



# 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.

### April 2019 Workshop Schedule

#### **Intro to Microsoft Excel 2016, Pt. I**

10:00am-12:00pm, Tuesday, April 2

#### **Intro to Microsoft Excel 2016, Pt. II**

10:00am-12:00pm, Thursday, April 4

#### **Adv. Microsoft Excel 2016, Creating Charts**

10:00am-12:00pm, Tuesday, April 9

#### **Understanding How Credit Works**

10:00am-11:00am, Wednesday, April 10

#### **Adv. Microsoft Excel 2016, Adv. Formulas**

10:00am-12:00pm, Thursday, April 11

#### **Intro to Microsoft Outlook 2016**

10:00am-12:00pm, Tuesday, April 16

#### **Intro to Microsoft PowerPoint 2016**

10:00am-12:00pm, Thursday, April 23

#### **Intro to Microsoft Access 2016, Pt. I**

10:00am-12:00pm, Tuesday, April 30

### 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 and 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](http://www.sccapinc.org)*

*Send an email to: [mholmes@sccapinc.org](mailto:mholmes@sccapinc.org)*