- Hands on computer skills workshops
- Individual job search trainings
- Resume and cover letter assistance
- Career counseling assistance
- Interview techniques & mock interviews available
- Online job application assistance
- Financial Literacy workshops
- Customizable business computer skills trainings

All Training Materials Provided.

Call today for information!



Schoharie County

Community Action Program, Inc.

795 East Main Street, Suite 5, Cobleskill, New York 12043

For more information call (518) 234-2568 ext. 3024

or toll free (866) 849-2402

Visit our website @ www.sccapinc.org

Send an email to: mholmes@sccapinc.org